DEPARTMENT OF PUBLIC SERVICE
One City Square, Suite 320
Warren, MI 48093-5284
(586) 574-4604
Fax (586) 574-4517
www.cityofwarren.org

September 10, 2025

Council Secretary

RE: Resolution for 23814 Willard (Demolition of a House) Nuisance Abatement

Honorable Council Secretary:

The approval of a resolution is necessary for collection proceedings relating to the removal of a house at 23814 Willard which is under the nuisance abatement program.

Attached, please find the appropriate resolutions 1 and 2 and place on the **October 14, 2025 consent agenda** for a City Council Meeting **November18, 2025** to review and confirm Special Assessment Roll No. **546 .**
Thank you for your cooperation in this matter.

Sincerely,

David Muzzarelli, Director
Department of Public Service

Read and Concur,

Approved: _____
City Attorney's Office

Read and Concur,

Approved: _____
Lori M. Stone, Mayor

RDS/al
Building
Treasurer
Controllers
City Clerk
Assessor

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September 10, 2025

City Attorney,

Vacant, dilapidated one story house (630 sq. ft.) with crawl space, remove dilapidated front deck and all debris on the property at:

23814 Willard
13-25-305-014

LOTS 124 AND 125 – ABBOTT & BEYMER'S HALFWAY GARDENS SUBDIVISION, according to the plat thereof as recorded in Liber 7, Page 83 of Plats, Macomb County Records.

Interested Parties: Joewas N.A. Hidais
Nour Fa Realty LLC
Macomb County Treasurer

Please be advised that the nuisance at the above-noted location has been completed through efforts of the City as directed by the Nuisance Abatement Board of Appeals. Please institute collection proceedings including but not limited to any civil action which may be available.

Cost incurred by the City in effecting the abatement of this nuisance is as follows:

Demolition Bid # RFQ-W-PS344	$ 11,500.00
Asbestos Survey	$ 380.00
City Administrative Fees	$ 1,092.50
Total	**$ 12,972.50**

It is recommended these cost be charged to the property owner under proposed Special Assessment Roll No. **546.** A Certificate of Abatement will be issued at a later date.

Sincerely,

Dave Muzzarelli, Director
Department of Public Service

cc: Mayor
Division of Building
Property Maintenance
City Controller
City Clerk
City Assessor
Treasurer

1st SAR Nuisance Resolution
23814 Willard (13-25-305-014)

RESOLUTION

A_____ Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, _____ at 7:00 p.m. Eastern Time in the Council Chamber of the Community Center, 5460 Arden, Warren, Michigan.

PRESENT: Councilmember: _____

_____

ABSENT: Councilmember: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember _____ _____:

The City Council held a public appeal hearing on the Hearing Officer's nuisance determination, and adopted a resolution upholding the Hearing Officer's determination that a nuisance existed upon the following described Property ("Property"):

LOTS 124 AND 125 – ABBOTT & BEYMER'S HALFWAY GARDENS SUBDIVISION, according to the plat thereof as recorded in Liber 7, Page 83 of Plats, Macomb County Records.

Owner(s) Joewas N.A. Hidais
Nour Fa Realty LLC
Macomb County Treasurer

The City Council ordered abatement of the nuisance within **60 days** of the public appeal hearing and if the nuisance was not abated within the time limit, the City Council directed

the Director of Public Service to direct the removal of the nuisance. The City Clerk has notified the Property owner(s) of the City Council Resolution, and order of nuisance removal.

The Property owner(s) failed to remove the nuisance within the time period prescribed by City Council.

The Director of Public Service obtained removal of the nuisance by demolition pursuant to the Resolution of City Council.

The Director of Public Service has filed this report of the work done and the expenses incurred in the abatement of the nuisance.

NOW, THEREFORE, IT IS RESOLVED, that the City Council does hereby determine that the following charges shall be levied as a special assessment against the Property indicated:

PROPERTY	**CHARGES**
Parcel No. 13-25-305-014 also known as 23814 Willard	**$12,972.50**

IT IS FURTHER RESOLVED, that the City Assessor is hereby instructed to prepare a special assessment roll in accordance with the above determination and designate the name by which the roll shall be known.

IT IS FURTHER RESOLVED, that the special assessment roll shall be divided into ___ten_____ (10) annual installments, and that the deferred installments of the special assessment roll shall bear interest at the rate of ____8_____ (8%) per cent per annum.

IT IS FURTHER RESOLVED, that the special assessment roll shall be certified by the City Assessor and filed with the City Clerk. The City Clerk shall give notice by certified mail to the owner(s) of the Property upon which the aforesaid charges are levied, stating the basis for the assessment, the amount thereof, and the property affected, and giving the

Property owner(s) until the 18th day of November, 2025, for payment to be made. The notice shall further state that if payment is not made before the said 18th day of November, 2025, a public hearing shall be held on the aforesaid date before the City Council in the Council Chamber of the Community Center, 5460 Arden, Warren, Michigan 48092 at 7:00 p.m. Eastern _____ Time, for the purpose of hearing any objections to said special assessment roll as prepared.

AYES: Councilmember: _____

_____

NAYS: Councilmember: _____

_____

RESOLUTION DECLARED ADOPTED this _____day of _____, _____.

_____
MINDY MOORE
Council Secretary

CERTIFICATION

STATE OF MICHIGAN)
)SS.
COUNTY OF MACOMB)

I, SONJA BUFFA, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on _____, _____.

_____
SONJA BUFFA
City Clerk

2nd SAR Nuisance Resolution
23814 Willard (13-25-305-014)

RESOLUTION

A _____ Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, _____, at 7:00 p.m. Eastern _____ Time, in the Council Chamber of the Community Center, 5460 Arden, Warren, Michigan.

PRESENT: Councilmember: _____

_____

ABSENT: Councilmember: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember _____:

By resolution adopted _____, the City Council determined to levy a special assessment against the following described Property;

Parcel No. (13-25-305-014) <u>also known as 23814 Willard</u>

The City Assessor has prepared a special assessment roll to Levy a special assessment against the Property indicated:

PROPERTY	CHARGES
Parcel No. 13-25-305-014 also known as 23814 Willard	**$12,972.50**

LOT 124 AND 125 – ABBOTT & BEYMER'S HALFWAY GARDENS SUBDIVISION, according to the plat thereof as recorded in Liber 7, Page 83 of Plats, Macomb County Records.

Owner(s) Joewas N.A. Hidais
Nour Fa Realty LLC
Macomb County Treasurer

The special assessment roll has been certified by the City Assessor and filed with the City Clerk;

The City Clerk has given notice by certified mail on _____ to the owners of the Property upon which the aforesaid charges are levied, stating the basis for the assessment, the amount thereof, and the Property affected, and giving the property owners until the 18th day of November, 2025, for payment to be made;

Payment has not been made, and a public hearing having been held on November 18, 2025, after notice of the hearing having been given to the Property owners, in the notice described above;

NOW, THEREFORE, IT IS RESOLVED, that the special assessment roll in the following amount and bearing the following roll number is hereby confirmed as presented by the City Assessor:

SPECIAL ASSESSMENT NO. **546** - **$12,972.50**

IT IS FURTHER RESOLVED, that the special assessment roll shall be divided into ten (10) annual installments, the first installment(s) shall be

due on July 1, 2026, and the subsequent installment(s) shall be due on July 1 of each and every year thereafter, bearing interest at the rate of eight (8%) per cent per annum, commencing on August 1, 2026.

IT IS FURTHER RESOLVED, that the installments of the special assessment roll shall be collected in the manner required by the appropriate provisions of Chapter 33, of the Code of Ordinances of the City of Warren.

AYES: Councilmember: _____

_____

NAYS: Councilmember: _____

_____

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MINDY MOORE
Council Secretary

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Department of Public Service

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Approved: _____
City Attorney's Office

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Approved: _____
Lori M. Stone, Mayor

RDS/al
Building
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AYES: Councilmember: _____

_____

NAYS: Councilmember: _____

_____

RESOLUTION DECLARED ADOPTED this _____day of _____, _____.

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MINDY MOORE
Council Secretary

CERTIFICATION

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2nd SAR Nuisance Resolution
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AYES: Councilmember: _____

_____

NAYS: Councilmember: _____

_____

RESOLUTION DECLARED ADOPTED this _____day of _____, _____.

_____
MINDY MOORE
Council Secretary

CERTIFICATION

STATE OF MICHIGAN)
)SS.
COUNTY OF MACOMB)

I, SONJA BUFFA, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on _____, _____.

_____
SONJA BUFFA
City Clerk

Docusign Envelope ID: 9BC330E9-62B9-4BB0-8383-528CE04CE6F2

COMMUNITY DEVELOPMENT
ONE CITY SQUARE, SUITE 210
WARREN, MI 48093
(586) 574-4686
Fax (586) 574-4685
www.cityofwarren.org

October 3, 2025

Mindy Moore, Council Secretary

RE: Proposed Resolution Authorizing an Agreement between the City of Warren and Care House

As part of the 2025-2026 CDBG Program Year Budget, City Council approved the allocation of $35,000 to provide coordinated forensic interviews, comprehensive forensic medical exams, crisis counseling, legal advocacy and other services to children who are victims of sexual and/or severe physical abuse and their families who reside in the City of Warren. The City desires to enter into an agreement with Care House to provide such services to eligible individuals.

Funding is available in the appropriate account to approve the agreement between the City of Warren and Care House.

Attached for consideration by Council you will find a copy of the proposed agreement with Care House, which was reviewed and approved by the City Attorney's Office. Please submit to Council for consideration at its October 14, 2025 meeting. The appropriate resolution authorizing execution of the agreement for these services is attached. If you have any questions regarding this matter, please contact Community Development at (586) 574-4686.

Sincerely,

Tom Bommarito
Community Development Director

Read and Concur:

Signed by:
Lori M. Stone
F040B73E57F248E...

Lori M. Stone
Mayor

Read and Approved as to Form:

City Attorney's Office

Docusign Envelope ID: 9BC330E9-62B9-4BB0-8383-528CE04CE6F2

AGREEMENT BETWEEN CARE HOUSE AND THE CITY OF WARREN FOR 2025/2026 PROGRAM YEAR

This Agreement is made this _____ day of _____2025, between the City of Warren (CITY), a Michigan Municipal Corporation, whose address is One City Square, Warren, Michigan 48093, and Macomb County Child Advocacy Center, (CARE HOUSE), a Michigan non-profit corporation, whose address is 131 Market Street, Mt. Clemens, Michigan 48043.

The parties stipulate as follows:

1. The CITY is the grant recipient of Community Development Block Grant funds under Title I of the Housing and Community Development Act of 1974, as amended, ("Program Funds"). Federal Award Identification Number B-25-MC-26-0016 awarded on September 16, 2025 CFDA Number 14.218.
2. CARE HOUSE (Unique Entity ID XTBCTJVNBHJ5), is a private non-profit organization that provides coordinated forensic interviews, crisis counseling, family advocacy and other services ("Program Assistance") to children who are victims of sexual and/or physical abuse and their families.
3. The CITY has appropriated, $35,000.00, a portion of the Program Funds to provide Program Assistance to children who are victims of sexual and/or physical abuse and their families who reside in the City of Warren.
4. CARE HOUSE desires to use Program Funds to provide Program Assistance to children who are victims of sexual and/or physical abuse and their families who reside in the City of Warren.
5. This Contract is considered a sub-award and will not be used for research and development. There will be no reimbursement for indirect costs related to this award.

For the reasons set forth above, and in consideration of the mutual covenants and promises of the parties, the CITY and CARE HOUSE agree as follows:

SECTION 1. SCOPE OF SERVICES.

1. CARE HOUSE shall provide Program Assistance to children who are victims of sexual and/or physical abuse and their families who reside in the City of Warren ("Program Recipients").
2. Program Assistance will include but not be limited to coordinated forensic interviews of Program Recipients.
3. CARE HOUSE shall interview each Program Recipient prior to the provision of service and complete an *Affidavit of Eligibility*, attached as Exhibit A, that includes information on the Program Recipient as follows:

   (a) Address
   (b) Race
   (c) Ethnicity
   (d) Service Provided

   The *Affidavit of Eligibility* must be signed by the CARE HOUSE representative who interviews the Program Recipient. It must be maintained on file in the CARE HOUSE Offices and kept confidential.
4. At the request of the CITY, CARE HOUSE shall provide Program Assistance to a qualified Program Recipient referred by the CITY.
5. CARE HOUSE will maintain active status in the System for Award Management (SAM).

Docusign Envelope ID: 9BC330E9-62B9-4BB0-8383-528CE04CE6F2

SECTION 2. TERM OF AGREEMENT. The term of this Agreement shall be from October 1, 2025 until the earlier of the exhaustion of the Contract Amount or September 30, 2026, unless terminated sooner.

SECTION 3. PERSONNEL.

1. CARE HOUSE shall provide, at its own expense, all personnel necessary to perform all work and services required under this Agreement.

2. CARE HOUSE shall take reasonable precautions in the selection of individuals performing services under this Agreement to ensure their honesty, courtesy, ability, and fitness. CARE HOUSE shall ensure that no solicitations are made to any person by any of its personnel whether volunteer or employee.

3. Any employee of the CITY may not be hired by CARE HOUSE to perform services under this Agreement. A CITY employee may perform services as a volunteer; however, such services shall be performed on behalf of CARE HOUSE and not the CITY. No person shall be considered an employee or independent contractor of the CITY while performing services on behalf of CARE HOUSE under this Agreement.

4. All of the services required under this Agreement will be performed by CARE HOUSE and all personnel engaged in the work shall be fully certified, qualified and permitted under the State and local law to perform such services.

SECTION 4. ASSIGNMENTS AND SUBCONTRACTS. CARE HOUSE may not assign or subcontract any part of the work to be performed under this Agreement without the prior knowledge and written consent of the CITY. Any assignments shall be mutually agreed upon by CARE HOUSE and the CITY, and the assignee will be required to execute an assumption agreement with the CITY. Such assumption agreement must be approved by City Council for the City of Warren to be valid. Even if any of the work is assigned or subcontracted, CARE HOUSE shall not be relieved from its responsibility to perform under this Agreement.

SECTION 5. COMPENSATION.

1. CARE HOUSE shall be reimbursed for rent at the Warren Office (30521 Schoenherr Rd) utilized for Forensic Interviews. The actual cost of the rent will be consistent with a lease executed with United Diversified Properties and shall not exceed $3,500 per month.

2. CARE HOUSE shall submit quarterly invoices to the CITY clearly outlining the services provided for which reimbursement is requested. Invoices shall be accompanied by a completed *Beneficiary Report,* attached hereto as Exhibit B, which will contain summary statistical information on the persons assisted. Invoices and the required reports shall be submitted within twenty (20) days after each quarter ending December 31, March 31, June 30, and September 30.

3. During the term of this Agreement, the total compensation and reimbursement to be paid by the CITY shall not exceed the maximum of $35,000.00 (Contract Amount).

4. Any income received by CARE HOUSE from a Program Recipient for services rendered under the terms of this Agreement shall be considered Program Income. Any Program Income received shall be deducted, in the same period it is received, from the invoices submitted to the CITY. All unaccounted Program Income remaining after termination or expiration of this Agreement shall be transferred to the CITY.

Docusign Envelope ID: 9BC330E9-62B9-4BB0-8383-528CE04CE6F2

SECTION 6. INSURANCE.

CARE HOUSE shall procure, at its own expense, and keep effective during the term of this Agreement, the insurance specified below, from an insurance company authorized to do business in the State of Michigan and reasonably acceptable to the CITY. The type and amount of insurance required is as follows:

1. Workers Compensation & Employers Liability Insurance in the statutory amounts required by the State of Michigan for all laborers and employees.

2. Comprehensive General Liability Insurance

General Aggregate	$2,000,000
Products/Completed Operations Aggregate	$1,000,000
Personal & Advertising Injury	$1,000,000
Each Occurrence	$1,000,000
Fire Damage-Any one fire	$50,000
Medical Expense-Any one person	$5,000

3. Comprehensive Motor Vehicle Liability
   $1,000,000 Combined Single Limit for Bodily Injury and Property Damage

The City shall be named as an additional insured on said Comprehensive General and Motor Vehicle Liability Insurance and stated on certificate as follows: "The City of Warren, City of Warren Municipal Building Authority, City of Warren Downtown Development Authority, and the 37th District Court, all elected, appointed officials, employees and volunteers as individuals acting within the scope of their authority, as an additional insured."

Certificates of Insurance (or applicable renewal certificates) for the required coverage issued in the name of CARE HOUSE shall be delivered to the CITY c/o the Community Development Program, One City Square, Suite 210, Warren, Michigan 48093-4283. These certificates shall clearly indicate that the provisions of the applicable policy are in compliance with the requirements of this section. All insurance policies and certificates must include a waiver of subrogation, and include a provision providing thirty (30) days prior written notice to the CITY of cancellation, material change or reduction of coverage. The insurance limits shall in no way limit CARE HOUSE'S obligation to provide indemnification for damages or injuries in excess of such coverage.

SECTION 7. TERMINATION FOR CAUSE. If, for any cause, CARE HOUSE shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or shall violate any of the provisions of this Agreement, the CITY shall have the right to terminate this Agreement by giving notice to CARE HOUSE of such termination and specifying the effective date thereof, at least five (5) days before the effective date of termination.

Upon termination, CARE HOUSE shall not be relieved of liability to the other party for any damages sustained by virtue of any breach of the Agreement. CARE HOUSE shall only be entitled to payment for actual reimbursement amounts incurred up to termination; however, the CITY may withhold payments to CARE HOUSE for the purpose of set off until such time as the exact amount of damages due the CITY from CARE HOUSE is determined.

Docusign Envelope ID: 9BC330E9-62B9-4BB0-8383-528CE04CE6F2

SECTION 8. TERMINATION FOR CONVENIENCE OR LOSS OF FUNDING. The CITY may terminate this Agreement at any time for any reason by giving at least thirty (30) days' notice in writing to CARE HOUSE. If the Agreement is terminated for convenience, CARE HOUSE will be reimbursed for the services provided and expenses incurred up to the termination. If this Agreement is terminated due to the fault of CARE HOUSE, Section 7 shall apply.
The CITY may also terminate this Agreement in the event any existing or future agreement between the CITY and the Department of Housing and Urban Development (HUD) no longer permits the expenditure of federal funds for this project. The CITY may terminate this Agreement immediately if the grant funding from HUD is terminated.

SECTION 9. CONFIDENTIALITY AND RETURN OF DOCUMENTS. Upon termination or expiration of this Agreement, all finished or unfinished documents, data, studies, surveys, and reports prepared by CARE HOUSE shall be transferred to the CITY. In addition, all reports and information prepared or used under this Agreement are confidential and CARE HOUSE shall not make them available to any individual, group, or organization without the prior written approval of the CITY. Any records or materials CARE HOUSE deems private shall be boldly marked "Confidential." To the extent permitted by the Michigan Freedom of Information Act, the City will withhold such materials from public disclosure unless compelled by law.

SECTION 10. CHANGES. Any changes in services to be performed hereunder, including any increase or decrease in the amount of compensation, shall be mutually agreed upon by CARE HOUSE and the CITY, and shall be incorporated into written amendments approved by the City Council for the City of Warren.

SECTION 11. INDEPENDENT CONTRACTOR. While carrying out the terms of this Agreement, CARE HOUSE is an independent contractor and not an officer, employee, or agent of the CITY. CARE HOUSE shall not at any time or in any manner represent that it or any of its members, agents or employees are agents or employees of the CITY. In addition, CARE HOUSE shall be responsible for the acts or omissions of its members and employees.

Any involvement by the City of Warren in the implementation and/or administration of this Agreement is for the sole purpose of ensuring compliance with HUD and Community Development Program goals and procedures, and shall not give rise to any employment, agency or contractual relationship with any person providing or receiving Program Assistance under this Agreement.

SECTION 12. INDEMNITY. CARE HOUSE shall indemnify and hold harmless the City of Warren, and its officers, employees, commissions, boards, and agents from any and all liability, claims, suits, demands or judgments for any property damage, personal injury or death arising out of or related to the performance of work under this Agreement, or from the violation of any law, ordinance or regulation, or the negligent act or omission by CARE HOUSE or any of its members, employees, or agents.
CARE HOUSE shall also hold the CITY harmless from and for any employment claim arising from or related to work performed under this Agreement, including, but not limited to claims related to workers' compensation, insurance rights or liabilities, pension rights or liabilities or employment compensation. CARE HOUSE will not be liable for any claim arising from the CITY'S sole gross negligence.

SECTION 13. NOTICES. All invoices or notices under this Agreement shall be made by personal delivery or by first class mail, addressed to the CITY as follows:

Office of Community Development
City of Warren
One City Square, Suite 210
Warren, MI 48093

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and to CARE HOUSE as follows:

Care House
131 Market Street
Mt. Clemens, Michigan 48043

SECTION 14. COMPLIANCE WITH LAWS. CARE HOUSE shall comply with all applicable laws, ordinances, and codes of the federal, state, and local government at all times when carrying out the terms of this Agreement including but not limited to maintaining an active registration status with the System for Award Management (SAM).

SECTION 15. HEADINGS AND SEVERABILITY. The headings of the sections in this Agreement are for convenience only and shall not be used to construe or interpret the scope or intent of the Agreement or in any way affect same. If any section or provision of this Agreement shall be found invalid, that provision shall be severable, and the remainder shall have force and effect.

SECTION 16. REPORTS AND INFORMATION.

1. CARE HOUSE shall maintain written records that document the services provided through the expenditure of the Program Funds. In addition, these records shall indicate the amount of Program Income CARE HOUSE received, if any, from the Program Recipient. These records shall be made available to the CITY and/or to representatives of the U.S. Department of Housing and Urban Development.

2. Within thirty (30) days of the end of the CITY'S program year (June 30), CARE HOUSE shall submit a completed *Annual Report*, attached hereto as Exhibit C.

SECTION 17. FEDERAL AUDIT REQUIREMENTS, RECORDS, AND AUDITS. CARE HOUSE shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to this Agreement and such other records as may be deemed necessary by the CITY to assure proper accounting for all project funds, both Federal and Non-Federal shares. CARE HOUSE shall allow the CITY or any authorized representative thereof, to inspect or audit these records, at any time upon request.

CARE HOUSE shall retain the records for five (5) years after the expiration of this Agreement, unless permission to destroy them sooner is granted by the CITY. Financial management systems standards of CARE HOUSE shall be in compliance 2 CFR Part 200, Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards and such other regulations as may be applicable to budgeting, use and reporting of federal funds.

SECTION 18. NONDISCRIMINATION. During the performance of this Agreement, CARE HOUSE agrees as follows:

1. CARE HOUSE and any of its subcontractors shall not discriminate against any employee or applicant for employment to be employed in the performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment or any matter directly or indirectly related to employment because of race, religion, color, sex, national origin, marital status, age, familial status, height, weight, and handicap/disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of this Agreement. CARE HOUSE shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their

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race, religion, color, sex, national origin, marital status, age, familial status, height, weight, and handicap/disability that is unrelated to the individual's ability to perform the particular job.

Such action shall include, but not be limited to, the following: employment, upgrading, emotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CARE HOUSE agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

2. CARE HOUSE shall, in all solicitation or advertisements for employees placed by or on behalf of CARE HOUSE, state that all qualified applicants shall receive consideration for employment without regard to race, religion, color, sex, national origin, marital status, age, handicap/disability, familial status, height, and weight.

3. CARE HOUSE will cause the forgoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the above provisions shall not apply to contracts for standard commercial supplies or raw materials.

SECTION 19. CONFLICT OF INTEREST - LOBBYING. CARE HOUSE covenants that no officer, member, or employee presently has any interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the Activities of this Agreement. CARE HOUSE further warrants it shall not and has not employed any person to solicit or secure this Agreement with the CITY upon any agreement or arrangement for payment of a commission, percentage, brokerage, or contingent fee, either directly or indirectly, and that if this warranty is breached, the CITY may, at its option, terminate this Agreement without penalty, liability, or obligation, or may, at its election, deduct from any amounts owed to CARE HOUSE, the amount of any such commission, percentage, brokerage, or contingent fee.

SECTION 20: APPENDIX A OF TITLE VI PLAN. During the performance of this Agreement, MACOMB agrees as follows:

A. COMPLIANCE WITH REGULATIONS. The contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

B. NONDISCRIMINATION. The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.

C. SOLICITATION FOR SUBCONTRACTS, INCLUDING PROCUREMENTS OF MATERIALS AND EQUIPMENT. In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

D. INFORMATION AND REPORTS. The contractor shall provide all information and reports required by the Regulations, or directives issues pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of

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another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

E. SANCTIONS FOR NONCOMPLIANCE. In the event the contractor's noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

1. Withholding payments to the contractor under the contract until the contractor complies and/or
2. Cancellation, termination, or suspension of the contract, in whole or in part.

F. INCORPORATION OF PROVISIONS. The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

SIGNATURES

Signed in the presence of:

CITY OF WARREN:

_____ By: _____
Lori M. Stone, Mayor

_____ Date: _____

_____ By: _____
Sonja Buffa, City Clerk

_____ Date: _____

CARE HOUSE:

_____ By: _____

_____ Date: _____

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RESOLUTION APPROVING
AGREEMENT BETWEEN THE CITY OF WARREN
AND MACOMB COUNTY CHILD ADVOCACY CENTER, INC (CARE HOUSE)

At a regular meeting of the City Council of the City of Warren, Macomb County, Michigan held on October 14, 2025 at 7:00 p.m. Eastern Time in the Warren Community Center, 5460 Arden, Warren, Michigan.

PRESENT: Council members_____

_____

ABSENT: Council members_____

_____

The following preamble and resolutions were offered by Councilmember _____ and supported by Council member _____:

The City is the recipient of Community Development Block Grant Funds under Title I of the Housing and Community Development Act of 1974, as amended.

Council approved the allocation of $35,000.00 to assist Care House, a Michigan non-profit corporation, with coordinated forensic interviews, crisis counseling, legal advocacy, and other services ("Program Assistance") to children who are victims of sexual and/or severe physical abuse and their families who reside in Warren ("Program Recipients").

Care House is a private non-profit organization that is willing to accept Program Assistance on the terms of the attached contract.

The Mayor and the Community Development Block Grant staff recommend that the City enter into an agreement with Care House to provide Program Assistance to eligible Program Recipients.

The funding is available in the appropriate Child Advocacy Line Item for the contract with Care House.

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IT IS RESOLVED, that the Mayor and City Clerk are authorized to execute an agreement, approved by the City Attorney, for the period of October 1, 2025 through September 30, 2026 with Care House to provide assistance to eligible Program Recipients with Community Development Funds up to the total amount of $35,000.00.

AYES: Council members_____

_____

NAYES: Council members_____

_____

RESOLUTION DECLARED ADOPTED THIS 14th day of October, 2025.

_____
MINDY MOORE
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN)
)ss
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the Resolution adopted by the Council of the City of Warren at its meeting held on October 14, 2025.

_____
SONJA BUFFA
City Clerk

Certificate Of Completion

Envelope Id: 9BC330E9-62B9-4BB0-8383-528CE04CE6F2
Status: Completed
Subject: Complete with Docusign: Resolution Approving Contract with Care House.pdf
Source Envelope:
Document Pages: 10
Signatures: 1
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Angela Tarasenko
1 City Sq Ste 215
Warren, MI 48093
atarasenko@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/6/2025 12:49:35 PM
Holder: Angela Tarasenko
atarasenko@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 12:52:09 PM Viewed: 10/6/2025 1:00:04 PM Signed: 10/6/2025 1:00:15 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Mayor, Lori M. Stone mayor@cityofwarren.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 1:00:16 PM
Judy Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 1:00:17 PM

Electronic Record and Signature Disclosure:
Accepted: 9/24/2025 12:19:03 AM
ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Carbon Copy Events	Status	Timestamp
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 1:00:17 PM Viewed: 10/6/2025 2:03:55 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/6/2025 12:52:09 PM
Certified Delivered	Security Checked	10/6/2025 1:00:04 PM
Signing Complete	Security Checked	10/6/2025 1:00:15 PM
Completed	Security Checked	10/6/2025 1:00:17 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

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COMMUNITY DEVELOPMENT
ONE CITY SQUARE, SUITE 210
WARREN, MI 48093
(586) 574-4686
Fax (586) 574-4685
www.cityofwarren.org

October 3, 2025

Mindy Moore, Council Secretary

RE: Proposed Resolution Authorizing an Agreement between the City of Warren and Hearts for Homes

As part of the 2025-2026 CDBG Program Year Budget, Council approved the allocation of $5,000 to assist income eligible Warren households with emergency living expenses. The emergency living expenses are limited to rent and utility payments. The City desires to enter into an agreement with Hearts for Homes to provide such services to eligible Warren residents.

Funding in the amount of $5,000 is available in the Homeless Prevention Line Item to approve the agreement between the City of Warren and the Hearts for Homes.

Attached for consideration by Council you will find a copy of the proposed agreement with Hearts for Homes, which was reviewed and approved by the City Attorney's Office. Please submit to Council for consideration at its October 14, 2025 meeting. The appropriate resolution authorizing execution of the agreement for these services is also attached.

If you have any questions regarding this matter, please call Community Development at (586) 574-4686.

Sincerely,

Tom Bommarito
Community Development Director

Read and Concur:

Signed by:
Lori M. Stone
F040B73E57F248E...

Lori M. Stone
Mayor

Read and Approved as to Form:

City Attorney's Office

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HOMELESS PREVENTION - EMERGENCY SERVICE AGREEMENT
BETWEEN HEARTS FOR HOMES
AND THE CITY OF WARREN FOR 2025/2026 PROGRAM YEAR

This Agreement is made this _____ day of_____2025, between the City of Warren (CITY), a Michigan municipal corporation, whose address is One City Square, Warren, MI 48093, and Hearts for Homes, whose address is 115 S. Main St, Mt. Clemens, Michigan 48043.

The parties stipulate as follows:

1. The CITY is the grant recipient of Community Development Block Grant funds under Title I of the Housing and Community Development Act of 1974, as amended. Federal Award Identification Number B-25-MC-26-0016 awarded on September 16, 2025 CFDA Number 14.218. "The Funds"

2. The CITY has appropriated $5,000.00 of the Funds to assist qualified residents with specific living expenses in emergency situations.

3. HEARTS FOR HOMES (Unique Entity ID DKBXLW4S1CB3) desires to offer such assistance to qualified residents in the City of Warren with funds made available through the Community Development Block Grant Program ("Program Funds").

4. This Contract is considered a sub-award and will not be used for research and development. There will be no reimbursement for indirect cost related to this award.

For the reasons set forth above, and in consideration of the mutual covenants and promises of the parties, the CITY and HEARTS FOR HOMES agree as follows:

SECTION 1. SCOPE OF SERVICES.

1. HEARTS FOR HOMES shall assist income-eligible households ("Program Recipients") with Emergency Living Expenses up to the Contract Amount. Emergency Living Expenses are defined as rent or utility payments.

2. HEARTS FOR HOMES, at its expense, may also counsel Program Recipients on employment matters, family relations and household budgeting *to improve financial independence.* Such counseling shall not be a reimbursable Emergency Living Expense, under this Agreement.

3. Not more than $1,500 may be disbursed to any individual Program Recipient over the course of the Agreement, without the consent of the CITY. Program Recipient, for the purpose of this Agreement, means one household encompassing all persons occupying the same residence.

4. Program assistance shall be limited to households that satisfy the following eligibility requirements:

   a. The household shall qualify as low or moderate income as defined by the Department of Housing and Urban Development (HUD) and the City of Warren Community Development Program. These income limits may, at the CITY'S discretion, be revised. A copy of the current schedule of income limits is attached to this Agreement as Exhibit A. Any updates to this schedule will be mailed to HEARTS FOR HOMES,

   b. No person in the household has been assisted with Program funds any more than three (3) times within the prior twelve (12) months,

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c. No person residing in the household is financially or physically capable of providing the assistance, and

d. The household is located in the City of Warren, Michigan.

5. HEARTS FOR HOMES shall interview each Program Recipient to evaluate the case and identify the need for assistance. A summary of the need for assistance will be submitted to the CITY'S Community Development Program with each invoice. In addition, special reviews and consultation with the CITY will be held upon request.

6. For each Program Recipient, HEARTS FOR HOMES shall complete an *Affidavit of Eligibility,* attached as Exhibit B, which includes information on each household served as follows:

(a) Name of head of household
(b) Home address
(c) Household size
(d) Female head of household
(e) Race/Ethnicity of head of household
(f) Household income

The Affidavit of Eligibility must be signed by the head of household and the HEARTS FOR HOMES representative who interviews the recipient.

7. HEARTS FOR HOMES shall provide services regardless of race, religion, color, sex, national origin, marital status, age, handicap/disability or familial status.

8. In the event HEARTS FOR HOMES, or its officers, employees, agents or volunteers, cause any damage or loss to any property in the course of any work or services performed with CITY funds, HEARTS FOR HOMES and not the CITY will be responsible for the repair or replacement. The CITY may withhold from any reimbursement the amount in dispute in the event the CITY receives a claim, until settlement. This provision shall survive termination or expiration of this Contract.

9. HEARTS FOR HOMES will maintain active status in the System for Award Management (SAM).

SECTION 2. TERM OF CONTRACT. The term of this contract shall be from October 1, 2025 to the earlier of September 30, 2026 or upon exhaustion of Contract Amount, unless terminated sooner in accordance with sections 7 or 8 of this Agreement.

SECTION 3. PERSONNEL.

1. HEARTS FOR HOMES shall provide, at its own expense, all personnel necessary to perform all required work and services under this agreement.

2. HEARTS FOR HOMES shall take reasonable precautions in the selection of individuals performing services under this agreement to ensure their honesty, courtesy, ability and fitness. HEARTS FOR HOMES shall ensure that no solicitations for donations or religious purposes are made to any person by any of its personnel, whether volunteer or employee, other than for services within the scope of this contract.

3. Any person employed by the CITY may not be hired by HEARTS FOR HOMES to perform services under this Agreement, but a CITY employee may perform services as a volunteer. No

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person shall be considered an employee or independent contractor of the CITY while performing services under this Agreement.

4. HEARTS FOR HOMES will provide adequate supervision over the services performed under this Agreement, and all personnel engaged in the work shall be fully certified and qualified and shall be permitted under the State and local law to perform such services.

SECTION 4. ASSIGNMENTS AND SUBCONTRACTS. HEARTS FOR HOMES may not assign or subcontract any part of the work without the prior knowledge and written consent of the CITY. Any assignments shall be mutually agreed upon by HEARTS FOR HOMES and the CITY, and the assignee will be required to execute an assumption agreement with the CITY. Such assumption agreement must be approved by City Council for the City of Warren to be valid. Even if any of the work is assigned or subcontracted, HEARTS FOR HOMES shall not be relieved from its responsibility to perform under this Contract.

SECTION 5. COMPENSATION.

1. HEARTS FOR HOMES shall be reimbursed for the actual cost of the Emergency Living Expense, as defined in Section 1.1, provided to the Program Recipients. HEARTS FOR HOMES shall submit invoices to the CITY at least quarterly. The invoices shall be accompanied with copies of the paid receipts, a completed *Affidavit of Eligibility* for each Program Recipient attached hereto as Exhibit B, and completed *Summary Reports* attached hereto as Exhibit C. The final invoice for the contract period and the required reports must be submitted within sixty (60) days after the end of the contract September 30.

2. During the term of this contract, the total reimbursement to be paid by the CITY shall not exceed the maximum of $5,000.00 (Contract Amount).

3. Any donations received by HEARTS FOR HOMES from Program Recipients shall be deducted, in the same period it is received, from the invoices submitted to the CITY.

SECTION 6. INSURANCE.

HEARTS FOR HOMES shall procure, at its own expense, and keep effective during the term of this Agreement, the insurance specified below, from an insurance company authorized to do business in the State of Michigan and reasonably acceptable to the CITY. The type and amount of insurance required is as follows:

1. Workers Compensation & Employers Liability Insurance in the statutory amounts required by the State of Michigan for all laborers and employees.

2. Comprehensive General Liability Insurance

General Aggregate	$2,000,000
Products/Completed Operations Aggregate	$1,000,000
Personal & Advertising Injury	$1,000,000
Each Occurrence	$1,000,000
Fire Damage-Any one fire	$50,000
Medical Expense-Any one person	$5,000

3. Comprehensive Motor Vehicle Liability
$1,000,000 Combined Single Limit for Bodily Injury and Property Damage

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The City shall be named as an additional insured on said Comprehensive General and Motor Vehicle Liability Insurance and stated on certificate as follows: "The City of Warren, City of Warren Municipal Building Authority, City of Warren Downtown Development Authority and the 37th District Court, all elected, appointed officials, employees and volunteers as individuals acting within the scope of their authority, as an additional insured."

Certificates of Insurance (or applicable renewal certificates) for the required coverage issued in the name of HEARTS FOR HOMES shall be delivered to the CITY c/o the Community Development Program, One City Square, Suite 210, Warren, Michigan 48093. These certificates shall clearly indicate that the provisions of the applicable policy are in compliance with all requirements of this section.

All insurance policies and certificates must include a waiver of subrogation, and include a provision providing thirty (30) days prior written notice to the CITY of cancellation, material change or reduction of coverage. The insurance limits shall in no way limit HEARTS FOR HOMES' obligations to provide indemnification for damages or injuries in excess of such coverage.

SECTION 7. TERMINATION FOR CAUSE. If, for any cause, HEARTS FOR HOMES shall fail to fulfill in a timely and proper manner its obligations under this agreement, or shall violate any of the provisions of this agreement, the CITY shall have the right to terminate this agreement by giving notice to HEARTS FOR HOMES of such termination and specifying the effective date thereof, at least five (5) days before the effective date of termination.

Upon termination, HEARTS FOR HOMES shall not be relieved of liability to the other party for any damages sustained by virtue of any breach of the agreement. The CITY may withhold payments to HEARTS FOR HOMES for the purpose of set off until such time as the exact amount of damages from HEARTS FOR HOMES is determined. Hearts for Homes shall not commit to the expenditure or incur any Program expense after the receipt of the termination notice.

SECTION 8. TERMINATION FOR CONVENIENCE OR LOSS OF FUNDING. The CITY may terminate this agreement at any time for any reason by giving at least thirty (30) days notice in writing to HEARTS FOR HOMES. The CITY may also terminate this Agreement in the event any existing or future agreement between the CITY and the Department of Housing and Urban Development (HUD) no longer permits the expenditure of federal funds for this project. The CITY may terminate this Agreement immediately if the grant funding from HUD is terminated (loss of funding).

If the contract is terminated for convenience or loss of funding, HEARTS FOR HOMES will be paid for the services provided and expenses incurred up to the termination less any amounts that may be withheld for any liability or unfulfilled obligation owed to the CITY. HEARTS FOR HOMES shall not commit to the expenditure or incur any Program expense after the receipt of the termination notice. If this contract is terminated due to the fault of HEARTS FOR HOMES, Section 7 shall apply

SECTION 9. FINDINGS CONFIDENTIALITY. Upon termination or expiration of this Agreement, all finished or unfinished documents, data, studies, surveys and reports prepared by HEARTS FOR HOMES shall be transferred to the CITY. In addition, all reports and information which HEARTS FOR HOMES prepared or used under this Agreement are confidential and shall not be made available to any individual, group or organization without the prior written approval of the CITY.

SECTION 10. CHANGES. Any changes in services, including any increase or decrease in the amount of compensation, shall be mutually agreed upon by HEARTS FOR HOMES and the CITY, and shall be incorporated into written amendments approved by the City Council for the City of Warren.

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SECTION 11. INDEPENDENT CONTRACTOR. While carrying out the terms of this Agreement, HEARTS FOR HOMES, and its officers, employees, agents and volunteers are independent contractors and are not officers, employees or agents of the CITY. HEARTS FOR HOMES shall not at any time or in any manner represent that it or any of its members, agents or employees are agents or employees of the CITY. In addition, HEARTS FOR HOMES and not the CITY, shall be responsible for the acts or omissions of its members and employees.

Any involvement by the CITY in the implementation and/or administration of this Agreement is for the sole purpose of ensuring compliance with HUD and the Community Development Program goals and procedures, and shall not give rise to any employment, agency or contractual relationship with any of ST. VINCENT DE PAUL's employees or agents, or any Program Recipient.

SECTION 12. INDEMNITY. HEARTS FOR HOMES, at its sole cost, shall indemnify, defend and hold harmless the CITY, and its officers, employees, agents, commissions and boards for and from any liability, claims, demands, losses, judgments, suits, and expenses (including reasonable attorney fees) for any personal injury, property damage or death arising out of or related to the performance of this Agreement, whether caused by HEARTS FOR HOMES or any of its directors, employees, volunteers, agents, contractors, or subcontractors.

HEARTS FOR HOMES' obligation to indemnify, defend and hold harmless shall include, without limitation, the failure to comply with any federal, state or local law, ordinance or regulation.

HEARTS FOR HOMES shall also indemnify, defend and hold the CITY harmless from and for any employment claim including, without limitation, claims related to workers compensation, insurance rights or liabilities, pension rights or liabilities, or employment compensation. HEARTS FOR HOMES shall indemnify the CITY for any funds which are required to be repaid by the CITY to the U.S. Department of Housing and Urban Development as a result of HEARTS FOR HOMES' violation of Community Development Block Grant Program rules through the implementation of this Agreement.

These indemnification provisions shall survive termination or expiration of the Contract.

SECTION 13. NOTICES. All invoices or notices under this Agreement shall be made by personal delivery or by first class mail, addressed to the CITY as follows:

City of Warren
Office of Community Development
One City Square, Suite 210
Warren, MI 48093

and to HEARTS FOR HOMES as follows:

Hearts for Homes
115 S. Main St.
Mt. Clemens, MI 48043

SECTION 14. COMPLIANCE WITH LAWS. HEARTS FOR HOMES shall comply with all applicable laws, ordinances and codes of the federal, state and local governments at all times when carrying out the terms of this contract including but not limited to maintaining an active registration status with the System for Award Management (SAM).

SECTION 15. HEADINGS AND SEVERABILITY. The headings of the sections in this contract are for convenience only and shall not be used to construe or interpret the scope or intent of the contract or in

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any way affect same. If any section or provision of this Agreement shall be found invalid, that provision shall be severable, and the remainder shall have force and effect.

SECTION 16. REPORTS AND INFORMATION.

1. HEARTS FOR HOMES shall maintain written records that document income eligibility and services delivered through the expenditure of the Program Funds. In addition, these records shall indicate the circumstances under which the services were requested and delivered and the amount of Program Income HEARTS FOR HOMES received, if any, from the Program Recipient. These records shall be made available to the CITY or to representatives of the U.S. Department of Housing and Urban Development.

2. HEARTS FOR HOMES shall submit, within thirty (30) days of the end of the CITY'S program year (June 30), a completed *Annual Report* attached hereto as Exhibit D.

SECTION 17. FEDERAL AUDIT REQUIREMENTS, RECORDS, AND AUDITS. HEARTS FOR HOMES shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to this Agreement and such other records as may be deemed necessary by the CITY to assure proper accounting for all project funds, both Federal and Non-Federal shares.

HEARTS FOR HOMES shall allow the CITY, or any authorized representative thereof, to inspect or audit these records, at any time upon request. HEARTS FOR HOMES shall retain the records for five (5) years after the expiration of this Agreement, unless permission to destroy them sooner is granted by the CITY. Financial management systems standards of HEARTS FOR HOMES shall be in compliance 2 CFR part 200, Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards and such other regulations as may be applicable to budgeting, use and reporting of federal funds.

SECTION 18. NONDISCRIMINATION. During the performance of this Agreement, HEARTS FOR HOMES agrees as follows:

1. HEARTS FOR HOMES and any of its subcontractors shall not discriminate against any employee or applicant for employment to be employed in the performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment or any matter directly or indirectly related to employment because of race, religion, color, sex, national origin, marital status, age, familial status, height, weight, and handicap/disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of this Agreement. HEARTS FOR HOMES shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, color, sex, national origin, marital status, age, familial status, height, weight, and handicap/disability that is unrelated to the individual's ability to perform the particular job.

   Such action shall include, but not be limited to, the following: employment, upgrading, demotion, transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
   HEARTS FOR HOMES agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

2. HEARTS FOR HOMES shall in all solicitation or advertisements for employees placed by or on behalf of HEARTS FOR HOMES state that all qualified applicants shall receive consideration for employment without regard to race, religion, color, sex, national origin, marital status, age, familial

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status, height, weight, and handicap/disability that is unrelated to the individual's ability to perform the duties of a particular job or position

3. HEARTS FOR HOMES will cause the forgoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the above provisions shall not apply to contracts for standard commercial supplies or raw materials.

SECTION 19. CONFLICT OF INTEREST - LOBBYING. HEARTS FOR HOMES covenants that no officer, member or employee presently has any interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the Activities of this Agreement. HEARTS FOR HOMES further warrants it shall not and has not employed any person to solicit or secure this Agreement with the CITY upon any agreement or arrangement for payment of a commission, percentage, brokerage, or contingent fee, either directly or indirectly, and that if this warranty is breached, the CITY may, at its option, terminate this Agreement without penalty, liability, or obligation, or may, at its election, deduct from any amounts owed to HEARTS FOR HOMES, the amount of any such commission, percentage, brokerage, or contingent fee.

SECTION 20. PATENTS AND COPYRIGHTS. The Federal Government and the City of Warren shall retain rights in any resulting invention in accordance with 37 CFR Part 401, "Rights to Inventions Made by Non-profit Organizations and Small Business Firms Under Government Grant, Contracts and Cooperative Agreements," and any implementing regulations issued by HUD.

The U. S. Department of Housing and Urban Development and the City of Warren reserve a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal or Local Government purposes: (1) The copyright in any work developed under this contract; and (2) Any rights of copyright to which the contractor purchases ownership through this contract.

SECTION 21. CONDITIONS FOR RELIGIOUS ORGANIZATIONS. No Community Development Block Grant funds, including program income received by HEARTS FOR HOME Sunder this Agreement, may be used to construct, acquire, rehabilitate, maintain, or restore structures or other real property owned by a religious organization. No Program Funds may be used to endorse or promote any religious belief or affiliation. Furthermore, there will be no religious requirement or affiliation requested in order to receive services provided under this Agreement.

SECTION 22. VENUE. All actions arising under this Agreement shall be governed by, subject to, and construed according to the laws of the State of Michigan. Any action arising out of this agreement shall be brought in a Court whose jurisdiction includes and is located in the County of Macomb, Michigan.

SECTION 23. BINDING EFFECT. This agreement shall be binding upon and incur to the benefit of the parties and their successors, assigns and receivers.

SECTION 24. NON-WAIVER. The failure of either party to insist upon the strict performance of any covenant, agreement, term or condition of this contract shall not constitute a waiver of any subsequent breach.

SECTION 25: APPENDIX A OF TITLE VI PLAN. During the performance of this Agreement, MACOMB agrees as follows:

A. COMPLIANCE WITH REGULATIONS. The contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of

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Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

B. NONDISCRIMINATION. The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.

C. SOLICITATION FOR SUBCONTRACTS, INCLUDING PROCUREMENTS OF MATERIALS AND EQUIPMENT. In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

D. INFORMATION AND REPORTS. The contractor shall provide all information and reports required by the Regulations, or directives issues pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

E. SANCTIONS FOR NONCOMPLIANCE. In the event the contractor's noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

1. Withholding payments to the contractor under the contract until the contractor complies and/or
2. Cancellation, termination or suspension of the contract, in whole or in part.

F. INCORPORATION OF PROVISIONS. The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

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SIGNATURES

Signed in the presence of:

CITY OF WARREN:

_____ By: _____
Lori M. Stone, Mayor

_____ Date: _____

_____ By: _____
Sonja Buffa, City Clerk

_____ Date: _____

HEARTS FOR HOMES:

_____ By: _____

Date: _____

Docusign Envelope ID: 6FB35D5E-5A51-4F7E-B1C1-E917B94C6D3A

RESOLUTION
AGREEMENT BETWEEN THE CITY OF WARREN
AND HEARTS FOR HOMES

At a regular meeting of the City Council of the City of Warren, Macomb County, Michigan held on October 14, 2025 at 7:00 p.m. Eastern Time from the Warren Community Center, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers_____

_____

_____

ABSENT: Councilmembers_____

_____

The following preamble and resolutions were offered by Councilmember _____and supported by Councilmember _____:

The City is the recipient of Community Development Block Grant Program Funds under Title I of the Housing and Community Development Act of 1974, as amended.

Hearts for Homes offers assistance with emergency living expenses.

Hearts for Homes desires grant assistance to supplement the services provided to eligible Warren households.

Council approved the allocation of $5,000 to assist income-eligible Warren households with emergency living expenses. The emergency living expenses are limited to rent and utility payments.

The Mayor and the Community Development Block Committee and staff recommend that the City enter into an agreement with Hearts for Homes to provide Program funds for emergency living expenses to eligible Warren households in accordance with the attached agreement.

Sufficient funding to enter into this Agreement is available in the Homeless Prevention Line Item.

Docusign Envelope ID: 6FB35D5E-5A51-4F7E-B1C1-E917B94C6D3A

IT IS RESOLVED, that the Mayor and City Clerk are authorized to execute an agreement for the period of October 1, 2025 through September 30, 2026 with Hearts for Homes to provide Program funds up to total amount of $5,000.00 for emergency living expenses to eligible Warren households, consistent with the attached agreement and in such form that meets with the approval of the City Attorney.

AYES: Councilmembers_____

NAYES: Councilmembers_____

RESOLUTION DECLARED ADOPTED THIS 14th day of October, 2025.

MINDY MOORE
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN)
)ss
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the Resolution adopted by the Council of the City of Warren at its meeting held on October 14, 2025.

SONJA BUFFA
City Clerk

Certificate Of Completion

Envelope Id: 6FB35D5E-5A51-4F7E-B1C1-E917B94C6D3A
Status: Completed
Subject: Complete with Docusign: Resolution Approving Contract with Hearts for Homes.pdf
Source Envelope:
Document Pages: 12
Signatures: 1
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Angela Tarasenko
1 City Sq Ste 215
Warren, MI 48093
atarasenko@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/6/2025 12:54:07 PM
Holder: Angela Tarasenko
atarasenko@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 12:56:25 PM Viewed: 10/6/2025 12:58:32 PM Signed: 10/6/2025 1:00:00 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Mayor, Lori M. Stone mayor@cityofwarren.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 1:00:01 PM
Judy Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 1:00:01 PM

Electronic Record and Signature Disclosure:
Accepted: 9/24/2025 12:19:03 AM
ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Carbon Copy Events	Status	Timestamp
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 1:00:02 PM Viewed: 10/6/2025 2:03:38 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/6/2025 12:56:25 PM
Certified Delivered	Security Checked	10/6/2025 12:58:32 PM
Signing Complete	Security Checked	10/6/2025 1:00:00 PM
Completed	Security Checked	10/6/2025 1:00:02 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

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COMMUNITY DEVELOPMENT
ONE CITY SQUARE, SUITE 210
WARREN, MI 48093
(586) 574-4686
Fax (586) 574-4685
www.cityofwarren.org

October 3, 2025

Mindy Moore, Council Secretary

RE: Proposed Resolution Authorizing an Agreement between the City of Warren and St. Vincent de Paul

As part of the 2025-2026 CDBG Program Year Budget, Council approved the allocation of $30,000 to assist income eligible Warren households with emergency living expenses. The emergency living expenses are limited to food, utility payments, rent/mortgage payments, medical expense payments, emergency home repair payments or employment related transportation assistance. The City desires to enter into an agreement with the Society of St. Vincent de Paul to provide such services to eligible Warren residents.

Funding in the amount of $30,000 is available in the Homeless Prevention Line Item to approve the agreement between the City of Warren and the Society of St. Vincent de Paul.

Attached for consideration by Council you will find a copy of the proposed agreement with St. Vincent de Paul, which was reviewed and approved by the City Attorney's Office. Please submit to Council for consideration at its October 14, 2025 meeting. The appropriate resolution authorizing execution of the agreement for these services is also attached.

If you have any questions regarding this matter, please call Community Development at (586) 574-4686.

Sincerely,

Tom Bommarito
Community Development Director

Read and Concur:

Signed by:
Lori M. Stone
F040B73E57F248E...

Lori M. Stone
Mayor

Read and Approved as to Form:

City Attorney's Office

Docusign Envelope ID: ADA4BE0C-8C4E-4F6D-8ECB-41526C2E44A3

HOMELESS PREVENTION - EMERGENCY SERVICE AGREEMENT
BETWEEN THE SOCIETY OF ST. VINCENT DE PAUL
AND THE CITY OF WARREN FOR 2025/2026 PROGRAM YEAR

This Agreement is made this _____ day of_____2025, between the City of Warren (CITY), a Michigan municipal corporation, whose address is One City Square, Warren, MI 48093, and the Society of St. Vincent de Paul in the Archdiocese of Detroit (ST. VINCENT DE PAUL), whose address is 3000 Gratiot, Detroit, Michigan 48207.

The parties stipulate as follows:

1. The CITY is the grant recipient of Community Development Block Grant funds under Title I of the Housing and Community Development Act of 1974, as amended. Federal Award Identification Number B-25-MC-26-0016 awarded on September 16, 2025 CFDA Number 14.218. "The Funds"

2. The CITY has appropriated $30,000.00 of the Funds to assist qualified residents with specific living expenses in emergency situations.

3. ST. VINCENT DE PAUL (Unique Entity ID G6C9PH4QD396) desires to offer such assistance to qualified residents in the City of Warren with funds made available through the Community Development Block Grant Program ("Program Funds").

4. This Contract is considered a sub-award and will not be used for research and development. There will be no reimbursement for indirect cost related to this award.

For the reasons set forth above, and in consideration of the mutual covenants and promises of the parties, the CITY and ST. VINCENT DE PAUL agree as follows:

SECTION 1. SCOPE OF SERVICES.

1. ST. VINCENT DE PAUL shall assist income-eligible households ("Program Recipients") with Emergency Living Expenses up to the Contract Amount. Emergency Living Expenses are defined as utility payments, rent/mortgage payments, or emergency home repair payments.

2. ST. VINCENT DE PAUL, at its expense, may also counsel Program Recipients on employment matters, family relations and household budgeting *to improve financial independence.* Such counseling shall not be a reimbursable Emergency Living Expense, under this Agreement.

3. Not more than $1,000 may be disbursed to any individual Program Recipient over the course of the Agreement, without the consent of the CITY. Program Recipient, for the purpose of this Agreement, means one household encompassing all persons occupying the same residence.

4. Program assistance shall be limited to households that satisfy the following eligibility requirements:

   a. The household shall qualify as low or moderate income as defined by the Department of Housing and Urban Development (HUD) and the City of Warren Community Development Program. These income limits may, at the CITY'S discretion, be revised. A copy of the current schedule of income limits is attached to this Agreement as Exhibit A. Any updates to this schedule will be mailed to ST. VINCENT DE PAUL,

   b. No person in the household has been assisted with Program funds any more than three (3) times within the prior twelve (12) months,

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c. No person residing in the household is financially or physically capable of providing the assistance, and

d. The household is located in the City of Warren, Michigan.

5. ST. VINCENT DE PAUL shall interview each Program Recipient to evaluate the case and identify the need for assistance. A summary of the need for assistance will be submitted to the CITY'S Community Development Program with each invoice. In addition, special reviews and consultation with the CITY will be held upon request.

6. For each Program Recipient, ST. VINCENT DE PAUL shall complete an *Affidavit of Eligibility,* attached as Exhibit B, which includes information on each household served as follows:

(a) Name of head of household
(b) Home address
(c) Household size
(d) Female head of household
(e) Race/Ethnicity of head of household
(f) Household income

The Affidavit of Eligibility must be signed by the head of household and the ST. VINCENT DE PAUL representative who interviews the recipient.

7. ST. VINCENT DE PAUL shall provide services regardless of race, religion, color, sex, national origin, marital status, age, handicap/disability or familial status.

8. In the event ST. VINCENT DE PAUL, or its officers, employees, agents or volunteers, cause any damage or loss to any property in the course of any work or services performed with CITY funds, ST. VINCENT DE PAUL and not the CITY will be responsible for the repair or replacement. The CITY may withhold from any reimbursement the amount in dispute in the event the CITY receives a claim, until settlement. This provision shall survive termination or expiration of this Contract.

9. ST. VINCENT DE PAUL will maintain active status in the System for Award Management (SAM).

SECTION 2. TERM OF CONTRACT. The term of this contract shall be from October 1, 2025 to the earlier of September 30, 2026 or upon exhaustion of Contract Amount, unless terminated sooner in accordance with sections 7 or 8 of this Agreement.

SECTION 3. PERSONNEL.

1. ST. VINCENT DE PAUL shall provide, at its own expense, all personnel necessary to perform all required work and services under this agreement.

2. ST. VINCENT DE PAUL shall take reasonable precautions in the selection of individuals performing services under this agreement to ensure their honesty, courtesy, ability and fitness. ST. VINCENT DE PAUL shall ensure that no solicitations for donations or religious purposes are made to any person by any of its personnel, whether volunteer or employee, other than for services within the scope of this contract.

3. Any person employed by the CITY may not be hired by ST. VINCENT DE PAUL to perform services under this Agreement, but a CITY employee may perform services as a volunteer. No

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person shall be considered an employee or independent contractor of the CITY while performing services under this Agreement.

4. ST. VINCENT DE PAUL will provide adequate supervision over the services performed under this Agreement, and all personnel engaged in the work shall be fully certified and qualified and shall be permitted under the State and local law to perform such services.

SECTION 4. ASSIGNMENTS AND SUBCONTRACTS. ST. VINCENT DE PAUL may not assign or subcontract any part of the work without the prior knowledge and written consent of the CITY. Any assignments shall be mutually agreed upon by ST. VINCENT DE PAUL and the CITY, and the assignee will be required to execute an assumption agreement with the CITY. Such assumption agreement must be approved by City Council for the City of Warren to be valid. Even if any of the work is assigned or subcontracted, ST. VINCENT DE PAUL shall not be relieved from its responsibility to perform under this Contract.

SECTION 5. COMPENSATION.

1. ST. VINCENT DE PAUL shall be reimbursed for the actual cost of the Emergency Living Expense, as defined in Section 1.1, provided to the Program Recipients. ST. VINCENT DE PAUL shall submit invoices to the CITY at least quarterly. The invoices shall be accompanied with copies of the paid receipts, a completed *Affidavit of Eligibility* for each Program Recipient attached hereto as Exhibit B, and completed *Summary Reports* attached hereto as Exhibit C. The final invoice for the contract period and the required reports must be submitted within sixty (60) days after the end of the contract September 30.

2. During the term of this contract, the total reimbursement to be paid by the CITY shall not exceed the maximum of $30,000.00 (Contract Amount).

3. Any donations received by ST. VINCENT DE PAUL from Program Recipients shall be deducted, in the same period it is received, from the invoices submitted to the CITY.

SECTION 6. INSURANCE.

ST. VINCENT DE PAUL shall procure, at its own expense, and keep effective during the term of this Agreement, the insurance specified below, from an insurance company authorized to do business in the State of Michigan and reasonably acceptable to the CITY. The type and amount of insurance required is as follows:

1. Workers Compensation & Employers Liability Insurance in the statutory amounts required by the State of Michigan for all laborers and employees.

2. Comprehensive General Liability Insurance

General Aggregate	$2,000,000
Products/Completed Operations Aggregate	$1,000,000
Personal & Advertising Injury	$1,000,000
Each Occurrence	$1,000,000
Fire Damage-Any one fire	$50,000
Medical Expense-Any one person	$5,000

3. Comprehensive Motor Vehicle Liability
$1,000,000 Combined Single Limit for Bodily Injury and Property Damage

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The City shall be named as an additional insured on said Comprehensive General and Motor Vehicle Liability Insurance and stated on certificate as follows: "The City of Warren, City of Warren Municipal Building Authority, City of Warren Downtown Development Authority and the 37th District Court, all elected, appointed officials, employees and volunteers as individuals acting within the scope of their authority, as an additional insured."

Certificates of Insurance (or applicable renewal certificates) for the required coverage issued in the name of ST. VINCENT DE PAUL shall be delivered to the CITY c/o the Community Development Program, One City Square, Suite 210, Warren, Michigan 48093. These certificates shall clearly indicate that the provisions of the applicable policy are in compliance with all requirements of this section.

All insurance policies and certificates must include a waiver of subrogation, and include a provision providing thirty (30) days prior written notice to the CITY of cancellation, material change or reduction of coverage. The insurance limits shall in no way limit ST. VINCENT DE PAUL'S obligations to provide indemnification for damages or injuries in excess of such coverage.

SECTION 7. TERMINATION FOR CAUSE. If, for any cause, ST. VINCENT DE PAUL shall fail to fulfill in a timely and proper manner its obligations under this agreement, or shall violate any of the provisions of this agreement, the CITY shall have the right to terminate this agreement by giving notice to ST. VINCENT DE PAUL of such termination and specifying the effective date thereof, at least five (5) days before the effective date of termination.

Upon termination, ST. VINCENT DE PAUL shall not be relieved of liability to the other party for any damages sustained by virtue of any breach of the agreement. The CITY may withhold payments to ST. VINCENT DE PAUL for the purpose of set off until such time as the exact amount of damages from ST. VINCENT DE PAUL is determined. St. Vincent de Paul shall not commit to the expenditure or incur any Program expense after the receipt of the termination notice.

SECTION 8. TERMINATION FOR CONVENIENCE OR LOSS OF FUNDING. The CITY may terminate this agreement at any time for any reason by giving at least thirty (30) days notice in writing to ST. VINCENT DE PAUL. The CITY may also terminate this Agreement in the event any existing or future agreement between the CITY and the Department of Housing and Urban Development (HUD) no longer permits the expenditure of federal funds for this project. The CITY may terminate this Agreement immediately if the grant funding from HUD is terminated (loss of funding).

If the contract is terminated for convenience or loss of funding, ST. VINCENT DE PAUL will be paid for the services provided and expenses incurred up to the termination less any amounts that may be withheld for any liability or unfulfilled obligation owed to the CITY. St. Vincent de Paul shall not commit to the expenditure or incur any Program expense after the receipt of the termination notice. If this contract is terminated due to the fault of ST. VINCENT DE PAUL, Section 7 shall apply

SECTION 9. FINDINGS CONFIDENTIALITY. Upon termination or expiration of this Agreement, all finished or unfinished documents, data, studies, surveys and reports prepared by ST. VINCENT DE PAUL shall be transferred to the CITY. In addition, all reports and information which ST. VINCENT DE PAUL prepared or used under this Agreement are confidential and shall not be made available to any individual, group or organization without the prior written approval of the CITY.

SECTION 10. CHANGES. Any changes in services, including any increase or decrease in the amount of compensation, shall be mutually agreed upon by ST. VINCENT DE PAUL and the CITY, and shall be incorporated into written amendments approved by the City Council for the City of Warren.

Docusign Envelope ID: ADA4BE0C-8C4E-4F6D-8ECB-41526C2E44A3

SECTION 11. INDEPENDENT CONTRACTOR. While carrying out the terms of this Agreement, ST. VINCENT DE PAUL, and its officers, employees, agents and volunteers are independent contractors and are not officers, employees or agents of the CITY. ST. VINCENT DE PAUL shall not at any time or in any manner represent that it or any of its members, agents or employees are agents or employees of the CITY. In addition, ST. VINCENT DE PAUL and not the CITY, shall be responsible for the acts or omissions of its members and employees.

Any involvement by the CITY in the implementation and/or administration of this Agreement is for the sole purpose of ensuring compliance with HUD and the Community Development Program goals and procedures, and shall not give rise to any employment, agency or contractual relationship with any of ST. VINCENT DE PAUL's employees or agents, or any Program Recipient.

SECTION 12. INDEMNITY. ST. VINCENT DE PAUL, at its sole cost, shall indemnify, defend and hold harmless the CITY, and its officers, employees, agents, commissions and boards for and from any liability, claims, demands, losses, judgments, suits, and expenses (including reasonable attorney fees) for any personal injury, property damage or death arising out of or related to the performance of this Agreement, whether caused by ST. VINCENT DE PAUL or any of its directors, employees, volunteers, agents, contractors, or subcontractors.

ST. VINCENT DE PAUL's obligation to indemnify, defend and hold harmless shall include, without limitation, the failure to comply with any federal, state or local law, ordinance or regulation.

ST. VINCENT DE PAUL shall also indemnify, defend and hold the CITY harmless from and for any employment claim including, without limitation, claims related to workers compensation, insurance rights or liabilities, pension rights or liabilities, or employment compensation. ST. VINCENT DE PAUL shall indemnify the CITY for any funds which are required to be repaid by the CITY to the U.S. Department of Housing and Urban Development as a result of ST. VINCENT DE PAUL's violation of Community Development Block Grant Program rules through the implementation of this Agreement.

These indemnification provisions shall survive termination or expiration of the Contract.

SECTION 13. NOTICES. All invoices or notices under this Agreement shall be made by personal delivery or by first class mail, addressed to the CITY as follows:

City of Warren
Office of Community Development
One City Square, Suite 210
Warren, MI 48093

and to ST. VINCENT DE PAUL as follows:

Society of St. Vincent de Paul
Van Elslander Family Center
3000 Gratiot
Detroit, MI 48207

SECTION 14. COMPLIANCE WITH LAWS. ST. VINCENT DE PAUL shall comply with all applicable laws, ordinances and codes of the federal, state and local governments at all times when carrying out the terms of this contract including but not limited to maintaining an active registration status with the System for Award Management (SAM).

Docusign Envelope ID: ADA4BE0C-8C4E-4F6D-8ECB-41526C2E44A3

SECTION 15. HEADINGS AND SEVERABILITY. The headings of the sections in this contract are for convenience only and shall not be used to construe or interpret the scope or intent of the contract or in any way affect same. If any section or provision of this Agreement shall be found invalid, that provision shall be severable, and the remainder shall have force and effect.

SECTION 16. REPORTS AND INFORMATION.

1. ST. VINCENT DE PAUL shall maintain written records that document income eligibility and services delivered through the expenditure of the Program Funds. In addition, these records shall indicate the circumstances under which the services were requested and delivered and the amount of Program Income ST. VINCENT DE PAUL received, if any, from the Program Recipient. These records shall be made available to the CITY or to representatives of the U.S. Department of Housing and Urban Development.

2. ST. VINCENT DE PAUL shall submit, within thirty (30) days of the end of the CITY'S program year (June 30), a completed *Annual Report* attached hereto as Exhibit D.

SECTION 17. FEDERAL AUDIT REQUIREMENTS, RECORDS, AND AUDITS. ST. VINCENT DE PAUL shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to this Agreement and such other records as may be deemed necessary by the CITY to assure proper accounting for all project funds, both Federal and Non-Federal shares.

ST. VINCENT DE PAUL shall allow the CITY, or any authorized representative thereof, to inspect or audit these records, at any time upon request. ST. VINCENT DE PAUL shall retain the records for five (5) years after the expiration of this Agreement, unless permission to destroy them sooner is granted by the CITY. Financial management systems standards of ST. VINCENT DE PAUL shall be in compliance 2 CFR part 200, Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards and such other regulations as may be applicable to budgeting, use and reporting of federal funds.

SECTION 18. NONDISCRIMINATION. During the performance of this Agreement, ST. VINCENT DE PAUL agrees as follows:

1. ST. VINCENT DE PAUL and any of its subcontractors shall not discriminate against any employee or applicant for employment to be employed in the performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment or any matter directly or indirectly related to employment because of race, religion, color, sex, national origin, marital status, age, familial status, height, weight, and handicap/disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of this Agreement. ST. VINCENT DE PAUL shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, color, sex, national origin, marital status, age, familial status, height, weight, and handicap/disability that is unrelated to the individual's ability to perform the particular job.

   Such action shall include, but not be limited to, the following: employment, upgrading, demotion, transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
   ST. VINCENT DE PAUL agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

Docusign Envelope ID: ADA4BE0C-8C4E-4F6D-8ECB-41526C2E44A3

2. ST. VINCENT DE PAUL shall in all solicitation or advertisements for employees placed by or on behalf of ST. VINCENT DE PAUL state that all qualified applicants shall receive consideration for employment without regard to race, religion, color, sex, national origin, marital status, age, familial status, height, weight, and handicap/disability that is unrelated to the individual's ability to perform the duties of a particular job or position

3. ST. VINCENT DE PAUL will cause the forgoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the above provisions shall not apply to contracts for standard commercial supplies or raw materials.

SECTION 19. CONFLICT OF INTEREST - LOBBYING. ST. VINCENT DE PAUL covenants that no officer, member or employee presently has any interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the Activities of this Agreement. ST. VINCENT DE PAUL further warrants it shall not and has not employed any person to solicit or secure this Agreement with the CITY upon any agreement or arrangement for payment of a commission, percentage, brokerage, or contingent fee, either directly or indirectly, and that if this warranty is breached, the CITY may, at its option, terminate this Agreement without penalty, liability, or obligation, or may, at its election, deduct from any amounts owed to ST. VINCENT DE PAUL, the amount of any such commission, percentage, brokerage, or contingent fee.

SECTION 20. PATENTS AND COPYRIGHTS. The Federal Government and the City of Warren shall retain rights in any resulting invention in accordance with 37 CFR Part 401, "Rights to Inventions Made by Non-profit Organizations and Small Business Firms Under Government Grant, Contracts and Cooperative Agreements," and any implementing regulations issued by HUD.

The U. S. Department of Housing and Urban Development and the City of Warren reserve a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal or Local Government purposes: (1) The copyright in any work developed under this contract; and (2) Any rights of copyright to which the contractor purchases ownership through this contract.

SECTION 21. CONDITIONS FOR RELIGIOUS ORGANIZATIONS. No Community Development Block Grant funds, including program income received by ST. VINCENT DE PAUL under this Agreement, may be used to construct, acquire, rehabilitate, maintain, or restore structures or other real property owned by a religious organization. No Program Funds may be used to endorse or promote any religious belief or affiliation. Furthermore, there will be no religious requirement or affiliation requested in order to receive services provided under this Agreement.

SECTION 22. VENUE. All actions arising under this Agreement shall be governed by, subject to, and construed according to the laws of the State of Michigan. Any action arising out of this agreement shall be brought in a Court whose jurisdiction includes and is located in the County of Macomb, Michigan.

SECTION 23. BINDING EFFECT. This agreement shall be binding upon and incur to the benefit of the parties and their successors, assigns and receivers.

SECTION 24. NON-WAIVER. The failure of either party to insist upon the strict performance of any covenant, agreement, term or condition of this contract shall not constitute a waiver of any subsequent breach.

SECTION 25: APPENDIX A OF TITLE VI PLAN. During the performance of this Agreement, MACOMB agrees as follows:

Docusign Envelope ID: ADA4BE0C-8C4E-4F6D-8ECB-41526C2E44A3

A. COMPLIANCE WITH REGULATIONS. The contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

B. NONDISCRIMINATION. The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.

C. SOLICITATION FOR SUBCONTRACTS, INCLUDING PROCUREMENTS OF MATERIALS AND EQUIPMENT. In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

D. INFORMATION AND REPORTS. The contractor shall provide all information and reports required by the Regulations, or directives issues pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

E. SANCTIONS FOR NONCOMPLIANCE. In the event the contractor's noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

1. Withholding payments to the contractor under the contract until the contractor complies and/or
2. Cancellation, termination or suspension of the contract, in whole or in part.

F. INCORPORATION OF PROVISIONS. The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Docusign Envelope ID: ADA4BE0C-8C4E-4F6D-8ECB-41526C2E44A3

SIGNATURES

Signed in the presence of:

_____

_____

_____

_____

_____

CITY OF WARREN:

By: _____
Lori M. Stone, Mayor

Date: _____

By: _____
Sonja Buffa, City Clerk

Date: _____

ARCHDIOCESAN COUNCIL OF THE SOCIETY OF ST. VINCENT DE PAUL

By: _____

Date: _____

Docusign Envelope ID: ADA4BE0C-8C4E-4F6D-8ECB-41526C2E44A3

RESOLUTION
AGREEMENT BETWEEN THE CITY OF WARREN
AND THE SOCIETY OF ST. VINCENT DE PAUL

At a regular meeting of the City Council of the City of Warren, Macomb County, Michigan held on October 14, 2025 at 7:00 p.m. Eastern Time from the Warren Community Center, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers_____

_____

_____

ABSENT: Councilmembers_____

_____

The following preamble and resolutions were offered by Councilmember _____and supported by Councilmember _____:

The City is the recipient of Community Development Block Grant Program Funds under Title I of the Housing and Community Development Act of 1974, as amended.

The Society of St. Vincent de Paul offers assistance with emergency living expenses through its existing network of parish conferences.

The Society of St. Vincent de Paul desires grant assistance to supplement the services provided to eligible Warren households.

Council approved the allocation of $30,000 to assist income-eligible Warren households with emergency living expenses. The emergency living expenses are limited to utility payments, rent/mortgage payments, or emergency home repair payments.

The Mayor and the Community Development Block Committee and staff recommend that the City enter into an agreement with the Society of St. Vincent de Paul to provide Program funds for emergency living expenses to eligible Warren households in accordance with the attached agreement.

Sufficient funding to enter into this Agreement is available in the Homeless Prevention Line Item.

Docusign Envelope ID: ADA4BE0C-8C4E-4F6D-8ECB-41526C2E44A3

IT IS RESOLVED, that the Mayor and City Clerk are authorized to execute an agreement for the period of October 1, 2025 through September 30, 2026 with the Society of St. Vincent de Paul to provide Program funds up to total amount of $30,000.00 for emergency living expenses to eligible Warren households, consistent with the attached agreement and in such form that meets with the approval of the City Attorney.

AYES: Councilmembers_____

_____

NAYES: Councilmembers_____

_____

RESOLUTION DECLARED ADOPTED THIS 14th day of October, 2025.

_____
MINDY MOORE
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN)
)ss
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the Resolution adopted by the Council of the City of Warren at its meeting held on October 14, 2025.

_____
SONJA BUFFA
City Clerk

Certificate Of Completion

Envelope Id: ADA4BE0C-8C4E-4F6D-8ECB-41526C2E44A3
Status: Completed
Subject: Complete with Docusign: Resolution Approving Contract with SVDP.pdf
Source Envelope:
Document Pages: 12
Signatures: 1
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Angela Tarasenko
1 City Sq Ste 215
Warren, MI 48093
atarasenko@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/6/2025 12:23:49 PM
Holder: Angela Tarasenko
atarasenko@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 12:27:29 PM Viewed: 10/6/2025 12:36:04 PM Signed: 10/6/2025 12:36:11 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Mayor, Lori M. Stone mayor@cityofwarren.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 12:36:12 PM
Judy Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 12:36:12 PM

Electronic Record and Signature Disclosure:
Accepted: 9/24/2025 12:19:03 AM
ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Carbon Copy Events	Status	Timestamp
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 12:36:13 PM Viewed: 10/6/2025 2:02:56 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/6/2025 12:27:29 PM
Certified Delivered	Security Checked	10/6/2025 12:36:04 PM
Signing Complete	Security Checked	10/6/2025 12:36:11 PM
Completed	Security Checked	10/6/2025 12:36:13 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

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COMMUNITY DEVELOPMENT
ONE CITY SQUARE, SUITE 210
WARREN, MI 48093
(586) 574-4686
Fax (586) 574-4685
www.cityofwarren.org

October 3, 2025

Mindy Moore, Council Secretary

RE: Proposed Resolution Authorizing an Agreement between the City of Warren and Turning Point Macomb

As part of the 2025-2026 CDBG Program Year Budget, funds in the amount of $12,000 have been allocated to provide shelter for victims of domestic violence, sexual assault, or homelessness whose last known permanent residence was in the City of Warren. The City desires to enter into an agreement with Turning Point to provide such services to eligible individuals.

Funding in the total amount of $12,000 is available in the Shelter for the Homeless Line-Item to approve the agreement between the City of Warren and Turning Point.

Attached for consideration by Council you will find a copy of the proposed agreement with Turning Point, which has been reviewed and approved by the City Attorney's Office. Please submit to Council for consideration at its October 14, 2025 meeting. The appropriate resolution authorizing execution of the agreement for these services is also attached. If you have any questions regarding this matter, please contact Community Development at (586) 574-4686.

Sincerely,

Tom Bommarito
Community Development Director

Read and Concur:

Signed by:
Lori M. Stone
F040B73E57F248E...

Lori M. Stone
Mayor

Read and Approved as to Form:

City Attorney's Office

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AGREEMENT BETWEEN TURNING POINT MACOMB FOR SHELTER SERVICES AND THE CITY OF WARREN FOR 2025/2026 PROGRAM YEAR

This Agreement is made this _____ day of _____2025 between the City of Warren (CITY), a Michigan Municipal Corporation, whose address is One City Square, Suite 210, Warren, Michigan 48093, and Turning Point Macomb (TURNING POINT), a Michigan non-profit corporation whose address is P.O. Box 1123, Mt. Clemens, Michigan 48046 with a registered office at 158 S. Main, Mt. Clemens, MI 48043.

The parties stipulate as follows:

1. The CITY is the grant recipient of Community Development Block Grant funds under Title I of the Housing and Community Development Act of 1974, as amended ("Program Funds"). Federal Award Identification Number B25MC260016 awarded on September 16, 2025, CFDA Number 14.218.

2. TURNING POINT (Unique Entity ID GLS4TQE71JJ3) is a private non-profit organization that provides counseling, advocacy, support groups, shelter, prevention education and other services ("Program Assistance") to women and children who are victims of domestic violence, sexual assault and homelessness.

3. The CITY has appropriated, $12,000.00, a portion of the Program Funds to provide Program Assistance to women and children who are victims of domestic violence, sexual assault or homelessness and whose last known permanent residence was located in the City of Warren, Michigan.

4. TURNING POINT desires to use Program Funds to provide Program Assistance to women and children who are victims of domestic violence, sexual assault or homelessness whose last known permanent residence was located in the City of Warren, Michigan.

5. The CITY believes this is a desired public purpose.

6. This Contract is considered a sub-award and will not be used for research and development. There will be no reimbursement for indirect costs related to this award.

For the reasons set forth above, and in consideration of the mutual covenants and promises of the parties, the CITY and TURNING POINT agree as follows:

SECTION 1. SCOPE OF SERVICES.

1. TURNING POINT shall provide Program Assistance to women and children who are victims of domestic violence, sexual assault and homelessness whose last known permanent residence was located in the City of Warren, Michigan ("Program Recipients"), subject to the terms of this agreement.

2. TURNING POINT shall interview each Program Recipient prior to the provision of service and complete an *Affidavit of Eligibility*, attached as Exhibit A, that includes information on the Program Recipient as follows:

   (a) Municipality Where Last Permanent Residence Was Located

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(b) Female Head of Household Status
(c) Race
(d) Ethnicity
(e) Age

The *Affidavit of Eligibility* must be signed by the TURNING POINT representative who interviews the Program Recipient. It must be maintained on file in the TURNING POINT Offices, and kept confidential.

3. It is understood that direct Program Assistance is only available to women and children, however, TURNING POINT shall not otherwise discriminate in the provision of services regardless of race, religion, color, national origin, marital status, age, handicap/disability, familial status, height or weight.

4. At the request of the CITY, TURNING POINT shall provide Program Assistance to a qualified individual referred by the CITY.

5. TURNING POINT will maintain active status in the System for Award Management (SAM).

SECTION 2. TERM OF AGREEMENT. The term of this Agreement shall be from October 1, 2025 until the earlier of exhaustion of the contract amount or to September 30, 2026, unless terminated sooner in accordance with this agreement.

SECTION 3. PERSONNEL.

1. TURNING POINT shall provide, at its own expense, all personnel and materials necessary to perform all work and services required under this Agreement.

2. TURNING POINT shall take reasonable precautions in the selection of individuals performing services under this Agreement to ensure their honesty, courtesy, ability and fitness. TURNING POINT shall ensure that no solicitations are made to any person by any of its personnel whether volunteer or employee.

3. Any employee of the CITY may not be hired by TURNING POINT to perform services under this Agreement. A CITY employee may perform services as a volunteer, however, such services shall be performed on behalf of TURNING POINT and not the CITY. No person shall be considered an employee or independent contractor of the CITY while performing services on behalf of TURNING POINT under this Agreement.

4. All of the services required under this Agreement will be performed by TURNING POINT under its supervision, and all personnel engaged in the work shall be fully certified, qualified and permitted under the State and local law to perform such services.

SECTION 4. ASSIGNMENTS AND SUBCONTRACTS. TURNING POINT may not assign or subcontract any part of the work to be performed under this Agreement without the prior knowledge and written consent of the CITY. Any assignments shall be mutually agreed upon by TURNING POINT and the CITY, and the assignee will be required to execute an assumption agreement with the CITY. Such assumption agreement must be approved by City Council for the City of Warren to be valid. Even if any of the work is assigned or subcontracted, TURNING POINT shall not be relieved from its responsibility to perform under this Agreement.

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SECTION 5. COMPENSATION.

1. TURNING POINT will be reimbursed for each night of shelter provided to individual Program Recipients at local hotels/ motels at the rate of $84.99 per night up to the maximum Contract Amount. TURNING POINT shall submit quarterly invoices to the CITY. The invoices shall indicate the number of nights, by date, of shelter provided for which reimbursement is requested. The invoices shall be accompanied by completed *Quarterly Reports* attached hereto as Exhibit B that will contain summary statistical information on the persons assisted. Invoices and the required reports shall be submitted within twenty (20) days after each quarter ending December 31, March 31, June 30, and September 30.

2. During the term of this Agreement, the total compensation and reimbursement to be paid by the CITY shall not exceed the maximum of $12,000.00 (Contract Amount).

3. Any income received by TURNING POINT from a Program Recipient for services rendered under the terms of this Agreement shall be considered Program Income. Any Program Income received shall be deducted, in the same period it is received, from the invoices submitted to the CITY. All unaccounted Program Income remaining after termination or expiration of this Agreement shall be transferred to the CITY.

SECTION 6. INSURANCE.

TURNING POINT shall procure, at its own expense, and keep effective during the term of this Agreement, the insurance specified below, from an insurance company authorized to do business in the State of Michigan and reasonably acceptable to the CITY. The type and amount of insurance required is as follows:

1. Workers Compensation & Employers Liability Insurance in the statutory amounts required by the State of Michigan for all laborers and employees.

2. Comprehensive General Liability Insurance

General Aggregate	$2,000,000
Products/Completed Operations Aggregate	$1,000,000
Personal & Advertising Injury	$1,000,000
Each Occurrence	$1,000,000
Fire Damage-Any one fire	$50,000
Medical Expense-Any one person	$5,000

3. Comprehensive Motor Vehicle Liability
   $1,000,000 Combined Single Limit for Bodily Injury and Property Damage

The City shall be named as an additional insured on said Comprehensive General and Motor Vehicle Liability Insurance and stated on certificate as follows: "The City of Warren, City of Warren Municipal Building Authority, City of Warren Downtown Development Authority, and the 37th District Court, all elected, appointed officials, employees and volunteers as individuals acting within the scope of their authority, as an additional insured."

Certificates of Insurance (or applicable renewal certificates) for the required coverage issued in the name of TURNING POINT shall be delivered to the CITY c/o the Community Development Program, One City Square, Suite 210, Warren, Michigan 48093. These certificates shall clearly indicate that the provisions of the applicable policy are in compliance with the requirements of this section. All insurance policies and certificates must include a waiver of subrogation, and include a provision providing thirty (30) days prior

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written notice to the CITY of cancellation, material change or reduction of coverage. The insurance limits shall in no way limit TURNING POINT'S obligation to provide indemnification for damages or injuries in excess of such coverage.

SECTION 7. TERMINATION FOR CAUSE. If, for any cause, TURNING POINT shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or shall violate any of the provisions of this Agreement, the CITY shall have the right to terminate this Agreement by giving notice to TURNING POINT of such termination and specifying the effective date thereof, at least five (5) days before the effective date of termination.

Upon termination, TURNING POINT shall not be relieved of liability to the other party for any damages sustained by virtue of any breach of the Agreement. TURNING POINT shall only be entitled to payment for actual reimbursement amounts incurred up to the termination, however, the CITY may withhold payments to TURNING POINT for the purpose of set off until such time as the exact amount of damages due the CITY from TURNING POINT is determined. Turning Point shall not commit to any obligations or incur any new expenses after receipt of the termination notice.

SECTION 8. TERMINATION FOR CONVENIENCE OR LOSS OF FUNDING. The CITY may terminate this Agreement at any time for any reason by giving at least thirty (30) days' notice in writing to TURNING POINT. The CITY may also terminate this Agreement in the event any existing or future agreement between the CITY and the Department of Housing and Urban Development (HUD) no longer permits the expenditure of federal funds for this project. The CITY may terminate this Agreement immediately if the grant funding from HUD is terminated (loss of funding).

If the Agreement is terminated for convenience or due to loss of funding, TURNING POINT will be reimbursed for the services provided and expenses incurred up to the termination, less any amounts that may be withheld for any liability or unfulfilled obligation owed to the CITY. No new services or expenses shall be incurred, requisitioned or otherwise committed after the notice of termination. If this Agreement is terminated due to the fault of TURNING POINT, Section 7 shall apply.

SECTION 9. CONFIDENTIALITY AND RETURN OF DOCUMENTS. Upon termination or expiration of this Agreement, all finished or unfinished documents, data, studies, surveys and reports prepared by TURNING POINT shall be transferred to the CITY. In addition, all reports and information prepared or used under this Agreement are confidential and shall not be made available to any individual, group or organization without the prior written approval of the CITY. These requirements shall survive termination.

SECTION 10. CHANGES. Any changes in services to be performed hereunder, including any increase or decrease in the amount of compensation, shall be mutually agreed upon by TURNING POINT and the CITY, and shall be incorporated into written amendments approved by the Warren City Council for the City of Warren.

SECTION 11. INDEPENDENT CONTRACTOR. While carrying out the terms of this Agreement, TURNING POINT is an independent contractor and not an officer, employee or agent of the CITY. TURNING POINT nor any of its officers, employees, or agents shall not at any time or in any manner represent that it or any of its members, agents or employees are agents or employees of the CITY. In addition, TURNING POINT and not the City of Warren shall be responsible for the acts or omissions of its members and employees.

Any involvement by the City of Warren in the implementation and/or administration of this Agreement is for the sole purpose of ensuring compliance with HUD and Community Development Program goals and

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procedures, and shall not give rise to any employment, agency or contractual relationship with any person providing or receiving Program Assistance under this Agreement.

SECTION 12. INDEMNITY. TURNING POINT shall indemnify and hold harmless the City of Warren, and its officers, employees, commissions, boards and agents from any and all liability, claims, suits, demands or judgments for any property damage, personal injury or death arising out of or related to the performance of work under this Agreement, or from the violation by TURNING POINT or any of its members, employees, or agents of any law, ordinance or regulation. TURNING POINT shall also hold the CITY harmless from and for any employment claim arising from or related to work performed under this Agreement, including, but not limited to claims related to workers' compensation, insurance rights or liabilities, pension rights or liabilities or employment compensation. TURNING POINT will not be liable for any claim arising from the CITY'S sole gross negligence. The indemnification obligations shall survive termination.

SECTION 13. NOTICES. All invoices or notices under this Agreement shall be made by personal delivery or by first class mail, addressed to the CITY as follows:

Office of Community Development
City of Warren
One City Square, Suite 210
Warren, MI 48093

and to TURNING POINT as follows:

Turning Point
P.O. Box 1123
Mt. Clemens, Michigan 48046

SECTION 14. COMPLIANCE WITH LAWS. TURNING POINT shall comply with all applicable laws, ordinances and codes of the federal, state and local government at all times when carrying out the terms of this Agreement including but not limited to maintaining an active registration status with the System for Award Management (SAM).

SECTION 15. HEADINGS AND SEVERABILITY. The headings of the sections in this Agreement are for convenience only and shall not be used to construe or interpret the scope or intent of the Agreement or in any way affect same. If any section or provision of this Agreement shall be found invalid, that provision shall be severable, and the remainder shall have force and effect.

SECTION 16. REPORTS AND INFORMATION.

1. TURNING POINT shall maintain written records that document the number of nights of shelter provided through the expenditure of the Program Funds. In addition, these records shall indicate the amount of Program Income TURNING POINT received, if any, from the Program Recipient. These records shall be made available to the CITY and/or to representatives of the U.S. Department of Housing and Urban Development.

2. TURNING POINT shall submit, within thirty (30) days of the end of the CITY'S program year (June 30), a completed *Annual Report* attached hereto as Exhibit C.

SECTION 17. FEDERAL AUDIT REQUIREMENTS, RECORDS, AND AUDITS.
TURNING POINT shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to this Agreement and such other records

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as may be deemed necessary by the CITY to assure proper accounting for all project funds, both Federal and Non-Federal shares. TURNING POINT shall allow the CITY or any authorized representative thereof, to inspect or audit these records, at any time upon request. TURNING POINT shall retain the records for five (5) years after the expiration of this Agreement, unless permission to destroy them sooner is granted by the CITY. Financial management systems standards of TURNING POINT shall be in compliance 2 CFR part 200, Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards and such other regulations as may be applicable to budgeting, use and reporting of federal funds.

SECTION 18. NONDISCRIMINATION. During the performance of this Agreement, TURNING POINT agrees as follows:

1. TURNING POINT and any of its subcontractors shall not discriminate against any employee or applicant for employment to be employed in the performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment or any matter directly or indirectly related to employment because of race, religion, color, sex, national origin, marital status, age, familial status, height, weight, and handicap/disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of this Agreement. TURNING POINT shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, sex, national origin, marital status, age, familial status, height, weight, and handicap/disability that is unrelated to the individual's ability to perform the particular job.

   Such action shall include, but not be limited to, the following: employment, upgrading, emotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. TURNING POINT agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

2. TURNING POINT shall, in all solicitation or advertisements for employees placed by or on behalf of TURNING POINT, state that all qualified applicants shall receive consideration for employment without regard to race, religion, color, sex, national origin, marital status, age, handicap/disability, familial status, height, and weight.

3. TURNING POINT will cause the forgoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the above provisions shall not apply to contracts for standard commercial supplies or raw materials.

SECTION 19. CONFLICT OF INTEREST - LOBBYING. TURNING POINT covenants that no officer, member or employee presently has any interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the Activities of this Agreement. TURNING POINT further warrants it shall not and has not employed any person to solicit or secure this Agreement with the CITY upon any agreement or arrangement for payment of a commission, percentage, brokerage, or contingent fee, either directly or indirectly, and that if this warranty is breached, the CITY may, at its option, terminate this Agreement without penalty, liability, or obligation, or may, at its election, deduct from any amounts owed to TURNING POINT, the amount of any such commission, percentage, brokerage, or contingent fee.

SECTION 20. PATENTS AND COPYRIGHTS. The Federal Government and the City of Warren shall retain rights in any resulting invention in accordance with 37 CFR Part 401, "Rights to Inventions Made by

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Non-profit Organizations and Small Business Firms Under Government Grant, Contracts and Cooperative Agreements," and any implementing regulations issued by HUD.

The U. S. Department of Housing and Urban Development and the City of Warren reserve a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal or Local Government purposes: (1) The copyright in any work developed under this contract; and (2) Any rights of copyright to which the contractor purchases ownership through this contract.

SECTION 21. HEADINGS AND SEVERABILITY. The headings of the sections in this Agreement are for convenience only and shall not be used to construe or interpret the scope or intent of the Agreement or in any way affect same. If any section or provision of this Agreement shall be found invalid, that provision shall be separable, and remainder shall have force and effect.

SECTION 22. GOVERNING LAW. This Agreement shall be governed by, interpreted, and enforced in accordance with the laws of the State of Michigan, and in any court having jurisdiction over the property which is located in or whose district includes Macomb County, Michigan.

SECTION 23: APPENDIX A OF TITLE VI PLAN. During the performance of this Agreement, TURNING POINT agrees as follows:

A. COMPLIANCE WITH REGULATIONS. The contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

B. NONDISCRIMINATION. The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.

C. SOLICITATION FOR SUBCONTRACTS, INCLUDING PROCUREMENTS OF MATERIALS AND EQUIPMENT. In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

D. INFORMATION AND REPORTS. The contractor shall provide all information and reports required by the Regulations, or directives issues pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

E. SANCTIONS FOR NONCOMPLIANCE. In the event the contractor's noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

1. Withholding payments to the contractor under the contract until the contractor complies and/or
2. Cancellation, termination or suspension of the contract, in whole or in part.

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F. INCORPORATION OF PROVISIONS. The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

SIGNATURES

Signed in the presence of:

CITY OF WARREN:

_____ By: _____
Lori M. Stone, Mayor

_____ Date: _____

_____ By: _____
Sonja Buffa, City Clerk

_____ Date: _____

TURNING POINT:

_____ By: _____

Date: _____

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RESOLUTION TO APPROVE
AGREEMENT BETWEEN THE CITY OF WARREN
AND TURNING POINT FOR SHELTER SERVICES

At a regular meeting of the City Council of the City of Warren, Macomb County, Michigan held on October 14, 2025 at 7:00 p.m. Eastern Time from the Warren Community Center, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers _____

_____

ABSENT: Councilmembers _____

_____

The following preamble and resolutions were offered by Councilmember _____ and supported by Councilmember _____:

The City is the recipient of Community Development Block Grant Funds under Title I of the Housing and Community Development Act of 1974, as amended.

Council approved the allocation of $12,000 to provide shelter and support services ("Program Assistance") for victims of domestic violence, sexual assault or homelessness whose last known permanent residence was located in the City of Warren ("Program Recipients").

Turning Point Macomb is a private non-profit organization that provides these services.

The Mayor and the Community Development staff recommend that the City enter into an agreement with Turning Point Macomb to provide Program Assistance to eligible Program Recipients.

Sufficient funding to enter into this Agreement is available in the Emergency Shelter Line Item.

THEREFORE, IT IS RESOLVED, that the Mayor and City Clerk are authorized to execute an agreement for the period of October 1, 2025 through September 30, 2026 with Turning Point Macomb to provide Program Assistance up to the total amount of $12,000, for the 2025/2026 CDBG program year, on terms consistent with the attached agreement and in such form approved by the City Attorney.

AYES: Councilmembers _____

Docusign Envelope ID: 65D54F68-33FE-4D2C-B266-9125F2B3A6AB

NAYES: Councilmembers _____

RESOLUTION DECLARED ADOPTED THIS 14th day of October, 2025.

MINDY MOORE
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN)
)ss
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on October 14, 2025.

SONJA BUFFA
City Clerk

Certificate Of Completion

Envelope Id: 65D54F68-33FE-4D2C-B266-9125F2B3A6AB
Status: Completed
Subject: Complete with Docusign: Resolution Approving Contract with Turning Point.pdf
Source Envelope:
Document Pages: 11
Signatures: 1
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Angela Tarasenko
1 City Sq Ste 215
Warren, MI 48093
atarasenko@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/6/2025 12:30:23 PM
Holder: Angela Tarasenko
atarasenko@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 12:33:05 PM Viewed: 10/6/2025 12:36:31 PM Signed: 10/6/2025 12:36:38 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Mayor, Lori M. Stone mayor@cityofwarren.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 12:36:38 PM
Judy Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 12:36:39 PM

Electronic Record and Signature Disclosure:
Accepted: 9/24/2025 12:19:03 AM
ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Carbon Copy Events	Status	Timestamp
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 12:36:39 PM Viewed: 10/6/2025 2:03:12 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/6/2025 12:33:05 PM
Certified Delivered	Security Checked	10/6/2025 12:36:31 PM
Signing Complete	Security Checked	10/6/2025 12:36:38 PM
Completed	Security Checked	10/6/2025 12:36:39 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
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ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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WARREN
Lori M. Stone, Mayor
One City Square, Suite 215
Warren, MI 48093

MEMORANDUM

DATE: October 7, 2025

TO: Mindy Moore, Council Secretary

RE: New Appointment to Beautification Commission

City Council:

Pursuant to the Code of Ordinances, Chapter 2, Section 2-101 and by the authority vested in me, I hereby notify you of the following new appointment:

Name	**Date of Expiration**
Yvone Palowoda	June 30, 2028

City Council approval is not required, however per City Charter Section 7.6, Council, at such meeting or at its next meeting, shall disapprove such an appointment by a resolution which shall state the reasons for such disapproval.

Respectfully submitted,

Signed by:
Lori M. Stone
F040B73E57F248E...

Lori M. Stone
Mayor

Cc: Clerk
Beautification Commission

Docusign Envelope ID: BFE29E7D-1C7A-4521-B863-988DBA9D0EE9

Outlook

New submission from City Commission / Board Application

From Web Master <webmaster@cityofwarren.org>
Date Wed 9/10/2025 1:01 PM
To Web Master <webmaster@cityofwarren.org>

Commission / Board applied for

Beautification Commission

Name

Yvonne Palowoda

Address

[redacted]
Map It

Cell Phone

[redacted]

Email

[redacted]

Driver's License Number (for internal use ONLY)

[redacted]

Number of Years a Warren Resident

13

Warren Business Owner

Yes

Appointment Request

- New Appointment Request

Work Experience

CDL over the road driver, juvenile detention officer, Sterling Heights Senior Citizen bus driver, Sterling Heights Senior Citizen Medical Scheduler Program, Security for Daytona Beach Marriot, gas station night manager, Neighborhood Watch Director, Condominium Pool Maintenance Manager.

Education

Docusign Envelope ID: BFE29E7D-1C7A-4521-B863-988DBA9D0EE9

High School Education
CDL Certification
Security Officer Certification

Affiliations (Clubs, Fraternal, Military, Church, etc.)

Volunteered for school events and field trips, Volunteered for Community Services, Beautification Volunteer for Veterans Park, Attend Paradox Church

Please feel free to add any additional information

Had my own cleaning services on weekends.

Please Note: Conviction of a crime will not necessarily preclude you from being appointed to a City of Warren Commission or Board.

Have you ever been convicted of a felony?

- No

Docusign Envelope ID: BFE29E7D-1C7A-4521-B863-988DBA9D0EE9

[redacted] (Property Address)

Parcel Number [redacted] Account Number [redacted]



Item 1 of 2 1 Image / 1 Sketch

Customer Name: PALOWODA [redacted] YVONNE [redacted]

Summary Information

- Residential Building Summary
  - Year Built: 1976 Bedrooms: 3
  - Full Baths: 2 Half Baths: 0
  - Sq Feet: 2,105 Acres: 0.434
- Utility Billing information found
- Assessed Value: $142,240 | Taxable Value: $62,815
- Property Tax information found
- 12 Building Department records found

Owner Information

PALOWODA [redacted] YVONNE [redacted]

[redacted]

Amount Due

Property Total $0.00

Permits

To request an inspection or pay on a record, click View

Permit Type	Permit Number	Associated Project	Status	Date Issued	Last Inspection	Amount Due	
Building	PB05-152454		Finaled	4/25/2005	12/5/2005	$0.00	View
Building	PB104526		Expired	4/4/1997		$0.00	View
Building	PB111051		Expired	8/31/1999		$0.00	View
Building	PB137493		Expired	9/10/1999		$0.00	View
Building	PB2003-147834		Finaled	6/16/2003	7/22/2003	$0.00	View
Electrical	PE05-198844		Expired	7/22/2005	8/12/2005	$0.00	View
Electrical	PE05-198941		Finaled	8/12/2005	10/20/2005	$0.00	View
Electrical	PE05-199254		Ready to Issue		10/18/2005	$0.00	View
Electrical	PE05-199325		Finaled	10/27/2005	12/7/2006	$0.00	View
FENCE	PF05-20353		Expired	3/9/2005		$0.00	View

(1) 2 Displaying items 1 - 10 of 11

Apply for a Permit

Attachments

Date Created	Title	Record

No records to display

Displaying items 0 - 0 of 0

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[redacted] (Property Address)

Parcel Number [redacted] Account Number [redacted]



Item 1 of 2 1 Image / 1 Sketch

Customer Name: PALOWODA [redacted] YVONNE [redacted]

Summary Information

- Residential Building Summary
  - Year Built: 1965
  - Bedrooms: 5
  - Full Baths: 2
  - Half Baths: 0
  - Sq. Feet: 2,105
  - Acres: 0.33
- Utility Billing information found
- Assessed Value: $142,240 | Taxable Value: $62,815
- Property Tax information found
- 12 Building Department records found

Owner and Taxpayer Information

Owner PALOWODA [redacted] YVONNE [redacted]

Taxpayer SEE OWNER INFORMATION

Amount Due

Current Taxes **$1,596.23**

Pay Now

Legal Description

BINKOWSKI SUB LOT 34 L 65 P 32

Recalculate amounts using a different Payment Date

You can change your anticipated payment date in order to recalculate amounts due as of the specified date for this property.

Enter a Payment Date 10/6/2025 Recalculate

Tax History

Year	Season	Total Amount	Total Paid	Last Paid	Total Due	
2025	Summer	$3,837.29	$2,241.06	08/28/2025	**$1,596.23**	Pay Now
2024	Winter	$92.67	$92.67	12/31/2024	$0.00	
2024	Summer	$3,772.99	$3,772.99	12/31/2024	$0.00	
2023	Winter	$93.51	$93.51	12/28/2023	$0.00	
2023	Summer	$3,653.43	$3,653.43	01/03/2024	$0.00	
2022	Winter	$84.37	$84.37	12/27/2022	$0.00	
2022	Summer	$3,445.73	$3,445.73	12/27/2022	$0.00	
2021	Winter	$191.76	$191.76	12/22/2021	$0.00	
2021	Summer	$3,283.00	$3,283.00	12/31/2021	$0.00	
2020	Winter	$87.81	$87.81	12/23/2020	$0.00	

Load More Years

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[redacted] (Property Address)

Parcel Number [redacted] Account Number [redacted]



Item 1 of 2 1 Image / 1 Sketch

Customer Name: PALOWODA [redacted] YVONNE [redacted] UB Customer Name [redacted]
OCCUPANT

Summary Information

- Residential Building Summary
  - Year Built: 1975 [illegible]
  - Full Baths: 2 Half Baths: 0
  - Sq Feet: 2,185 Acres: 0.318
- Utility Billing information found
- Assessed Value: $142,240 | Taxable Value: $62,835
- Property Tax information found
- 12 Building Department records found

Customer Information

Name [redacted] OCCUPANT
Address [redacted] **Account Number** [redacted]

Amount Due

Total Amount Due **$0.00**

Pay Now

Current Bill

Click here for printer friendly version

Amount Due	$0.00	**Bill From**	07/30/2025
Due Date	09/30/2025	**Bill To**	08/29/2025

Billing Item	Previous Amount	Current Amount	Penalties & Interest	Balance
SEWER	$0.00	$0.00	$0.00	$0.00
SEWER SERVICE CHARGE	$0.00	$0.00	$0.00	$0.00
STATE MANDATED FEE	$0.00	$0.00	$0.00	$0.00
WATER	$0.00	$0.00	$0.00	$0.00
WATER SERVICE CHARGE	$0.00	$0.00	$0.00	$0.00
	$0.00	**$0.00**	**$0.00**	**$0.00**

History (432 Items Found)

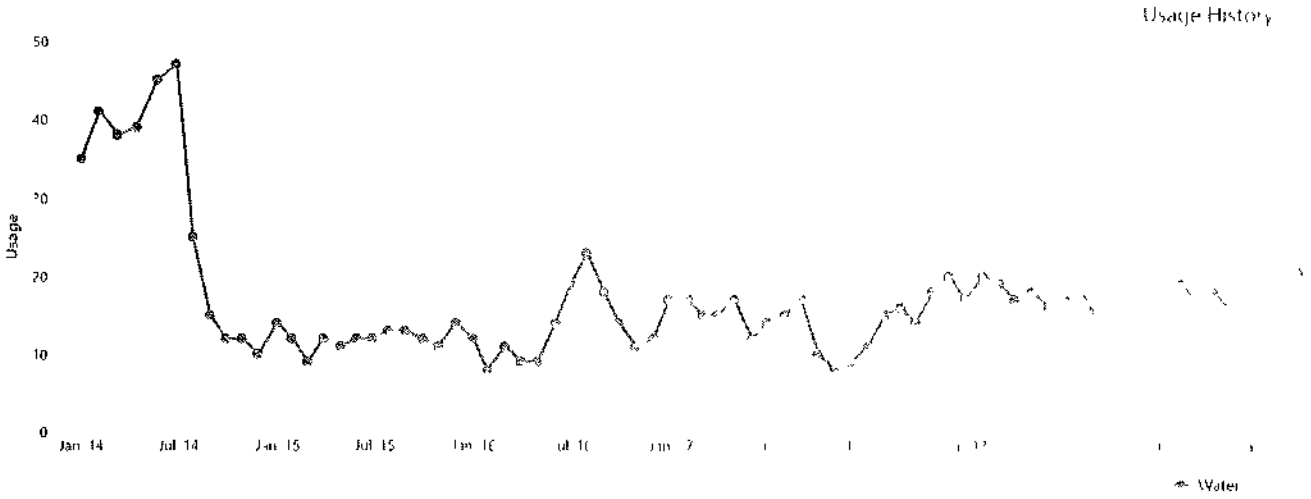
Starting Date [illegible] Ending Date [illegible] Click here for a printer friendly version

Posted	Action	Other Info	Read Type	Read	Usage	Amount	Balance
9/30/2025	Meter Read	Water		2417.00	9.00	$0.00	$0.00
9/19/2025	Payment Posted	0005781193		0.00	0.00	($112.81)	$0.00
9/11/2025	Bill Calculated	07/30/25-08/29/25		0.00	0.00	$112.81	$112.81
8/29/2025	Meter Read	Water		2408.00	11.00	$0.00	$0.00
8/18/2025	Payment Posted	0005723558		0.00	0.00	($112.81)	$0.00
8/12/2025	Bill Calculated	07/01/25-07/30/25		0.00	0.00	$112.81	$112.81
7/30/2025	Meter Read	Water		2397.00	11.00	$0.00	$0.00
7/21/2025	Payment Posted	0005676356		0.00	0.00	($125.48)	$0.00
7/11/2025	Bill Calculated	05/30/25-07/01/25		0.00	0.00	$125.48	$125.48
7/1/2025	Meter Read	Water		2386.00	13.00	$0.00	$0.00
6/20/2025	Payment Posted	0005630229		0.00	0.00	($106.62)	$0.00
6/11/2025	Bill Calculated	04/30/25-05/30/25		0.00	0.00	$106.62	$106.62
5/30/2025	Meter Read	Water		2373.00	11.00	$0.00	$0.00

Usage History Chart

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Certificate Of Completion

Envelope Id: BFE29E7D-1C7A-4521-B863-988DBA9D0EE9
Status: Completed
Subject: Complete with Docusign: Commission Appointment- Beautification- Palowoda.pdf
Source Envelope:
Document Pages: 7
Signatures: 1
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Ayasha Bahar
1 City Sq Ste 215
Warren, MI 48093
abahar@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/7/2025 11:17:17 AM
Holder: Ayasha Bahar
abahar@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 11:22:07 AM Viewed: 10/7/2025 1:05:01 PM Signed: 10/7/2025 1:05:09 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Judith Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 1:05:10 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
mayor@cityofwarren.org mayor@cityofwarren.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 1:05:11 PM
Electronic Record and Signature Disclosure: Accepted: 9/24/2025 12:19:03 AM ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/7/2025 11:22:07 AM
Certified Delivered	Security Checked	10/7/2025 1:05:01 PM
Signing Complete	Security Checked	10/7/2025 1:05:09 PM
Completed	Security Checked	10/7/2025 1:05:11 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

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ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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Docusign Envelope ID: 80B20D2A-2841-49C0-8FED-30D4D0D630A8

WARREN
Lori M. Stone, Mayor
One City Square, Suite 215
Warren, MI 48093

MEMORANDUM

DATE: October 7, 2025

TO: Mindy Moore, Council Secretary

RE: New Appointment to Commission on Disabilities

City Council:

Pursuant to the provision of Section 2-265 of the Warren Code of Ordinances and by the authority vested in me, I hereby notify you of the following new appointment:

Name	**Date of Expiration**
Tina Schoenherr	February 28, 2026

City Council approval is not required, however per City Charter Section 7.6, Council, at such meeting or at its next meeting, may disapprove such an appointment by a resolution which shall state the reasons for such disapproval.

Respectfully submitted,

Signed by:
Lori M. Stone
F040B73E57F248E...

Lori M. Stone
Mayor

Cc: Clerk
Commission on Disabilities

Docusign Envelope ID: 80B20D2A-2841-49C0-8FED-30D4D0D630A8

Outlook

New submission from City Commission / Board Application

From Web Master <webmaster@cityofwarren.org>
Date Tue 6/24/2025 2:30 PM
To Web Master <webmaster@cityofwarren.org>

Commission / Board applied for

Disabilities

Name

Tina Schoenherr

Address

[redacted]
Map It

Home Phone

[redacted]

Cell Phone

[redacted]

Email

[redacted]

Driver's License Number (for internal use ONLY)

[redacted]

Number of Years a Warren Resident

40

Warren Business Owner

No

Appointment Request

- New Appointment Request

Work Experience

30 years of working with physically and mentally disabled adults.

Docusign Envelope ID: 80B20D2A-2841-49C0-8FED-30D4D0D630A8

HR Management

Education

Receipt Rights of Macomb County
Working with People - MORC
Park University - business management

Affiliations (Clubs, Fraternal, Military, Church, etc.)

N/A

Political Offices held, if any (Please Include dates of service)

N/A

Please feel free to add any additional information

I have a lot of personal and work experience with disabilities. My dad had a TBI, after my mom passed in 2008, I took care of my dad full time. I've had a few spinal surgeries that I didn't receive the outcome I was expecting, I'm no longer able to work, I'm not able to walk far or sit for long. I use a rollator walker, but it's to sit when I can't walk any longer

Please Note: Conviction of a crime will not necessarily preclude you from being appointed to a City of Warren Commission or Board.

Have you ever been convicted of a felony?

- No

If so, please complete the following

Date of offense:

N/A

Offense Description

N/A

Where

N/A

Disposition

N/A

Docusign Envelope ID: 80B20D2A-2841-49C0-8FED-30D4D0D630A8

[redacted] (Property Address)

Parcel Number [redacted]

Customer Name: SCHOENHERR TINA



Item 1 of 2 1 Image / 1 Sketch

Summary Information

- Residential Building Summary
  - Year Built: 1969
  - Full Bath(s): 1
  - Sq Feet: 736
  - Bedroom(s): 2
  - Acre: N/A
- Assessed Value: $31,840 | Taxable Value: $15,178
- Property Tax information found
- Building Department information found

Owner and Taxpayer Information

Owner SCHOENHERR TINA [redacted]

Taxpayer SEE OWNER INFORMATION

Legal Description

NORTHAMPTON SQUARE CONDOMINIUM, MACOMB COUNTY CONDOMINIUM SUBDIVISION PLAN NO 2[redacted] DEF 208 TO 238 INCL

Recalculate amounts using a different Payment Date

You can change your anticipated payment date in order to recalculate amounts due as of the specified date for this property

Enter a Payment Date 10/6/2025 Recalculate

Tax History

**Note: On March 1 at 12:00 AM, Summer and Winter local taxes become ineligible for payment at the local unit

Year	Season	Total Amount	Total Paid	Last Paid	Total Due	
2025	Summer	$792.65	$792.65	09/23/2025	$0.00	
2024	Winter	$22.37	$0.00		-	** Read Note(s) Above
2024	Summer	$790.94	$0.00		-	** Read Note(s) Above
2023	Winter	$22.57	$0.00		-	** Read Note(s) Above
2023	Summer	$753.39	$0.00		-	** Read Note(s) Above
2022	Winter	$20.38	$0.00		-	** Read Note(s) Above
2022	Summer	$706.85	$0.00		-	** Read Note(s) Above
2021	Winter	$46.32	$0.00		-	** Read Note(s) Above
2021	Summer	$692.79	$0.00		-	** Read Note(s) Above
2020	Winter	$21.21	$21.21	02/10/2021	$0.00	

Load More Years

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Status: Completed
Subject: Complete with Docusign: Commission Appointment- Disablilities- Schoenherr.pdf
Source Envelope:
Document Pages: 4
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Ayasha Bahar
1 City Sq Ste 215
Warren, MI 48093
abahar@cityofwarren.org
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CITY ATTORNEY'S OFFICE
One City Square, Suite 400
Warren, MI 48093
(586) 574-4671
Fax (586) 574-4530
www.cityofwarren.org

October 7, 2025

Ms. Mindy Moore
Council Secretary
City of Warren

Re: Proposed Resolution to Approve Assignment of Brownfield Plan from Cole Street Investments, LLC to Village at the Park, LLC and Approval of Brownfield Plan #4 – 8525 Cole Dr.; Parcel ID No. 13-10-376-006

Dear Council Secretary Moore:

Attached is a proposed resolution pertaining to the multi-unit apartment development at the former Hartsig Junior High School site at 8525 Cole Dr.

On October 27, 2020, Council approved a Brownfield Plan for Cole Street Investment, LLC to develop 138 apartment units with open space, parking and infrastructural improvements. Cole Street Investments, LLC demolished the blighted school building and remediated the lead and asbestos. Instead of proceeding with the development, it is selling the site to Village at the Park, LLC, an entity formed by VIP Homes and Development LLC. Village at the Park, LLC is seeking an assignment of the plan, along with approval of Brownfield Amendment #4. The amended plan retains certain material elements of the original plan, such as 138 units within four three-story buildings, but removed the below-grade floor and relocates the detention pond.

The amended plan also incorporates new funding sources, such as housing activity funds available through the Michigan State Housing Development Authority (MSHDA), under Act No. 90 of 2023, as well as State education and local operating taxes. Due to MSHDA funds, the developer increased its eligible capture up to $8,961,925, subject to EGLE and MSHDA approvals. Consistent with the original Plan, the City's Brownfield Redevelopment Authority will collect the 10% administrative fee and a 20 % share of the capture. The project is intended to create 10 full-time jobs. The developer will not allow the property to be used for medical marihuana growth or cultivation, and will comply with Americans with Disabilities Act. On October 3, 2022, Cole Street submitted demolition cost reimbursement, but could not be paid due to the lack of incremental taxes. Once the project is built and funds are available to payment, Cole has assigned Village at the Park the rights to the payment.

Please submit the proposed resolution and amended Brownfield Plan to Council for the public hearing on October 14, 2025. The Brownfield Authority's recommendation is also attached.

Respectfully,
Signed by: Mary Michaels
Mary Michaels
Acting City Attorney

cc: F. Scott Miller, City Assessor
Ronald Wuerth, Planning Director
Mark Knapp, Assistant Controller
Vito Castenella, Developer
Elizabeth Masserang, SME Consultant

Read and concur:
Signed by: Tom Bommarito
6E52A3E825A947D...
Tom Bommarito, Brownfield Director

Approved:
Signed by: Lori M. Stone
F040B73E57F248E...
Lori M. Stone, Mayor

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RESOLUTION APPROVING BROWNFIELD PLAN #4; PROPOSED RESIDENTIAL DEVELOPMENT LOCATED AT 8525 COLE DR. AND ASSIGNING BROWNFIELD PLAN TO VILLAGE AT THE PARK, LLC

At a regular meeting of the City Council of the City of Warren, County of Macomb, Michigan held on October 14, 2025 at 7 p.m. Eastern Standard Time in the Council Chambers of the Warren Community Center, 5460 Arden, Warren, Michigan.

PRESENT: Councilperson _____

_____

ABSENT: Councilperson_____

The following resolution was offered by Councilperson _____ and supported by Councilperson _____.

On October 27, 2020, the Council for the City of Warren, Michigan, adopted a resolution to approve a Brownfield Redevelopment Plan for Cole Street Investments, LLC to develop multi-unit apartment buildings at 8525 Cole Dr. at the site of the former Hartsig Junior High School, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, Act 381 of the Public Acts of 1996, as amended, (the "Act").

Cole Street Investments is selling the property to Village at the Park, LLC, an entity formed by VIP Homes and Development.

Village at the Park is seeking the City's approval of the assignment of the Brownfield Plan and approval of variations, including an increase to the TIF capture up an amount not to exceed $8,961,925.00. Additional project updates include relocated utilities and removal of below grade level in buildings.

Village at the Park, LLC submitted an amended Brownfield Plan to include eligible costs associated with the development of the apartment buildings, with associated parking, greenspace, walking paths and a centrally located detention pond. The plan, entitled, "Brownfield Plan Amendment #4" is attached as Exhibit A, exclusive of exhibits. The complete plan with exhibits is on file with the City of Warren Economic Community and Economic Development Department, One City Square, Suite 210, Warren, Michigan ("Amended Plan").

The City of Warren Brownfield Redevelopment Authority pursuant recommended for approval by the City Council the Amended Plan.

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Pursuant to Section 14 of the Act, Plan amendments must be approved by the local governing body, following the same notice necessary for approval or rejection of the original plan, except for revisions to estimates in captured values.

The Warren City Council has, at least ten (10) days before the meeting of the City of Warren City Council at which this resolution has been considered, provided notice of and fully informed all taxing jurisdictions (the Taxing Jurisdictions) which are affected by the Amended Plan, and the City Council has provided to the Taxing Jurisdictions a reasonable opportunity to express their views and recommendations regarding the proposed amendments and in accordance with Sections 14 (4) and (5) of the Act.

The City of Warren Brownfield Redevelopment Authority ("the Authority") recommended approval of the amended plan at its meeting on Tuesday, October 7, 2025.

The City Council of the City of Warren has made the following determinations and findings:

A. The Amended Plan constitutes a public purpose under the Act;

B. The Amended Plan meets all of the requirements for a Brownfield Plan set forth in Section 13 of the Act;

C. The proposed method of financing the costs of the eligible activities, as described in the Amended Plan, is feasible and the Authority has the ability to arrange the financing;

D. The costs of the eligible activities proposed in the Amended Plan are reasonable and necessary to carry out the purposes of the Act;

E. The amount of the captured taxable value estimated to result from the adoption of the Plan is reasonable.

As a result of its review of the Amended Plan and upon consideration of the views and recommendations of the Taxing Jurisdictions, the City Council of the City of Warren wishes to approve the Amended Plan.

THEREFORE, IT IS RESOLVED that:

1. **Plan Approved.** Pursuant to the authority of the City Council by the Act, and pursuant to and in accordance with the provisions of Section 14 of the Act, Brownfield Plan Amendment #4 is approved, in form

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attached as Exhibit A and with the exhibits on record with the Authority, subject to required approvals from the State of Michigan.

2. **Assignment.** The City Council accepts the assignment of the Brownfield Plan, as amended, to Village at the Park, LLC, subject to the Authority's execution of an assignment and assumption agreement in such form that meets with the satisfaction of the City Attorney.

3. **Severability.** Should any section, clause or phrase of this Resolution be declared by the Courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.

4. **Repeals.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are repealed.

AYES: Councilperson_____

_____

NAYS: Councilperson_____

RESOLUTION DECLARED ADOPTED THIS 14th day of October, 2025.

_____
MINDY MOORE
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN)
)SS.
COUNTY OF MACOMB)

I, SONJA BUFFA, duly elected City Clerk for the City of Warren, Macomb County, Michigan, certify that the foregoing is a correct copy of the resolution adopted by the Warren City Council at its meeting held on October 14, 2025.

_____
SONJA BUFFA
City Clerk

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RESOLUTION APPROVING AMENDED DEVELOPMENT AND REIMBURSEMENT AGREEMENT AND ASSIGNMENT AND ASSUMPTION BETWEEN COLE STREET INVESTMENTS, LLC, VILLAGE AT THE PARK AND CITY OF WARREN BROWNFIELD REDEVELOPMENT AUTHORITY

At a meeting of the City of Warren Brownfield Redevelopment Authority was held on Tuesday, October 7, 2025 at 10:00 a.m. Eastern Standard Time, in the Township Conference Room of Warren City Hall, One City Square, Warren, Michigan 48093.

MEMBERS PRESENT: Gary Kiesgen, Glenn Eckert, Zenon Kwik, Michael Smith, & Lauren Schandevel

MEMBERS ABSENT: James Yarema

The following resolution was offered by Glenn Eckert and supported by Gary Kiesgen:

On October 27, 2020, the Warren City Council approved the Brownfield Plan of Cole Street Investments, LLC development of the former Hartsig Junior Hight School site at 8525 Cole Dr., Warren, Michigan, pursuant to Section 13 of the Brownfield Redevelopment Financing Act, Act 381 of the Public Acts of 1996.

Pursuant to the Plan, the City of Warren Brownfield Development Authority ("Authority") entered into a Development and Reimbursement Agreement with Star Warren, in 2022 with Cole Street Investments (the "Agreement").

Cole Investments demolished the school building but is selling the property rather than proceeding with developing the vacant site.

The prospective buyer Village at the Park, LLC is requesting the Authority's approval of an assignment of the brownfield plan and approval and recommendation of Brownfield Amendment #4 dated September 24, 2025.

The amendment provides for the original development of 138 apartment units within four three-story buildings, but removes the sub-grade level and relocates the detention pong.

The amended plan also adds housing activity funds available from the Michigan State Housing Development Authority pursuant to Act 90 of 2023, and state education and operating school taxes.

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Section 13 of the Agreement authorizes the Authority to approve assignments provided the assignee assumes the obligations in a written undertaking, and to approve amended plans in accordance with the same procedure as the original plan.

The Authority reviewed the proposed assignment and assumption agreement and found that Village at the Park, LLC has the capability to perform the obligations under the Agreement.

THEREFORE, IT IS RESOLVED:

1. The Brownfield Redevelopment Authority consents to the assignment of the Brownfield Plan to Village at the Park, LLC, and authorizes the Director and Chair to execute the proposed Amended Development and Reimbursement Agreement and Assignment and Assumption
2. The Authority recommends the approval of Brownfield No. 4 submitted by Village at the Park on September 24, 2025.

AYES: Gary Kiesgen, Glenn Eckert, Zenon Kwik, Michael Smith, & Lauren Schandevel

NAYS: NONE

RESOLUTION DECLARED ADOPTED October 7, 2025.

Signed by:
Tom Bommarito
6F52A3F625A947D...
Tom Bommarito, Brownfield Authority Director

MM/Atty 115360

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BROWNFIELD PLAN AMENDMENT #4

VILLAGE AT THE PARK
8525 COLE DRIVE
WARREN, MICHIGAN 48093

City of Warren Brownfield Redevelopment Authority
One City Square, Suite 215
Warren, Michigan 48093

Prepared with the assistance of SME
644 Selden Street, Suite 200, Detroit, Michigan 48206

Brownfield Plan Date: September 24, 2025

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TABLE OF CONTENTS

I. INTRODUCTION 1
A. PLAN PURPOSE 1
B. PROPERTY DESCRIPTION 1
C. BASIS OF ELIGIBILITY 1
D. PROJECT DESCRIPTION 1
II. GENERAL DEFINITIONS AS USED IN THIS PLAN 1
III. BROWNFIELD PLAN 1
A. DESCRIPTION OF COSTS TO BE PAID WITH TAX INCREMENT REVENUES AND SUMMARY OF ELIGIBLE ACTIVITIES 1
B. ESTIMATE OF CAPTURED TAXABLE VALUE AND TAX INCREMENT REVENUES 2
C. METHOD OF FINANCING PLAN COSTS AND DESCRIPTION OF ADVANCES BY THE MUNICIPALITY 3
D. MAXIMUM AMOUNT OF NOTE OR BONDED INDEBTEDNESS 3
E. DURATION OF BROWNFIELD PLAN 3
F. ESTIMATED IMPACT OF TAX INCREMENT FINANCING ON REVENUES OF TAXING JURISDICTIONS 3
G. LEGAL DESCRIPTION, PROPERTY MAP, PROPERTY CHARACTERISTICS AND PERSONAL PROPERTY 3
H. ESTIMATES OF RESIDENTS AND DISPLACEMENT OF FAMILIES 4
I. PLAN FOR RELOCATION OF DISPLACED PERSONS 4
J. PROVISIONS FOR RELOCATION COSTS 4
K. STRATEGY FOR COMPLIANCE WITH MICHIGAN'S RELOCATION ASSISTANCE LAW 4
L. DESCRIPTION OF THE PROPOSED USE OF LOCAL BROWNFIELD REVOLVING FUND (LBRF) 4
M. OTHER MATERIAL THAT THE AUTHORITY OR GOVERNING BODY CONSIDERS PERTINENT 4
ALIGNMENT WITH THE STATEWIDE HOUSING PLAN OR OTHER LOCAL HOUSING NEED 4
EVIDENCE THE PROJECT WILL SUPPORT HOUSING AT PRICE POINTS THAT ALIGN WITH THE LOCAL WORKFORCE 5
EVIDENCE THE PROJECT WILL SUPPORT LONG-TERM LOCAL HOUSING NEEDS 5
POTENTIAL RENT LOSS (PRL) AND/OR TOTAL HOUSING SUBSIDY (THS) REASONABLENESS 5
INCOME VERIFICATION PLAN 5
REIMBURSEMENT REQUEST(S) SUBMITTED TO DATE 5

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FIGURES

FIGURE 1: PROPERTY LOCATION MAP
FIGURE 2: ELIGIBLE PROPERTY BOUNDARY AND ELIGIBILITY MAP

TABLES

TABLE 1: ELIGIBLE ACTIVITIES COST ESTIMATES
TABLE 2: TAX INCREMENT TAX CAPTURE ESTIMATE
TABLE 3: TAX REIMBURSMENT SCHEDULE ESTIMATE

APPENDIX A

PROJECT SITE PLAN

APPENDIX B

LEGAL DESCRIPTIONS OF PROPERTY PARCELS DESCRIBED IN SECTION III(G) OF THIS PLAN

APPENDIX C

SUMMARY OF TOTAL HOUSING SUBSIDY CALCULATION

APPENDIX D

CONSENT JUDGEMENT

APPENDIX E

ASSESSOR ESTIMATE OF POST-DEVELOPMENT TAXABLE VALUE

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I. INTRODUCTION

A. PLAN PURPOSE

The City of Warren Redevelopment Authority (Authority), duly established by resolution of the City of Warren City Council, pursuant to the Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, MCLA 125.2651 et. seq., as amended (Act 381), is authorized to exercise its powers within the limits of the City of Warren. This 4th Amendment of the Brownfield Plan (the Plan) for the eligible property located at 8525 Cole Drive, Warren, Michigan (the Property) shall amend, restate, and replace in its entirety the Brownfield Plan Amendment #3 (Amendment #3). The purpose of the Plan is to establish that the Property meets the definition of "housing property" as defined by Act 381 and receive approval for reimbursement of eligible "housing development activities" as well as to describe the new proposed redevelopment plans and associated eligible activities.

This Plan allows the Authority to use tax increment revenue to reimburse the developer for the costs of eligible activities required to prepare the Property for safe redevelopment and reuse (see Section III). The proposed redevelopment will only be economically viable with the support and approval of the local and state brownfield redevelopment incentives.

B. PROPERTY DESCRIPTION

The Property consists of a single parcel with address 8525 Cole Dr, Warren, Michigan and occupying approximately 7.68 acres of vacant land. The Property was developed in the 1960s with a school building and operated as a public school for decades. Our Lady of Redemption Melkite Catholic Church then acquired the property and operated a private charter school. The property fell into disrepair and was sold in March of 2019 to Cole Street Investments. In preparation for future redevelopment, the school building and all site improvements were demolished in 2023.

A Phase I Environmental Site Assessment (ESA) for the Property was completed by Associated Environmental Services (AES) on June 16, 2025 for Village at the Park LLC and V.I.P. Homes & Development. The Phase I ESA revealed the following recognized environmental condition (REC):

- The possible presence of an underground storage tank (UST) related to the former school and identified via ground penetrating radar assessment undertaken in 2017.

A Phase II ESA will be completed to assess the identified REC. Village at the Park LLC has the property under contract.

The general location of the Property is shown on Figure 1. Figure 2 depicts the Parcel Map, which shows the eligible property boundary. A concept plan is provided in Appendix A. The Property legal description is provided in Appendix B.

C. BASIS OF ELIGIBILITY

Originally, the Property qualified for inclusion in the brownfield plan due to its designation as both "blighted" and "functionally obsolete" property as determined by the City of Warren. The Property is eligible for inclusion in this Brownfield Plan in accordance with MCL 125.2652(n) because the Property is in the City of Warren, a local government unit, and the Property meets the definition of "housing property" as defined by Act 381 because it is a property "on which 1 or more units of residential housing are proposed to be constructed". Additionally, because the proposed project is located in a community that has identified a specific housing need and has absorption data and/or job growth data in the brownfield plan, "housing development activities" as defined by Act 381 are considered eligible activities. Descriptions of the project community's specific housing need and job growth data are below.

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- **Housing Need:** On January 12, 2021, the City of Warren adopted their current Master Plan. The Master Plan states the need for more for-rent housing units in the City to replace aging units in the market and meet the growing demand from Millennial renters. The City's comparatively low rental vacancy rate (4.9 percent) and rising average rents (up 12.6 percent since 2010) indicate that "more renters [are] becoming 'cost-burdened,' a term defined as paying more than 30 percent of a household's gross monthly income." The best solution is the construction of "missing middle" housing (e.g., duplexes, townhomes and courtyard apartments) in the City.
- **Job Growth Data:** As stated in the City's Master Plan, the number of jobs in the City of Warren increased by nearly 25 percent between 2010 and 2013 and about 2 percent between 2014 and 2015. The largest employment sectors in the Detroit-Warren-Livonia metropolitan area are trade, transportation, utilities, professional/business, education & health services and manufacturing (Bureau of Labor Statistics).

D. PROJECT DESCRIPTION

The Property is the location of the former Hartsig Jr. High School, which was demolished in 2023 to prepare the site for redevelopment. The Property cannot be economically redeveloped without significant brownfield incentive support to offset the environmental and infrastructure challenges associated with this infill project.

The Project will revitalize a vacant and underutilized parcel in Warren by constructing for-rent housing. The Project directly addresses the City's identified need for additional "missing middle" housing stock by creating an estimated 138 apartments. A conceptual site plan is provided in Appendix A. The Property is expected to be redeveloped with four three-story buildings, with three buildings each containing 36 apartment units and one building containing 30 apartment units, all facing a central greenspace improved with walking paths and a shallow pond (the Project). The completed Project is anticipated to contain a total of 138 apartments (46 one-bedroom units and 92 two-bedroom units). The Project will also include substantial infrastructure improvements such as surface parking (285 spaces), utility relocation and expansion and improvements to the public rights of way such as landscaping and sidewalks.

The anticipated investment in building construction is over $25,000,000. The estimated eligible activities are estimated at $8,961,925.

II. GENERAL DEFINITIONS AS USED IN THIS PLAN

All words or phrases not defined herein shall have the same meaning as such words and phrases included in Act 381.

III. BROWNFIELD PLAN

A. DESCRIPTION OF COSTS TO BE PAID WITH TAX INCREMENT REVENUES AND SUMMARY OF ELIGIBLE ACTIVITIES

The developer will be reimbursed for the costs of eligible housing development activities necessary to complete the proposed Project. The costs of eligible activities included in, and authorized by, this Plan will be reimbursed with incremental local and school operating tax revenues generated by the Property after redevelopment and captured by the Authority, subject to any limitations and conditions described in this Plan, approvals of the Michigan State Housing Development Authority (MSHDA) for school operating tax capture, and the terms of a Reimbursement Agreement between the developer and the Authority (the "Reimbursement Agreement"). The tax reimbursement projections assume the Authority will collect 10 percent of incremental local taxes annually for administrative expenses for this Brownfield Plan. No personal property taxes are projected to be captured by this Plan at this time, but if incremental personal property taxes are generated by this Plan in the future, they will be captured.

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The estimated total cost of activities eligible for reimbursement from tax increment revenues, inclusive of 15 percent contingency, is $8,961,925.

The eligible activities are summarized on Table 1 in Appendix C and consist of Department of Environment, Great Lakes and Energy (EGLE) work plan exempt activities and housing development activities including necessary infrastructure improvements, demolition and reimbursement to fill a financing gap associated with the development of units that are income qualified households. Eligible activities also include the reasonable costs to prepare the Brownfield Plan and Act 381 Work Plan (including all prior amendments to these plans) and the cost of implementing the plans.

The costs of eligible activities eligible for reimbursement are estimated and may increase or decrease depending on the nature and extent of unknown conditions encountered. The reimbursement of eligible activities shall be governed by the terms of a Reimbursement Agreement. No costs of eligible activities will be qualified for reimbursement except to the extent permitted in accordance with the terms and conditions of the Reimbursement Agreement and Section 2 of Act 381 of 1994, as amended (MCL 125.2652). The Reimbursement Agreement and this Plan will dictate the total cost of eligible activities subject to payment. The estimated total cost of eligible activities to be reimbursed is $8,961,925. As long as this total cost limit is not exceeded, line-item categories and costs of eligible activities may be adjusted after the date of this Plan, to the extent the adjustments do not violate the terms of Act 381.

B. ESTIMATE OF CAPTURED TAXABLE VALUE AND TAX INCREMENT REVENUES

The original Brownfield Plan for the Property was approved in 2017 during which time the Property's taxable value was $0 and this remains the initial taxable value for this Plan. Projected taxable values are included in Appendix D, Table 2. The estimated taxable value based on real property generated by the project upon completion is $6,165,000 in tax year 2027 after construction of the last building and based on a TV of approximately $44,673.91 per unit and feedback provided by the local assessor. Taxable values in subsequent years are projected to increase by 2 percent annually. The actual TV will be determined by the actual construction completion schedule and the assessor. Incremental personal property will also be captured if available but is not included in the estimates in this Plan.

It is assumed that tax increment revenue capture began in tax year 2022, five years after the original Brownfield Plan was approved (in 2017). The Authority will capture 90 percent of the incremental state and local tax revenues generated from real property and personal property (if available). Ten-percent of incremental state tax revenue, after the 50 percent of SET capture is paid to the State Brownfield Revolving Fund for 25 total years, will pass through to the taxing jurisdictions. Ten-percent of incremental local tax revenue will pass through to the local taxing jurisdictions.

The estimated taxable values, tax increment revenues to be captured, and the impact on taxing jurisdictions are presented in Table 2 provided in Appendix D. The actual annual incremental taxable value and captured tax increment revenue will be determined by the assessor. The actual increased taxable value of the land and all future taxable improvements on the Property may vary.

It is the intent of this Plan to provide for the proportional capture of all eligible tax increments in whatever amounts and in whatever years they become available until all eligible costs are reimbursed or the Brownfield Plan terminates at 30 years. If MSHDA elects not to participate in this Project, the portion of capture related to their proportionate share will be assumed by, made whole by, and become the responsibility of the other taxing entities to the extent allowed by Act 381.

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C. METHOD OF FINANCING PLAN COSTS AND DESCRIPTION OF ADVANCES BY THE MUNICIPALITY

The developer is ultimately responsible for financing the costs of eligible activities included in this Plan; however, the developer may seek additional grant or loan support for eligible activities. Except through the potential support as described above, neither the Authority nor the City of Warren will advance any additional funds to finance the eligible activities. All Plan financing commitments and activities and cost reimbursements authorized under this Plan shall be governed by the Reimbursement Agreement. The inclusion of eligible activities and estimates of costs to be reimbursed in this Plan is intended to authorize the Authority to fund such reimbursements. The amount and source of any tax increment revenues that will be used for purposes authorized by this Plan, and the terms and conditions for such use and upon any reimbursement of the expenses permitted by the Plan, will be provided solely under the Reimbursement Agreement.

Reimbursements under the Reimbursement Agreement shall not exceed the cost of eligible activities and reimbursement limits described in this Plan, unless it is further amended.

D. MAXIMUM AMOUNT OF NOTE OR BONDED INDEBTEDNESS

Not applicable.

E. DURATION OF BROWNFIELD PLAN

The duration of this Brownfield Plan for the Property shall not exceed the shorter of the following: 1) reimbursement of all eligible costs, cumulatively not to exceed developer reimbursement $8,961,925 or 2) 30 years of capture for developer reimbursement. Tax increment revenue capture is assumed to have begun in tax year 2022, five years after the original Brownfield Plan was approved (in 2017). The maximum developer reimbursement period is 30 years. The eligible activities reimbursement cash flows are presented in Table 3. The current reimbursement cash flows project full reimbursement in 30 total years of capture.

F. ESTIMATED IMPACT OF TAX INCREMENT FINANCING ON REVENUES OF TAXING JURISDICTIONS

Incremental local and state tax revenues generated by the Project will be captured by the Authority until all incurred eligible brownfield redevelopment costs and Authority administrative costs are reimbursed, to the extent described in this Plan. The tax revenues available for capture for the Authority will be split between local and state school incremental taxes, estimated at 50 percent and 50 percent, respectively based on current millages with the assumption of MSHDA approval of a 381 Work Plan and local approval of a PA 210 tax abatement. The ratios may change as the millages rate fluctuate over time or if the capture of incremental state school taxes was not approved by MSHDA in whole or in part.

The estimated taxable values, tax increment revenues to be captured, and the impact on taxing jurisdictions are presented in Table 2. The eligible activities reimbursement cash flows are presented in Table 3.

G. LEGAL DESCRIPTION, PROPERTY MAP, PROPERTY CHARACTERISTICS AND PERSONAL PROPERTY

The Property is a single parcel of land with address 8525 Cole Drive, Warren, Michigan. The tax parcel identification number is 12-13-10-376-006.

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The Property and parcel boundaries are shown in Figure 2. The Property and parcel legal description are provided in Appendix B. Personal property is not currently included in the capture and reimbursement projections because it is unknown to what extent personal property taxes will be generated by the project; however, incremental personal property taxes generated by the project will be captured to reduce the reimbursement time.

H. ESTIMATES OF RESIDENTS AND DISPLACEMENT OF FAMILIES

No occupied residences are involved in the redevelopment, no persons reside at the Property, and no families or individuals will be displaced as a result of this development. Therefore, a demographic survey and information regarding housing in the community are not applicable and are not needed for this Plan.

I. PLAN FOR RELOCATION OF DISPLACED PERSONS

No persons will be displaced as a result of this development; therefore, a Plan for relocation of displaced persons is not applicable and is not needed for this Plan.

J. PROVISIONS FOR RELOCATION COSTS

No persons will be displaced as result of this development and no relocation costs will be incurred; therefore, provision for relocation costs is not applicable and is not needed for this Plan.

K. STRATEGY FOR COMPLIANCE WITH MICHIGAN'S RELOCATION ASSISTANCE LAW

No persons will be displaced as result of this development; therefore, no relocation assistance strategy is needed for this Plan.

L. DESCRIPTION OF THE PROPOSED USE OF LOCAL BROWNFIELD REVOLVING FUND (LBRF)

The Authority has established a Local Brownfield Remediation Revolving Fund (LBRF) in accordance with Act 381. Funds from the LBRF may be used, at the sole discretion of the Authority, to finance or reimburse eligible activities described in this Brownfield Plan or eligible activities subsequently approved, solely for LBRF funding, by administrative action of the Authority to be conducted on the eligible property described in this Brownfield Plan. Neither the use of nor capture for the LBRF is contemplated under this Brownfield Plan.

M. OTHER MATERIAL THAT THE AUTHORITY OR GOVERNING BODY CONSIDERS PERTINENT

ALIGNMENT WITH THE STATEWIDE HOUSING PLAN OR OTHER LOCAL HOUSING NEED

Missing middle housing is an identified need for the City of Warren as well as more for-rent housing (less than 20 percent of housing would be characterized as Missing Middle and only 25 percent of housing units in the city are rental units, according to the 2021 City Master Plan). Key indicators (rising number of renter-occupied units, rising number of cost-burden renters and decreasing rental vacancy in the City [2010-2016]) demonstrate an insufficient supply of quality for-rent housing which is directly impacting the quality of life for Warren residents and the larger Warren economy.

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EVIDENCE THE PROJECT WILL SUPPORT HOUSING AT PRICE POINTS THAT ALIGN WITH THE LOCAL WORKFORCE

Rental rates for the Project are being established at approximately $1,400 for 1-bedroom/1-bath units and $1,700 for 2-bedroom/2-bath units. Rental rates of $1,400 are $115 less than the 1-bedroom "rent by bedroom" threshold for 80 percent AMI according to MSHDA Income and Rent Limits posted for 2025. At $1,700 for 2-bedroom units, the rent is $118 less than the 2 bedroom "rent by bedroom" threshold for 80 percent AMI according to MSHDA Income and Rent Limits.

EVIDENCE THE PROJECT WILL SUPPORT LONG-TERM LOCAL HOUSING NEEDS

The Project will create 138 for-rent units with modern amenities and finishes. These units are expected to absorbed into the market quickly, based on the current lack of quality, affordable for-rent units in the City and the growing demand for such housing.

Initial rents are projected to increase just 2 percent annually, and the long-term commitment to affordability is that rents will not exceed 120 percent AMI Rent limits published by MSHDA. To ensure affordability is maintained, affordability income verification is anticipated to be 26 years or for the remaining duration of developer reimbursement capture, whichever is longer. These parameters are identified within the Reimbursement Agreement, and compliance will be governed by the terms of the Reimbursement Agreement.

POTENTIAL RENT LOSS (PRL) AND/OR TOTAL HOUSING SUBSIDY (THS) REASONABLENESS

The MSHDA-issued Potential Rent Loss (PRL) calculation was completed for the project, and the request for TIF reimbursement does not exceed this capped amount. A copy of this calculation is included in Appendix C.

INCOME VERIFICATION PLAN

The income verification plan is detailed as follows:

- Income is calculated as per the income rules and guidance as provided in the latest versions of the HUD Handbook and MSHDA Compliance Manual
- Income will be verified at the time of prospective resident application

These procedures will be maintained for the duration of the developer reimbursement period of the Brownfield Plan.

REIMBURSEMENT REQUEST(S) SUBMITTED TO DATE

SME was provided with documentation indicating a request was made and approved for $528,703.48 in reimbursement for demolition of the existing school at the WBRA May 17, 2023, meeting. That cost consideration is included in the Eligible Activities included in this Brownfield Plan.

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TABLES

TABLE 1: ELIGIBLE ACTIVITIES COST ESTIMATES
TABLE 2: TAX INCREMENT TAX CAPTURE ESTIMATE
TABLE 3: TAX REIMBURSMENT SCHEDULE ESTIMATE

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EGLE ELIGIBLE ACTIVITIES AND COSTS
Village at the Park
100635.00
7/11/2025

DEPARTMENT SPECIFIC ELIGIBLE (EGLE) ACTIVITIES

TASK/ACTIVITY	COST ITEM	UNIT COST	UNITS	QUANTITY	COST	TOTAL COST
BEA Activities (Pre-Approved Activities)						
Environmental Due Diligence	Phase I Environmental Site Assessments (ESA)	$ 2,500	ea.	1	$ 2,500	$ 2,500
	Phase II ESAs	$ 18,000	ea.	1	$ 18,000	$ 18,000
	Baseline Environmental Assessments (BEA)	$ 5,000	ea.	1	$ 5,000	$ 5,000
					BEA Activities (Pre-Approved Activities) Subtotal:	$ 25,500
Due Care Activities - Pre-Approved Planning						
Due Care Investigations	Soil assesment for contamination management	$ 11,000	ea.	1	$ 11,000	$ 11,000
Documentation and Plans	Plan for Due Care Compliance - Construction	$ 3,500	ea.	1	$ 3,500	$ 21,500
	Plan for Due Care Compliance - Future Use	$ 4,500	ea.	1	$ 4,500	
	Soil Gas Assesement	$ 10,000	ea.	1	$ 10,000	
	Site Specific Health and Safety Plan	$ 3,500	ea.	1	$ 3,500	
					Due Care Activities - Pre-Approved Planning Subtotal:	$ 32,500
Contingency		$ 58,000	Percentage	15%	$ 8,700	$ 8,700
TOTAL ELIGIBLE DEPARTMENT SPECIFIC (EGLE) COSTS:						$ 66,700

Notes:
[1] Costs not included in contingency calculation

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MSHDA ELIGIBLE ACTIVITIES AND COSTS
Village at the Park
8525 Cole Dr.
Warren, MI
7/11/2025

MSHDA ELIGIBLE (NON-ENVIRONMENTAL) HOUSING DEVELOPMENT ACTIVITIES

TASK/ACTIVITY	COST ITEM	UNIT COST	UNITS	QUANTITY	COST	TOTAL COST
Housing Development Activities						
Necessary infrastructure improvements for housing property						
Utility Relocation, Connection & Installation - Sanitary Sewer Connection (PVC, SDR Leads, Manholes, etc.)		$ 175,000	allow.	1	$ 175,000	$ 175,000
Utility Relocation, Connection & Installation - Water Connection (Water Main, Fire Hydrants, Valves, Fees, etc.)		$ 525,000	allow.	1	$ 525,000	$ 525,000
Public Infrastructure - Cole Drive Road and Right-of-Way Improvements (Pavement, landscape, sidewalk, etc)		$ 50,000	allow.	1	$ 50,000	$ 50,000
Utility Relocation, Connection & Installation - Storm Connection (PVC, Drains, Catch Basins, Outlet, Fees)		$ 700,000	allow.	1	$ 700,000	$ 700,000
Infrastructure – Electric Connection (Fees, Permit, etc.)		$ 125,000	allow.	1	$ 125,000	$ 125,000
Infrastructure - Gas Connection (Fees, Permit, etc.)		$ 125,000	allow.	1	$ 125,000	$ 125,000
Infrastructure - Storm Water Detention (Pond Engineering, Excavation, Structure, Overflow, Connection)		$ 250,000	allow.	1	$ 250,000	$ 250,000
Infrastructure – Electrical/Gas/City of Warren, etc.		$ 100,000	allow.	1	$ 100,000	$ 100,000
Infrastructure - Parking Lot		$ 750,000	allow.	1	$ 750,000	$ 750,000
Site preparation and improvements that support housing development activities and are not environmental response activities						
Geotechnical Testing & Evaluation		$ 30,000	allow.	1	$ 30,000	$ 30,000
Fill for Land Balancing /Export Surplus		$ 15,000	allow.	1	$ 15,000	$ 15,000
Geotechnically Non-viable Soils Removal and Backfill		$ 250,000	allow.	1	$ 250,000	$ 250,000
Excavation and Debris removal, etc.		$ 35,000	allow.	1	$ 35,000	$ 35,000
Rough Grading (Mass Grading, Balancing, Aggregate, Dirt Hauling, Grading Approach, etc.)		$ 350,000	allow.	1	$ 350,000	$ 350,000
Finished Grading (Grading, Balancing, etc.)		$ 156,000	allow.	1	$ 156,000	$ 156,000
Specialized foundations		$ 200,000	allow.	1	$ 200,000	$ 200,000
Sheeting and shoring		$ 10,000	allow.	1	$ 10,000	$ 10,000
Engineering, Design, Project Management, Specifications, Reports, etc.		$ 18,000	allow.	1	$ 18,000	$ 18,000
Soil Excavation/Loading/Transportation/Disposal/Backfill/Compaction		$ 40,000	allow.	1	$ 40,000	$ 40,000
Costs for Demolition[1]		$ 528,703	ls.	1	$ 528,703	$ 528,703
Reimbursement to fill a financing gap associated with the development of units that are income qualified households[1]		$ 3,863,622	ls.	1	$ 3,863,622	$ 3,863,622
					Housing Development Activities Subtotal:	$ 8,288,325
Brownfield Work Plans						
Preparation and review of Act 381 Work Plan	Brownfield Plan & Act 381 Work Plan Preparation (includes various amendments)[1]	$ 30,000	ea.	1	$ 30,000	$ 30,000
	Implementation of Brownfield Plan & Act 381 Work Plan[1]	$ 50,000	ea.	1	$ 50,000	$ 50,000
					Brownfield Work Plans Subtotal:	$ 80,000
					MSHDA Non-Environmental Subtotal:	$ 8,376,325
	Contingency	$ 3,904,000	eligible costs	15%	$ 585,600	$ 585,600
TOTAL ELIGIBLE NON-ENVIRONMENTAL (MSF) COSTS:						$ 8,961,925

Notes:
[1] Costs not included in contingency calculation and based on actual costs incurred and submitted for reimbursement to date

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SME

Tax Increment Revenue Capture Estimates
Village at the Park
8525 Cole Dr.
Warren, Michigan
July 10, 2025

InRatein Multiplier 1.02
Estimated Taxable Value (TV) Increase Rate: 2.00%

Plan Year	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Tax Year	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
*Base Taxable Value	[redacted]	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Estimated New TV						$ 566,611	$ 368,040	$ 276,030	$ 276,030	$ 616,500	$ 6,165,000	$ 6,288,300	$ 6,414,066	$ 6,542,347	$ 6,673,194	$ 6,806,658
Incremental Difference (New TV - Base TV)		$ -	$ -	$ -	$ -	$ 566,611	$ 368,040	$ 276,030	$ 276,030	$ 616,500	$ 6,165,000	$ 6,288,300	$ 6,414,066	$ 6,542,347	$ 6,673,194	$ 6,806,658
[redacted]		PA210														
STATE EDUCATION	6.0000	6.0000	$ -	$ -	$ -	$ -	$ 2,200	$ 2,208	$ 1,656	$ 1,656	$ 3,699	$ 36,990	$ 37,730	$ 38,484	$ 39,254	$ 40,039	$ 40,840
SCHOOL OPERATING	18.0000	18.0000	$ -	$ -	$ -	$ -	$ 6,599	$ 6,625	$ 4,969	$ 4,969	$ 11,097	$ 110,970	$ 113,189	$ 115,453	$ 117,762	$ 120,117	$ 122,520
School Total	24.0000	24.0000	$ -	$ -	$ -	$ -	$ 8,799	$ 8,833	$ 6,625	$ 6,625	$ 14,796	$ 147,960	$ 150,919	$ 153,937	$ 157,016	$ 160,156	$ 163,360
[redacted]																
Warren Operating	8.3257	0.0000	$ -	$ -	$ -	$ -	$ 3,053	$ 3,064	$ 2,299	$ 2,271	$ 5,071	$ 92	$ 139	$ 187	$ 236	$ 288	$ 338
City Road Improvements	1.9786	0.0000	$ -	$ -	$ -	$ -	$ 734	$ 737	$ 548	$ 546	$ 1,220	$ 22	$ 33	$ 45	$ 57	$ 69	$ 81
EMS	0.2786	0.0000	$ -	$ -	$ -	$ -	$ 102	$ 101	$ 76	$ 76	$ 169	$ 3	$ 5	$ 6	$ 8	$ 10	$ 11
Library	1.2581	0.0000	$ -	$ -	$ -	$ -	$ 465	$ 467	$ 347	$ 346	$ 773	$ 14	$ 21	$ 29	$ 36	$ 44	$ 51
Sanitation	2.7414	0.0000	$ -	$ -	$ -	$ -	$ 1,017	$ 1,021	$ 759	$ 757	$ 1,690	$ 31	$ 46	$ 62	$ 79	$ 95	$ 113
Act 345 Police / Fire	5.8148	0.0000	$ -	$ -	$ -	$ -	$ 1,937	$ 1,895	$ 1,514	$ 1,467	$ 3,277	$ 59	$ 90	$ 121	$ 153	$ 185	$ 218
Police Operating	0.9176	0.0000	$ -	$ -	$ -	$ -	$ 341	$ 342	$ 254	$ 253	$ 566	$ 10	$ 16	$ 21	$ 26	$ 32	$ 38
Fire Operating	0.9176	0.0000	$ -	$ -	$ -	$ -	$ 341	$ 342	$ 254	$ 253	$ 566	$ 10	$ 16	$ 21	$ 26	$ 32	$ 38
Police & Fire Operating	4.6176	0.0000	$ -	$ -	$ -	$ -	$ 1,714	$ 1,720	$ 1,279	$ 1,275	$ 2,847	$ 51	$ 78	$ 105	$ 133	$ 161	$ 190
Recreation	0.9154	0.0000	$ -	$ -	$ -	$ -	$ 339	$ 340	$ 253	$ 252	$ 563	$ 10	$ 15	$ 21	$ 26	$ 32	$ 37
Macomb County Operating	4.2836	0.0000	$ -	$ -	$ -	$ -	$ 1,584	$ 1,590	$ 1,184	$ 1,177	$ 2,630	$ 48	$ 72	$ 97	$ 123	$ 149	$ 175
MCC Operating	1.3899	0.0000	$ -	$ -	$ -	$ -	$ 515	$ 518	$ 386	$ 384	$ 857	$ 15	$ 23	$ 32	$ 40	$ 48	$ 57
MAC Int. School Dist.	4.5727	0.0000	$ -	$ -	$ -	$ -	$ 1,697	$ 1,704	$ 1,270	$ 1,262	$ 2,819	$ 51	$ 77	$ 104	$ 131	$ 159	$ 188
War Con Debt/SF	4.7800	0.0000	$ -	$ -	$ -	$ -	$ 1,752	$ 1,759	$ 1,319	$ 1,319	$ 2,947	$ 53	$ 81	$ 109	$ 137	$ 166	$ 196
Macomb Veterans	0.0685	0.0000	$ -	$ -	$ -	$ -	$ 24	$ 25	$ 19	$ 19	$ 42	$ 1	$ 1	$ 2	$ 2	$ 2	$ 3
Huron-Clinton Metroparks	0.2062	0.0000	$ -	$ -	$ -	$ -	$ 76	$ 76	$ 57	$ 57	$ 127	$ 2	$ 3	$ 5	$ 6	$ 7	$ 8
SMART	0.9436	0.0000	$ -	$ -	$ -	$ -	$ 348	$ 350	$ 260	$ 260	$ 582	$ 11	$ 16	$ 21	$ 27	$ 33	$ 39
War Con Op-ADDL	0.0000	0.0000	$ -	$ -	$ -	$ -	$ -	$ -	$ 187	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Local Total	48.3800	0.0000	$ -	$ -	$ -	$ -	$ 15,880	$ 15,993	$ 12,186	$ 11,970	$ 26,744	$ 484	$ 733	$ 987	$ 1,248	$ 1,511	$ 1,780
[redacted]																
ZOO AUTHORITY	0.0988	0.0000	$ -	$ -	$ -	$ -	$ 95	$ 95	$ 26	$ 26	$ 58	$ 1	$ 2	$ 2	$ 3	$ 3	$ 4
ART INSTITUTE	0.1942	0.0000	$ -	$ -	$ -	$ -	$ 72	$ 72	$ 54	$ 54	$ 120	$ 2	$ 3	$ 4	$ 5	$ 7	$ 8
MISD Debt	0.1700	0.0000	$ -	$ -	$ -	$ -	$ -	$ 29	$ 47	$ 47	$ 105	$ 2	$ 3	$ 4	$ 5	$ 6	$ 7
Total Non-Capturable Taxes	0.4630	0.0000	$ -	$ -	$ -	$ -	$ 166	$ 196	$ 126	$ 126	$ 282	$ 5	$ 8	$ 10	$ 13	$ 16	$ 19
Total Tax Increment Revenue (TIR) Available for Capture			$ -	$ -	$ -	$ -	$ 24,728	$ 24,826	$ 18,821	$ 18,599	$ 34,915	$ 141,819	$ 145,027	$ 148,300	$ 151,638	$ 155,043	$ 158,515

Footnotes:
Taxable values and tax increment revenue amounts for tax years 2022, 2023 and 2024 represent actual values
Taxable values and tax increment revenue amounts for tax years 2025 and beyond are projections

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Tax Increment Revenue Capture Estimates
Village at the Park
8525 Cole Dr.
Warren, Michigan
July 10, 2025

		Estimated																	
	Plan Year	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL
	Tax Year	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	
	*Base Taxable Value	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Estimated New TV	$ 6,942,791	$ 7,081,647	$ 7,223,280	$ 7,367,746	$ 7,515,101	$ 7,665,403	$ 7,818,711	$ 7,975,085	$ 8,134,587	$ 8,297,278	$ 8,463,224	$ 8,632,488	$ 8,805,138	$ 8,981,241	$ 9,160,866	$ -
	Incremental Difference (New TV - Base TV)	$ 6,942,791	$ 7,081,647	$ 7,223,280	$ 7,367,746	$ 7,515,101	$ 7,665,403	$ 7,818,711	$ 7,975,085	$ 8,134,587	$ 8,297,278	$ 8,463,224	$ 8,632,488	$ 8,805,138	$ 8,981,241	$ 9,160,866	$ -
STATE EDUCATION	6.0000	$ 41,657	$ 42,490	$ 43,340	$ 44,206	$ 45,091	$ 45,992	$ 46,912	$ 47,851	$ 48,808	$ 49,784	$ 50,779	$ 51,795	$ 52,831	$ 53,887	$ 54,965	$ 965,144
SCHOOL OPERATING	18.0000	$ 124,970	$ 127,470	$ 130,019	$ 132,619	$ 135,272	$ 137,977	$ 140,737	$ 143,552	$ 146,423	$ 149,351	$ 152,338	$ 155,385	$ 158,492	$ 161,662	$ 164,896	$ 2,895,433
School Total	24.0000	$ 166,627	$ 169,960	$ 173,359	$ 176,825	$ 180,362	$ 183,970	$ 187,649	$ 191,402	$ 195,230	$ 199,135	$ 203,117	$ 207,180	$ 211,323	$ 215,550	$ 219,861	$ 3,860,577
Warren Operating	8.2257	$ 390	$ 449	$ 497	$ 553	$ 61,817	$ 63,053	$ 64,314	$ 65,601	$ 66,913	$ 68,251	$ 69,616	$ 71,008	$ 72,428	$ 73,877	$ 75,355	$ 771,131
City Road Improvements	1.9786	$ 94	$ 107	$ 120	$ 133	$ 14,869	$ 15,167	$ 15,470	$ 15,780	$ 16,095	$ 16,417	$ 16,745	$ 17,080	$ 17,422	$ 17,770	$ 18,126	$ 185,487
EMS	0.2736	$ 13	$ 15	$ 17	$ 18	$ 2,056	$ 2,097	$ 2,139	$ 2,182	$ 2,226	$ 2,270	$ 2,316	$ 2,362	$ 2,409	$ 2,457	$ 2,506	$ 25,649
Library	1.2532	$ 59	$ 67	$ 76	$ 84	$ 9,418	$ 9,606	$ 9,798	$ 9,994	$ 10,194	$ 10,398	$ 10,606	$ 10,818	$ 11,035	$ 11,255	$ 11,480	$ 117,483
Sanitation	2.7414	$ 130	$ 148	$ 166	$ 184	$ 20,602	$ 21,014	$ 21,434	$ 21,863	$ 22,300	$ 22,746	$ 23,201	$ 23,665	$ 24,138	$ 24,621	$ 25,114	$ 256,997
Act 345 Police / Fire	5.3148	$ 252	$ 286	$ 321	$ 357	$ 39,941	$ 40,740	$ 41,555	$ 42,386	$ 43,234	$ 44,098	$ 44,980	$ 45,880	$ 46,798	$ 47,733	$ 48,688	$ 497,996
Police Operating	0.9176	$ 43	$ 49	$ 55	$ 62	$ 6,896	$ 7,034	$ 7,174	$ 7,318	$ 7,464	$ 7,614	$ 7,766	$ 7,921	$ 8,080	$ 8,241	$ 8,406	$ 86,022
Fire Operating	0.9176	$ 43	$ 49	$ 55	$ 62	$ 6,896	$ 7,034	$ 7,174	$ 7,318	$ 7,464	$ 7,614	$ 7,766	$ 7,921	$ 8,080	$ 8,241	$ 8,406	$ 86,022
Police & Fire Operating	4.6176	$ 219	$ 249	$ 279	$ 310	$ 34,702	$ 35,396	$ 36,104	$ 36,826	$ 37,562	$ 38,314	$ 39,080	$ 39,861	$ 40,659	$ 41,472	$ 42,301	$ 432,884
Recreation	0.9134	$ 43	$ 49	$ 55	$ 61	$ 6,864	$ 7,002	$ 7,142	$ 7,284	$ 7,430	$ 7,579	$ 7,730	$ 7,885	$ 8,043	$ 8,203	$ 8,368	$ 85,628
Macomb County Operating	4.2656	$ 202	$ 230	$ 258	$ 287	$ 32,056	$ 32,698	$ 33,351	$ 34,019	$ 34,699	$ 35,393	$ 36,101	$ 36,823	$ 37,559	$ 38,310	$ 39,077	$ 398,860
MCC Operating	1.3899	$ 66	$ 75	$ 84	$ 93	$ 10,445	$ 10,654	$ 10,867	$ 11,085	$ 11,306	$ 11,532	$ 11,763	$ 11,998	$ 12,238	$ 12,483	$ 12,733	$ 130,300
MAC Int. School Dist.	4.5727	$ 217	$ 246	$ 276	$ 307	$ 34,364	$ 35,052	$ 35,753	$ 36,468	$ 37,197	$ 37,941	$ 38,700	$ 39,474	$ 40,263	$ 41,069	$ 41,890	$ 428,679
War Con Debt/SF	4.7800	$ 226	$ 257	$ 289	$ 321	$ 35,922	$ 36,641	$ 37,373	$ 38,121	$ 38,883	$ 39,661	$ 40,454	$ 41,263	$ 42,089	$ 42,930	$ 43,789	$ 448,061
Macomb Veterans	0.0685	$ 3	$ 4	$ 4	$ 5	$ 515	$ 525	$ 536	$ 546	$ 557	$ 568	$ 580	$ 591	$ 603	$ 615	$ 628	$ 6,420
Huron-Clinton Metroparks	0.2062	$ 10	$ 11	$ 12	$ 14	$ 1,550	$ 1,581	$ 1,612	$ 1,644	$ 1,677	$ 1,711	$ 1,745	$ 1,780	$ 1,816	$ 1,852	$ 1,889	$ 19,329
SMART	0.9436	$ 45	$ 51	$ 57	$ 63	$ 7,091	$ 7,233	$ 7,378	$ 7,525	$ 7,676	$ 7,829	$ 7,986	$ 8,146	$ 8,309	$ 8,475	$ 8,644	$ 88,455
War Con Op-ADDL	0.0000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 187
Local Total	43.5500	$ 2,055	$ 2,386	$ 2,622	$ 2,914	$ 826,005	$ 332,525	$ 339,176	$ 345,959	$ 352,878	$ 359,936	$ 367,135	$ 374,477	$ 381,967	$ 389,606	$ 397,398	$ 4,066,569
ZOO AUTHORITY	0.0938	$ 4	$ 5	$ 6	$ 6	$ 705	$ 719	$ 733	$ 748	$ 763	$ 778	$ 794	$ 810	$ 826	$ 842	$ 859	$ 8,793
ART INSTITUTE	0.1942	$ 9	$ 10	$ 12	$ 13	$ 1,459	$ 1,489	$ 1,518	$ 1,549	$ 1,580	$ 1,611	$ 1,644	$ 1,676	$ 1,710	$ 1,744	$ 1,779	$ 18,205
MISD Debt	0.1700	$ 8	$ 9	$ 10	$ 11	$ 1,278	$ 1,303	$ 1,329	$ 1,356	$ 1,383	$ 1,411	$ 1,439	$ 1,468	$ 1,497	$ 1,527	$ 1,557	$ 15,840
Total Non-Capturable Taxes	0.4580	$ 22	$ 25	$ 28	$ 31	$ 3,442	$ 3,511	$ 3,581	$ 3,653	$ 3,726	$ 3,800	$ 3,876	$ 3,954	$ 4,033	$ 4,113	$ 4,196	$ 42,837
Total Tax Increment Revenue (TIR) Available for Capture		$ 162,058	$ 165,671	$ 169,356	$ 173,115	$ 506,367	$ 516,495	$ 526,825	$ 537,361	$ 548,108	$ 559,071	$ 570,252	$ 581,657	$ 593,290	$ 605,156	$ 617,259	$ -

Footnotes:
Taxable values and tax increment revenue amounts for tax years 2022, 2023 and 2024
Taxable values and tax increment revenue amounts for tax years 2025 and beyond are

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Tax Increment Revenue Reimbursement Allocation Table
Village at the Park
6525 Cole Dr.
Warren, Michigan
July 16, 2025

Developer Maximum Reimbursement	Proportionality	School & Local Taxes	Local-Only Taxes	Total
State	45.48%	$ 4,043,230		$ 4,043,230
Local	54.69%	$ 4,916,687		$ 4,916,687
TOTAL				
MSHDA	99.3%	$ 8,895,225		$ 8,895,225
EGLE	0.7%	$ 66,700		$ 66,700

Estimated Total Years of Plan: 34

Estimated Capture	
Administrative Fees	$ 614,836
State Brownfield Redevelopment Fund	$ 488,089
Local Brownfield Revolving Fund	$ -

Tax Abatement in effect

Capture Year		0	0	0	0	0	1	2	3	4	5	6	7	8	9	10	11
Plan Year		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Total State Incremental Revenue		$ -	$ -	$ -	$ -	$ -	$ 8,799	$ 8,838	$ 6,625	$ 6,625	$ 6,171	$ 149,171	$ 152,248	$ 155,388	$ 158,585	$ 161,848	$ 165,176
State Brownfield Redevelopment Fund (50% of SET)		$ -	$ -	$ -	$ -	$ -	$ 2,100	$ 4,104	$ 626	$ 628	$ 1,850	$ 13,495	$ 19,865	$ 19,242	$ 19,627	$ 20,020	$ 20,420
Warren Pass-through (10%)		$ -	$ -	$ -	$ -	$ -	$ 779	$ 775	$ 580	$ 580	$ 632	$ 13,068	$ 13,338	$ 13,614	$ 13,896	$ 14,183	$ 14,476
State TIR Available for Reimbursement		$ -	$ -	$ -	$ -	$ -	$ 4,929	$ 4,956	$ 5,217	$ 5,217	$ 5,690	$ 117,609	$ 120,045	$ 122,530	$ 125,063	$ 127,646	$ 130,281
Total Local Incremental Revenue		$ -	$ -	$ -	$ -	$ -	$ 15,930	$ 15,991	$ 12,196	$ 11,574	$ 16,744	$ 454	$ 733	$ 987	$ 1,246	$ 12,545	$ 14,978
DDA Administrative Fee (10%)							$ 1,593	$ 1,599	$ 1,220	$ 1,157	$ 2,674	$ 46	$ 73	$ 99	$ 125	$ 1,255	$ 1,498
Warren Pass-through (10%)		$ -	$ -	$ -	$ -	$ -	$ 1,593	$ 1,599	$ 1,220	$ 1,157	$ 2,674	$ 46	$ 73	$ 99	$ 125	$ 1,255	$ 1,498
Local TIR Available for Reimbursement		$ -	$ -	$ -	$ -	$ -	$ 12,744	$ 12,794	$ 9,757	$ 9,259	$ 11,396	$ 362	$ 586	$ 790	$ 997	$ 9,877	$ 11,982
DEVELOPER	Beginning Balance																
DEVELOPER Reimbursement Balance	$ 8,895,225	$ 8,895,225	$ 8,895,225	$ 8,895,225	$ 8,895,225	$ 8,895,225	$ 8,882,481	$ 8,869,687	$ 8,860,130	$ 8,853,913	$ 8,848,043	$ 8,734,434	$ 8,614,389	$ 8,491,859	$ 8,366,796	$ 8,239,151	$ 8,108,873
DEVELOPER REIMBURSEMENT																	
MSHDA Eligible Housing Costs	$ 8,895,225	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,267	$ 21,395	$ 117,912	$ 120,611	$ 123,329	$ 126,060	$ 127,823	$ 142,263
State TIR Reimbursement	$ 4,013,147		$ -	$ -	$ -	$ -	$ -			$ -	$ -	$ -	$ 117,525	$ 120,045	$ 122,530	$ 125,063	$ 127,646	$ 130,281
Local Tax Reimbursement	$ 4,883,079		$ -	$ -	$ -	$ -	$ -			$ -	$ 5,267	$ 21,395	$ 387	$ 586	$ 790	$ 997	$ 9,877	$ 11,982
Total MSHDA Reimbursement Balance		$ 8,895,225	$ 8,895,225	$ 8,895,225	$ 8,895,225	$ 8,895,225	$ 8,895,225	$ 8,895,225	$ 8,895,225	$ 8,895,225	$ 8,889,958	$ 8,868,563	$ 8,750,652	$ 8,630,041	$ 8,506,712	$ 8,380,652	$ 8,252,829
EGLE Environmental Costs	$ 66,700	$ -	$ -	$ -	$ -	$ -	$ 19,673	$ 19,750	$ 14,874	$ 6,539	$ 5,690	$ 84	$ -	$ -	$ -	$ -	$ -
State Tax Reimbursement	$ 30,092		$ -	$ -	$ -	$ -	$ 6,929	$ 6,956	$ 5,217	$ 5,217	$ 5,690	$ 84	$ -	$ -	$ -	$ -	$ -
Local Tax Reimbursement	$ 36,608		$ -	$ -	$ -	$ -	$ 12,744	$ 12,794	$ 9,757	$ 1,322	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total EGLE Reimbursement Balance		$ 66,700	$ 66,700	$ 66,700	$ 66,700	$ 66,700	$ 47,027	$ 27,277	$ 12,403	$ 5,779	$ 84	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Total Reimbursement Balance	$ 8,961,925	$ -	$ -	$ -	$ -	$ -	$ 19,673	$ 19,750	$ 14,874	$ 14,796	$ 27,085	$ 137,986	$ 138,631	$ 139,319	$ 126,048	$ 127,513	$ 142,263

November 2019

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SME

Tax Increment Revenue Reimbursement Allocation Table
Village at the Park
8525 Cole Dr.
Warren, Michigan
July 10, 2025

Tax Abatement in effect

	13	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	
	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	TOTAL
Total State Incremental Revenue	$ 168,870	$ 172,031	$ 175,561	$ 179,161	$ 188,455	$ 193,200	$ 197,018	$ 200,911	$ 204,882	$ 208,893	$ 213,081	$ 217,272	$ 221,557	$ 225,948	$ 230,415	$ 234,973	$ 239,815	$ 244,854	$ 249,196	$ 4,947,577
State Brownfield Redevelopment Fund (50% of SET)	$ 20,828	$ 21,245	$ 21,670	$ 22,103	$ 22,545	$ 23,006	$ 23,466	$ 23,935	$ 24,404	$ 24,892	$ 25,390	$ 25,897	$ 26,415	$ 26,944						$ 485,588
Warren Pass-through (18%)	$ 14,774	$ 15,070	$ 15,380	$ 15,706	$ 16,091	$ 17,000	$ 17,356	$ 17,696	$ 18,048	$ 18,404	$ 18,767	$ 19,137	$ 18,515	$ 18,980	$ 22,041	$ 21,407	$ 23,962	$ 24,435	$ 24,919	$ 449,248
State TIR Available for Reimbursement	$ 132,968	$ 135,716	$ 138,502	$ 141,352	$ 150,220	$ 153,193	$ 156,195	$ 159,287	$ 162,430	$ 165,636	$ 168,904	$ 172,237	$ 176,627	$ 179,103	$ 207,373	$ 211,473	$ 215,854	$ 219,918	$ 224,277	$ 4,013,147
Total Local Incremental Revenue	$ 17,684	$ 20,465	$ 21,023	$ 21,591	$ 344,952	$ 351,766	$ 358,706	$ 365,782	$ 372,899	$ 380,358	$ 387,863	$ 395,517	$ 403,322	$ 411,282	$ 419,399	$ 427,677	$ 436,119	$ 444,728	$ 453,507	$ 6,148,358
DDA Administrative Fee (18%)	$ 1,768	$ 2,046	$ 2,102	$ 2,159	$ 34,496	$ 35,177	$ 35,871	$ 36,578	$ 37,300	$ 38,036	$ 38,786	$ 39,552	$ 40,332	$ 41,128	$ 41,940	$ 42,768	$ 43,612	$ 44,473	$ 45,351	$ 614,836
Warren Pass-through (18%)	$ 1,768	$ 2,046	$ 2,102	$ 2,159	$ 34,496	$ 35,177	$ 35,871	$ 36,578	$ 37,300	$ 38,036	$ 38,786	$ 39,552	$ 40,332	$ 41,128	$ 41,940	$ 42,768	$ 43,612	$ 44,473	$ 45,351	$ 614,836
Local TIR Available for Reimbursement	$ 14,147	$ 16,372	$ 16,818	$ 17,273	$ 275,970	$ 281,413	$ 286,964	$ 292,626	$ 298,399	$ 304,286	$ 310,290	$ 316,413	$ 322,657	$ 329,025	$ 335,519	$ 342,141	$ 348,895	$ 355,782	$ 362,806	$ 4,918,687
Total State & Local TIR Available	$ 147,115	$ 152,088	$ 155,320	$ 158,624	$ 426,189	$ 434,606	$ 443,159	$ 451,913	$ 460,829	$ 469,922	$ 479,195	$ 488,651	$ 498,294	$ 508,128	$ 542,892	$ 553,614	$ 564,749	$ 575,700	$ 587,073	$ 8,961,825
DEVELOPER																				
DEVELOPER Reimbursement Balance	$ 7,950,741	$ 7,798,653	$ 7,643,341	$ 7,484,717	$ 7,058,527	$ 6,623,921	$ 6,180,762	$ 5,728,849	$ 5,268,020	$ 4,798,097	$ 4,318,902	$ 3,830,251	$ 3,331,957	$ 2,823,829	$ 2,280,937	$ 1,727,322	$ 1,162,573	$ 587,073	$ (0)	$ -
DEVELOPER REIMBURSEMENT																				
MSHDA Eligible Hoodoo Costs	$ 147,115	$ 152,880	$ 155,320	$ 158,624	$ 426,189	$ 434,606	$ 443,159	$ 451,913	$ 460,829	$ 469,922	$ 479,195	$ 488,651	$ 498,294	$ 508,128	$ 542,892	$ 553,614	$ 564,549	$ 575,700	$ 587,073	$ 8,995,235
State Tax Reimbursement	$ 132,968	$ 135,708	$ 138,502	$ 141,352	$ 150,220	$ 153,193	$ 156,205	$ 159,287	$ 162,430	$ 165,636	$ 168,904	$ 172,237	$ 176,627	$ 179,103	$ 207,373	$ 211,473	$ 215,854	$ 219,918	$ 224,267	$ 4,013,147
Local Tax Reimbursement	$ 14,147	$ 16,372	$ 16,818	$ 17,273	$ 275,970	$ 281,413	$ 286,964	$ 292,626	$ 298,399	$ 304,286	$ 310,290	$ 316,413	$ 321,657	$ 329,025	$ 335,519	$ 342,141	$ 348,895	$ 355,782	$ 362,806	$ 4,982,079
Total MSHDA Reimbursement Balance	$ 7,950,741	$ 7,798,653	$ 7,643,341	$ 7,484,717	$ 7,058,527	$ 6,623,921	$ 6,180,762	$ 5,728,849	$ 5,268,020	$ 4,798,097	$ 4,318,902	$ 3,830,251	$ 3,331,957	$ 2,823,829	$ 2,280,937	$ 1,727,322	$ 1,162,773	$ 587,073	$ (0)	$ -
EGLE Environmental Costs	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 66,700
State Tax Reimbursement	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 30,092
Local Tax Reimbursement	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 36,606
Total EGLE Reimbursement Balance	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ -
Total Annual Developer Reimbursement	$ 147,115	$ 152,880	$ 155,320	$ 158,624	$ 426,189	$ 434,606	$ 443,159	$ 451,913	$ 460,829	$ 469,922	$ 479,195	$ 488,651	$ 498,294	$ 508,128	$ 542,892	$ 553,614	$ 564,549	$ 575,700	$ 587,073	$ 8,961,825

November 2025

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APPENDIX E
ASSESSOR ESTIMATE OF POST-DEVELOPMENT TAXABLE VALUE

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Docusign Envelope ID: 41410CA1-54C3-4399-8DA2-60A3BB68DAF2

Village at the Park Apartments, Warren - Proposed Development			
Date:	Apr-25		
Author:	F. Scott Miller, Warren Assessor		
GBA:			
RBA:	115,000 Sf		
Unit Mix:			
1 Bdrm	46	700 Sf	32,200 Sf
2 Bdrm	92	900 Sf	82,800 Sf
Totals	138		115,000 Sf

Source: Vito Castellana, Owner/Developer

Pro Forma				
Income				
Effective Gross Income		**$13,262**		**$1,909,699**
Expenses	**GBA**	**Unit**	**%**	
Total Expenses (excluding taxes)	**$4.74**	**$3,950**	**28.5%**	**($545,100)**
Net Operating Income	**$11.87**	**$9,888**	**71.5%**	**$1,364,599**
Cap Rate				7.50%
Effective Tax Rate				3.57%
Loaded Cap Rate				11.07%
Indicated Value				$12,331,659
Indicated Value (rounded)				***$12,330,000***
$/Unit (useable units)				***$89,348***
Tax Levy Estimate				
Indicated Value				$12,330,000
Indicated SEV/TV				$6,165,000

Certificate Of Completion

Envelope Id: 41410CA1-54C3-4399-8DA2-60A3BB68DAF2
Status: Completed
Subject: CITY COUNCIL ITEM: Complete with Docusign: Cole Street Village at the Park Brownfield Plan
Source Envelope:
Document Pages: 24
Signatures: 3
Certificate Pages: 6
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Jennifer Decker
1 City Sq Ste 215
Warren, MI 48093
jdecker@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/7/2025 1:06:49 PM
Holder: Jennifer Decker
jdecker@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Mary Michaels mmichaels@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by: Mary Michaels 119806BF52344A1... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 1:18:00 PM Viewed: 10/7/2025 1:33:26 PM Signed: 10/7/2025 1:33:49 PM
Electronic Record and Signature Disclosure: Accepted: 10/7/2025 1:33:26 PM ID: bc15f3f6-0b01-4bf4-a0f0-a287f68c2401		
Tom Bommarito tbommarito@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by: Tom Bommarito 6F52A3F825A947D... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 1:33:51 PM Viewed: 10/7/2025 2:27:54 PM Signed: 10/7/2025 2:29:27 PM
Electronic Record and Signature Disclosure: Accepted: 10/7/2025 2:27:54 PM ID: a73f73e7-4b7d-4fb6-9f6d-dfcb315ccb5e		
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 2:29:28 PM Viewed: 10/7/2025 2:43:53 PM Signed: 10/7/2025 2:44:10 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 2:29:28 PM Viewed: 10/7/2025 3:33:52 PM
F. Scott Miller Fsmiller@cityofwarren.org Assessor City of Warren Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 2:29:29 PM
Jennifer Decker jdecker@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 2:29:29 PM Resent: 10/7/2025 2:44:17 PM
Judy Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 2:29:28 PM
mark knapp mknapp@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 10/28/2024 11:33:44 AM ID: ad8e7931-ee2f-4d16-8659-80e09745af2b	COPIED	Sent: 10/7/2025 2:29:30 PM Viewed: 10/7/2025 2:35:02 PM
mayor mayor@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 9/24/2025 12:19:03 AM ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c	COPIED	Sent: 10/7/2025 2:29:29 PM Viewed: 10/7/2025 3:29:43 PM
Ron Wuerth rwuerth@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 2:29:29 PM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/7/2025 1:18:00 PM
Envelope Updated	Security Checked	10/7/2025 1:23:21 PM
Envelope Updated	Security Checked	10/7/2025 1:23:21 PM
Envelope Updated	Security Checked	10/7/2025 1:23:21 PM
Envelope Updated	Security Checked	10/7/2025 1:23:21 PM
Envelope Updated	Security Checked	10/7/2025 1:23:21 PM
Envelope Updated	Security Checked	10/7/2025 1:23:21 PM
Envelope Updated	Security Checked	10/7/2025 1:23:21 PM
Certified Delivered	Security Checked	10/7/2025 2:43:53 PM
Signing Complete	Security Checked	10/7/2025 2:44:10 PM
Completed	Security Checked	10/7/2025 2:44:10 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

Docusign Envelope ID: AF7C92AB-8DBA-4921-AE40-9B82787DD4DD

CITY CONTROLLERS OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
(586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

October 5, 2025

Ms. Mindy Moore
Council Secretary
City of Warren, Michigan

Re: Request for Increase in Budgeted Revenues and Appropriations – 37th District Court

Dear Council Secretary Moore:

The Drug Court Program Administrator has indicated a need to this Council for an increase in budgeted revenues and appropriations in the amount of $400,000.00 to account for the receipt of a grant from the Substance Abuse and Mental Health Services Administration (SAMHSA).

A copy of the amending budget resolution is attached for Council action.

Respectfully,

Kristina K. Battle
Budget Director

Approved: Signed by: Lori M. Stone F040B73E57F248E... Lori M. Stone, Mayor

Cc: Rick Fox
A Gattari
D Cilluffo

Docusign Envelope ID: AF7C92AB-8DBA-4921-AE40-9B82787DD4DD

SEP 25 2025

September, 2025

Kristina Battle, Budget Director
City of Warren Controller's Office
One City Square, Suite 425,
Warren, MI, 48093-5289

RE: Creating line items for 2025-2026 Substance Abuse and Mental Health Services Administration (SAMHSA) Federal Grant

Dear Ms. Battle,

Enclosed please fine a copy of the Revised Notice of Award letter for the next 5-year Grant, dated 9-22-25, awarding the 37th District Court with a $400,000 SAMHSA Federal Grant for the next FY 2026. The said grant will become effective on 9-30-25.

I am requesting that $92,813.00 of the SAMHSA Grant monies be placed in our temporary employee account # 1136-70716. I am also requesting that $7,100.00 of the SAMHSA monies be placed in temporary account # 1136-71500 for the fringes. Please create a line item for the remaining $300,087.00 of the SAMHSA monies.

Thank you for your consideration in this matter.

Sincerely,

Donna Cilluffo LMSW

Donna Cilluffo, LMSW
Drug Court Administrator

Docusign Envelope ID: AF7C92AB-8DBA-4921-AE40-9B82787DD4DD

Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
Center for Substance Abuse Treatment

Notice of Award
FAIN# H79TI085889
Federal Award Date
09/22/2025

Recipient Information

1. Recipient Name
37TH DISTRICT COURT
8300 COMMON RD
WARREN, MI 48093

2. Congressional District of Recipient
10

3. Payment System Identifier (ID)
1386006931A1

4. Employer Identification Number (EIN)
386006931

5. Data Universal Numbering System (DUNS)
614849115

6. Recipient's Unique Entity Identifier
YNADF553CYD5

7. Project Director or Principal Investigator
Donna Cilluffo

dcilluffo@37thdistrictcourt.org
586-574-4961

8. Authorized Official
Donna Cilluffo
ddsmith@cityofwarren.org
586-574-4596

Federal Agency Information

9. Awarding Agency Contact Information
Courtney Dodson
Grants Specialist
COURTNEY.DODSON@SAMHSA.HHS.GOV
(240) 276-1849

10. Program Official Contact Information
Lloyd Roberts
Program Official
Lloyd.Roberts@samhsa.hhs.gov
240-276-0435

Federal Award Information

11. Award Number
5H79TI085889-03

12. Unique Federal Award Identification Number (FAIN)
H79TI085889

13. Statutory Authority
Section 509 (42 USC 290bb-2) of the PHS Act, as amended

14. Federal Award Project Title
37th District Court Adult Drug Court Substance Abuse Treatment Capacity Expansion Program.

15. Assistance Listing Number
93.243

16. Assistance Listing Program Title
Substance Abuse and Mental Health Services_Projects of Regional and National Significance

17. Award Action Type
Non-Competing Continuation

18. Is the Award R&D?
No

Summary Federal Award Financial Information	
19. Budget Period Start Date 09/30/2025 **– End Date** 09/29/2026	
20. Total Amount of Federal Funds Obligated by this Action	$400,000
20a. Direct Cost Amount	$400,000
20b. Indirect Cost Amount	$0
21. Authorized Carryover	
22. Offset	
23. Total Amount of Federal Funds Obligated this budget period	$400,000
24. Total Approved Cost Sharing or Matching, where applicable	$0
25. Total Federal and Non-Federal Approved this Budget Period	$400,000
26. Project Period Start Date 09/30/2023 **– End Date** 09/29/2028	
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	$1,477,784

28. Authorized Treatment of Program Income
Additional Costs

29. Grants Management Officer - Signature
LeSchell D Browne

30. Remarks

Acceptance of this award, including the "Terms and Conditions," is acknowledged by the recipient when funds are drawn down or otherwise requested from the grant payment system.

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Notice of Award

SAMHSA Treatment Drug Courts **Issue Date:** 09/22/2025
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration

Center for Substance Abuse Treatment

Award Number: 5H79TI085889-03
FAIN: H79TI085889
Program Director: Donna Cilluffo

Project Title: 37th District Court Adult Drug Court Substance Abuse Treatment Capacity Expansion Program.

Organization Name: 37TH DISTRICT COURT

Authorized Official: Donna Cilluffo

Authorized Official e-mail address: ddsmith@cityofwarren.org

Budget Period: 09/30/2025 – 09/29/2026
Project Period: 09/30/2023 – 09/29/2028

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of $400,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to 37TH DISTRICT COURT in support of the above referenced project. This award is pursuant to the authority of Section 509 (42 USC 290bb-2) of the PHS Act, as amended and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at www.samhsa.gov (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,
LeSchell D Browne
Grants Management Officer
Division of Grants Management
LeSchell.Browne@samhsa.hhs.gov
See additional information below

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SECTION I – AWARD DATA – 5H79TI085889-03

Award Calculation (U.S. Dollars)	
Personnel(non-research)	$92,813
Fringe Benefits	$7,100
Travel	$9,564
Contractual	$290,523
Direct Cost	$400,000
Approved Budget	$400,000
Federal Share	$400,000
Cumulative Prior Awards for this Budget Period	$0
AMOUNT OF THIS ACTION (FEDERAL SHARE)	$400,000

SUMMARY TOTALS FOR ALL YEARS	
YR	**AMOUNT**
3	$400,000
4	$400,000
5	$400,000

Note: Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

Fiscal Information:

CFDA Number:	93.243
EIN:	1386006931A1
Document Number:	23TI85889A
Fiscal Year:	2025

IC	**CAN**	**Amount**
TI	C96N306	$400,000

IC	CAN	2025	2026	2027
TI	C96N306	$400,000	$400,000	$400,000

TI Administrative Data:
PCC: DC-AD23 / **OC:** 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 5H79TI085889-03

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

SECTION III – TERMS AND CONDITIONS – 5H79TI085889-03

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

a. The grant program legislation and program regulation cited in this Notice of Award.

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b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
c. 45 CFR Part 75 as applicable.
d. The HHS Grants Policy Statement.
e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

Treatment of Program Income:
Use of program income – Additive: Recipients will add program income to funds committed to the project to further eligible project objectives. Sub-recipients that are for-profit commercial organizations under the same award must use the deductive alternative and reduce their subaward by the amount of program income earned.

SECTION IV – TI SPECIAL TERMS AND CONDITIONS – 5H79TI085889-03

REMARKS

Federal Terms and Conditions for SAMHSA Grant Awards

This document outlines the federal terms and conditions applicable to your Substance Abuse and Mental Health Services Administration (SAMHSA) grant award. Please review these requirements carefully to ensure compliance throughout the life of the award.

Prohibited Uses of Grant Funds in Harm Reduction Activities
SAMHSA recipients are strictly prohibited from using Federal funds, directly or indirectly, including through cost-sharing, matching funds, or subsequent reimbursement, to support so-called "harm reduction" or "safe consumption" efforts that facilitate illegal drug use.

Specifically, grant funds must not be used to purchase, distribute, or otherwise support the provision of drug paraphernalia as defined by applicable law. This includes, but is not limited to, syringes, needles, pipes, or other supplies used for the injection, inhalation, or ingestion of illicit drugs. Funds are also prohibited from being used for sterile water, saline, or ascorbic acid when intended to facilitate drug use. While these prohibitions are in effect, this does not preclude the use of grant funds for legally permissible supplies and activities that align with evidence-based practices, such as the provision of naloxone or nalmefene, fentanyl or other drug test strips, or the facilitation of referrals to treatment.

Failure to comply with any of these terms and conditions, as well as the HHS Federal grant regulations, may result in one or more enforcement actions. These actions can include the suspension or termination of the award, the withholding of future payments, and the recoupment of any misused funds. For more information on this new policy, please review the recent notice from Principal Deputy Assistant Secretary, Art Kleinschmidt, Ph.D., found on our website at Dear Colleague Letter: Executive Order on Ending Crime and Disorder on America's Streets.

Antidiscrimination Compliance Requirement
By applying for or accepting federal funds from HHS, recipients certify compliance with all federal antidiscrimination laws and these requirements and that complying with those laws is a material condition of receiving federal funding streams. Recipients are responsible for ensuring subrecipients, contractors, and partners also comply.

Title IX Compliance Requirement
By accepting this award, including the obligation, expenditure, or drawdown of award funds, recipient certifies as follows:

- Recipient is compliant with Title IX of the Education Amendments of 1972, as amended, 20 USC 1681 et seq., including the requirements set forth in Presidential Executive Order 14168 titled Defending Women From Gender Ideology Extremism and Restoring Biological Truth to the Federal

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Government, and Title VI of the Civil Rights Act of 1964, 42 USC 2000d et seq., and Recipient will remain compliant for the duration of the Agreement.

- The above requirements are conditions of payment that go the essence of the Agreement and are therefore material terms of the Agreement.
- Payments under the Agreement are predicated on compliance with the above requirements, and therefore Recipient is not eligible for funding under the Agreement or to retain any funding under the Agreement absent compliance with the above requirements.
- Recipient acknowledges that this certification reflects a change in the government's position regarding the materiality of the foregoing requirements and therefore any prior payment of similar claims does not reflect the materiality of the foregoing requirements to this Agreement.
- Recipient acknowledges that a knowing false statement relating to Recipient's compliance with the above requirements and/or eligibility for the Agreement may subject Recipient to liability under the False Claims Act, 31 USC 3729, and/or criminal liability, including under 18 USC 287 and 1001.

1. Budget and Funding Overview

Award Approval

- This Notice of Award (NoA) approves the revised budget in response to Request for Additional Material submitted on 08/08/2025.

Budget Period Compliance

- Recipients must ensure that funds are spent within the 12-month budget period specified in the Notice of Award (NoA) according to the approved budget.

2. Regulatory Requirements

Applicable Regulatory Provisions

- Prior to October 1, 2025, this award is subject to 45 C.F.R. 75 except for eight flexibilities from 2 C.F.R. 200 adopted by HHS on October 1, 2024. After October 1, 2025, this award will be subject to any applicable provisions of 2 C.F.R. 200 and 2 C.F.R. 300.

Termination

- Prior to October 1, 2025, this award is subject to the termination provisions at 45 C.F.R. 75.372. Starting on October 1, 2025, this award is subject to the termination provisions at 2 C.F.R. 200.340. Pursuant to 2 C.F.R. 200.340, the recipient agrees by accepting this award that continued funding for the award is contingent upon the availability of appropriated funds, recipient satisfactory performance, compliance with the Terms and Conditions of the award, and a decision by the agency that the award continues to effectuate program goals or agency priorities.

Assurance of Compliance

- The Applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of1964, as amended (codified at 42 U.S.C. 2000d et seq.), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80); Section 504 of the Rehabilitation Act of 1973, as amended (codified at 29 U.S.C. 794), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 84); Title IX of the Education Amendments of 1972, as amended (codified at 20 U.S.C. 1681 et seq.), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 86); The Age Discrimination Act of 1975, as amended (codified at 42 U.S.C. 6101 et seq.), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 91); and Section 1557 of the Patient Protection and Affordable Care Act, as amended (codified at 42 U.S.C. 18116), and all requirements imposed by or

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pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 92).

3. Key Personnel

Effort Limitations

- Total effort across all funding sources (federal and non-federal) for any individual may not exceed 100% level of effort.

Definition of Key Personnel

- Key Personnel are essential staff or consultants/subrecipients who must be part of the project regardless of whether they receive a salary or compensation from the project.

Designated Key Personnel

- For this program, the following role(s) are designated as Key Personnel:
  - **Project Director (PD)-Donna Cilluffo @ 100% Level of Effort**
- The identified PD for this program is listed in item #7 Project Director or Principal Investigator on the cover page of the NoA. If the individual identified on the NoA is incorrect, you must submit a post-award amendment for a change in Key Personnel via eRA Commons.

Key Personnel Changes Requiring Approval
Any changes to Key Personnel, including:

- The proposal of new staff in a Key Personnel role, or
- A separation from the project for three months or longer, or
- A reduction in effort of 25% or more

Note: Hiring Key Personnel before receiving formal approval is at the recipient's own risk.

5. Government Performance and Results Act (GPRA) Compliance

GPRA tools are being updated to comply with Presidential Executive Orders.

4. Reporting Requirements

All reports must be submitted by the deadlines outlined below. Late submissions may result in additional consequences, including denial of future funding or unilateral project closeout.

A. Federal Financial Report (FFR/SF-425)

- **Due: By December 28, 2026**
- **Submission Method:** Via the Payment Management System (PMS)
- **Requirements:**
  - Recipients must request appropriate PMS user access
  - Reports sent by email or uploaded to eRA Commons will not be accepted
  - See Instructions for FFR Submission

B. Programmatic Progress Report (PPR)

- **Due:** Semi-Annual Progress Reports at 6 months and Annual Progress Reports at 12 months. The six-month report is due no later than 30 days after the end of the second quarter. The annual report is due within 90 days of the end of each budget period.
- **Submission Method:** Via eRA Commons
- **Content Must Include:**

Version: 201 - 12/14/2023 2:33 PM | Generated on: 9/23/2025 12:08 AM

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- Performance measure data and evaluation results
- Summary of key accomplishments
- Description of changes made during the budget period
- Challenges encountered and actions taken to address them

C. Final Reports (for Closeout)

- **Due:** Within 120 days after the project period ends
- **Required Reports:**
  - Final Federal Financial Report (Final FFR/SF-425) via PMS
  - Final Progress Report (FPR) via eRA Commons
  - Tangible Personal Property Report (Final TPPR Report SF-428-B and SF-428-S, as applicable) via eRA Commons
- **Consequences for Failure to Submit Acceptable Final Reports:**
  - Unilateral closeout by SAMHSA
  - Reporting recipient's material failure to comply with the terms and conditions of the Federal award in SAM.gov (Responsibility/Qualification Records)
  - Impact on eligibility for future federal funding or other enforcement actions as appropriate (refer to 45 CFR 75.371, 2 CFR 200.339)
- **Closeout Liquidation Period:**
  - All obligations must be liquidated no later than 120 days after the project period end date
  - After one hundred twenty (120) days, the PMS account is automatically locked. SAMHSA does not approve payment requests after the one hundred twenty (120) day liquidation of obligations period; late drawdown requests occurring after the 120 days will be denied.
- Additional closeout information and instructions on submitting reports are available at SAMHSA Grant Closeout

6. Financial Management Standards

Recipients must maintain financial systems that:

- Track sources and uses of federal funds
- Compare actual expenditures to approved budgets
- Keep federal funds separate from other funds (no commingling)
- Ensure that all costs charged to awards are:
  - Allowable
  - Allocable
  - Reasonable
  - Necessary
  - Consistently applied in accordance with **2 CFR Part 200** and **45 CFR Part 75**

7. Consequences for Noncompliance

Failure to comply with terms and conditions may result in:

- Withholding of payments
- Disallowance of costs
- Suspension or termination of the award: In accordance with the Notice of Funding Opportunity (NOFO), 2 CFR Part 200 and 45 CFR Part 75
- Denial of future funding: Remedies for noncompliance are governed by 45 CFR 75.371 and 75.372

Version: 201 - 12/14/2023 2:33 PM | Generated on: 9/23/2025 12:08 AM

8. Post Award Amendments and Responses

All responses to award terms and post award amendment requests must be submitted in eRA Commons. For instructions, see SAMHSA Post Award Amendments.

9. Standard Terms and Conditions

Effective Date: The updated HHS Grants Policy Statement (GPS) is effective as of **April 2025**.

Your organization must comply with the **Standard Terms and Conditions** for the Fiscal Year in which your grant was awarded. Access: SAMHSA Standard Terms and Conditions

All previous terms and conditions remain in effect until specifically approved and removed by the Grants Management Officer.

Additional Term Details

Budget and Funding Overview

Budget Period Compliance Recipients must ensure that funds are spent within the 12-month budget period specified in the Notice of Award (NoA) according to the approved budget.

Regulatory Requirements

Applicable Regulatory Provisions Prior to October 1, 2025, this award is subject to 45 CFR 75 except for eight flexibilities from 2 CFR 200 adopted by HHS on October 1, 2024. Starting on October 1, 2025, this award will be subject to any applicable provisions of 2 CFR 200 and 2 CFR 300.

Termination Prior to October 1, 2025, this award is subject to the termination provisions at 45 CFR 75.372. Starting on October 1, 2025, this award is subject to the termination provisions at 2 CFR 200.340. Pursuant to 2 CFR 200.340, the recipient agrees by accepting this award that continued funding for the award is contingent upon the availability of appropriated funds, recipient satisfactory performance, compliance with the Terms and Conditions of the award, and a decision by the agency that the award continues to effectuate program goals or agency priorities. Compliance with Court Orders Any term or condition in this NOA, including those incorporated by reference, that HHS is enjoined by court order from imposing or enforcing shall not apply or be enforced as to any recipient or subrecipient to which that court order applies and while that court order is in effect.

Civil Rights Compliance Requirement The Applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of1964, as amended (codified at 42 USC 2000d et seq.), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 80); Section 504 of the Rehabilitation Act of 1973, as amended (codified at 29 USC 794), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 84); Title IX of the Education Amendments of 1972, as amended (codified at 20 USC 1681 et seq.), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 86); The Age Discrimination Act of 1975, as amended (codified at 42 USC 6101 et seq.), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 91); and Section 1557 of the Patient Protection and Affordable Care Act, as amended (codified at 42 USC 18116), and all requirements imposed by or pursuant to the Regulation of the Department of

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Health and Human Services (45 CFR Part 92).

Key Personnel

If the individual identified on the NoA is incorrect, you must submit a post-award amendment for a change in Key Personnel via eRA Commons. Key Personnel Changes Requiring Approval Any changes to Key Personnel, including: The proposal of new staff in a Key Personnel role, or A separation from the project for three months or longer, or A reduction in effort of 25% or more
Note: Hiring Key Personnel before receiving formal approval is at the recipient's own risk

Reporting Requirements

All reports must be submitted by the deadlines outlined within this NoA. Late submissions may result in additional consequences, including denial of future funding or unilateral project closeout. A. Federal Financial Report (FFR/SF-425) Due: Annually, no later than 90 days after the end of each budget period Submission Method: Via the Payment Management System (PMS) Requirements: Recipients must request appropriate PMS user access Reports sent by email or uploaded to eRA Commons will not be accepted See Instructions for FFR Submission (must be logged in to PMS to access) B. Programmatic Progress Report (PPR) Due as detailed in this NoA: C. Final Reports (for Closeout) Due: Within 120 days after the project period ends Required Reports: Final Federal Financial Report (Final FFR/SF-425) via PMS Final Progress Report (FPR) via eRA Commons Tangible Personal Property Report (Final TPPR Report SF-428-B and SF-428-S, as applicable) via eRA Commons Consequences for Failure to Submit Acceptable Final Reports: Unilateral closeout by SAMHSA Reporting recipient's material failure to comply with the terms and conditions of the Federal award in SAM.gov (Responsibility/Qualification Records) Impact on eligibility for future federal funding or other enforcement actions as appropriate (refer to 45 CFR 75.371, 2 CFR 200.339) Closeout Liquidation Period: All obligations must be liquidated no later than 120 days after the project period end date After one hundred twenty (120) days, the PMS account is automatically locked. SAMHSA does not approve payment requests after the one hundred twenty (120) day liquidation of obligations period; late drawdown requests occurring after the 120 days will be denied. Additional closeout information and instructions on submitting reports are available at SAMHSA Grant Closeout

Financial Management Standards

Recipients must maintain financial systems that: Track sources and uses of federal funds Compare actual expenditures to approved budgets Keep federal funds separate from other funds (no commingling) Ensure that all costs charged to awards are: Allowable, Allocable, Reasonable, Necessary, Consistently applied in accordance with 2 CFR Part 200 and 45 CFR Part 75

Consequences for Noncompliance

Failure to comply with terms and conditions may result in: Withholding of payments, Disallowance of costs, Suspension or termination of the award: In accordance with the Notice of Funding Opportunity (NOFO), 2 CFR Part 200 and 45 CFR Part 75, Denial of future funding: Remedies for noncompliance are governed by 45 CFR 75.371 and 75.372

Post Award Amendments and Responses

All responses to award terms and post award amendment requests must be submitted in eRA Commons. For instructions, see SAMHSA Post Award Amendments.

Standard Terms and Conditions

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The current HHS Grants Policy Statement (GPS) took effect July 24, 2025. Recipients are required to comply with the HHS GPS. A revised HHS GPS will take effect beginning on October 1, 2025, and will supersede the current GPS. Your organization must comply with the Standard Terms and Conditions for the Fiscal Year in which your grant was awarded. Access: SAMHSA Standard Terms and Conditions. All previous terms and conditions remain in effect until specifically approved and removed by the Grants Management Officer. Access: SAMHSA Standard Terms and Conditions at https://www.samhsa.gov/grants/grants-management/notice-of-award/terms All previous terms and conditions remain in effect until specifically approved and removed by the Grants Management Officer.

Compliance with Court Orders

Any term or condition in this NOA, including those incorporated by reference, that HHS is enjoined by court order from imposing or enforcing shall not apply or be enforced as to any recipient or subrecipient to which that court order applies and while that court order is in effect.

It is the Grantee's responsibility to assure that all approved activities and budget determinations are followed, please be sure to review your approved RAM(s), Correspondences, and guidance associated with the original request, if applicable. Please contact your GPO and GMS if you have questions.

STANDARD TERMS AND CONDITIONS

Standard Terms for Awards

The current HHS Grants Policy Statement (GPS) took effect July 24, 2025. Recipients are required to comply with the HHS GPS. A revised HHS GPS will take effect beginning on October 1, 2025, and will supersede the current GPS.

Your organization must comply with the **Standard Terms and Conditions** for the Fiscal Year in which your grant was awarded. Access: SAMHSA Standard Terms and Conditions.

All previous terms and conditions remain in effect until specifically approved and removed by the Grants Management Officer.

Staff Contacts:

Lloyd Roberts, Program Official
Phone: 240-276-0435 **Email:** Lloyd.Roberts@samhsa.hhs.gov

Courtney Dodson, Grants Specialist
Phone: (240) 276-1849 **Email:** COURTNEY.DODSON@SAMHSA.HHS.GOV

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RESOLUTION AMENDING GENERAL REVENUES AND APPROPRIATIONS FOR FISCAL 2026 BUDGET

A_____Meeting of the City Council of the City of Warren, County of Macomb, Michigan held_____, 2025, at 7:00 o'clock p.m. Eastern Daylight Savings Time in the Council Chambers at the Warren Community Center.

PRESENT: Council Members_____

_____

ABSENT: Council Members_____

_____

The following preamble and resolution were offered by Council Member _____, and supported by Council Member_____.

WHEREAS, the budget for fiscal year July 1, 2025 to June 30, 2026 was adopted by Council on May 13, 2025, and

WHEREAS, the Drug Court Program Administrator has indicated a need to this Council for an increase in budgeted revenues and appropriations in the amount of $400,000.00 to account for the receipt of a grant from the Substance Abuse and Mental Health Services Administration (SAMHSA).

NOW, THEREFORE, BE IT RESOLVED, that the City Council by amending the original General Appropriation Resolution for the Fiscal 2026 Budget, approves the additional revenues and appropriation of funds to the following budget line items in the General Fund Budget for fiscal 2026 in the amount of $400,000.00.

Account Number	Account Title	Amount
Increase Revenues:		
101-0080-53689	Substance Abuse Grant FY26	$ 400,000.00
Increase Appropriations:		
101-1136-70716	Temporary Employees – Drug Court	$ 92,813.00
101-1136-71500	Social Security	7,100.00
101-1136-82242	Substance Abuse Court Gt Expense FY26	300,087.00
		$ 400,000.00

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BE IT FURTHER RESOLVED, that the City Council hereby revises the estimated revenues and appropriations for the General Fund Budget for fiscal 2026 in the amount of $400,000.00.

AYES: Council Members _____

_____

NAYS: Council Members _____

_____

RESOLUTION DECLARED ADOPTED this ____ day of _____, 2025.

_____

MINDY MOORE
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN)

) SS

COUNTY OF MACOMB)

I, SONJA BUFFA, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council at its meeting held on_____.

_____

SONJA BUFFA
City Clerk

Certificate Of Completion

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Document Pages: 14
Signatures: 1
Certificate Pages: 5
Initials: 0
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EnvelopeId Stamping: Enabled
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Envelope Originator:
Kristina K Battle
1 City Sq Ste 215
Warren, MI 48093
kbattle@cityofwarren.org
IP Address: 24.127.1.78

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Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 9:25:49 AM Viewed: 10/6/2025 11:34:32 AM Signed: 10/6/2025 11:34:53 AM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
In Person Signer Events	**Signature**	**Timestamp**
Editor Delivery Events	**Status**	**Timestamp**
Agent Delivery Events	**Status**	**Timestamp**
Intermediary Delivery Events	**Status**	**Timestamp**
Certified Delivery Events	**Status**	**Timestamp**
Carbon Copy Events	**Status**	**Timestamp**
Lori M. Stone mayor@cityofwarren.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 11:34:54 AM
Electronic Record and Signature Disclosure: Accepted: 9/24/2025 12:19:03 AM ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c		
Judith Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 11:34:54 AM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

Carbon Copy Events	Status	Timestamp
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/6/2025 11:34:55 AM Viewed: 10/6/2025 11:45:44 AM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/6/2025 9:25:49 AM
Certified Delivered	Security Checked	10/6/2025 11:34:32 AM
Signing Complete	Security Checked	10/6/2025 11:34:53 AM
Completed	Security Checked	10/6/2025 11:34:55 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

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CITY ATTORNEY'S OFFICE
One City Square, Suite 400
Warren, MI 48093
(586) 574-4671
Fax (586) 574-4530
www.cityofwarren.org

October 7, 2025

Ms. Mindy Moore
Council Secretary
City of Warren

Re: Proposed Resolution Approving Commercial Rehabilitation Exemption (CRE) Certificates Pursuant to PA 210 of 2005 for Village at the Park, LLC and Proposed CRE Agreement

Dear Council Secretary Moore:

Attached please find the above-noted resolution and agreement approving the applications of Village at the Park, LLC for a Commercial Rehabilitation Exemption ("CRE") under the Commercial Rehabilitation Act, PA 210 of 2005 ("the Act").

The exemption would apply to the development of four, three-story apartment buildings with a total of 138 apartment units at the site of the former Hartsig Junior High School, 8525 Cole Drive. The projected investment in the City is approximately $25,000,000 ($4,750,000 per building), and is expected to create a total of 8 to 10 jobs and 25 construction jobs.

City Council created the Village at the Park Commercial Rehabilitation District on September 23, 2025. The attached resolution seeks approval of the certificates for each building for the project. Under the Act, the taxable value of the buildings will be placed on a separate parcel and will be subject to an abated tax for 10 years from the completion of each building. The land value will continue to be assessed at the full ad valorem millage rate. School operating and State Education taxes will be paid on the new construction. Separate applications are provided to account for the varying completion dates for each building.

Please submit the attached documents to Council for consideration at the public hearing on October 14, 2025

Respectfully,

Signed by:
Mary Michaels
1198C6E5934AA1...
Mary Michaels
Acting City Attorney

cc: F. Scott Miller, City Assessor
Richard Fox, Controller
Mark Knapp, Assistant Controller
Ronald Wuerth, Planning Director
Vito Castellana, Village at the Park, LLC
Elizabeth Masserang, SME, Consultant

Signed by:
Tom Bommarito
6E52A3F825A947D...
Tom Bommarito
Community Development Director

Signed by:
Lori M. Stone
E040B73E57E248E...
Lori Stone
Mayor

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Docusign Envelope ID: C790E9AD-4F6B-487C-9302-4B308423CB3C

DATE: July 21, 2025

TO: Mr. Tom Bommarito
City of Warren
Director – Dept of Community, Economic & Downtown Development
One City Square
Warren, Michigan 48093

SUBJECT: Request for the Establishment of a Commercial Rehabilitation District
8525 Cole Drive
Warren, Michigan

SME has prepared this written request to ask that the City Council of Warren, a qualified local governmental unit, consider taking the initiative to establish a Commercial Rehabilitation District pursuant to Michigan Public Act 210 (PA 210) for the property located at 8525 Cole Drive, Warren, (the Property).

ELIGIBILITY

The Property is eligible because it is land exceeding three acres in size, located within a qualified local governmental unit, and is a "qualified facility" because the Property is vacant land which, within the past 15 years, was commercial property. The Property was improved with a school building from the 1960s until 2023 when it was demolished.

A map depicting the proposed Commercial Rehabilitation District boundaries is provided in Attachment A

Our client, V.I.P. Homes, intends to acquire the Property and construct four three-story buildings, three containing 36 apartments and containing 30 apartments, all facing a central greenspace improved with walking paths and a shallow pond (the Project). The Project qualifies as "rehabilitation" under PA210 because it involves new construction on vacant property from which a previous structure has been demolished, the completion of which new construction will result in an economic benefit to the local community.

PROJECT SUMMARY

The Project will revitalize a vacant and underutilized parcel in Warren by constructing for-rent housing. V.I.P. Homes is a family-owned company and experienced builder of both for-rent apartments and for-sale homes in southeast Michigan. The company was founded in 1983 by Vince Castellana and in 2012 his son, Vito, joined the family business. Vito's leadership and dedication to the industry led him to be nominated to the Board of Directors for the Home Builder's Association of Michigan in 2019. V.I.P. Homes built and now own and operate the adjacent Towne Center Apartments, which when completed was the first midsize rental community built in Warren in 35 years. The project contains 74 apartments and are currently 97 percent occupied. The proposed Village at the Park project would be the largest type project in Warren in approximately 40 years.

The Project, which will be named Village at the Park, will contain 138 apartments (46 one-bedroom units and 92 two-bedroom units) and is estimated to cost over $25,000,000. The Project includes substantial infrastructure improvements such as surface parking, utility relocation and expansion and improvements to the public rights of ways such as landscaping and sidewalks.

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ECONOMIC BENEFIT

Like many communities across the country, Warren has prioritized the construction of moderate density, attached, affordable housing stock – what is commonly referred to as "missing middle" housing. The construction of new housing in Warren is necessary both to replace aging units in the market and meet the growing demand for all generations.

The anticipated rents for both the one-bedroom and two-bedroom units will be affordable to those earning 70 percent-120 percent of area median income (AMI). The Project is located within a mile of major local employers such as GM Technical Center and Ascension Macomb-Oakland Hospital and numerous commercial businesses. The completed Project will therefore provide quality affordable housing which will support the local workforce.

The establishment of the PA 210 District will enable future development of the Property. High interest rates, high construction costs and moderate market rents make the construction of multi-family housing difficult to underwrite across the state. Economic incentives, like the PA210 tax abatement, improve cash flows for developers and operators and allow projects to move forward. Without the approval of the PA 210 tax abatement, the proposed project would not be possible given the aforementioned hurdles and the City of Warren's high tax millage rates.

Sincerely,

PREPARED BY:

Kirstie Ducourouble
Project Consultant

REVIEWED BY:

Elizabeth J. Masserang
Senior Project Consultant

Attachments: Figure 1: Commercial Rehabilitation District Map

PROPERTY OWNER:

Thomas LaBret
Cole Street Investments

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RESOLUTION APPROVING COMMERCIAL REHABILITATION EXEMPTION, PURSUANT TO ACT 210 OF 2005, AS AMENDED, FOR 8525 COLE STREET, WARREN, MICHIGAN; VILLAGE AT THE PARK PROJECT

At a regular meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on October 14, 2025 at 7 p.m. Eastern Daylight Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers _____

_____

ABSENT: Councilmembers _____

_____

The following resolution was offered by Councilmember _____ and supported by Councilmember _____.

On September 23, 2025, the City of Warren legally established the Commercial Rehabilitation District pursuant to Act 210 of 2005, as amended (the Act) for Village at the Park, LLC, after a public hearing held on that same date.

On September 29, 2025, Village of the Park LLC submitted applications to the City of Warren for a Commercial Rehabilitation Exemption for four apartment buildings proposed for development at 8525 Cole St., Warren, Michigan.

The taxable value of the property proposed to be exempt plus the aggregate taxable value of property previously exempt and currently in force under Public Act 210 of 2005 does not exceed 5 percent (5%) of the total taxable value of the City of Warren.

A public hearing was held on October 14, 2025 on the Applications, as provided by section 4(2) of the Act.

Village at the Park, LLC is not delinquent in any taxes related to the facility or otherwise to the City of Warren.

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The Application is for commercial property as defined in section 2(a) of the Act, specifically for multi-family housing, as further described in the Application (the Project), to be constructed upon property within the district at 8525 Cole St., Warren, Michigan (the Property). Village at the Park, LLC has provided answers to all required questions under the application instructions to the City of Warren.

The City requires the Applicant to proceed in good faith to complete construction by the planned completion date of June 30, 2029, for Buildings A and B and July 30, 2031, for Buildings C and D.

The commencement of the rehabilitation of the Facility did not occur more than six months prior to the filing of the application for exemption.

The Application relates to a rehabilitation program that when completed constitutes a qualified facility within the meaning of the Act, and that it is situated within a Commercial Rehabilitation District established under the Act.

Completion of the qualified Facility is calculated to and will at the time of issuance of the certificate have the reasonable likelihood to increase commercial activity, create and retain employment, and increase the number of residents in the community in which the Facility is situated.

The rehabilitation includes improvements aggregating 10 percent (10%) or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(j) of the Act.

THEREFORE IT IS RESOLVED by the City Council of the City of Warren, that a Commercial Rehabilitation Exemption is granted for the real property, excluding land, located in Commercial Rehabilitation District – Village at the Park, LLC, at 8525 Cole St., for a period of 10 years, following completion of each building, pursuant to the provisions of PA 210 of 2005, as amended, subject to the Act, the Application and the commercial rehabilitation exemption agreement.

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IT IS FURTHER RESOLVED, that this approval is conditioned upon the Project operating and remaining upon the Property, unless other arrangements are made in accordance with the commercial rehabilitation agreement.

IT IS FURTHER RESOLVED, that the Mayor and Clerk are authorized to execute the Commercial Rehabilitation Exemption Agreement, in such form that meets with the satisfaction of the City Attorney.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

_____

RESOLUTION DECLARED ADOPTED this 14th day of October, 2025.

_____
MINDY MOORE
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, SONJA BUFFA, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on October 14, 2025.

_____
SONJA BUFFA
City Clerk

ID 115364

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VILLAGE AT THE PARK, LLC

COMMERICAL REHABILITATION EXEMPTION AGREEMENT

This Agreement is entered into this ____day of October, 2025 by the City of Warren, a Michigan municipal corporation located at One City Square, Warren, Michigan, ("City") and Village at the Park, LLC, a Michigan limited liability company with a registered address at 56114 Stoney Place Dr., Shelby Township, MI 48316 ("Applicant").

RECITALS

1. The Applicant intends to develop four three-story apartment building at property commonly known as 8525 Cole Dr., Warren, Michigan legally described in Exhibit A (the Property).

2. The Applicant wishes to invest an estimated $4,750,000 for each building, which will result in a total of 138 apartment units, detention pond, walking paths and parking (the Facility).

3. On September 29, 2025, Applicant, Village at the Park, LLC submitted four applications for the granting of an Commercial Rehabilitation Exemption Certificate (CRE) pursuant to Public Act 210 of 2005, MCL 207.842, et seq., as amended (the Act), for the purpose of seeking a tax abatement for 10 years from city certification after completion of each individual building, as permitted under the Act.

4. In a resolution dated September 23, 2025, the City created a Commercial Redevelopment District upon the Property.

5. The Applicant has represented to the City that the new development will create a total of approximately 8 to 10 new jobs, 25 construction jobs.

6. The Applicant recognizes and acknowledges that the granting of a CRE by the City will economically benefit the Applicant.

7. Conversely, City wishes to expand the economic growth of the City by, among other means, encouraging commercial development and redevelopment within the City and making affordable housing available to residents of Warren.

8. The Applicant has made certain representations to the City in connection with its Application for a certificate, and recognizes and acknowledges that the City has relied upon the Applicant's representations and that part of the City's consideration for the granting of the CRE is Applicant's representation that it intends to make the investments and retain jobs as indicated on its CRE Application for the CRE Certificate, as well as to operate the Facility for at least the duration of the CRE.

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Therefore, in consideration of the mutual promises and covenants contained in this Agreement, the City and the Applicant agree as follows:

Grant of Abatement. The Warren City Council, on October 14, 2025, adopted a resolution approving the Applicant's application for a Commercial Rehabilitation Exemption (CRE), a copy of such resolution is attached as Exhibit B and is incorporated by reference into this Agreement. The Applicant's Applications for the CRE Certificated, dated September 29, 2025, together with exhibits and supplements to such Application, is attached as Exhibit C and incorporated by reference into this Agreement. In the event the State Tax Commission denies Applicant a CRE certificate in whole, this Resolution will be revoked, unless the denial is appealed, in which case revocation will be deferred pending final appeal. If the State Tax Commission only denies the State Education Tax mills, this approval may continue in effect. The Applicant will advise the City's Community Development Director whether it will appeal any State Tax Commission denial, and if so, will keep the Director advised of the status of the any appeals.

Duration of Abatement. Subject to the provisions of this Agreement, the City approves the abatement for the duration of 10 years for the individual building, according to the schedule in the applications.

Facility Investment. The CRE is approved for purposes of Applicant constructing four, three-story apartment buildings, parking, detention pond and associated improvements as described in the Application exhibits and project summary, attached as Exhibit D, upon the Property in accordance with its commitments or representations made to the City of Warren pertaining to the use and development of the Facility as provided in this Agreement, the Application and in statements made at the public hearing on October 14, 2025. The Applicant projected an investment of $4,750,000 per building to develop the Facility.

Employment. The Applicant agrees that as a result of the investment, 8 to 10 jobs are projected to be created and will be retained for the duration of the CRE.

Reliance. The Applicant acknowledges that in considering and granting the Applicant's request for a 10-year CRE, the City relied upon the representations and warranties made by the Applicant in the Application and this Agreement. Further, the City, in approving the tax abatement, has relied on the Applicant's projections of employment and expenditures and continued operations of the Facility, as described in and memorialized in its Application.

Commitments. Applicant agrees that its CRE is conditioned upon its compliance with the following conditions:

1. The Applicant must materially achieve the employment and cost expenditure standards contained in the Application.

2. Applicant will commence construction by the time stated in the Application, unless excused for good cause by the City's Economic Development Director,

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and will diligently to complete the construction by its planned completion dates in the Application, but in any event will complete the Facility no later than December 31, 2031, and will be constructed in accordance with the site plan and conditions for site plan approval to be approved and adopted by the City of Warren Planning Commission, and any amendments thereto, upon adoption of which the site plan will be incorporated and made a part of this agreement. Applicant will not unreasonably delay or abandon the construction of the Facility. Upon reasonable request of the City's Economic Development Director or designee, Application will provide reports on the progress of construction.

3. Applicant must, for at least the duration of the CFE, continue operations of the Facility, and will not cease or materially change the use of or reduce such Facility within the District, except upon advance notice to and permission of the Warren City Council.

4. Applicant will not transfer the Facility to a new owner or lessee except with the prior permission of the City. Transfers are otherwise subject to State law, regulations and guidelines. Notwithstanding anything to the contrary, transfer of the Certificate shall be permitted only in accordance with the Act. Applicant will provide the City with 60 days' advance notice of any transfer and supporting documentation to show the principals, and financial and legal capability of the transferee to perform this Agreement. Any transfer, if approved, will be subject to the new owner or lessee executing a binding written undertaking to assume all terms and conditions of this Agreement. Approval shall not be unreasonably withheld.

5. Applicant will not remove or relocate the Facility, in part or in whole, for the duration of the CRE, except with notice to, and the prior advance permission of the City's Council, and compliance with any conditions that may be established by the City Council. No part or operation of the Facility will be moved or relocated if the removal or relocation materially impairs the scope of the Facility for which the CRE approval was granted.

6. Applicant will construct and operate the Facility in compliance with the Americans with Disabilities Act. Applicant will prohibit Facility occupants from growing, distributing or cultivating medical or recreational marihuana.

Annual Status Reports. On the 10th day of January following the second year after issuance date of the CRE, the Applicant agrees to submit a CRE Status Report containing the information below, and at any reasonable interval thereafter, upon 30 days' notice of a request of the Assessor or Economic Development Director, but such special request will not be made more than once annually. The report will state:

a. The number of jobs promised in the CRE application, and the actual number of new jobs created.

b. The number of employees at the time of the application and the current number of employees.

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c. If the projection for creation and/or retention of jobs was not reached, give explanation.

d. The estimated project cost given in the application and the actual project cost, with an explanation and documents supporting any substantial deviation.

All information submitted by the Applicant is subject to audit by the City and the Applicant will cooperate with City personnel in that audit process. The Applicant otherwise agrees, upon request of the City, to submit documents necessary to substantiate the status of jobs retention as provided in the Application and any other information as may be reasonably requested to confirm compliance with the standards and provisions stated in the Application and this Agreement. If employment has not remained or exceeded the number given in the application, an explanation for this shall be included. If no changes were made to the previous report, Applicant may file a statement to that effect.

Default. The Applicant understands that if project job retention has not been substantially achieved as stated in the Application or if Applicant fails to complete the Facility or make the expenditures as described in the Application and this Agreement, or if there is a default in a term of this Agreement, which is not cured after 30 days' notice from the City's Economic Development Director, the City Council has the right to reduce the term and/or commence proceedings to revoke the CR. The Applicant will be given an opportunity to meet with the City before formal actions are commenced to revoke the CRE. Based upon nature of the default, rebatement of part or all of the abated taxes may be pursued.

The City reserves other revocation rights or remedies as may be set forth in the Act.

Notices. Notices, requests and other communications of a ministerial nature, including status reports and requests for status reports, may be sent by personal deliver or first-class mail, in writing and addressed as provided below. Notices relating to default, termination, asset removal or transfer requests, must be made in writing and sent in the United States mail, registered or certified, return receipt requested, and addressed to the parties and addresses below:

Applicant:	City:
Village at the Park, LLC Vito Castellana 56114 Stoney Place Dr. Shelby Township, MI 48316	City of Warren Economic Development Director One City Square Warren, Michigan 48093

Changes to the above addresses must be made by certified or registered mail to the other party.

Jurisdiction. The parties agree that this Agreement is subject to and governed by the laws of the State of Michigan. Any claim or action relating to this Agreement may only be brought before an agency or commission having jurisdiction over the subject of this

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Agreement located in the State of Michigan or in a court of competent jurisdiction located in Macomb County, State of Michigan.

Taxes. The Company must not become delinquent in payment of taxes or water charges or special assessments owing on the Property. The Applicant agrees and understands that in the event an appeal of the assessment on the Facility is filed with the Michigan Tax Tribunal, Applicant will first meet with Assessor to discuss the assessment.

Amendment. No amendment or modification of this Agreement will be effective unless approved and agreed to in writing by the City and Company.

Severability. If any portion of this Agreement is determined to be legally invalid or unenforceable, the remaining portions will remain valid and enforceable. It is the parties' intent that any unenforceable provision be construed and limited by a court which considers the matter so as to render it reasonable and enforceable.

Drug-Free Workplace. The Applicant agrees and certifies that it has an official policy on a drug-free workplace. The Applicant further agrees to publish post or otherwise notify each employee of the official policy, including help that is available to employees to combat drug problems.

Electronic Signature/Counterparts. This Agreement may be executed electronically or digitally, and in multiple counterparts, in original or by fax or by delivery of a scanned counterpart in portable document format (PDF) delivered by e-mail or docusign (which shall be deemed received if delivered in accordance with the Michigan Uniform Electronic Transactions Act, MCL §450.831 et seq.) and, when taken together, shall be considered to be an original. On such delivery, the signatures in the facsimile or PDF data file shall be deemed to have the same force and effect as if the manually signed counterpart had been delivered to the other party in person.

By the signatures of representatives of both the Applicant and the City below, it is understood that both the Applicant's investment in the Facility and the City's investment through the granting of a CRE is to encourage commercial growth. It is also acknowledged that certain economic conditions can, at times, prohibit the maintenance of the Applicant's targeted status. It is understood that if such conditions exist at the time of the designated Applicant reports, the City Council of the City will carefully evaluate the Applicant's situation, and will inform the Applicant if any action is considered in order to give the Applicant an opportunity to address City Council.

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WITNESS:

_____

Dated: _____

APPLICANT: VILLAGE AT THE PARK, LLC

By: _____

Title: _____

WITNESS:

_____

CITY OF WARREN:

By: _____
Lori M. Stone
Its: Mayor

_____

By: _____
Sonja Buffa
Its: City Clerk

Dated: _____

Docusign Envelope ID: C7F4F1C6-38DB-4FA2-B5D6-6B24DA5B9CC6

Reset Form

Michigan Department of Treasury
4507 (Rev. 12-20)

Application for Commercial Rehabilitation Exemption Certificate

Issued under authority of Public Act 210 of 2005, as amended.

LOCAL GOVERNMENT UNIT USE ONLY	
▸ Application No.	▸ Date Received
STATE USE ONLY	
▸ Application No.	▸ Date Received

Read the instructions page before completing the form. **This application should be filed after the commercial rehabilitation district is established.** The applicant must complete Parts 1, 2 and 3 and file the application form (with required attachments) with the clerk of the local governmental unit (LGU). Attach the legal description of property on a separate sheet. This project will not receive tax benefits until approved by the State Tax Commission (STC). Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the STC.

PART 1: OWNER / APPLICANT INFORMATION (applicant must complete all fields)

Applicant (Company) Name (applicant must be the owner of the facility)		NAICS or SIC Code	
Village at The Park LLC		236116	
Facility's Street Address	**City**	**State**	**ZIP Code**
8525 Cole Drive; Building A	Warren	MI	48093
Name of City, Township or Village (taxing authority)	**County**	**School District Where Facility is Located**	
Warren	Macomb	Warren	
☒ City ☐ Township ☐ Village			
Date of Rehabilitation Commencement (mm/dd/yyyy)		**Planned Date of Rehabilitation Completion (mm/dd/yyyy)**	
01/01/2027		06/30/2029	
Estimated Cost of Rehabilitation		**Number of Years Exemption Requested (1-10)**	
4750000		10	

Expected Project Outcomes (check all that apply)

- ☒ Increase Commercial Activity
- ☐ Retain Employment
- ☒ Revitalize Urban Areas
- ☒ Create Employment
- ☐ Prevent Loss of Employment
- ☒ Increase Number of Residents in Facility's Community

No. of jobs to be created due to facility's rehabilitation	No. of jobs to be retained due to facility's rehabilitation	No. of construction jobs to be created during rehabilitation
3	0	25

PART 2: APPLICATION DOCUMENTS

Prepare and attach the following items:

- ☒ General description of the facility (year built, original use, most recent use, number of stories, square footage)
- ☒ Description of the qualifed facility's proposed use
- ☒ Description of the general nature and extent of the rehabilitation to be undertaken
- ☒ Descriptive list of the fixed building equipment that will be a part of the qualified facility
- ☒ Time schedule for undertaking and completing the facility's rehabilitation
- ☒ Statement of the economic advantages expected from the exemption
- ☒ Legal description
- ☐ Description of the "underserved area" (Qualified Retail Food Establishments only)
- ☐ *Commercial Rehabilitation Exemption Certificate for Qualified Retail Food Establishments* (Form 4753) (Qualified Retail Food Establishments only)

PART 3: APPLICANT CERTIFICATION

Name of Authorized Company Officer (no authorized agents)	Telephone Number		
Vito Castellana	[redacted]		
Fax Number	**E-mail Address**		
	[redacted].com		
Street Address	**City**	**State**	**ZIP Code**
56114 Stoney Place Drive	Shelby Township	MI	48316

I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 210 of 2005, as amended, and to the best of my knowledge the company has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local governmental unit and the issuance of a Commercial Rehabilitation Exemption Certificate by the State Tax Commission.

I further certify that this rehabilitation program, when completed, will constitute a rehabilitated facility, as defined by Public Act 210 of 2005, as amended, and that the rehabilitation of this facility would not have been undertaken without my receipt of the exemption certificate.

Signature of Authorized Company Officer (no authorized agents)	Title	Date
[signature]	Owner	9/29/25

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PART 4: ASSESSOR RECOMMENDATIONS (assessor of LGU must complete Part 4)

Provide the Taxable Value and State Equalized Value of Commercial Property, as provided in Public Act 210 of 2005, as amended, for the tax year immediately preceding the effective date of the certificate (December 31 of the year approved by the STC).

	Taxable Value	State Equalized Value (SEV)
Land		
Building(s)		

The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Commercial Rehabilitation Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Commercial Rehabilitation Exemption that would also put the same property on the Commercial Rehabilitation specific tax roll.

☐ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Commercial Rehabilitation Exemption specific tax roll and not on any other specific tax roll.

Name of Local Government Body	
Name of Assessor (first and last name)	Telephone Number
Fax Number	E-mail Address

I certify that, to the best of my knowledge, the information contained in Part 4 of this application is complete and accurate.

Assessor's Signature	Date

PART 5: LOCAL GOVERNMENT ACTION (clerk of LGU must complete Part 5)

Action Taken By LGU (attach a certified copy of the resolution):

☐ Exemption approved for _____ years, ending December 30, _____ (not to exceed 10 years)

☐ Exemption Denied

Date District Established (attach resolution for district)	Local Unit Classification Identification (LUCI) Code	School Code

PART 6: LOCAL GOVERNMENT CLERK CERTIFICATION (clerk of LGU must complete Part 6)

Clerk's Name (first and last)	Telephone Number		
Fax Number	E-mail Address		
Mailing Address	City	State	ZIP Code
LGU Contact Person for Additional Information	LGU Contact Person Telephone Number	Fax Number	

I certify that, to the best of my knowledge, the information contained in this application and attachments is complete and accurate and hereby request the State Tax Commission issue a Commercial Rehabilitation Exemption Certificate, as provided by Public Act 210 of 2005, as amended.

Clerk's Signature	Date

For faster service, the LGU should email the completed application and required documents to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury, State Tax Commission
P.O. Box 30471
Lansing, MI 48909

Docusign Envelope ID: C7F4F1C6-38DB-4FA2-B5D6-6B24DA5B9CC6

Instructions for Completing Form 4507
Application for Commercial Rehabilitation Exemption Certificate

The Commercial Rehabilitation Exemption Certificate was created by Public Act 210 of 2005, as amended. The application is initially filed, reviewed, and approved by the LGU and then reviewed and approved by the State Tax Commission. According to Section 3 of Public Act 210 of 2005, as amended, the LGU must establish a Commercial Rehabilitation District. **Rehabilitation may commence after establishment of the Commercial Rehabilitation District.**

Owner / Applicant Instructions

1. Complete Parts 1, 2 and 3 of application
2. Prepare and attach all documents required under Part 2 of the application:
   a. General description of the facility (year built, original use, most recent use, number of stories, square footage)
   b. Description of the qualified facility's proposed use
   c. Description of the general nature and extent of the rehabilitation to be undertaken
   d. Descriptive list of the fixed building equipment that will be a part of the qualified facility
   e. Time schedule for undertaking and completing the facility's rehabilitation
   f. Statement of the economic advantages expected from the exemption
   g. Legal description of the facility
   h. Description of the "underserved area" (Qualified Retail Food Establishments only)
3. Qualified Retail Food Establishments:
   a. Complete Part 1 of the *Commercial Rehabilitation Exemption Certification for Qualified Retail Food Establishments* (Form 4753). Submit to LGU clerk along with application.
   b. Describe the "underserved area" and provide supporting documentation to show how the project area meets one or more of the following requirements:
      i. An area that contains a low to moderate income census tract(s) which, based on per capita income, are tracts below the 66.67 percentile ($23,643 in 1999 dollars) and a below average supermarket density
      ii. An area that has a supermarket customer base with more than 50% living in a low income census tract(s) which based on the per capita income, are tracts below the 66.67 percentile ($23,643 in 1999 dollars)
      iii. An area that has demonstrated significant access limitations due to travel distance and has no Qualified Retail Food Establishments within two miles of the geo-center for an urban area or has no Qualified Retail Food Establishments within nine miles of the geo-center for a rural area.

   For assistance in determining the project area's eligibility, visit **www.michigan.gov/propertytaxexemptions** and click on Commercial Rehabilitation Act.
4. Submit the application and all attachments to the clerk of the LGU where the property is located.

LGU Assessor Instructions

Complete and sign Part 4 of the application.

LGU Clerk Instructions

1. After LGU action, complete Part 5 of the application.
2. After reviewing the application for complete and accurate information, complete Part 6 and sign the application to certify the application meets the requirements as outlined by Public Act 210 of 2005, as amended.
3. Assemble the following for a complete application:
   a. Completed *Application for Commercial Rehabilitation Exemption Certificate* (Form 4507)
   b. All required attachments listed under Part 2
   c. A copy of the resolution by the LGU establishing the district
   d. A certified copy of the resolution by the LGU approving the application
   e. Complete Form 4753 (Qualified Retail Food Establishments only)
4. **For faster service, email the completed application and additional required documentation to PTE@michigan.gov.** An additional submission option is to mail the completed application and required documents to:Michigan Department of Treasury, State Tax Commission, P.O. Box 30471, Lansing, MI 48909

Application Deadline

The State Tax Commission must receive complete applications on or before October 31 to ensure processing and certificate issuance for the following tax year. Applications received after October 31 may not be processed in time for certificate issuance for the following tax year.

If you have questions or need additional information or sample documents, visit **www.michigan.gov/propertytaxexemptions** or call 517-335-7491.

Docusign Envelope ID: C7F4F1C6-38DB-4FA2-B5D6-6B24DA5B9CC6

Attachment A

(a) General Description of the Facility

The property currently consists of vacant land. The Property was improved within the last 15 years. The property was previously occupied by a school building from the 1960s until 2023 when it was demolished.

(b) General Description of the Current and Proposed Use

The property is currently vacant.

The overall proposed project entails the construction of four three-story buildings, three containing 36 apartments and a fourth containing 30 apartments, all facing a central greenspace improved with walking paths and a shallow pond.

This PA210 Certificate request is for the building identified as "Building A" in Attachment B and is anticipated to entail the new construction of a 36-unit apartment building.

(c) Nature and Extent of the Rehabilitation to be Undertaken

The Property is the location of the former Hartsig Jr. High School, which was demolished in 2023 to prepare the site for redevelopment. The Property cannot be economically redeveloped without significant support to offset the environmental and infrastructure challenges associated with this infill project and current market conditions.

The Project will revitalize a vacant and underutilized parcel in Warren by constructing for-rent housing. Building A is anticipated to contain 36 for-rent apartment units.

The Project will also include substantial infrastructure improvements such as surface parking, utility relocation and expansion and improvements to the public rights of way such as landscaping and sidewalks.

(d) Descriptive List of Fixed Building Equipment

A descriptive list of the anticipated fixed building equipment that will be a part of the new facility are:

- Vinyl Siding and Panels
- Roofing
- Doors and Hardware
- Interior Glass and Glazing
- Hard Tile
- Acoustical Walls and Ceilings
- Fire protection pump equipment
- Equipment for plumbing and mechanical systems
- Electrical equipment

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(e) Time Schedule

The developer intends to start construction in 2027. Completion is anticipated by the end of 2029.

(f) Economic Advantages Expected

The City of Warren is in significant need of additional workforce housing supply. It has been decades since an investment of this size has gone towards the new construction of rental housing and is located in an ideal infill site. Upon completion, the Project is anticipated to deliver 36 units of new housing which will support creating both direct and indirect jobs as a result. The proposed units will support approximately 25 construction jobs and 3 permanent jobs associated with the property management.

(g) Parcel Identification Number and Legal Description

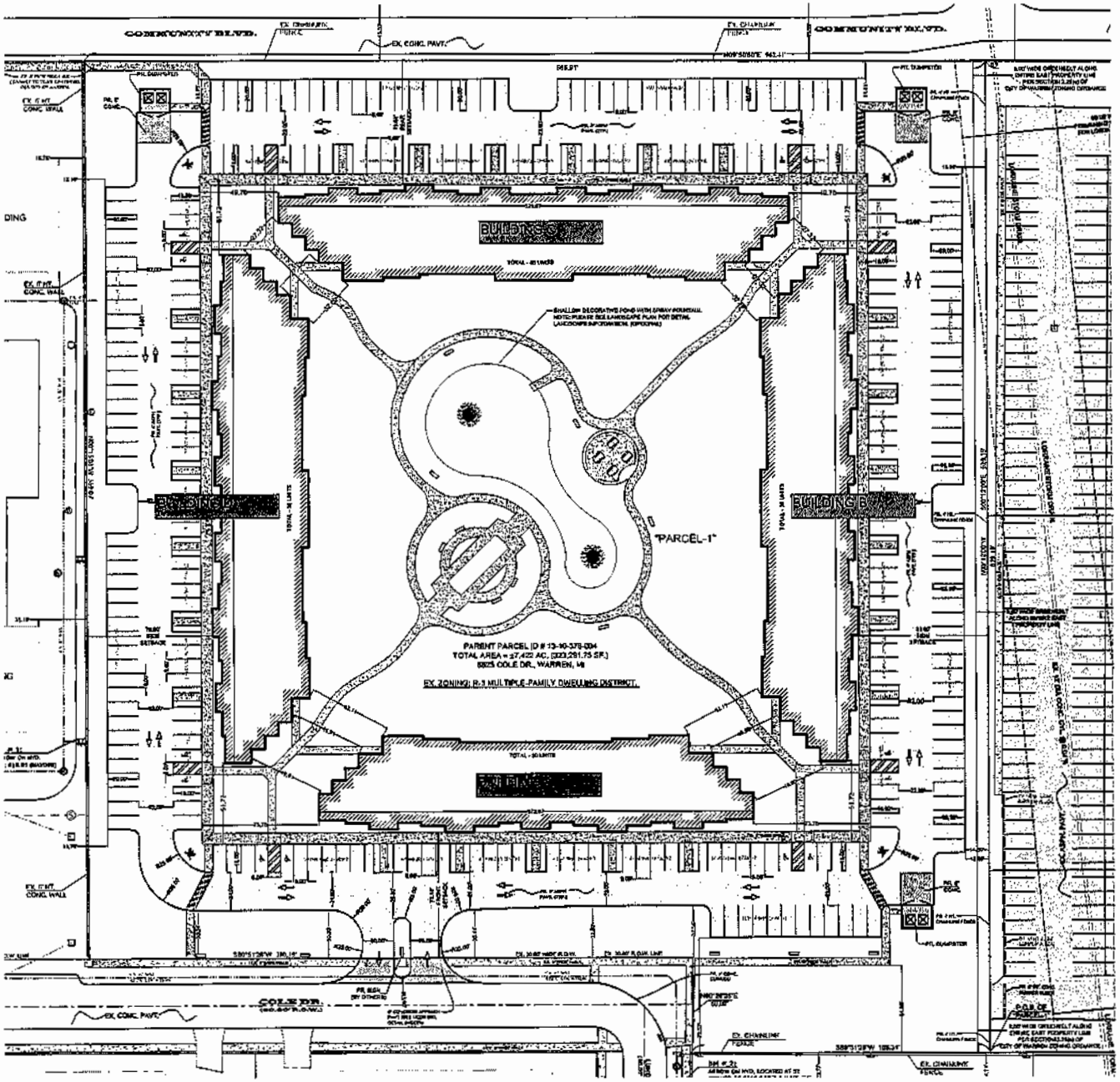
8525 Cole Drive
Warren, Michigan, 48093
Tax ID 12-13-10-376-006

LEGAL DESCRIPTION
T1N, R12E, SEC 10; COMM AT S 1/4 POST SEC 10; TH N00*29'01"E 692.52 FT; TH S89*51'28"W429.61 FT TO POB; TH S89*51'28"W188.31 FT; TH N00*29'35"E 60.00 FT; TH S89*51'28"W 380.19 FT; TH N00*15'08"W569.09 FT; TH N89*50'50"E 568.29 FT; TH S00*12'01"E 629.19 FT TO POB 7.681 AC

(h) Site Map

See attached site plan and reference to Building A.

Docusign Envelope ID: C7F4F1C6-38DB-4FA2-B5D6-6B24DA5B9CC6


COMMUNITY BLVD.
EX. CONC. PAVT.
EX. CHAINLINK FENCE
N89°50'00"E 962.11'
BUILDING C
BUILDING D
BUILDING B
"PARCEL-1"
SHALLOW DECORATIVE POND WITH SPRAY FOUNTAIN.
PARENT PARCEL ID # 13-10-378-004
TOTAL AREA = 27.422 AC. (1,223,291.75 SF.)
5825 COLE DR., WARREN, MI
EX. ZONING: R-3 MULTIPLE-FAMILY DWELLING DISTRICT.
TOTAL - 30 UNITS
TOTAL - 36 UNITS
TOTAL - 30 UNITS
TOTAL - 96 UNITS
EX. 30.00' WIDE R.O.W.
COLE DR.
EX. CONC. PAVT.
S89°51'29"W 1853.31'
EX. 6' HT. CONC. WALL
EX. 8' HT. CONC. WALL
EX. 10' HT. CONC. WALL
EX. CHAINLINK FENCE
BM # 21
SET 'X' ON HYD. LOCATED AT 33' NORTH OF THE NORTH BACK OF CURB OF COLE DR. AND 33' EAST OF THE EAST BACK OF CURB OF COMMUNITY BLVD.
EL. = 618.81 (NAVD88)
POB OF PARCEL-1
EAST LINE OF SECTION 10
CENTERLINE OF COLE DR.
EAST LINE OF PARCEL-1
EAST 50.00' WIDE GREENBELT ALONG ENTIRE EAST PROPERTY LINE PER SECTION 5.28 (A) OF CITY OF WARREN ZONING ORDINANCE
EAST 30.00' WIDE GREENBELT ALONG ENTIRE EAST PROPERTY LINE PER SECTION 5.28 (A) OF CITY OF WARREN ZONING ORDINANCE
SOUTH LINE OF PARCEL-1
SOUTH LINE OF SECTION 10
SOUTH 30' LINE
SOUTH 50' LINE
SOUTH 100' LINE
SOUTH 150' LINE
SOUTH 200' LINE
SOUTH 250' LINE
SOUTH 300' LINE
SOUTH 350' LINE
SOUTH 400' LINE
SOUTH 450' LINE
SOUTH 500' LINE
SOUTH 550' LINE
SOUTH 600' LINE
SOUTH 650' LINE
SOUTH

Docusign Envelope ID: C7F4F1C6-38DB-4FA2-B5D6-6B24DA5B9CC6

Reset Form

Michigan Department of Treasury
4507 (Rev. 12-20)

Application for Commercial Rehabilitation Exemption Certificate

Issued under authority of Public Act 210 of 2005, as amended.

LOCAL GOVERNMENT UNIT USE ONLY	
▸ Application No.	▸ Date Received
STATE USE ONLY	
▸ Application No.	▸ Date Received

Read the instructions page before completing the form. **This application should be filed after the commercial rehabilitation district is established.** The applicant must complete Parts 1, 2 and 3 and file the application form (with required attachments) with the clerk of the local governmental unit (LGU). Attach the legal description of property on a separate sheet. This project will not receive tax benefits until approved by the State Tax Commission (STC). Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the STC.

PART 1: OWNER / APPLICANT INFORMATION (applicant must complete all fields)

Applicant (Company) Name (applicant must be the owner of the facility)		NAICS or SIC Code	
Village at The Park LLC		236116	
Facility's Street Address	**City**	**State**	**ZIP Code**
8525 Cole Drive; Building B	Warren	MI	48093
Name of City, Township or Village (taxing authority)	**County**	**School District Where Facility is Located**	
Warren	Macomb	Warren	
☒ City ☐ Township ☐ Village			
Date of Rehabilitation Commencement (mm/dd/yyyy)	**Planned Date of Rehabilitation Completion (mm/dd/yyyy)**		
01/01/2027	06/30/2029		
Estimated Cost of Rehabilitation	**Number of Years Exemption Requested (1-10)**		
4750000	10		

Expected Project Outcomes (check all that apply)

- ☒ Increase Commercial Activity
- ☐ Retain Employment
- ☒ Revitalize Urban Areas
- ☒ Create Employment
- ☐ Prevent Loss of Employment
- ☒ Increase Number of Residents in Facility's Community

No. of jobs to be created due to facility's rehabilitation	No. of jobs to be retained due to facility's rehabilitation	No. of construction jobs to be created during rehabilitation
3	0	25

PART 2: APPLICATION DOCUMENTS

Prepare and attach the following items:

- ☒ General description of the facility (year built, original use, most recent use, number of stories, square footage)
- ☒ Description of the qualifed facility's proposed use
- ☒ Description of the general nature and extent of the rehabilitation to be undertaken
- ☒ Descriptive list of the fixed building equipment that will be a part of the qualified facility
- ☒ Time schedule for undertaking and completing the facility's rehabilitation
- ☒ Statement of the economic advantages expected from the exemption
- ☒ Legal description
- ☐ Description of the "underserved area" (Qualified Retail Food Establishments only)
- ☐ *Commercial Rehabilitation Exemption Certificate for Qualified Retail Food Establishments* (Form 4753) (Qualified Retail Food Establishments only)

PART 3: APPLICANT CERTIFICATION

Name of Authorized Company Officer (no authorized agents)	Telephone Number		
Vito Castellana	[redacted]		
Fax Number	**E-mail Address**		
	[redacted]		
Street Address	**City**	**State**	**ZIP Code**
56114 Stoney Place Drive	Shelby Township	MI	48316

I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 210 of 2005, as amended, and to the best of my knowledge the company has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local governmental unit and the issuance of a Commercial Rehabilitation Exemption Certificate by the State Tax Commission.

I further certify that this rehabilitation program, when completed, will constitute a rehabilitated facility, as defined by Public Act 210 of 2005, as amended, and that the rehabilitation of this facility would not have been undertaken without my receipt of the exemption certificate.

Signature of Authorized Company Officer (no authorized agents)	Title	Date
[signature]	Owner	9/29/25

Docusign Envelope ID: C7F4F1C6-38DB-4FA2-B5D6-6B24DA5B9CC6

PART 4: ASSESSOR RECOMMENDATIONS (assessor of LGU must complete Part 4)

Provide the Taxable Value and State Equalized Value of Commercial Property, as provided in Public Act 210 of 2005, as amended, for the tax year immediately preceding the effective date of the certificate (December 31 of the year approved by the STC).

	Taxable Value	State Equalized Value (SEV)
Land		
Building(s)		

The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Commercial Rehabilitation Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Commercial Rehabilitation Exemption that would also put the same property on the Commercial Rehabilitation specific tax roll.

☐ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Commercial Rehabilitation Exemption specific tax roll and not on any other specific tax roll.

Name of Local Government Body		
Name of Assessor (first and last name)	Telephone Number	
Fax Number	E-mail Address	

I certify that, to the best of my knowledge, the information contained in Part 4 of this application is complete and accurate.

Assessor's Signature	Date

PART 5: LOCAL GOVERNMENT ACTION (clerk of LGU must complete Part 5)

Action Taken By LGU (attach a certified copy of the resolution):

☐ Exemption approved for _____ years, ending December 30, _____ (not to exceed 10 years)

☐ Exemption Denied

Date District Established (attach resolution for district)	Local Unit Classification Identification (LUCI) Code	School Code

PART 6: LOCAL GOVERNMENT CLERK CERTIFICATION (clerk of LGU must complete Part 6)

Clerk's Name (first and last)	Telephone Number		
Fax Number	E-mail Address		
Mailing Address	City	State	ZIP Code
LGU Contact Person for Additional Information	LGU Contact Person Telephone Number	Fax Number	

I certify that, to the best of my knowledge, the information contained in this application and attachments is complete and accurate and hereby request the State Tax Commission issue a Commercial Rehabilitation Exemption Certificate, as provided by Public Act 210 of 2005, as amended.

Clerk's Signature	Date

For faster service, the LGU should email the completed application and required documents to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury, State Tax Commission
P.O. Box 30471
Lansing, MI 48909

Docusign Envelope ID: C7F4F1C6-38DB-4FA2-B5D6-6B24DA5B9CC6

Attachment A

(a) General Description of the Facility

The property currently consists of vacant land. The Property was improved within the last 15 years. The property was previously occupied by a school building from the 1960s until 2023 when it was demolished.

(b) General Description of the Current and Proposed Use

The property is currently vacant.

The overall proposed project entails the construction of four three-story buildings, three containing 36 apartments and a fourth containing 30 apartments, all facing a central greenspace improved with walking paths and a shallow pond.

This PA210 Certificate request is for the building identified as "Building B" in Attachment B and is anticipated to entail the new construction of a 36-unit apartment building.

(c) Nature and Extent of the Rehabilitation to be Undertaken

The Property is the location of the former Hartsig Jr. High School, which was demolished in 2023 to prepare the site for redevelopment. The Property cannot be economically redeveloped without significant support to offset the environmental and infrastructure challenges associated with this infill project and current market conditions.

The Project will revitalize a vacant and underutilized parcel in Warren by constructing for-rent housing. Building B is anticipated to contain 36 for-rent apartment units.

The Project will also include substantial infrastructure improvements such as surface parking, utility relocation and expansion and improvements to the public rights of way such as landscaping and sidewalks.

(d) Descriptive List of Fixed Building Equipment

A descriptive list of the anticipated fixed building equipment that will be a part of the new facility are:

- Vinyl Siding and Panels
- Roofing
- Doors and Hardware
- Interior Glass and Glazing
- Hard Tile
- Acoustical Walls and Ceilings
- Fire protection pump equipment
- Equipment for plumbing and mechanical systems
- Electrical equipment

Docusign Envelope ID: C7F4F1C6-38DB-4FA2-B5D6-6B24DA5B9CC6

(e) Time Schedule

The developer intends to start construction in 2027. Completion is anticipated by the end of 2029.

(f) Economic Advantages Expected

The City of Warren is in significant need of additional workforce housing supply. It has been decades since an investment of this size has gone towards the new construction of rental housing and is located in an ideal infill site. Upon completion, the Project is anticipated to deliver 36 units of new housing which will support creating both direct and indirect jobs as a result. The proposed units will support approximately 25 construction jobs and 3 permanent jobs associated with the property management.

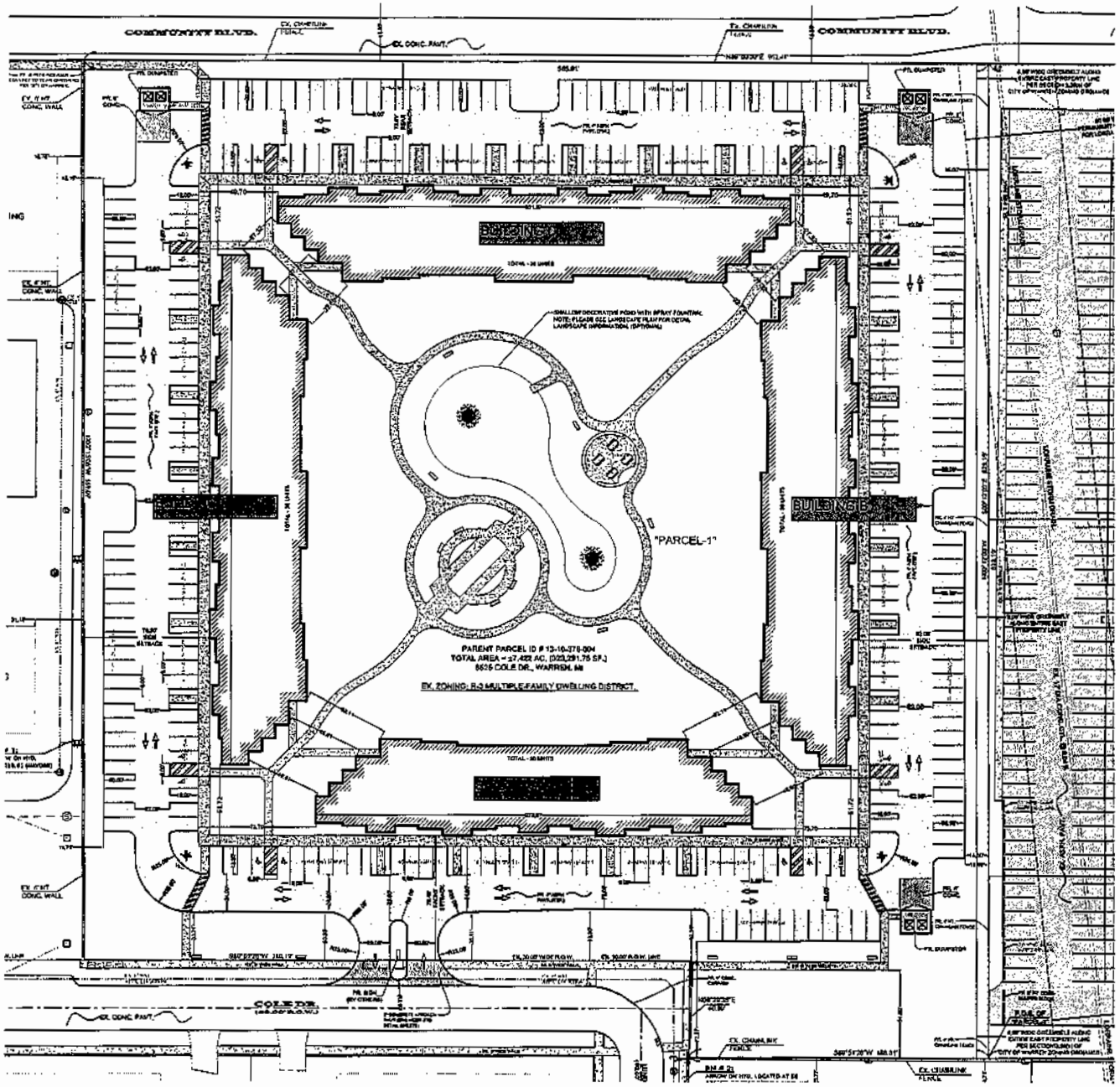
(g) Parcel Identification Number and Legal Description

8525 Cole Drive
Warren, Michigan, 48093
Tax ID 12-13-10-376-006

LEGAL DESCRIPTION
T1N, R12E, SEC 10; COMM AT S 1/4 POST SEC 10; TH N00*29'01"E 692.52 FT; TH S89*51'28"W429.61 FT TO POB; TH S89*51'28"W188.31 FT; TH N00*29'35"E 60.00 FT; TH S89*51'28"W 380.19 FT; TH N00*15'08"W569.09 FT; TH N89*50'50"E 568.29 FT; TH S00*12'01"E 629.19 FT TO POB 7.681 AC

(h) Site Map

See attached site plan and reference to Building B.


COMMUNITY BLVD.
COMMUNITY BLVD.
EX. CHAIN LINK FENCE
EX. CONC. PAVT.
EX. 6' HT. CONC. WALL
PR. DUMPSTER
PR. 6' CONC. WALL
PR. 6' BRICK PAVERS
BUILDING "A"
BUILDING "B"
BUILDING "C"
"PARCEL-1"
PARENT PARCEL ID # 13-10-276-004
TOTAL AREA = ±7.423 AC. (323,291.75 SF.)
8535 COLE DR., WARREN, MI
EX. ZONING: R-3 MULTIPLE-FAMILY DWELLING DISTRICT.
TOTAL - 36 UNITS
TOTAL - 36 UNITS
TOTAL - 36 UNITS
PR. 30.00' WIDE R.O.W. DEDICATION
COLE DR.
EX. CONC. PAVT.
PR. 8" SAN. SEWER
PR. 8" WTR. MAIN
EX. CHAIN LINK FENCE
S89°51'28"W 660.91'
EX. 12" WATER MAIN
PR. 6" WTR. SERVICE
PR. 6" SAN. SEWER
PR. 6" STORM SEWER
PR. 6" CONC. PAVT.
PR. 6" CONC. WALK
PR. 6" CONC. CURB & GUTTER
PR. 6" CONC. APRON
PR. 6" CONC. CHIMNEY
PR. 6" CONC. FOOTING
PR. 6" CONC. WALL
PR. 6" CONC. STEPS
PR. 6" CONC. RAMP
PR. 6" CONC. PORCH
PR. 6" CONC. STOOP
PR. 6" CONC. PATIO
PR. 6" CONC. DRIVEWAY
PR. 6" CONC. SIDEWALK
PR. 6" CONC. CURB
PR. 6" CONC.

Docusign Envelope ID: C7F4F1C6-38DB-4FA2-B5D6-6B24DA5B9CC6

Reset Form

Michigan Department of Treasury
4507 (Rev. 12-20)

Application for Commercial Rehabilitation Exemption Certificate

Issued under authority of Public Act 210 of 2005, as amended.

LOCAL GOVERNMENT UNIT USE ONLY	
Application No.	Date Received
STATE USE ONLY	
Application No.	Date Received

Read the instructions page before completing the form. **This application should be filed after the commercial rehabilitation district is established.** The applicant must complete Parts 1, 2 and 3 and file the application form (with required attachments) with the clerk of the local governmental unit (LGU). Attach the legal description of property on a separate sheet. This project will not receive tax benefits until approved by the State Tax Commission (STC). Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the STC.

PART 1: OWNER / APPLICANT INFORMATION (applicant must complete all fields)

Applicant (Company) Name (applicant must be the owner of the facility)		NAICS or SIC Code	
Village at The Park LLC		236116	
Facility's Street Address	**City**	**State**	**ZIP Code**
8525 Cole Drive; Building C	Warren	MI	48093
Name of City, Township or Village (taxing authority)	**County**	**School District Where Facility is Located**	
Warren	Macomb	Warren	
☒ City ☐ Township ☐ Village			
Date of Rehabilitation Commencement (mm/dd/yyyy)	**Planned Date of Rehabilitation Completion (mm/dd/yyyy)**		
07/01/2029	07/30/2031		
Estimated Cost of Rehabilitation	**Number of Years Exemption Requested (1-10)**		
4750000	10		

Expected Project Outcomes (check all that apply)

- ☒ Increase Commercial Activity
- ☐ Retain Employment
- ☒ Revitalize Urban Areas
- ☒ Create Employment
- ☐ Prevent Loss of Employment
- ☒ Increase Number of Residents in Facility's Community

No. of jobs to be created due to facility's rehabilitation	No. of jobs to be retained due to facility's rehabilitation	No. of construction jobs to be created during rehabilitation
2	0	25

PART 2: APPLICATION DOCUMENTS

Prepare and attach the following items:

- ☒ General description of the facility (year built, original use, most recent use, number of stories, square footage)
- ☒ Description of the qualified facility's proposed use
- ☒ Description of the general nature and extent of the rehabilitation to be undertaken
- ☒ Descriptive list of the fixed building equipment that will be a part of the qualified facility
- ☒ Time schedule for undertaking and completing the facility's rehabilitation
- ☒ Statement of the economic advantages expected from the exemption
- ☒ Legal description
- ☐ Description of the "underserved area" (Qualified Retail Food Establishments only)
- ☐ *Commercial Rehabilitation Exemption Certificate for Qualified Retail Food Establishments* (Form 4753) (Qualified Retail Food Establishments only)

PART 3: APPLICANT CERTIFICATION

Name of Authorized Company Officer (no authorized agents)	Telephone Number		
Vito Castellana	[redacted]		
Fax Number	**E-mail Address**		
	[redacted]		
Street Address	**City**	**State**	**ZIP Code**
56114 Stoney Place Drive	Shelby Township	MI	48316

I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 210 of 2005, as amended, and to the best of my knowledge the company has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local governmental unit and the issuance of a Commercial Rehabilitation Exemption Certificate by the State Tax Commission.

I further certify that this rehabilitation program, when completed, will constitute a rehabilitated facility, as defined by Public Act 210 of 2005, as amended, and that the rehabilitation of this facility would not have been undertaken without my receipt of the exemption certificate.

Signature of Authorized Company Officer (no authorized agents)	Title	Date
[signature]	Owner	9/29/25

Docusign Envelope ID: C7F4F1C6-38DB-4FA2-B5D6-6B24DA5B9CC6

Attachment A

(a) General Description of the Facility

The property currently consists of vacant land. The Property was improved within the last 15 years. The property was previously occupied by a school building from the 1960s until 2023 when it was demolished.

(b) General Description of the Current and Proposed Use

The property is currently vacant.

The overall proposed project entails the construction of four three-story buildings, three containing 36 apartments and a fourth containing 30 apartments, all facing a central greenspace improved with walking paths and a shallow pond.

This PA210 Certificate request is for the building identified as "Building C" in Attachment B and is anticipated to entail the new construction of a 30-unit apartment building.

(c) Nature and Extent of the Rehabilitation to be Undertaken

The Property is the location of the former Hartsig Jr. High School, which was demolished in 2023 to prepare the site for redevelopment. The Property cannot be economically redeveloped without significant support to offset the environmental and infrastructure challenges associated with this infill project and current market conditions.

The Project will revitalize a vacant and underutilized parcel in Warren by constructing for-rent housing. Building C is anticipated to contain 30 for-rent apartment units.

The Project will also include substantial infrastructure improvements such as surface parking, utility relocation and expansion and improvements to the public rights of way such as landscaping and sidewalks.

(d) Descriptive List of Fixed Building Equipment

A descriptive list of the anticipated fixed building equipment that will be a part of the new facility are:

- Vinyl Siding and Panels
- Roofing
- Doors and Hardware
- Interior Glass and Glazing
- Hard Tile
- Acoustical Walls and Ceilings
- Fire protection pump equipment
- Equipment for plumbing and mechanical systems
- Electrical equipment

Docusign Envelope ID: C7F4F1C6-38DB-4FA2-B5D6-6B24DA5B9CC6

(e) Time Schedule

The developer intends to start construction in 2029. Completion is anticipated by the end of 2031.

(f) Economic Advantages Expected

The City of Warren is in significant need of additional workforce housing supply. It has been decades since an investment of this size has gone towards the new construction of rental housing and is located in an ideal infill site. Upon completion, the Project is anticipated to deliver 30 units of new housing which will support creating both direct and indirect jobs as a result. The proposed units will support approximately 25 construction jobs and 2 permanent jobs associated with the property management.

(g) Parcel Identification Number and Legal Description

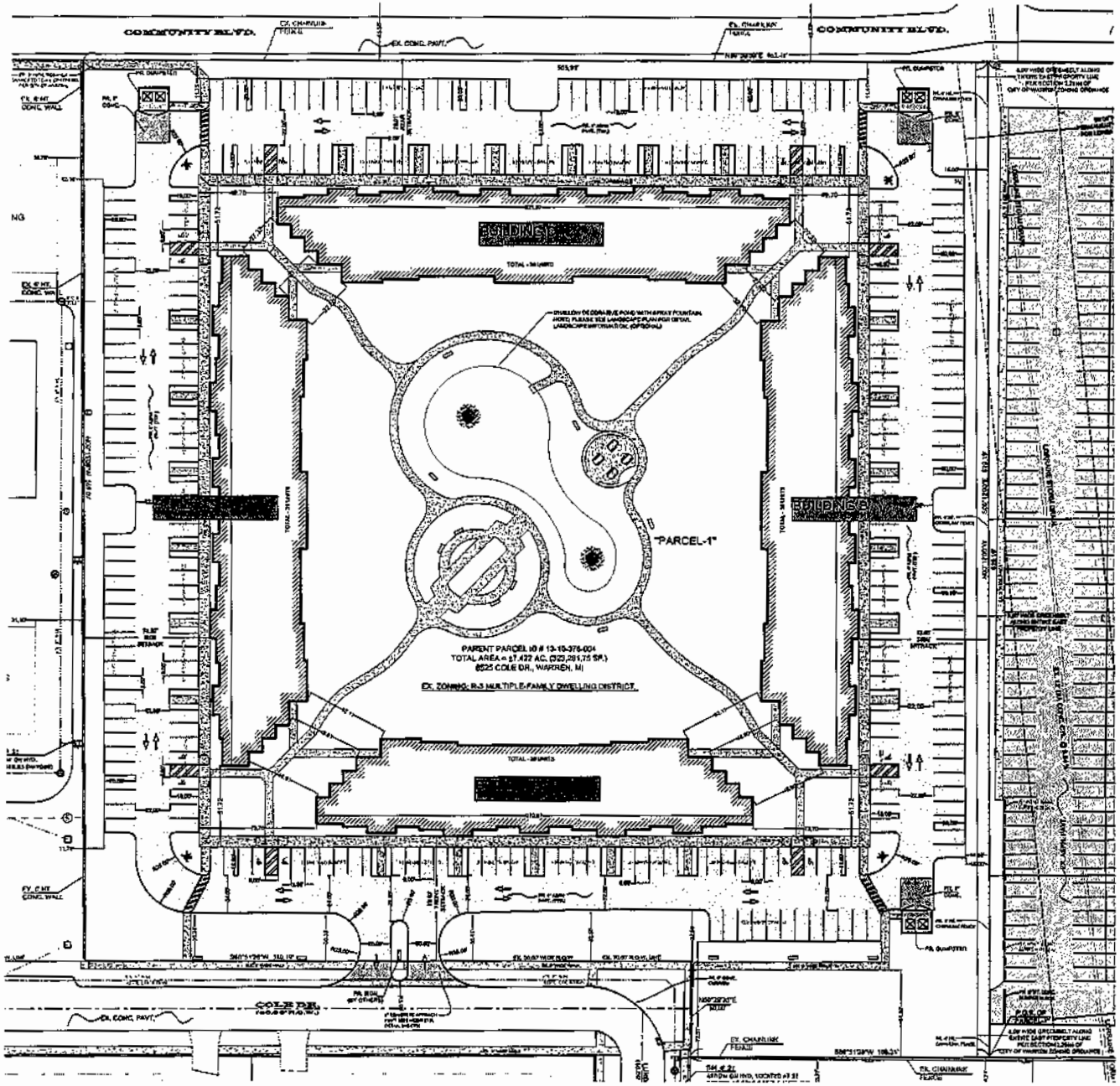
8525 Cole Drive
Warren, Michigan, 48093
Tax ID 12-13-10-376-006

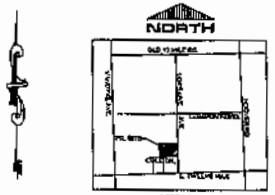
LEGAL DESCRIPTION
T1N, R12E, SEC 10; COMM AT S 1/4 POST SEC 10; TH N00*29'01"E 692.52 FT; TH S89*51'28"W429.61 FT TO POB; TH S89*51'28"W188.31 FT; TH N00*29'35"E 60.00 FT; TH S89*51'28"W 380.19 FT; TH N00*15'08"W569.09 FT; TH N89*50'50"E 568.29 FT; TH S00*12'01"E 629.19 FT TO POB 7.681 AC

(h) Site Map

See attached site plan and reference to Building C.

Docusign Envelope ID: C7F4F1C6-38DB-4FA2-B5D6-6B24DA5B9CC6





PROJECT : WARREN APARTMENTS

PARKING CALCULATIONS

LEGAL DESCRIPTION PARCEL-1

VARIANCE REQUESTED

1. VARIANCE - NO BASEMENTS
2. VARIANCE FOR 30 ADDITIONAL DWELLING UNITS.

	BUILDING	
	REQUIRED	PROPOSED
FRONT - SOUTH	75.00'	79.49'
EAST SIDE	75.00'	83.00'
WEST SIDE	75.00'	75.00'
REAR - NORTH	75.00'	79.01'

NOTE:
- ALL OUTDOOR STORAGE AREAS OR VEHICLE SALES OR PROMOTIONS ON THIS SITE.
- OPEN STORAGE OF MATERIALS SHALL NOT EXCEED HEIGHT OF SCREEN WALL ON THE SITE.
- ALL LANDSCAPED AREAS SHALL BE WATER AUTOMATICALLY WITH AN UNDERGROUND SPRINKLER SYSTEM.
- ALL LIGHTING ON THE SITE SHALL BE SHIELDED AND NOT SPILL OVER ONTO ADJOINING PROPERTIES. THE LIGHT POLES SHALL BE ALL BLACK STEEL.
- ALL LIGHTING ON THE SITE SHALL BE DOWNWARD DIRECTIONAL AND NO FLASHING, BEACON OR DIRECTIONAL LIGHTING SHALL BE PERMITTED.

LEGEND

- EXIST. STORM SEWER
- EXIST. OVERHEAD UTILITY
- EXIST. FENCE LINE
- EXIST. WATERMAIN
- EXIST. SANITARY LINE
- EXIST. GAS LINE
- EXIST. HYDRANT
- EXIST. UTILITY POLE
- EXIST. GATE WELL
- EXIST. ROAD CATCH BASIN
- EXIST. STORM CATCH BASIN (RECTANG.)
- EXIST. SANITARY MANHOLE
- EXIST. ROAD SIGN BOARD
- PROPOSED STORM MANHOLE
- PROPOSED CATCH BASIN
- PROPOSED SANITARY MANHOLE
- PROPOSED HYDRANT
- PROPOSED WATER MAIN
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- EXIST. CONC. PAVT.
- EXIST. SIDEWALK
- PROPOSED 6" CONC. PAVT.
- PROPOSED 8" CONCRETE PAVT.
- PROPOSED CONC. WALK & SIDEWALK

NOT FOR CONSTRUCTION UNLESS APPROVED BY MUNICIPALITY

GIS CIVIL ENGINEERING
5331 APPLE TREE BLVD., SUITE 1 WEST BLOOMFIELD, MI 48322
OFFICE (248) 346-3331 FAX (248) 346-1915
www.gisengineering.com

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PROJECT INFORMATION:
VILLAGE AT THE PARK APARTMENTS
8525 COLE DRIVE
WARREN, MICHIGAN 48089
P.I.D.#: 13-10-376-004

CLIENT INFORMATION:
THE DAMOUN
COLE STREET INVESTMENTS, LLC
2600 GRATIOT
DETROIT, MI 48207

ISSUANCE:
- ☐ SCHEMATIC
- ☐ BIDDING
- ☒ MUNI SUBMITTAL
- ☐ CONSTRUCTION
- ☐ OTHER

DRAWINGS SHALL NOT BE USED FOR CONSTRUCTION UNLESS MARKED AS ISSUED

NO.	DESC.	DATE
A	PRELIMINARY	09/14/2020
B	SITE PLAN	09/22/2020
C	SITE PLAN	09/30/2020
D	EASEMENT	10/19/2020
E	SITE PLAN REV.	01/18/2021

1" = 30.00'

DRAWN BY: J.V.
DESIGNED BY: M.C.
CHECKED BY: M.C.

DRAWING: SITE PLAN

NO. C2.2

PROJECT NO. 19-0512

Docusign Envelope ID: C7F4F1C6-38DB-4FA2-B5D6-6B24DA5B9CC6

Reset Form

Michigan Department of Treasury
4507 (Rev. 12-20)

Application for Commercial Rehabilitation Exemption Certificate

Issued under authority of Public Act 210 of 2005, as amended.

LOCAL GOVERNMENT UNIT USE ONLY	
Application No.	Date Received
STATE USE ONLY	
Application No.	Date Received

Read the instructions page before completing the form. **This application should be filed after the commercial rehabilitation district is established.** The applicant must complete Parts 1, 2 and 3 and file the application form (with required attachments) with the clerk of the local governmental unit (LGU). Attach the legal description of property on a separate sheet. This project will not receive tax benefits until approved by the State Tax Commission (STC). Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the STC.

PART 1: OWNER / APPLICANT INFORMATION (applicant must complete all fields)

Applicant (Company) Name (applicant must be the owner of the facility)		NAICS or SIC Code	
Village at The Park LLC		236116	
Facility's Street Address	**City**	**State**	**ZIP Code**
8525 Cole Drive; Building D	Warren	MI	48093
Name of City, Township or Village (taxing authority)	**County**	**School District Where Facility is Located**	
Warren	Macomb	Warren	
[X] City [ ] Township [ ] Village			
Date of Rehabilitation Commencement (mm/dd/yyyy)	**Planned Date of Rehabilitation Completion (mm/dd/yyyy)**		
07/01/2029	07/30/2031		
Estimated Cost of Rehabilitation	**Number of Years Exemption Requested (1-10)**		
4750000	10		

Expected Project Outcomes (check all that apply)

- [X] Increase Commercial Activity
- [ ] Retain Employment
- [X] Revitalize Urban Areas
- [X] Create Employment
- [ ] Prevent Loss of Employment
- [X] Increase Number of Residents in Facility's Community

No. of jobs to be created due to facility's rehabilitation	No. of jobs to be retained due to facility's rehabilitation	No. of construction jobs to be created during rehabilitation
2	0	25

PART 2: APPLICATION DOCUMENTS

Prepare and attach the following items:

- [X] General description of the facility (year built, original use, most recent use, number of stories, square footage)
- [X] Description of the qualifed facility's proposed use
- [X] Description of the general nature and extent of the rehabilitation to be undertaken
- [X] Descriptive list of the fixed building equipment that will be a part of the qualified facility
- [X] Time schedule for undertaking and completing the facility's rehabilitation
- [X] Statement of the economic advantages expected from the exemption
- [X] Legal description
- [ ] Description of the "underserved area" (Qualified Retail Food Establishments only)
- [ ] *Commercial Rehabilitation Exemption Certificate for Qualified Retail Food Establishments* (Form 4753) (Qualified Retail Food Establishments only)

PART 3: APPLICANT CERTIFICATION

Name of Authorized Company Officer (no authorized agents)	Telephone Number		
Vito Castellana	[redacted]		
Fax Number	**E-mail Address**		
	[redacted]		
Street Address	**City**	**State**	**ZIP Code**
56114 Stoney Place Drive	Shelby Township	MI	48316

I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 210 of 2005, as amended, and to the best of my knowledge the company has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local governmental unit and the issuance of a Commercial Rehabilitation Exemption Certificate by the State Tax Commission.

I further certify that this rehabilitation program, when completed, will constitute a rehabilitated facility, as defined by Public Act 210 of 2005, as amended, and that the rehabilitation of this facility would not have been undertaken without my receipt of the exemption certificate.

Signature of Authorized Company Officer (no authorized agents)	Title	Date
[signature]	Owner	9/29/25

Docusign Envelope ID: C7F4F1C6-38DB-4FA2-B5D6-6B24DA5B9CC6

Attachment A

(a) General Description of the Facility

The property currently consists of vacant land. The Property was improved within the last 15 years. The property was previously occupied by a school building from the 1960s until 2023 when it was demolished.

(b) General Description of the Current and Proposed Use

The property is currently vacant.

The overall proposed project entails the construction of four three-story buildings, three containing 36 apartments and a fourth containing 30 apartments, all facing a central greenspace improved with walking paths and a shallow pond.

This PA210 Certificate request is for the building identified as "Building D" in Attachment B and is anticipated to entail the new construction of a 36-unit apartment building.

(c) Nature and Extent of the Rehabilitation to be Undertaken

The Property is the location of the former Hartsig Jr. High School, which was demolished in 2023 to prepare the site for redevelopment. The Property cannot be economically redeveloped without significant support to offset the environmental and infrastructure challenges associated with this infill project and current market conditions.

The Project will revitalize a vacant and underutilized parcel in Warren by constructing for-rent housing. Building D is anticipated to contain 36 for-rent apartment units.

The Project will also include substantial infrastructure improvements such as surface parking, utility relocation and expansion and improvements to the public rights of way such as landscaping and sidewalks.

(d) Descriptive List of Fixed Building Equipment

A descriptive list of the anticipated fixed building equipment that will be a part of the new facility are:

- Vinyl Siding and Panels
- Roofing
- Doors and Hardware
- Interior Glass and Glazing
- Hard Tile
- Acoustical Walls and Ceilings
- Fire protection pump equipment
- Equipment for plumbing and mechanical systems
- Electrical equipment

Docusign Envelope ID: C7F4F1C6-38DB-4FA2-B5D6-6B24DA5B9CC6

(e) Time Schedule

The developer intends to start construction in 2029. Completion is anticipated by the end of 2031.

(f) Economic Advantages Expected

The City of Warren is in significant need of additional workforce housing supply. It has been decades since an investment of this size has gone towards the new construction of rental housing and is located in an ideal infill site. Upon completion, the Project is anticipated to deliver 30 units of new housing which will support creating both direct and indirect jobs as a result. The proposed units will support approximately 25 construction jobs and 2 permanent jobs associated with the property management.

(g) Parcel Identification Number and Legal Description

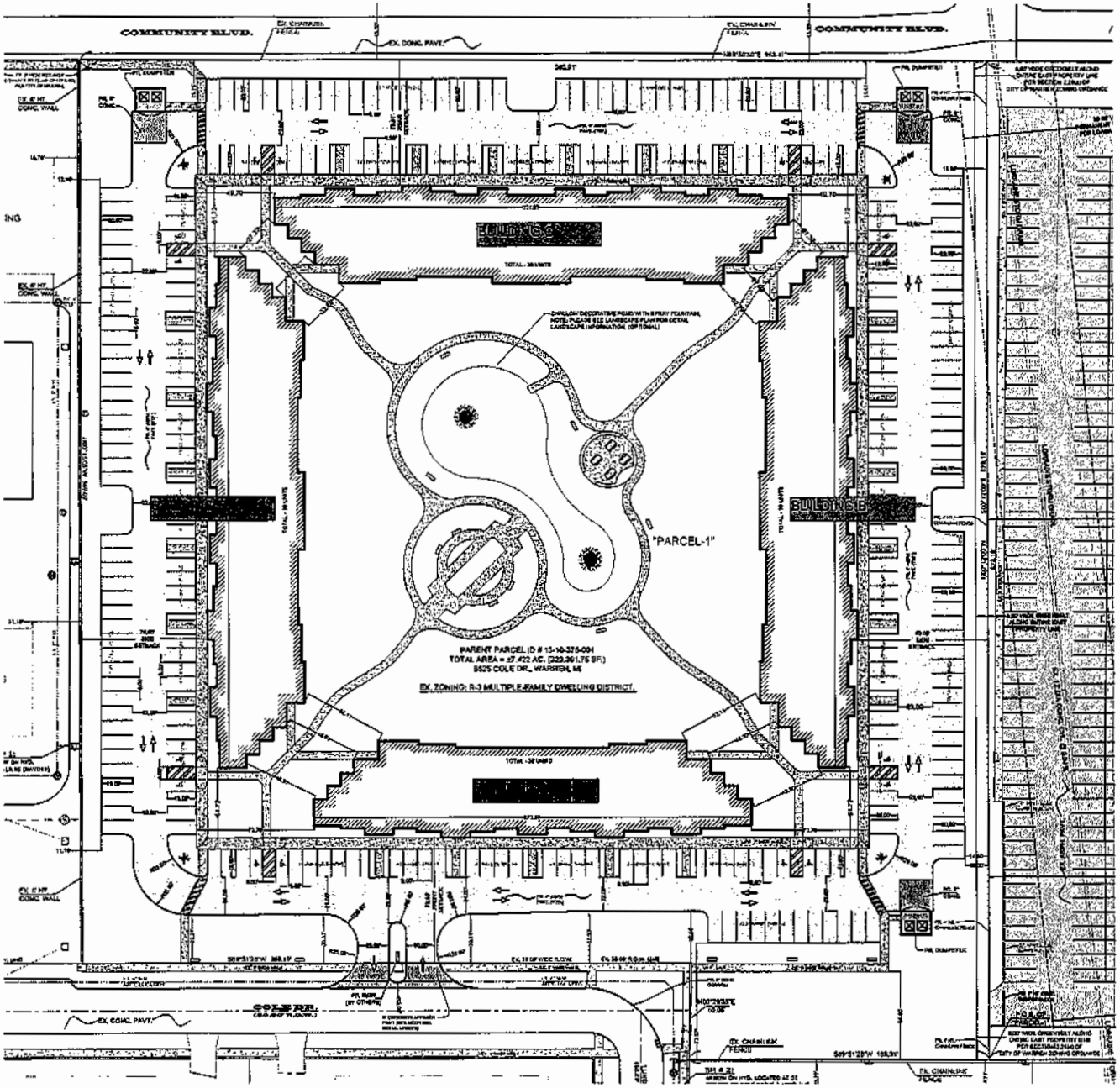
8525 Cole Drive
Warren, Michigan, 48093
Tax ID 12-13-10-376-006

LEGAL DESCRIPTION
T1N, R12E, SEC 10; COMM AT S 1/4 POST SEC 10; TH N00*29'01"E 692.52 FT; TH S89*51'28"W429.61 FT TO POB; TH S89*51'28"W188.31 FT; TH N00*29'35"E 60.00 FT; TH S89*51'28"W 380.19 FT; TH N00*15'08"W569.09 FT; TH N89*50'50"E 568.29 FT; TH S00*12'01"E 629.19 FT TO POB 7.681 AC

(h) Site Map

See attached site plan and reference to Building D.

Docusign Envelope ID: C7F4F1C6-38DB-4FA2-B5D6-6B24DA5B9CC6





PROJECT : WARREN APARTMENTS

PARKING CALCULATIONS

LEGAL DESCRIPTION: PARCEL-1:

VARIANCE REQUESTED: R-3 ZONING

	BUILDING	
SETBACK (FROM BLDG TO LINE)	REQUIRED	PROVIDED
FRONT - NORTH	43.50'	76.19'
EAST SIDE	33.50'	81.09'
WEST SIDE	73.50'	73.50'
REAR - SOUTH	44.50'	79.01'

NOTE:
- ALL OUTDOOR RETAIL SALES OR STORAGE SHALL BE PROHIBITED ON THE SITE.
- ALL LANDSCAPED AREAS SHALL BE IRRIGATED AUTOMATICALLY.
- ALL LIGHTING ON THE SITE SHALL BE SHIELDED AND DIRECTED DOWNWARD SUCH THAT NO DIRECT LIGHT SHALL BE INCIDENT UPON ADJOINING PROPERTIES. THE LIGHT POLES SHALL NOT EXCEED A HEIGHT OF 20 FEET.

LEGEND

- EXIST. STORM SEWER
- EXIST. OVERHEAD UTILITY
- EXIST. FENCE LINE
- EXIST. WATERMAIN
- EXIST. SANITARY LINE
- EXIST. GAS LINE
- EXIST. HYDRANT
- EXIST. UTILITY POLE
- EXIST. GATE WELL
- EXIST. ROAD CATCH BASIN
- EXIST. STORM CATCH BASIN (RECHARGE)
- EXIST. SANITARY MANHOLE
- EXIST. ROAD SIGN BOARD
- PROPOSED STORM MANHOLE
- PROPOSED CATCH BASIN
- PROPOSED SANITARY MANHOLE
- PROPOSED HYDRANT
- PROPOSED WATER MAIN
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- EXIST. CONC. PAVT.
- EXIST. SIDEWALK
- PROPOSED 6" CONC. PAVT.
- PROPOSED 6" CONCRETE PAVT.
- PROPOSED CONC. WALK & SIDEWALK

NOT FOR CONSTRUCTION UNLESS APPROVED BY ENGINEER

GATEWAY ENGINEERING SERVICES
8133 SAGINAW ROAD, SUITE # 101
GRAND BLANC, MI 48439
OFFICE: (810) 695-3331 FAX: (810) 695-3333
www.gateway-engr.com

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PROJECT INFORMATION:

VILLAGE AT THE PARK APARTMENTS
8676 COLE DRIVE
WARREN, MICHIGAN
P.I.D.#: 13-10-376-004

CLIENT INFORMATION:

TIM GORDON
COLE STREET INVESTMENTS, LLC.
7 MILE DRIVE/TEST,
DETROIT, MI 48207

ISSUANCE:
- ☐ SCHEMATIC
- ☐ BIDDING
- ☒ MUNI. SUBMITTAL
- ☐ CONSTRUCTION
- ☐ OTHER

DRAWINGS SHALL NOT BE UTILIZED FOR CONSTRUCTION UNLESS INDICATED

NO.	DESC.	DATE
1.	PRELIMINARY	09/14/2018
2.	SPD PLAN	09/21/2018
3.	SITE PLAN	10/12/2018
4.	PLANNING	10/25/2018
5.	SITE PLAN REV.	01/08/2019

1" = 30.00'

DESIGNED BY: J.V.
DRAWN BY: M.C.
CHECKED BY: M.C.

DRAWING:
SITE PLAN

NO. C2.2

PROJECT NO. 19-0512

Certificate Of Completion

Envelope Id: C7F4F1C6-38DB-4FA2-B5D6-6B24DA5B9CC6
Status: Completed
Subject: Complete with Docusign: Village at the Park - Commercial Rehab Exemption Hartsig Jr. High 8525 ...
Source Envelope:
Document Pages: 31
Signatures: 3
Certificate Pages: 6
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Jennifer Decker
1 City Sq Ste 215
Warren, MI 48093
jdecker@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/7/2025 4:39:51 PM
Holder: Jennifer Decker
jdecker@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Mary Michaels mmichaels@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by: Mary Michaels 119806BF52344A1... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 4:44:22 PM Viewed: 10/7/2025 4:44:51 PM Signed: 10/7/2025 4:45:06 PM
Electronic Record and Signature Disclosure: Accepted: 10/7/2025 4:44:51 PM ID: 6108da85-c0c5-43da-96eb-af5fe529dfd8		
Tom Bommarito tbommarito@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by: Tom Bommarito 6F52A3F825A947D... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 4:45:07 PM Viewed: 10/7/2025 4:47:43 PM Signed: 10/7/2025 4:48:08 PM
Electronic Record and Signature Disclosure: Accepted: 10/7/2025 4:47:43 PM ID: aaa8f9a1-4f33-48b1-8cb4-490d58e3e996		
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 4:48:09 PM Viewed: 10/8/2025 8:59:54 AM Signed: 10/8/2025 9:00:23 AM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 4:44:22 PM Viewed: 10/7/2025 4:48:52 PM
F. Scott Miller Fsmiller@cityofwarren.org Assessor City of Warren Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 4:44:23 PM
Jennifer Decker jdecker@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 4:44:23 PM Resent: 10/8/2025 9:00:27 AM
Judy Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 4:44:23 PM
mark knapp mknapp@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 10/28/2024 11:33:44 AM ID: ad8e7931-ee2f-4d16-8659-80e09745af2b	COPIED	Sent: 10/7/2025 4:44:25 PM Viewed: 10/7/2025 5:06:33 PM
mayor mayor@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 9/24/2025 12:19:03 AM ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c	COPIED	Sent: 10/7/2025 4:44:25 PM Viewed: 10/8/2025 8:44:21 AM
Richard Fox rfox@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 10/8/2025 8:53:38 AM ID: 3cf77c0b-3c7f-4995-bf57-0709e4edc0fd	COPIED	Sent: 10/7/2025 4:44:24 PM Viewed: 10/8/2025 8:55:33 AM
Ron Wuerth rwuerth@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:**	COPIED	Sent: 10/7/2025 4:44:24 PM

Carbon Copy Events	Status	Timestamp
Not Offered via Docusign		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/7/2025 4:44:25 PM
Certified Delivered	Security Checked	10/8/2025 8:59:54 AM
Signing Complete	Security Checked	10/8/2025 9:00:23 AM
Completed	Security Checked	10/8/2025 9:00:23 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

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WARREN
Lori M. Stone, Mayor
One City Square, Suite 215
Warren, MI 48093

MEMORANDUM

DATE: October 7, 2025

TO: Mindy Moore, Council Secretary

RE: New Appointment to Construction Board of Appeals

City Council:
Pursuant to Section 9-28 of the City of Warren Code of Ordinances and the authority vested in me, I hereby notify you of the following reappointment to the Construction Board of Appeals. This Board is vested with all powers prescribed to it by the Stille-Derossett-Hale Single State Construction Code, MCL 125.1501, et. seq.

Name	Profession/Discipline	Date of Expiration
James Vanhavermaat	Civil Engineer	June 30, 2028

Council approval is required. Your concurrence in this matter is appreciated.

Respectfully submitted,

Signed by:
Lori M. Stone
F040B73E57F248E...
Lori M. Stone

Mayor

Cc: Clerk
Building
Legal

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Outlook

New submission from City Commission / Board Application

From Web Master <webmaster@cityofwarren.org>
Date Thu 8/21/2025 1:22 PM
To Web Master <webmaster@cityofwarren.org>

Commission / Board applied for

Construction Board of Appeals

Name

JAMES VANHAVERMAAT

Address

[redacted]
Map It

Home Phone

[redacted]

Email

[redacted]

Driver's License Number (for internal use ONLY)

[redacted]

Number of Years a Warren Resident

43

Warren Business Owner

Yes

Name of Business

NorthStar Engineering, LLC

Appointment Request

- New Appointment Request

Work Experience

Warren City Engineer 1988 to 1995, and 2013 to 2021
NorthStar Engineering and Land Surveying 1995 to 2013 and, 2021 to present

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Education

BS Detroit Institute of Technology
MS Civil Engineering, Wayne State University
MBA Wayne State University

Affiliations (Clubs, Fraternal, Military, Church, etc.)

Warren Symphony Society -Board of Directors

Please feel free to add any additional information

Michigan Licensed Professional Engineer
Michigan Licensed Professional Surveyor
Michigan Licensed Residential Builder
Michigan Licensed Class "A" Wastewater Operator

Please Note: Conviction of a crime will not necessarily preclude you from being appointed to a City of Warren Commission or Board.

Have you ever been convicted of a felony?

- No

Docusign Envelope ID: 9F84CE04-1566-4905-ABC8-B59FD5C7347F

[redacted] (Property Address)

Parcel Number [redacted] Account Number [redacted]



Item 1 of 2 1 Image / 1 Sketch

Customer Name: VAN HAVERMAAT JAMES A [redacted]

Summary Information

> Residential Building Summary
>
> Year Built: 1961 Bedrooms: 3
> Full Baths: 2 Half Baths: 0
> Sq Feet: 1,824 Acres: 0.194
>
> > Utility Billing information found
>
> > Assessed Value: $134,600 | Taxable Value: $69,781
> > Property Tax information found
> > 6 Building Department records found

Owner Information

VAN HAVERMAAT JAMES A [redacted]

Amount Due

Property Total **$0.00**

Permits

To request an inspection or pay on a record, click View

Permit Type	Permit Number	Associated Project	Status	Date Issued	Last Inspection	Amount Due	
Building	PB05-153911		Finaled	11/9/2005	3/8/2007	$0.00	View
Building	PB140870		Expired	11/28/2000		$0.00	View
Building	PB17-002320		Finaled	10/9/2017	1/10/2018	$0.00	View
Electrical	PE16-001535		Finaled		7/29/2016	$0.00	View
Electrical	PE18-001511		Finaled	8/20/2018	9/21/2018	$0.00	View
Mechanical	PM18-001258		Finaled	8/20/2018	9/21/2018	$0.00	View

[1]

Displaying items 1 - 6 of 6

Apply for a Permit

Attachments

Date Created	Title	Record

No records to display

Displaying items 0 - 0 of 0

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[redacted] (Property Address)

Parcel Number [redacted] Account Number [redacted]



Item 1 of 2 1 Image / 1 Sketch

Customer Name VAN HAVERMAAT JAMES A [redacted]

Summary Information

> Residential Building Summary
>
> Year Built 1961 Bedrooms 3
> Full Bath Half Bath 0
> Sq Feet 1,824 Acres 0.14
>
> Utility Billing information found
>
> Assessed Value $134,600 | Taxable Value $69,781
> Property Tax information found
> 6 Building Department records found

Owner and Taxpayer Information

Owner VAN HAVERMAAT JAMES A [redacted] **Taxpayer** SEE OWNER INFORMATION

Legal Description

TECH ESTATES SUBDIVISION NO 2 LOT 112 L48 P18

Recalculate amounts using a different Payment Date

You can change your anticipated payment date in order to recalculate amounts due as of the specified date for this property

Enter a Payment Date 10/6/2025 Recalculate

Tax History

Year	Season	Total Amount	Total Paid	Last Date Paid	Total Due
2025	Summer	$3,608.44	$3,608.44	08/21/2025	$0.00
2024	Winter	$102.93	$102.93	01/10/2025	$0.00
2024	Summer	$3,530.72	$3,530.72	08/22/2024	$0.00
2023	Winter	$103.87	$103.87	01/04/2024	$0.00
2023	Summer	$3,346.76	$3,346.76	08/18/2023	$0.00
2022	Winter	$93.74	$93.74	01/10/2023	$0.00
2022	Summer	$3,140.04	$3,140.04	08/25/2022	$0.00
2021	Winter	$213.03	$213.03	01/07/2022	$0.00
2021	Summer	$3,077.29	$3,077.29	08/18/2021	$0.00
2020	Winter	$97.55	$97.55	01/04/2021	$0.00

Load More Years

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[redacted] (Property Address)

Parcel Number [redacted] Account Number [redacted]



Item 1 of 2 1 Image / 1 Sketch

Customer Name: VAN HAVERMAAT JAMES A [redacted] OCCUPANT **UB Customer Name** [redacted]

Summary Information

- Residential Building Summary
  - Year Built: 1961 Bedrooms:
  - Full Baths: 2 Half Baths: 0
  - Sq. Feet: 1,8_4 Acres: 0.133
- Utility Billing information found
- Assessed Value: $134,600 | Taxable Value: $69,781
- Property Tax information found
- 6 Building Department records found

Customer Information

Name [redacted] OCCUPANT
Address [redacted] **Account Number** [redacted]

Amount Due

Total Amount Due **$0.00**

Pay Now

** Enrolled in ACH Payments

Current Bill

Click here for printer friendly version

Amount Due	$0.00	**Bill From**	07/30/2025
Due Date	09/30/2025	**Bill To**	08/29/2025

Billing Item	Previous Amount	Current Amount	Penalties & Interest	Balance
SEWER	$0.00	$0.00	$0.00	$0.00
SEWER SERVICE CHARGE	$0.00	$0.00	$0.00	$0.00
STATE MANDATED FEE	$0.00	$0.00	$0.00	$0.00
WATER	$0.00	$0.00	$0.00	$0.00
WATER SERVICE CHARGE	$0.00	$0.00	$0.00	$0.00
	$0.00	**$0.00**	**$0.00**	**$0.00**

History (425 Items Found)

Starting Date [ ] Ending Date

Click here for a printer friendly version

Posted	Action	Other Info	Read Type	Read	Usage	Amount	Balance
9/30/2025	Meter Read	Water		1191.00	13.00	$0.00	$0.00
9/30/2025	Payment Posted	0005800748		0.00	0.00	($102.81)	$0.00
9/11/2025	Bill Calculated	07/30/25-08/29/25		0.00	0.00	$102.81	$102.81
8/29/2025	Meter Read	Water		1178.00	10.00	$0.00	$0.00
8/29/2025	Payment Posted	0005748758		0.00	0.00	($102.81)	$0.00
8/12/2025	Bill Calculated	06/30/25-07/30/25		0.00	0.00	$102.81	$102.81
7/30/2025	Meter Read	Water		1168.00	10.00	$0.00	$0.00
7/30/2025	Payment Posted	0005697341		0.00	0.00	($97.19)	$0.00
7/11/2025	Bill Calculated	05/30/25-06/30/25		0.00	0.00	$97.19	$97.19
6/30/2025	Meter Read	Water		1158.00	10.00	$0.00	$0.00
6/30/2025	Payment Posted	0005645675		0.00	0.00	($78.33)	$0.00
6/11/2025	Bill Calculated	04/29/25-05/30/25		0.00	0.00	$78.33	$78.33
5/30/2025	Meter Read	Water		1148.00	8.00	$0.00	$0.00

Usage History Chart

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[redacted] (Property Address)

Parcel Number [redacted] **Personal Property

Customer Name: NORTHSTAR ENGINEERING

Summary Information

> Assessed Value $0 | Taxable Value $0 > Property Tax information found

No Images Found

Owner and Taxpayer Information

Owner NORTHSTAR ENGINEERING
11341 MEADOWBROOK
Warren, MI 48093-2524

Taxpayer SEE OWNER INFORMATION

Legal Description

PERSONAL PROPERTY PARCEL

Recalculate amounts using a different Payment Date

You can change your anticipated payment date in order to recalculate amounts due as of the specified date for this property

Enter a Payment Date 10/6/2025 Recalculate

Tax History

Year	Season	Total Amount	Total Paid	Last Paid	Total Due
2025	Summer	$0.00	$0.00		$0.00
2024	Winter	$0.00	$0.00		$0.00
2024	Summer	$0.00	$0.00		$0.00
2023	Winter	$0.00	$0.00		$0.00
2023	Summer	$0.00	$0.00		$0.00
2022	Winter	$0.00	$0.00		$0.00
2022	Summer	$0.00	$0.00		$0.00
2021	Winter	$0.00	$0.00		$0.00
2021	Summer	$0.00	$0.00		$0.00
2020	Winter	$0.00	$0.00		$0.00

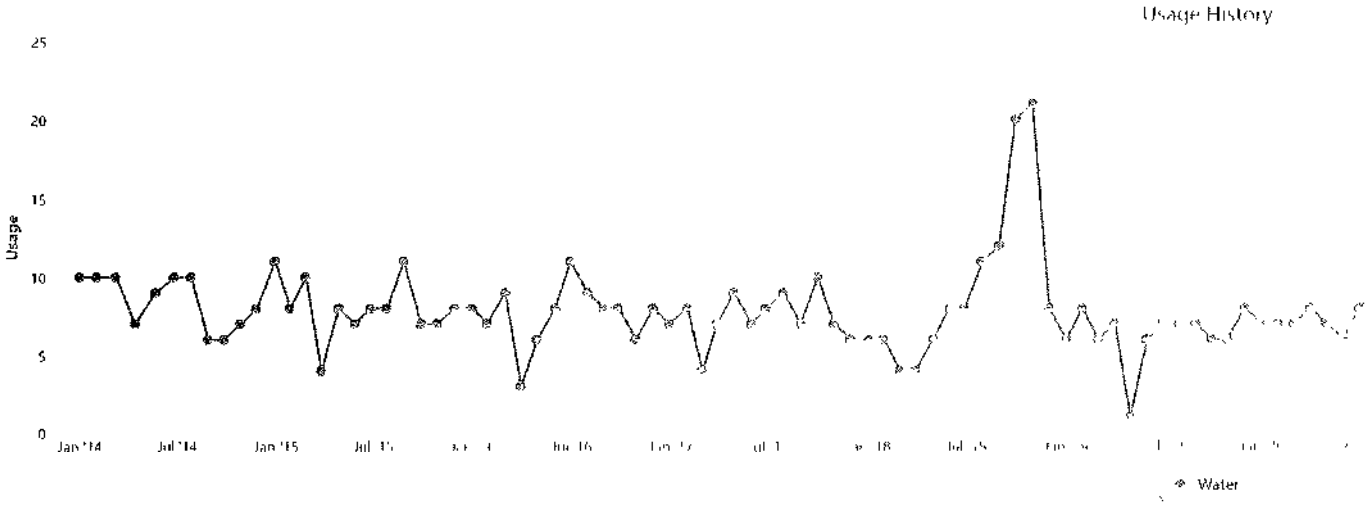
Load More Years

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Subject: Complete with Docusign: Commission Appointment - Construction - Vanhavernaat.pdf
Source Envelope:
Document Pages: 8
Signatures: 1
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Judy Smith
1 City Sq Ste 215
Warren, MI 48093
jsmith@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/7/2025 11:04:46 AM
Holder: Judy Smith
jsmith@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 11:06:47 AM Viewed: 10/7/2025 1:14:56 PM Signed: 10/7/2025 1:15:07 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 11:06:47 AM Viewed: 10/7/2025 1:19:15 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
mayor@cityofwarren.org mayor@cityofwarren.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 11:08:08 AM
Electronic Record and Signature Disclosure: Accepted: 9/24/2025 12:19:03 AM ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/7/2025 11:06:47 AM
Envelope Updated	Security Checked	10/7/2025 11:08:07 AM
Certified Delivered	Security Checked	10/7/2025 1:14:56 PM
Signing Complete	Security Checked	10/7/2025 1:15:07 PM
Completed	Security Checked	10/7/2025 1:15:07 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

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How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

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PUBLIC SERVICE DEPARTMENT
ENGINEERING DIVISION
One City Square, Suite 300
Warren, Michigan 48093-2390
(586) 759-9300
Fax (586) 759-9318
www.cityofwarren.org

TO: Ms. Mindy Moore, City Council Secretary

DATE: **September 4, 2025**

RE: **CONSIDERATION AND ADOPTION OF RESOLUTION to approve Contract Modification No. 1 to City Contract W-25-832, 2025 Water Division Repairs Lawn Restoration, increasing the current contract amount by $55,000.00 resulting in an amended contract amount of $108,400.00 to Green Meadows Lawnscape, Inc. and to Approve Payment No. 1 to Green Meadows Lawnscape, Inc. in the Amount of $53,864.60.**

Attached hereto is a copy of the proposed Contract Modification No. 1 to the City Contract W-25-832, 2025 Water Division Repairs Lawn Restoration (Green Meadows Lawnscape, Inc.).

The contract modification is for an increase in contract funding for as-needed lawn repairs from water main breaks and repairs.

The total amount of the requested additional funding in the attached Contract Modification No. 1 to the City Contract W-25-832, 2025 Water Division Repairs Lawn Restoration is $55,000.00 resulting in a total amended contract amount of $108,400.00.

The Engineering Division recommends that the Warren City Council approve the Contract Modification No. 1 to the City Contract 2025 Water Division Repairs Lawn Restoration as presented in the attached Contract Modification No. 1.

Availability of funding has been reviewed by the Budget Director as indicated in the attached resolution.

Additionally, it is recommended that Payment No. 1 for the work completed under the contract W-25-832, 2025 Water Division Repairs Lawn Restoration, in the amount of $53,864.60 be issued to Green Meadows Lawnscape, Inc. three (3) days after approval of the attached Contract Modification No. 1.

Please place this item on the first available City Council agenda for consideration. Should you have any questions regarding this matter, I can be reached in my office at (586) 759-9306.

Sincerely,

DocuSigned by:
Tina Gapshes
FE012968B0764F1...
Tina G. Gapshes, P.E.
City Engineer

Read and Concurred:

Signed by:
Steve Campbell
D3B0EA61A3984B0...
Steve Campbell
Public Service Administrative Supervisor

Read and Concurred:

Signed by:
Kristina Battle
F6FDC65AE1C142B...
Kristina Battle
Budget Director

Approved as to Form:

Signed by:
Mary Michaels
119866BF52344A1...
Mary Michaels
Acting City Attorney

Recommended to Council:

Signed by:
Lori M. Stone
F040B73E57F248E...
Lori M. Stone
Mayor

Attach: Contract Modification No. 1, Proposed Resolution

Docusign Envelope ID: 0D39FBF5-98C9-42BD-B1B4-E0A291879E5A

PUBLIC SERVICE DEPARTMENT
ENGINEERING DIVISION
One City Square, Suite 300
Warren, MI 48093
(586) 759-9300
Fax (586) 759-9318
www.cityowarren.org

CONTRACT MODIFICATION

DATE: August 25, 2025

CONTRACT: W-25-832

MODIFICATION NO.: **1**

TO: Green Meadows Lawnscape, Inc.
2359 Avon Industrial Drive
Rochester Hills, MI 48309

NECESSITY FOR REVISION: Funding increase for as-needed lawn repairs from water main breaks and repairs.

Contract Funding Increase: Contract funding increase in the amount of $55,000 for as-needed lawn repairs from water main breaks and repairs at various locations throughout the City.

The Contractor will be held to furnish all materials and labor required for the completion of the work described herein, including all items incidental thereto or necessary to complete the work, even though not specifically mentioned.

This document shall become an amendment to the Contract, and all provisions of the Contract will apply to all work performed.

The total sum of $55,000.00 is hereby added to the current contract amount of $53,400.00, resulting in an amended contract amount of $108,400.00.

The above shall be effective upon approval of the Mayor and City Council.

Accepted by: Signed by: Thomas DeClerk 89E6FB4B4ED44F3... Date: _____
For Green Meadows Lawnscape, Inc.(Contractor)

Recommended by: DocuSigned by: Tina Gapshes FE012968B0Z64F1... Date: _____
Tina G. Gapshes, P.E., City Engineer

Approved by: Warren City Council Date: _____

Approved by: _____ Date: _____
Lori M. Stone, Mayor

Approved by: _____ Date: _____
Sonja Buffa, City Clerk

Docusign Envelope ID: 0D39FBF5-98C9-42BD-B1B4-E0A291879E5A

RESOLUTION APPROVING CONTRACT MODIFICATION NO. 1 AND PAY ESTIMATE No.1 TO CITY CONTRACT
W-25-832, 2025 WATER DIVISION REPAIRS LAWN RESTORATION
(GREEN MEADOWS LAWNSCCAPE, INC.)

At a regular meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at _____ p.m. Eastern Daylight Savings Time, in the Council Chamber at the Warren Community Center Auditorium,

5460 Arden, Warren, Michigan.

PRESENT: Councilpersons _____

_____

ABSENT: Councilpersons _____

The following preamble and resolution were offered by Councilperson

_____ and supported by Councilperson _____.

Green Meadows Lawnscape, Inc. and the City of Warren entered into a contract titled W-25-832, 2025 Water Division Repairs Lawn Restoration.

Additional locations for as-needed lawn repairs from water main breaks and repairs.

The Engineering Division recommends approval of the attached Contract Modification No. 1 to the City Contract W-25-832, 2025 Water Division Repairs Lawn Restoration with Green Meadows Lawnscape, Inc. as submitted, increasing the current contract amount by $55,000.00 resulting in an amended contract amount of $108,400.00.

Funding for this work is available in the Water & Sewer System Fund Concrete and Sod Repair 592-1540-80251.

The Engineering Division further recommends that Payment No. 1 in the amount of $53,864.60 for the work completed under the contract W-25-832, 2025 Water Division Repairs Lawn Restoration be issued to Green Meadows Lawnscape, Inc. after three (3) days of the City Council approval of the attached Contract Modification No. 1.

Docusign Envelope ID: 0D39FBF5-98C9-42BD-B1B4-E0A291879E5A

THEREFORE, IT IS RESOLVED, that the City of Warren approves modifications to the Contract titled W-25-832, 2025 Water Division Repairs Lawn Restoration (Green Meadows Lawnscape, Inc.) increasing the current contract amount by $55,000.00 as presented in the attached Contract Modification No. 1.

IT IS FURTHER RESOLVED, that the Mayor and Clerk of the City of Warren are authorized to execute Contract Modification No. 1 for the City Contract W-25-832, 2025 Water Division Repairs Lawn Restoration in such form that meets with the approval of the City Attorney.

IT IS FURTHER RESOLVED, that Payment No. 1 in the amount of $53,864.60 payable to Green Meadows Lawnscape, Inc. be issued after three (3) days of the City Council's approval of the Contract Modification No. 1.

AYES: Councilpersons: _____

_____

NAYS: Councilpersons: _____

_____

RESOLUTION DECLARED ADOPTED this _____ day of _____, 2025.

_____
MINDY MOORE
Secretary of the Council

Docusign Envelope ID: 0D39FBF5-98C9-42BD-B1B4-E0A291879E5A

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, SONJA BUFFA, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on _____, 2025.

SONJA BUFFA
City Clerk

Docusign Envelope ID: 0D39FBF5-98C9-42BD-B1B4-E0A291879E5A

WARREN

PUBLIC SERVICE DEPARTMENT
ENGINEERING DIVISION

PAYMENT REQUEST

Date: August 25, 2025

To: Sara Karpuk, Budget Cost Analyst, Controller's Office

From: Engineering Division

Re: Payment No. 1
Contract: W-25-832
Location: Various Locations
Improvement: 2025 Water Division Repairs Lawn Restoration

Payee: **Green Meadows Lawnscape Inc.**
2359 Avon Industrial Drive
Rochester Hills, MI 48309

	Council Approval:		
Original Contract Amount	4/8/2025	$53,400.00	
Prop. Contract Mod #1		$55,000.00	
Current Contract Amount			$108,400.00
Total Work performed as of:	8/25/2025	$56,534.60	
Less Retainage 4.7%		$2,670.00	
Net Amount Earned to Date		$53,864.60	
Amount of Previous Payment Requests		$0.00	
Amount Due This Estimate			**$53,864.60**
Retainage Previously Withheld		$0.00	
Retainage Change this Pay Estimate		$2,670.00	

Chargeable to: **Water & Sewer System Fund Concrete and Sod Repair Line Item (592-1540-80251)** **$53,864.60**

The total revenue generated should be transferred from the construction account to the Water Division Shared Services budget and be credited as revenue generated by the Division of Engineering.

Prepared by:

Olivia Girimonte
Civil Engineer

Approved for Payment:

Tina G. Gapshes, P.E.
City Engineer

cc: Payee

City of Warren
Division of Engineering
W-25-832
Payment No. 1

CONTRACTOR NAME: Green Meadows Lawnscape Inc.
ADDRESS: 2359 Avon Industrial Drive
CITY, STATE, ZIP: Rochester Hills, MI 48309

ITEM No.	PAY ITEM DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	AMOUNT	TOTAL QUANTITY PAID TO DATE	TOTAL AMOUNT PAID TO DATE	TOTAL QUANTITY THIS PAYMENT	TOTAL AMOUNT THIS PAYMENT
1	INSTALL CLASS "A" SOD	SY	350	$ 24.00	$ 8,400.00	0.00	$ -	169.50	$ 4,068.00
2	INSTALL SEED AND MULCH	SY	2,500	$ 18.00	$ 45,000.00	0.00	$ -	2,643.80	$ 47,588.40
	ADD-ON ITEMS								
3	ADDITIONAL MONEY FOR AREAS LESS THAN $100	LS	0	$ 1.00	$ -	0.00	$ -	2,588.20	$ 2,588.20
4	SPRINKLER REPAIR	EA	0	$ 1.00	$ -		$ -	2,290	$ 2,290.00
	TOTAL WORK PERFORMED AS OF	8/25/2025			$53,400.00		$56,534.60		$56,534.60
	LESS RETAINAGE	4.7%					$2,670.00		$2,670.00
	NET AMOUNT EARNED						$53,864.60		$53,864.60
	LESS PREVIOUS PAYMENTS						$0.00		$0.00
	BALANCE DUE THIS ESTIMATE						$53,864.60		$53,864.60

I certify that I have checked the periodic estimate that to the best of my knowledge and belief it is a true and correct statement of work performed by the contractor; that all work included in the periodic estimate has been inspected by me or my duly authorized representative or assistants and it has been performed in full accordance with the requirements of the contract.

City of Warren
Tina G. Gapshes, P.E.
City Engineer

According to the best of my knowledge and belief, I certify that all items and amounts shown on this periodic estimate has been performed in full accordance with the requirements of the Contract, that the foregoing is a true and correct statement of the contract amount up to and including the last day of the period covered by this periodic estimate; that no part of the "balance due this estimate" has been received. That payment of same is due herewith, is without collusion and fraud in any respect.

Contractor

Docusign Envelope ID: 0D39FBF5-98C9-42BD-B1B4-E0A291879E5A

Docusign Envelope ID: 0D39FBF5-98C9-42BD-B1B4-E0A291879E5A

City of Warren
Division of Engineering
W-25-832
Payment No. 1

CONTRACTOR NAME: Green Meadows Lawnscape Inc.
ADDRESS: 2359 Avon Industrial Drive
CITY, STATE, ZIP: Rochester Hills, MI 48309

DESCRIPTION		ORIGINAL CONTRACT AMOUNT	AMOUNT PAID TO DATE	AMOUNT THIS PAYMENT
		$53,400.00		
Total Work Performed as of:	8/25/2025		$56,534.60	$56,534.60
Less Retainage	4.72%		$2,670.00	$2,670.00
Net Amount Earned			$53,864.60	$53,864.60
Less Previous Payments			$0.00	$0.00
Total Amount Due this Estimate			$53,864.60	**$53,864.60**

I certify that I have checked this periodic estimate; that to the best of my knowledge and belief it is true and correct statement of work performed by the contractor; that all work included in this periodic estimate has been inspected by me or my duly authorized representative or assistants and it has been performed in full accordance with the requirements of the contract.

for the City of Warren, Tina G. Gapshes, P.E.
City Engineer

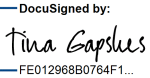
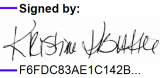
Certificate Of Completion

Envelope Id: 0D39FBF5-98C9-42BD-B1B4-E0A291879E5A
Status: Completed
Subject: Complete with Docusign: W-25-832 2025 Contract Mod and Pay 1 for Council.pdf
Source Envelope:
Document Pages: 8
Signatures: 6
Certificate Pages: 6
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Jodi Johnstone
1 City Sq Ste 215
Warren, MI 48093
jjohnstone@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
9/18/2025 11:03:59 AM
Holder: Jodi Johnstone
jjohnstone@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Tina Gapshes tgapshes@cityofwarren.org Security Level: Email, Account Authentication (None)	DocuSigned by:  FE012968B0764F1... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 9/18/2025 11:07:10 AM Viewed: 9/18/2025 11:07:48 AM Signed: 9/18/2025 11:07:59 AM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Steve Campbell scampbell@cityofwarren.org Administrative Supervisor City of Warren Security Level: Email, Account Authentication (None)	Signed by:  D3B6EA81A3994B6... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 9/18/2025 11:08:00 AM Viewed: 9/18/2025 11:08:46 AM Signed: 9/18/2025 11:10:07 AM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Kris Battle kbattle@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by:  F6FDC83AE1C142B... Signature Adoption: Uploaded Signature Image Using IP Address: 24.127.1.78	Sent: 9/18/2025 11:10:08 AM Viewed: 9/19/2025 9:02:40 AM Signed: 9/19/2025 9:03:44 AM
Electronic Record and Signature Disclosure: Accepted: 9/11/2025 5:08:41 PM ID: dc18193c-ac2c-424c-9f48-c0daac7b9f4f		
Mary Michaels mmichaels@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by:  119806BF52344A1... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 9/19/2025 9:03:46 AM Viewed: 9/19/2025 9:50:41 AM Signed: 9/19/2025 9:53:37 AM
Electronic Record and Signature Disclosure: Accepted: 9/19/2025 9:50:41 AM ID: da44ccab-3bff-4d99-936b-6462c60b10d0		

Signer Events	Signature	Timestamp
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 9/19/2025 9:53:38 AM Viewed: 9/19/2025 3:11:37 PM Signed: 9/26/2025 1:37:21 PM

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Olivia Girimonte ogirimonte@cityofwarren.org Civil Engineer City of Warren Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 9/26/2025 1:37:22 PM
Judith Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 9/26/2025 1:37:23 PM
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 9/26/2025 1:37:24 PM Viewed: 9/26/2025 2:44:14 PM
Ron Gayta rgayta@cityofwarren.org Office Coordinator City of Warren Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 9/26/2025 1:37:24 PM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/18/2025 11:07:10 AM
Certified Delivered	Security Checked	9/19/2025 3:11:37 PM
Signing Complete	Security Checked	9/26/2025 1:37:21 PM
Completed	Security Checked	9/26/2025 1:37:24 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

WARREN
Lori M. Stone, Mayor
One City Square, Suite 215
Warren, MI 48093

MEMORANDUM

DATE: September 25, 2025

TO: Mindy Moore, Council Secretary

RE: Appointees

City Council:

Please be advised that the following individual has been appointed to a position within the city:

Name	Title
Jason Spiller	Director of Parks and Recreation

Thank you for your attention to this matter.

Sincerely,

Lori M. Stone
Mayor

Cc: Clerk

APPLICATION FOR EMPLOYMENT

CITY OF WARREN
HUMAN RESOURCES DEPARTMENT
ONE CITY SQUARE, SUITE 410
WARREN, MICHIGAN 48093-5286
PHONE # 586-574-4670 FAX # 586-574-0770

WARREN
Lori M. Stone, Mayor

INSTRUCTIONS: *Type or print in ink. Complete all questions, even if you enclose a resume. Extra pages may be attached if you need them. If required in the Job Announcement, please provide all proofs of education or certifications. This form may be turned in at the Human Resources Department or mailed to the address above.*

TITLE OF POSITION: DIRECTOR OF PARKS AND RECREATION

LAST NAME	FIRST NAME	MIDDLE INITIAL
SPILLER	JASON	D

MAIDEN NAME	OTHER PREVIOUSLY USED NAMES

ADDRESS	CITY	STATE	ZIP CODE
[redacted]	[redacted]	[redacted]	[redacted]

HOME PHONE (INCLUDING AREA CODE)	ALTERNATE PHONE (INCLUDING AREA CODE)	E-MAIL ADDRESS
[redacted]		[redacted]

DO YOU HAVE A VALID DRIVER'S LICENSE? (NOT REQUIRED FOR ALL POSITIONS)	CLASS/TYPE
YES ☑ NO ☐	CHAUFFEUR

LICENSE NUMBER	ISSUED BY THE STATE OF:
[redacted]	MICHIGAN

DATES OF U.S. MILITARY SERVICE	BRANCH OF SERVICE	TYPE OF DISCHARGE	If you are claiming preference as a veteran or disabled veteran, you must attach a copy of your DD 214 and your V.A. disability letter and claim number.

CHECK ONE BOX FOR EACH QUESTION	YES	NO		YES	NO
Are you a United States Citizen?	✓		If not, are you legally authorized to work in the United States?		
Have you ever been convicted of a felony? (A YES answer does not automatically disqualify you.)		✓	Are any felony charges currently pending against you?		✓
Are you at least 18 years of age?	✓		If so, please state the charge, date and location.		
If under 18, are you at least 16 years of age?					

In accordance with the City of Warren Charter Provision on nepotism, Section 7.27, are you related to anyone who is elected, an appointed official or an employee of the City of Warren?

Name _____ Position _____ Relationship _____

Name _____ Position _____ Relationship _____

EDUCATION

	Name / Location	# of Years Completed	Diploma / Degree	Courses of Study
High School	OAK PARK HIGH, OAK PARK, MI.	4	Diploma	GENERAL
College	WAYNE STATE UNIVERSITY, DETROIT, MI	4	BS	PARKS AND RECREATION SERVICES
College	WAYNE STATE UNIVERSITY, DETROIT, MI	2	MA	SPORTS ADM.
Vocational Training				

PRELIMINARY REQUIREMENTS

Explain how you meet the preliminary requirements listed in the job posting. Include any training and skills (such as other languages spoken) you have that may be useful for the job which you are applying. Be specific.

I HAVE BEEN IN PUBLIC PARKS AND RECREATION FOR OVER 25+ YEARS. I HAVE OVERSEEN SEVERAL OTHER DEPARTMENTS WITH PROVEN SUCCESS

EMPLOYMENT EXPERIENCE

Begin with your present employer or your last job. List a promotion as a new job. List all employers. Attach extra pages if needed.

Employer Name: Oakland Township	Telephone (Including Area Code):
Address: 4393 Collins Rd.	Dates of Employment: From 1/6/25 To —
Your Job Title: Recreation Manager	Wages: Start 80,000 Last —
Name and Title of Supervisor: [redacted] Director	Reason for Leaving: NA
May we contact your present employer for a reference? (Yes) No	

Employer Name: Southeastern Livingston County Recreation Authority	Telephone (Including Area Code): 810-626-3888
Address: 7450 Whitmore Lake Rd.	Dates of Employment: From 1/23 To *1/25
Your Job Title: Director of Parks and Recreation	Wages: Start 77,000 Last 79,000
Name and Title of Supervisor: [redacted]	Reason for Leaving: *Still Employed as Contracted Consultant
May we contact your previous employer for a reference? (Yes) No	

Employer Name: City of Dearborn - Camp Dearborn	Telephone (Including Area Code):
Address: 1700 General Motors Rd.	Dates of Employment: From 6/18 To 1/23
Your Job Title: Camp Manager	Wages: Start 74,000 Last $81,000
Name and Title of Supervisor: [redacted], Director	Reason for Leaving: New Position
May we contact your previous employer for a reference? (Yes) No	

REFERENCES

List at least two responsible adults who have knowledge of your work ethic, experience, and ability. (Do not include relatives, former or present employers.)

Name	Address	Telephone # (Incl. Area Code)	Occupation
[redacted]	[redacted]	[redacted]	Director
[redacted]	[redacted]	[redacted]	Supervisor
[redacted]	[redacted]	[redacted]	Supervisor

CERTIFICATION / SIGNATURE

Read Carefully Before Signing:

I hereby certify that the foregoing statements are true to the best of my knowledge. I further authorize investigation and verification of all statements contained in this application for employment and release from all liability and responsibility of all persons, companies or corporations supplying such information. I understand such information may include records of disciplinary action assessed by previous employers and hereby release such parties from obligation to provide me with written notification of such disclosure. I further understand that any misrepresentation, falsification or omission of pertinent facts will subject me to discharge at any time.

Further, I agree to take a physical examination and recognize any offer of employment is contingent upon the results of such an examination, as well as successful completion of a background investigation. I understand that all offers of employment are made in writing by the Personnel Department and that no statement or verbal representation by any City official or employee constitutes an offer of employment. I acknowledge and understand that if hired in a Civil Service classification, and if in the event there is a disagreement between the City as an employer and me, the undersigned, that I must resort to either contract or administrative grievance procedures before I can resort to any remedy to the courts.

Signature [redacted] Date 8/18/25

Revised 6/19

AN EQUAL OPPORTUNITY EMPLOYER

Jason Daniel Spiller, CPRP
[redacted]

Education:

Wayne State University, Detroit, Michigan
Bachelors of Science in Parks and Recreation Services, 1994
Masters in Sports Administration, 2000

Experience:

Recreation Manager
Oakland Township Parks and Recreation

January 2025 – Current

- Review, evaluate, and update department policies and procedures.
- Create, organize and support a diverse recreation program with passive and active recreation offerings.
- Serve on various Township wide committees and boards
- Build and foster relationships with user groups, seek ways to collaborate.
- Act as department representative in the absence of the Director of Recreation.
- Develop, monitor, and administer the Authorities annual recreation budget.
- Oversaw capital improvement projects from development, design and through construction.
- Develop and implement department's sponsorship program.
- Manage full time and part-time/seasonal staff; responsible for all employment issues; evaluations, personnel decisions, payroll, etc.

Director
Southeastern Livingston County Recreation Authority
Responsibilities:

January 2023 – *January 2025
**Contractual Consultant*

- Asist with the operations of the Southeastern Livingston County Recreation Authority.
- Assist in the development, monitor, and administer the Authorities annual budget comprised of multiple Townships.
- Work collaboratively and interact with City & Township Administration, City Council, Township Board and other elected officials, volunteer Parks and Recreation Seniors Advisory Commission, colleagues, and the public, with the goal of promoting consensus and providing quality service, and leadership.
- Develop and implement the authorities policies & procedures.
- Build and foster relationships with user groups, seek ways to collaborate and partnership on efforts

Camp Manager
Dearborn Recreation and Parks Department
Responsibilities:

June 2018 – January 2023

- Oversee the operations of Camp Dearborn, 660 acre multi-use park with 27-hole Championship Golf; 1,100 over night camping site;, 2 beaches; Zip Line; Canteen; Boat Rentals, etc.
- Interview, hire, train, schedule, supervise, manage payroll for all staff.
- Create, write, and implement emergency action plan, standard operational manuals and procedures, grants, facility rules and regulations, preventative maintenance program.

- Develop, monitor, oversee, maintain, and adjust Camp Improvement Projects and Budget.
- Work collaboratively and interact regularly with State of Michigan EGLE, Oakland County Health Department, City & Township Administration, City Council, Township Board and other elected officials.
- Oversee the Camp's Capital Project program; produce project work status reports; schedule weekly status meetings; etc.

Director
Southeastern Livingston County Recreation Authority
July 2016 – June 2018
Responsibilities:
- Oversee the operations of the Southeastern Livingston County Recreation Authority.
- Develop, monitor, and administer the Authorities annual budget comprised of multiple Townships.
- Work collaboratively and interact with City & Township Administration, City Council, Township Board and other elected officials, volunteer Parks and Recreation Seniors Advisory Commission, colleagues, and the public, with the goal of promoting consensus and providing quality service, and leadership.
- Oversaw capital improvement projects from development, design and through construction.
- Develop and implement authorities sponsorship program.

Director
Northville Parks and Recreation, Northville, Michigan
September 2012 – May 2016
Responsibilities:
- Oversee the operations of the Northville Parks and Recreation and Senior Services Departments.
- Develop, monitor, and administer department budget for 2 recreations centers, and 12 outdoor parks, program revenues, grants, and other fund sources to ensure the continued viability of the department's operation.
- Manage and direct large full time and part-time/seasonal staff; responsible for all employment issues; evaluations, personnel decisions, payroll, etc.
- Work collaboratively with local community user groups and organizations.
- Develop and create the Department's capital improvement plan, execute contracts, oversee construction as Project Manager.
- Oversaw capital improvement projects from development, design and through construction.
- Organize and oversee department's SMART transportation program and Community Development Block Grant (CDBG)program

Skills:
Proficient with Microsoft Word, Excel, Outlook, Power Point, and Publisher, Grant writing; facility construction and design, budget development and administering, Special events planning and supervision, and financial reporting.

Received - City of Warren
AUG 25 2025
Human Resources Dept.

August 18, 2025

City of Warren
One City Square
Warren, MI. 48093

To Whom it May Concern,

Some of the primary skills needed to be a successful Director of Parks and Recrewation are leadership, strong organizational planning, financial acumen, innovation, planning, strong oral and written communication, supervisory, and a strong desire to enhance the lives of our community. I possess these skills and many more, therefore, I would like to be considered for the position of Director of Parks and Recreation for the City of Warren.

I have been involved with community & public parks and recreation for the past 25+ years. From my start as a teen volunteer at the City of Oak Park to supervising Camp Dearborn for the City of Dearborn, to being Director of the Southeastern Livingston County Recreation Authority and now Recreation Manager for Oakland Township. I have had experience in all aspects of recreation management. I have had the opportunity to manage and help develop, create and organize recreational programming for several communities throughout the metro Detroit area. I possess a strong knowledge of program development and implementation, community partnerships, program evaluation, safety identification, organizational structure, contract development, and much more. Combined with my education, I have the ability and proven record to be a highly successful Director of Parks and Recreation for the City of Warren.

The opportunity to join the City of Warren team is one I take seriously and would greatly welcome. I am confident that I upheld and practice daily the same ambitious standards displayed at the City of Warren. Attached you will find a copy of my resume. If you have any questions or need further information, please contact me immediately. I look forward to hearing from you.

Best Regards,

Jason D. Spiller

Jason Daniel Spiller, CPRP

Education

Wayne State University – Detroit, Michigan
Master of Arts in Sports Administration, 2000
Bachelor of Science in Parks and Recreation Services, 1994

Professional Experience

Recreation Manager
Oakland Township Parks and Recreation | January 2025 – Present

- Direct development and delivery of diverse recreation programs serving youth, adults, and seniors.
- Review, evaluate, and update departmental policies and procedures to reflect industry best practices.
- Represent the department on Township committees and boards, building strong interdepartmental collaboration.
- Build and foster partnerships with community organizations and user groups to expand offerings.
- Manage full-time and seasonal staff, overseeing recruitment, training, evaluations, and payroll.
- Develop and administer the Authority's annual recreation budget.
- Lead capital improvement projects from design through construction.
- Designed and launched a sponsorship program to engage local businesses and generate revenue.
- Serve as Acting Director during Director's absence.

Director (Contractual Consultant)
Southeastern Livingston County Recreation Authority | January 2023 – January 2025

- Supported daily operations of a multi-community recreation authority.
- Developed, monitored, and administered an annual budget across multiple municipalities.
- Worked with City/Township administrators, elected officials, and advisory boards to promote consensus and quality service delivery.
- Established and implemented new policies and procedures.
- Expanded partnerships with user groups to increase program reach and resources.

Camp Manager
Dearborn Recreation and Parks Department – Camp Dearborn | June 2018 – January 2023

- Oversaw operations of a 660-acre multi-use park with golf course, 1,100 campsites, beaches, zipline, and recreation amenities.
- Recruited, trained, and supervised staff; managed payroll and employee performance.
- Created emergency action plans, standard operating manuals, and preventative maintenance programs.
- Directed major capital improvement projects and managed related budgets and schedules.
- Collaborated with State of Michigan EGLE, Oakland County Health, and municipal officials on compliance and safety.
- Delivered regular project reports and facilitated stakeholder meetings.

Director
Southeastern Livingston County Recreation Authority | July 2016 – June 2018

- Managed daily operations of a regional recreation authority.
- Developed and administered the annual multi-community budget.
- Oversaw capital improvement projects from planning through construction.
- Strengthened partnerships with elected officials, advisory commissions, and user groups.
- Created and implemented a sponsorship program to diversify revenue.

Director
Northville Parks and Recreation, Northville, MI | September 2012 – May 2016

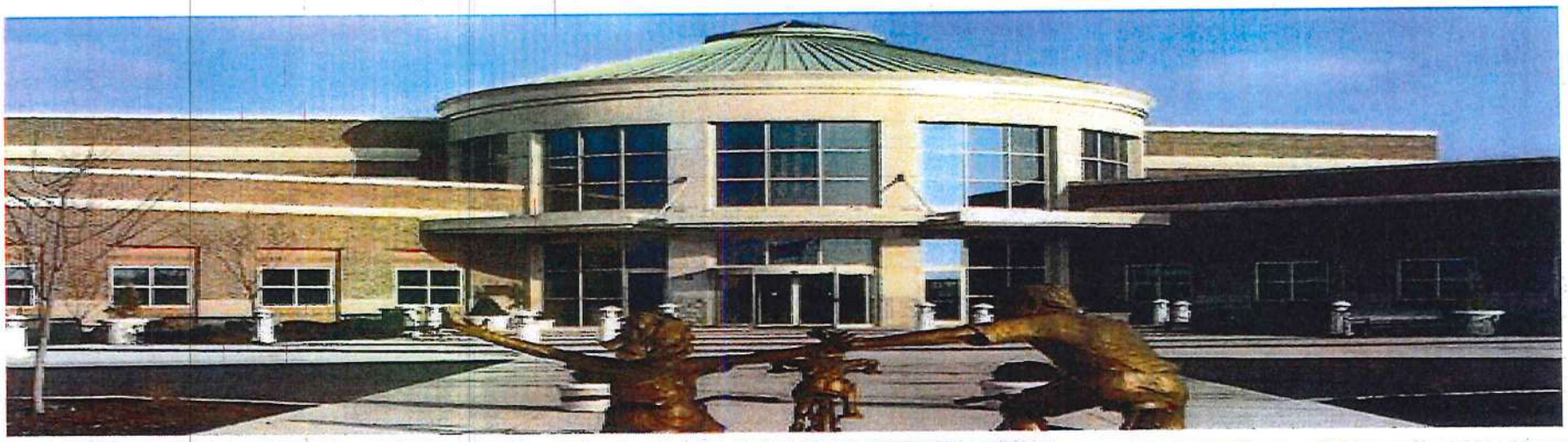
- Directed operations of Parks & Recreation and Senior Services Departments.
- Administered budgets for two recreation centers, 12 parks, and alternative funding sources (grants, CDBG, transportation programs).
- Managed full-time and part-time staff; oversaw all HR functions including hiring, training, and evaluations.
- Designed and executed the capital improvement plan; managed construction projects.
- Oversaw SMART transportation and Community Development Block Grant programs.

Skills & Expertise

- Leadership & Staff Development: Recruitment, training, supervision, and team building.
- Budget & Finance: Budget preparation, grant writing, sponsorships, and financial reporting.
- Project Management: Capital improvement planning, facility construction, and compliance oversight.
- Community Engagement: Partnerships, stakeholder relations, and consensus building.
- Recreation Programming: Special events, program planning, and service delivery.
- Technology: Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Publisher).

Facilities & Parks

Concept, Planning, Design, Construction & Management Experience









Westerville Community Center, Westerville, Ohio

Size: 95,600 sf
Budget: $15 Million
Architect: John Poe Associates

The center includes an eight-lane, 25-yard competition pool; leisure pool; four-court gym; elevated track; climbing wall; numerous rooms for fitness, aerobics, dance and weights; indoor play scape, child care center. The facility is also equipped with a large banquet facility to host weddings, parties, and corporate event

Facilities & Parks

Concept, Planning, Design, Construction & Management Experience









Livonia Recreation Center, Livonia, Michigan

Size: 130,000 sf
Budget: $30 Million (Hard & Soft Costs)
Architect: Neumann/Smith Architecture

The Livonia Community Recreation Center has definitely made a mark on the community it serves. Designed in a modernist style with contemporary materials and colors, the center is a reflection of the community's automobile heritage. This 130,000-s.f. center is one of the largest of its kind in the United States.

The center includes a leisure pool with a lazy river and indoor waterslide, separate eight-lane-by-25-meter competitive lap pool, fitness area, climbing wall, large two-court gymnasium and auxiliary (MAC) gym, walk/jog track, gymnastics room, aerobics room, classrooms, senior lounge, and childcare area.

Facilities & Parks

Concept, Planning, Design, Construction & Management Experience









Macomb Township Recreation Center

Size: 57,000 sf
Budget: $15 Million
Architect: Neumann/Smith Architecture

This state of the art 57,000 square foot facility offers residents and non-residents a gymnasium, aerobics, complete workout area, running track, an indoor water park featuring two pools, water slide, lazy river, Jacuzzi and family-friendly changing areas, country club style men & woman's locker & shower rooms, soft play indoor playscape, child watch room, teen game room and party room. The Macomb Township Recreation Center has become the hub of recreational activity for the township.

Facilities & Parks

Concept, Planning, Design, Construction & Management Experience









Macomb Township Recreation Center – Phase II

Size: 33,000 sf
Budget: $ 9.6 Million
Architect: Neumann/Smith Architecture

The 33,000sf addition included a two-story round fitness center, additional gymnasium, meeting/party rooms, Teen center/game room, and ounge/sitting area. The new design allowed for a figure 8 style, 3 lanes, 1/7 mile running/walking track. The center included state-of-the art itness equipment with over 25 High Definition televisions for members and guest's equipment.

Facilities & Parks

Concept, Planning, Design, Construction & Management Experience







Macomb Corners Park Phase I & II

Size: 94 Acres
Budget: $ 6.2 Million
Architect: Spalding DeDecker Associates Inc.

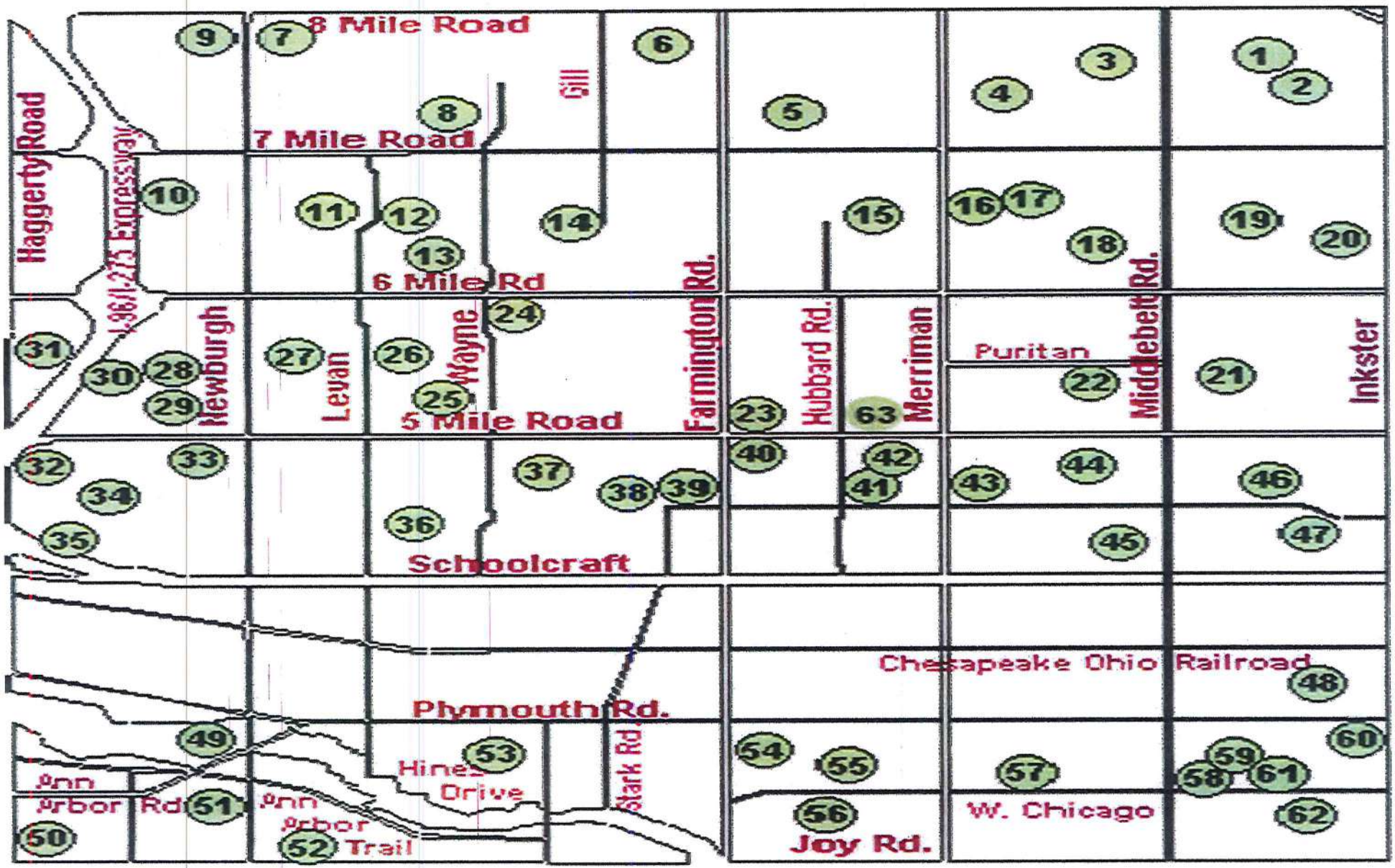
Macomb Corners Park is a 94 acre (35 developed) park site located on the north side of 25 mile road just east of Luchtman road. The park is both an active park hosting sporting events and an inviting location for family activities. The Macomb Township Parks and Recreation Department uses Macomb Corners Park as the host site for several community events throughout the summer (Summer Concert Series & Movie Under The Stars).

Park is equipped with 6 lighted baseball/softball fields, 4 Soccer fields, In-line roller rink, 2 concession stands, restrooms, 2 shelters, playscape, walking/running trails, sand volleyball courts, and much more.

Facilities & Parks

Management Experience

City of Livonia: (62 Parks); 2 Outdoor Aquatics Center; 3 Golf Courses



Facilities & Parks

Management Experience

Concept, Planning, Design, Construction – Field Sports

Sports-Ohio Inc.:



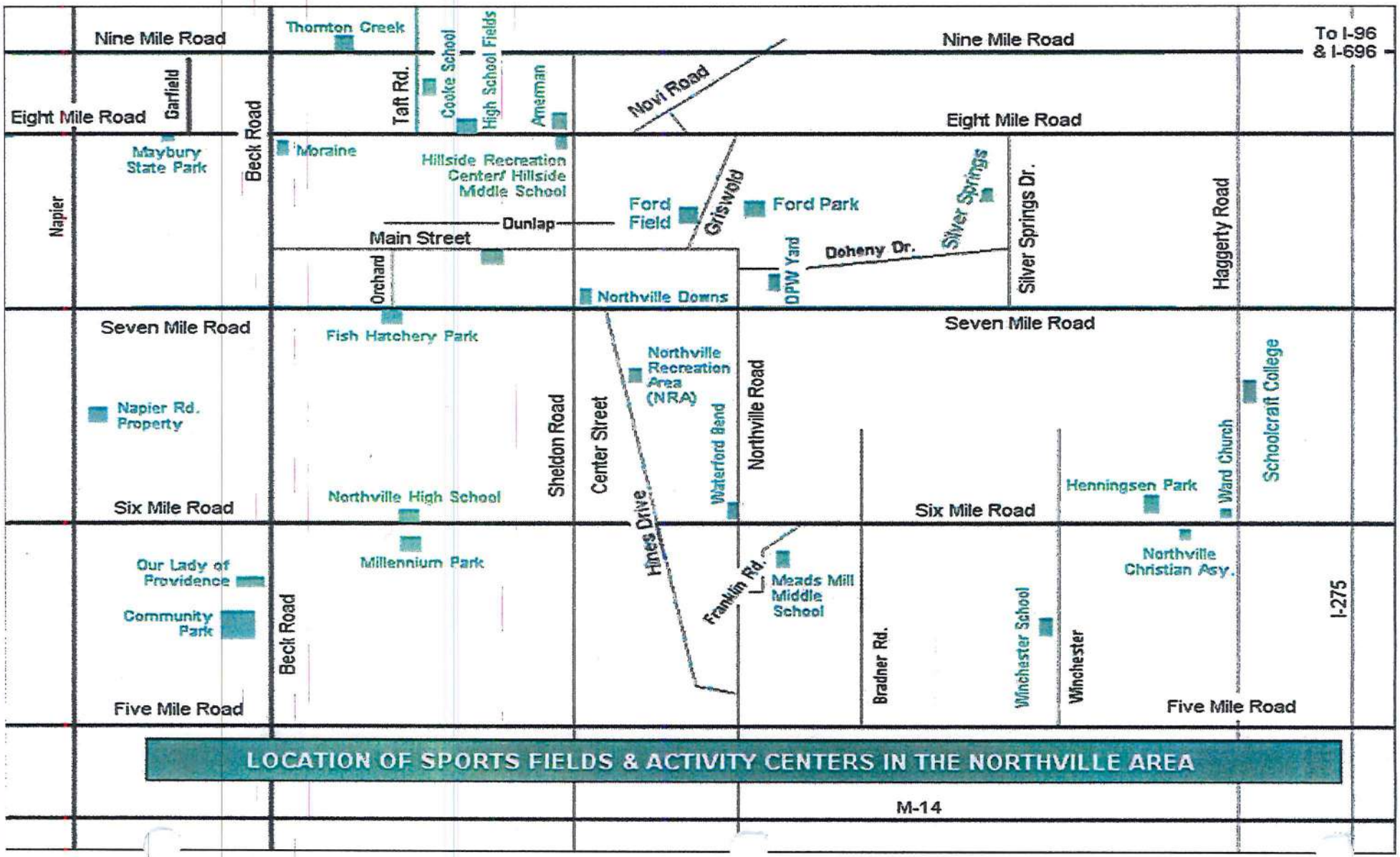
110 Acre Sports Park featuring:

- ***The Golf Center***; 200 practice tees, pro-shop, par 3 – 9-hole course;
- ***Soccer First***; 75,000sf indoor soccer complex, 36 acres of outdoor fields
- ***Field Sports***; 56,000sf indoor lacrosse, hockey, and football facility.
- ***PowerPlay***; outdoor miniature golf, batting cages, go-karts, concessions, sand volleyball, arcade, and corporate event area
- ***Norms***; conc[illegible]on, catering, and full restaurant and bar service.

Facilities & Parks

Management Experience

City of Northville (13 Parks):

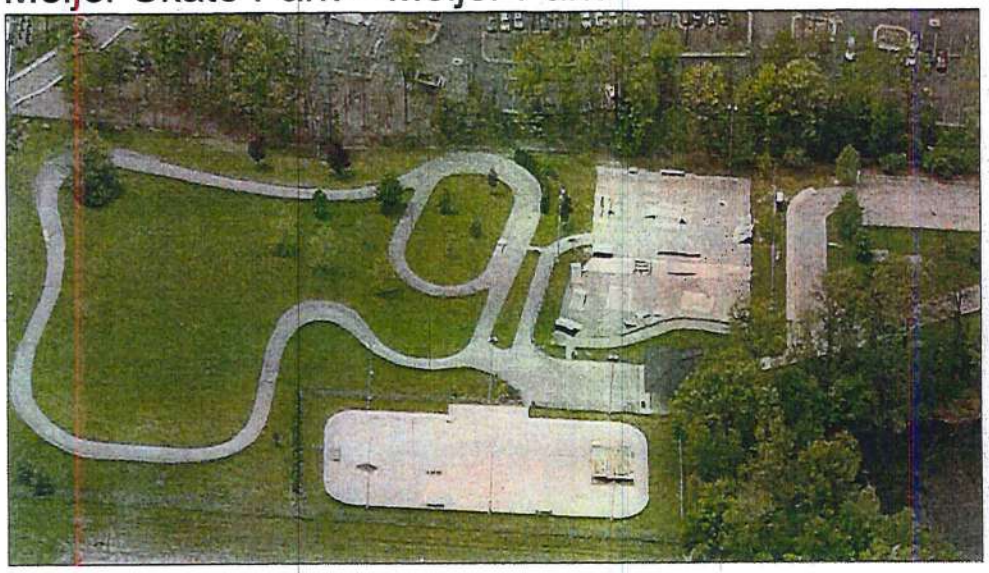


Facilities & Parks

Management Experience

Southeastern Livingston County Recreation Authority

Meijer Skate Park – Meijer Park



Green Oak Historical Society



Pleasant Valley Church



Hometown Bicycles

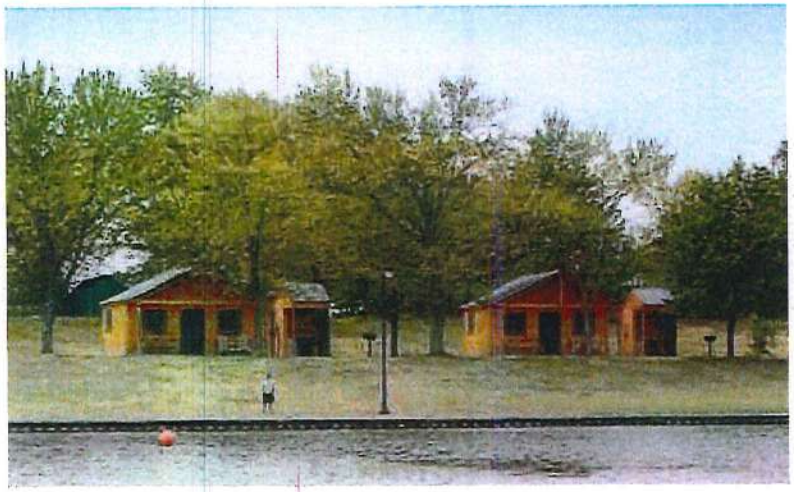




Facilities & Parks

Concept, Planning, Design, Construction & Management Experience
Camp Dearborn

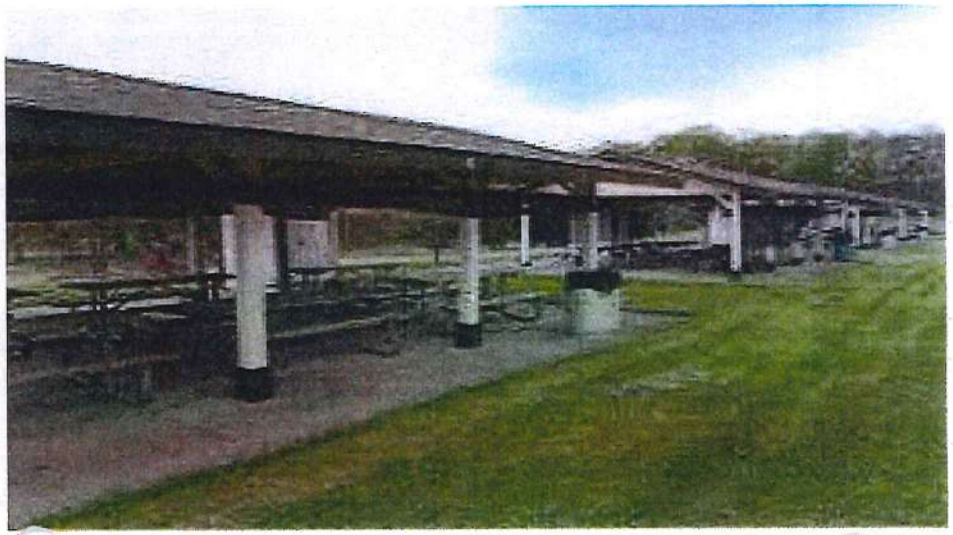






Camp Dearborn is a 626-acre recreational retreat, which offers a wide range of overnight camping options, including rustic cabins and resort cabins, as well as sites for camper-provided tents to trainers. Camp Dearborn's amenities include: a half-mile of sandy beach, athletic fields and tennis courts, several large & small pavilions, shaded picnic areas, Mini Golf, swimming and fishing, concessions, camp store, and a 27-hole Championship Golf Course with banquet center. Camp Dearborn also host the largest Zip Line in Michigan. Camp Dearborn includes an seasonal campground in which trailers remain on site throughout the year & guests can access them for 9 months.

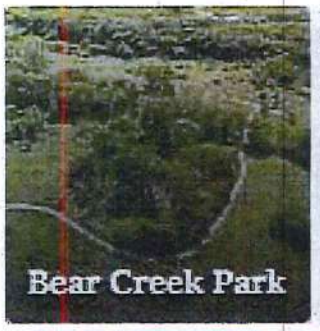




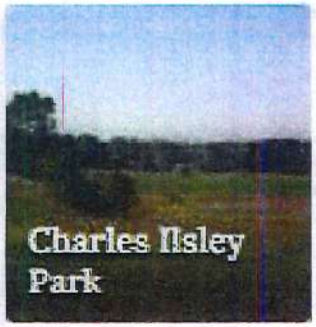
Facilities & Parks

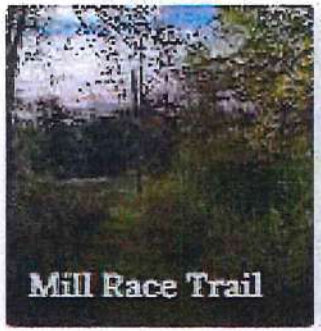
Planning, Design, Construction & Management Experience
Oakland Township Parks and Recreation

the Oakland Township Parks and Recreation Commission has been preserving, through acquisitions and donations, over 1500 acres of natural beauty parklands and miles of trails. These special areas offer township residents walking, hiking, biking, horseback riding and nature viewing throughout the changing seasons.



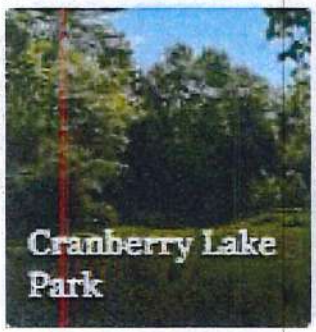


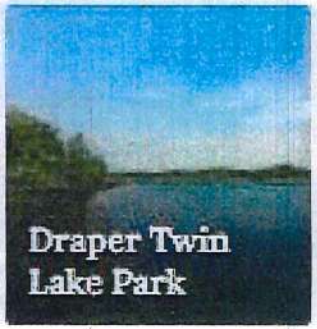




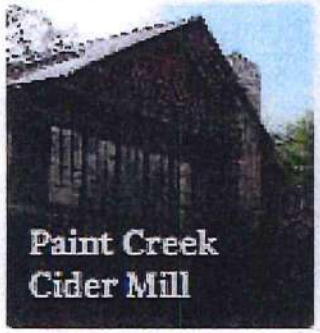






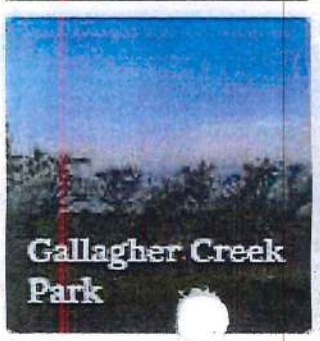


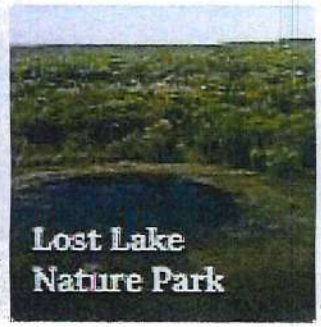


















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CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (58) 574-4614
www.cityofwarren.org

DATE: OCTOBER 3, 2025

TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL

SUBJECT: EXTENSION OF AWARD FOR GASOLINE AND DIESEL FUEL PURCHASES (TRI-W-1040)

The Purchasing Division, in conjunction with the Department of Public Works, recommends that City Council extend the award of the Sterling Heights Cooperative bid (ITB-SH23-052) for Gasoline and Diesel Fuel Purchases, with Delivery, for two (2) years, commencing on February 1, 2026 and extending through January 31, 2028, to RKA Petroleum Companies, Inc., 28340 Wick Road, Romulus, MI 48174, at the prices listed in the following tables.

TRUCK TRANSPORT DELIVERIES (Deliveries over 5,000 gallons) at bid factors of:

Unleaded Regular 87	($0.0520)/gal
Unleaded Mid-Grade 89	N/A
ULS Diesel # 2	($0.0529)/gal
ULS Premium Diesel # 2	($0.0529)/gal + $0.0285/gal for Premium Additive
Winter Diesel Premium Additive	+$0.0285 for Winter Additive (November-March)

Pricing is based on the OPIS Rack Average (Detroit) on the day of delivery, plus (or minus) the per gallon bid factor shown in the table above, multiplied by the number of gross gallons delivered.

Pricing is based on a minimum delivery of 8,000 gallons per drop. Short load charges of $50.00 will be assessed for deliveries between 5,000 and 8,000 gallons.

TANK WAGON DELIVERIES (Deliveries less than 5,000 gallons) at bid factors of:

Unleaded Regular 87	$0.0780/gal
Unleaded Mid-Grade 89	$0.0780/gal
ULS Diesel #2	$0.0771/gal
ULS Premium Diesel # 2	$0.0771/gal + $0.0285/gal for Premium Additive
ULS Diesel #2 Dyed	$0.1021/gal
Winter Diesel Additive	$0.0285/gal for Winter Additive (November-March)

Pricing is based on the OPIS Rack Average (Detroit) on the day of delivery, plus (or minus) the per gallon bid factor shown in the table above, multiplied by the number of gross gallons delivered.

There is no minimum delivery quantity. No Short Load charges will be assessed by RKA Petroleum Companies.

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BID PROCESS:

In 2024, the City of Sterling Heights was the host municipality for the cooperative bid (ITB-SH23-052) for gasoline and diesel fuel that included twenty-two (22) member communities in the Macomb, Oakland, and Wayne County region. The cooperative determined that in seeking bids cooperatively, there would be some economies of scale for vendors who responded to one bid and were able to secure a substantial volume of business. The City of Warren participates in cooperative bids with several commodities resulting in savings to the City.

The bid was structured so that MITN members pay for fuel based on the per gallon wholesale rack average as published daily by the Oil Price Information Service (OPIS), plus a delivery fee (bid factor) per gallon. Gasoline and diesel fuel are purchased and delivered by truck transport for quantities of fuel greater than 5,000 gallons and by tank wagon for quantities less than 5,000 gallons.

On Wednesday, January 3, 2024, the City of Sterling Heights City Council awarded the cooperative purchase of gasoline and diesel fuel (ITB-SH23-052) for a two-year period with an option to extend the terms and conditions for an additional two years to RKA Petroleum Companies.

On January 23, 2024, your honorable body approved an award to RKA Petroleum Companies to supply gasoline and diesel fuel to the City of Warren for a two-year period, with an option to extend the award for two additional years, utilizing the Sterling Heights Cooperative award.

On August 21, 2025, the City of Sterling Heights City Council extended the award of (ITB-SH23-052) for a two-year period to RKA Petroleum Companies commencing on February 1, 2026.

This recommendation before you today is to extend the award to RKA for providing gasoline and diesel fuel to the City for an additional two-years at the same terms and conditions, utilizing the Sterling Heights Cooperative bid #ITB-W-SH23-052.

Based locally in Romulus, MI, RKA has been servicing both the metro-Detroit area and a large part of the eastern United States for over sixty-four (66) years. They are a Certified WBE 100% woman owned business.

RKA is available for transport twenty-four hours per day, seven days per week, allowing for quick delivery of fuel as necessary. In addition, references for RKA has proven to be a valuable vendor for the City of Warren throughout the years.

Prices charged to MITN members are considerably lower than prices consumers pay at the pumps. MITN members are purchasing gasoline and diesel fuel at wholesale pricing, which changes daily, just as consumers pricing changes daily at the local gas station.

Qualifying governmental entities are tax exempt. However, certain Federal and State fees are payable to RKA. These fees are subject to change, in addition to any new fees and are not included in the totals listed on the pricing tables found above.

The City of Warren departments spent approximately $1,268,696.32 on fuel purchases during the last annual term (February 1, 2024 through January 31, 2025).

Funds for this purpose are available in the individual Department Accounts.

The Notification of Award Extension by Sterling Heights City Council is attached for your review.

Respectfully Submitted,

Signed by:
Craig Treppa
E610E2D7FFE5449...

Craig Treppa
Purchasing Agent

Docusign Envelope ID: EB265082-3C25-4A1D-AD19-834D3908FB52

Read and Concur,

Signed by:
Scott Raedel
2848647D91374D2...
Scott Raedel
DPW Superintendent

DocuSigned by:
David Muzzarelli
A310AB08BBC84DD...
David Muzzarelli
Public Service Director

Signed by:
F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
CF2C773236C54C9...
Richard Fox
City Controller

Signed by:
Lori M. Stone
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Lori M. Stone
Mayor

Docusign Envelope ID: EB265082-3C25-4A1D-AD19-834D3908FB52

CITY OF Sterling Heights
InnovatingLiving

Richard J. Notte Sterling Heights City Center
City Hall
40555 Utica Road | P.O. Box 8009
Sterling Heights, MI | 48311-8009

TEL 586.446.CITY (2489) FAX 586.276.4077
cityhall@sterling-heights.net | www.sterling-heights.net
facebook.com/cityofsterlingheights | twitter.com/sterlingheights

City Council

Mayor	Michael C. Taylor
Mayor Pro Tem	Liz Sierawski
Councilwoman	Deanna Koski
Councilman	Michael V. Radtke Jr.
Councilwoman	Maria G. Schmidt
Councilman	Henry Yanez
Councilwoman	Barbara A. Ziarko

City Manager Mark D. Vanderpool

August 21, 2025

Kacey Spell, Wholesale Sales Manager
RKA Petroleum Companies, Inc.
28340 Wick Road
Romulus, MI 48174

Via Email: kspell@rka.com

Re: Two-Year Contract Extension

Dear Ms. Spell:

The City of Sterling Heights is the lead agency for the cooperative purchase of gasoline and diesel fuel under ITB-SH23-052. RKA Petroleum Companies, Inc. was awarded a contract for truck transport and tank wagon deliveries per unit prices in your bid dated November 14, 2023 for a two-year period. The bid specifications included an option to extend for two (2) additional years through mutual consent, under the same terms and conditions.

As the lead agency on this bid, Sterling Heights is recommending to the cooperative members the extension of the contract an additional two years, from February 1, 2026 through January 31, 2028.

To formalize this agreement to mutually extend the bid award, please sign the enclosed form which indicates your acknowledgement and consent to extend the Cooperative's purchase of truck transport and tank wagon deliveries of gasoline and diesel fuel from RKA Petroleum Companies, Inc. for an additional two-year period, honoring all terms and conditions of the present contract, effective upon Sterling Heights approval, and cooperative member approval, when applicable.

Please email the completed form to me at: shpurchasing@sterlingheights.gov

If you have any questions, I can be reached at (586) 446-2741.

Sincerely,

Erik Skurda
Purchasing Manager
Enclosure

Docusign Envelope ID: EB265082-3C25-4A1D-AD19-834D3908FB52

TRUCK TRANSPORT AND TANK WAGON DELIVERIES OF GASOLINE AND DIESEL FUEL
TWO-YEAR EXTENSION OF CONTRACT AT UNIT PRICES BID
ITB-SH23-052

The signatures below serve as confirmation that RKA Petroleum Companies, Inc. is in receipt of a letter from the City of Sterling Heights (lead agency in the fuel purchasing cooperative), dated August 21, 2025 from Purchasing Manager Erik Skurda.

RKA Petroleum Companies, Inc., 28340 Wick Road, Romulus, MI 48174 acknowledges the City's / Cooperative's request and mutually agrees to extend the contract for the purchase of truck transport and tank wagon deliveries of gasoline and diesel fuel for an additional two-year period, through January 31, 2028, at unit prices stated in the bid of November 14, 2023, all other terms and conditions remain the same. This extension shall be binding upon final review and approval by the City of Sterling Heights, and approval by the respective cooperative members, when applicable.

PREPARED BY:
(On behalf of the Cooperative)

Erik Skurda, Purchasing Manager
City of Sterling Heights

8/21/2025
Date

REVIEWED AND ACCEPTED BY:

RKA Petroleum Companies, Inc.

Kacey Spell
Kacey Spell, Wholesale Sales Manager

8/21/2025
Date

City of Sterling Heights

Mark Vanderpool, City Manager

9/4/25
Date

Docusign Envelope ID: EB265082-3C25-4A1D-AD19-834D3908FB52

RESOLUTION

Document No: Extension of Award TRI-W-1040
Product or Service: Gasoline and Diesel Fuel
Requesting Department: DPW

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember _____.

Pursuant to Section 2-344 of the Code of Ordinances, the City may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, equipment, goods or services with one (1) or more public procurement units.

Upon performing a diligent inquiry, the DPW Superintendent has determined that is it necessary in the interests of the DPW and the City**,** to extend the award for the purchase of gasoline and diesel fuel through a cooperative bid (#ITB-SH23-052) award headed by the City of Sterling Heights, Michigan to RKA Petroleum Companies, Inc., 28340 Wick Road, Romulus, MI 48174, for an additional two-year period, commencing on February 1, 2026, at the prices listed in the attached tables.

The purchasing agent has conducted a review and concurs with the cooperative purchasing.

On August 21, 2025 Sterling Heights City Council approved an award to RKA Petroleum Companies, Inc. to furnish and deliver gasoline and diesel fuel for a two-year period, commencing on February 1, 2026 per the rates shown in the tables below.

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Funds are available in the various Departmental Accounts.

IT IS RESOLVED, that the cooperative purchase for truck transport and tank wagon deliveries through RKA Petroleum Companies, Inc. is hereby accepted by City Council at the prices indicated below, commencing on February 1, 2026, for a two-year period.

TRUCK TRANSPORT DELIVERIES (Deliveries over 5,000 gallons) at bid factors of:

Unleaded Regular 87	($0.0520)/gal
Unleaded Mid-Grade 89	N/A
ULS Diesel # 2	($0.0529)/gal
ULS Premium Diesel # 2	($0.0529)/gal + $0.0285/gal for Premium Additive
Winter Diesel Premium Additive	+$0.0285 for Winter Additive (November-March)

Pricing is based on the OPIS Rack Average (Detroit) on the day of delivery, plus (or minus) the per gallon bid factor shown in the table above, multiplied by the number of gross gallons delivered. Pricing is based on a minimum delivery of 8,000 gallons per drop. Short load charges of $50.00 will be assessed for deliveries between 5,000 and 8,000 gallons.

TANK WAGON DELIVERIES (Deliveries less than 5,000 gallons) at bid factors of:

Unleaded Regular 87	$0.0780/gal
Unleaded Mid-Grade 89	$0.0780/gal
ULS Diesel #2	$0.0771/gal
ULS Premium Diesel # 2	$0.0771/gal + $0.0285/gal for Premium Additive
ULS Diesel #2 Dyed	$0.1021/gal
Winter Diesel Additive	$0.0285/gal for Winter Additive (November-March)

Pricing is based on the OPIS Rack Average (Detroit) on the day of delivery, plus (or minus) the per gallon bid factor shown in the table above, multiplied by the number of gross gallons delivered. There is no minimum delivery quantity. No Short Load charges will be assessed by RKA Petroleum Companies.

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IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

X Cooperative Bid Document
□ Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this_____day of_____, 2025.

_____
Mindy Moore
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

_____
Sonja Buffa
City Clerk

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Docusign Envelope ID: 0BF614C8-D498-4E22-9E5B-7F7A61326D61

COMMUNITY DEVELOPMENT
ONE CITY SQUARE, SUITE 210
WARREN, MI 48093
(586) 574-4686
Fax (586) 574-4685
www.cityofwarren.org

September 29, 2025

TO: Mindy Moore, Council Secretary

RE: Contract Modification No. 2 and Issuance of Final Payment to ITB-W-1113 to Mando Construction, Inc. for Improvements to Wiegand Park

On March 26, 2024 the Warren City Council approved execution of a contract with Mando Construction Inc. for improvements to Wiegand Park.

The Parks and Recreation and Community Development staff are asking for approval of Contract Modification No. 2 (attached) to decrease the contract by $5,600. The purpose of the modification is to:

- Receive $1,000 credit for earthwork and site restoration
- Receive $4,600 credit for soil erosion control

Approval of Contract Modification No. 2 will decrease the contract amount from $397,902 to $392,302. As a result, the final payment due to Mando Construction Inc. is $74,957.20.

Please consider these items at the October 14, 2025 Council meeting. The appropriate resolution is attached for your convenience. If you have any questions, please call Community Development at x4686.

Sincerely,

DocuSigned by:
David Muzzarelli
A310AB08BBC84DD...
David Muzzarelli, Public Service Director

Tom Bommarito, Community Development Director

Read and Concur:

Signed by:
Lori M. Stone
F040B73E57F248E...
Lori M. Stone, Mayor

Read and Approved as to Form:

City Attorney's Office

Docusign Envelope ID: BED279BA-D1D5-4E82-9D85-56320ECFB54F

RESOLUTION APPROVING CONTRACT MODIFICATION NO. 2 & ISSUANCE OF FINAL PAYMENT TO ITB-W-1113 WIEGAND PARK IMPROVEMENTS PROJECT MANDO CONSTRUCTION, INC.

At a regular meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on October 14, 2025 at 7:00 p.m. Eastern Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers _____

_____

ABSENT: Councilmembers _____

The following preamble and resolution were offered by Councilmember _____, and supported by Councilmember _____.

Mando Construction and the City of Warren entered into a contract titled ITB-W-1113, Wiegand Park Improvements Project.

The Public Service Director recommends approval of the attached Contract Modification No. 2, as submitted, thereby deducting the associated credits from Mando Construction for site restoration ($1,000) and soil erosion control ($4,600) from the total modified contract amount of $397,902.00.

Account number 208-9208-97400 will be reduced by $5,600 for Contract Modification No. 2.

THEREFORE, IT IS RESOLVED, that the City of Warren approves deductions to the Contract titled ITB-W-1113, Wiegand Park Improvements Project, for these credits, resulting in a decrease in the modified contract amount of $5,600 as presented in the attached Contract Modification No. 2.

IT IS FURTHER RESOLVED, that the Mayor and Clerk of the City of Warren are authorized to execute Contract Modification No.2 to ITB-W-1113, Wiegand Park Improvements Project, in such form that meets with the approval of the City Attorney.

Docusign Envelope ID: BED279BA-D1D5-4E82-9D85-56320ECFB54F

IT IS FURTHER RESOLVED, that final payment in the amount of $74,957.20 be issued to Mando Construction, Inc. after three (3) days of the City Council approval of the attached Contract Modification No. 2.

AYES: Councilpersons _____

_____

NAYES: Councilpersons _____

_____

RESOLUTION DECLARED ADOPTED this 14th day of October 2025.

_____
MINDY MOORE
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, SONJA BUFFA, duly elected City Clerk for the City of Warren, Macomb County, Michigan, certify that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on October 14, 2025.

_____
SONJA BUFFA
City Clerk

Docusign Envelope ID: BED279BA-D1D5-4E82-9D85-56320ECFB54F

CONTRACT MODIFICATION

DATE: 10/14/2025

CONTRACT: ITB-W-1113
Wiegand Park Improvements Project

MODIFICATION NO.: **2**

TO: Mando Construction, Inc.
75 Lafayette Street, Suite 100
Mt. Clemens, MI 48043

NECESSITY FOR REVISION: Modifications to the cost of work after project award for: a credit to be received for earthwork and site restoration ($1,000) and a credit to be received for soil erosion control ($4,600).

The total deduction to the contract price is $5,600.00, resulting in a final amount of $392,302.00

The Contractor will be held to furnish all materials and labor required for the completion of the work described herein, including all items incidental thereto or necessary to complete the work, even those not specifically mentioned.

This document, including the additional pay items described above shall become an amendment to the Contract, and all provisions of the Contract will apply thereto.

The above shall be effective upon approval of the Mayor and the City Council.

Except as modified, all other terms of the Contract remain in effect.

Accepted by: _____ Date: _____
Mando Construction, Inc. (Contractor)

Recommended by: _____ Date: _____
David Muzzarelli, Public Service Director

Approved by: Warren City Council Date: _____

Approved by: _____ Date: _____
Lori M. Stone, Mayor

Approved by: _____ Date: _____
Sonja Buffa, City Clerk

G702 APPLICATION and CERTIFICATE for PAYMENT

To: City of Warren
1 City Square
Warren, MI 48093

From: Mando Construction
75 Lafayette Street, Suite 100
Mount Clemens, MI 48043

Contract For: Wiegand Park Improvements

Project: City of Warren
Parks and Recreation
5460 Arden Ave.
Warren, MI 48092
Building Improvements at Parks

Via Architect:

Application No: 6 and final
App. Date: September 9, 2025
Period to: September 9, 2025
Project No: ITB-W-1113
Contract Date: June 26, 2024

Distribution to:
☐ OWNER
☐ CONSTRUCTION MGR.
☐ ARCHITECT
☐ CONTRACTOR
☐ OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, G703, is attached.

1. ORIGINAL CONTRACT SUM		304,137.00
2. Net Change By Change Orders		88,165.00
3. CONTRACT SUM TO DATE		392,302.00
4. TOTAL COMPLETED AND STORED TO DATE		392,302.00
5. RETAINAGE:		
a. 0% of Completed Work	0.00	
b. 0% of Stored Material	0.00	
TOTAL RETAINAGE		0.00
6. TOTAL EARNED LESS RETAINAGE		392,302.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT		317,344.80
8. CURRENT PAYMENT DUE		74,957.20
9. BALANCE TO FINISH, INCLUDING RETAINAGE		0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	96,685.00	3,120.00
Total approval this Month	0.00	5,600.00
TOTALS	96,885.00	8,720.00
NET CHANGES by Change Order	88,165.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
By: _____ Date: 09/09/25

State of: Mi. Sworn County of: St. Clair
Subscribed and sworn before me this 9th day of September, 2025

The above personally appeared before me, the undersigned notary public, and provided satisfactory evidence of identification to be the person who signed this document in my presence and swore or affirmed to me that the contents of this document are truthful and accurate to the best of his/her knowledge and belief.

Notary Public: Heather L. Gehrke My Commission expires: 08/12/31

HEATHER L. GEHRKE
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF SAINT CLAIR
My Commission Expires: August 12, 2031
Acting in the County of Macomb

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $ 74,957.20

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:
By: _____ Date: 9/22/2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CAUTION: You should use an original document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.

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Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

Use Column I on Contracts where variable retainage for line items may apply.

Application No: 6 and final
App. Date: September 9, 2025
Period to: September 9, 2025
Project No: ITB-W-1113

A	B	C	D	E	F	G		H	I
Item #	Description of Work	Schedule of Values	Work Completed: From Previous Application(s)	Work Completed: This Period	Materials Stored & Used Prior + Current	Total Completed and Stored To Date	%	Balance to Finish	Retainage
1	General Conditions, permits and bonds	67,387.00	64,387.00	3,000.00		67,387.00	100.00	0.00	0.00
2	Demo existing paving/picnic tables/grill	12,000.00	12,000.00	0.00		12,000.00	100.00	0.00	0.00
3	Earthwork and Site restoration	12,000.00	11,000.00			11,000.00	91.67	1,000.00	0.00
4	Concrete paving and sidewalks	68,000.00	65,500.00	2,500.00		68,000.00	100.00	0.00	0.00
5	6" water service	35,000.00	35,000.00	0.00		35,000.00	100.00	0.00	0.00
6	4" sanitary sevice	13,500.00	13,500.00	0.00		13,500.00	100.00	0.00	0.00
7	Electrical	30,000.00	16,000.00	4,000.00	10,000.00	30,000.00	100.00	0.00	0.00
8	Fencing and Bollard	15,750.00	15,750.00	0.00		15,750.00	100.00	0.00	0.00
9	Emergency phone	3,500.00	3,500.00	0.00		3,500.00	100.00	0.00	0.00
10	Drink fountain/outdoor shower/hose bib	19,500.00	12,000.00	0.00	7,500.00	19,500.00	100.00	0.00	0.00
11	Soil erosion control	5,000.00	400.00			400.00	8.00	4,600.00	0.00
12	Picnic tables	13,500.00	3,375.00	0.00	10,125.00	13,500.00	100.00	0.00	0.00
13	Repaint/restain pavilion	9,000.00	9,000.00	0.00		9,000.00	100.00	0.00	0.00
14	Change orders / contigency								
14.1	Remove 2 trees	5,600.00	5,600.00	0.00		5,600.00	100.00	0.00	0.00
14.2	Remove asphalt sidewalk	3,750.00	3,750.00	0.00		3,750.00	100.00	0.00	0.00
14.3	Remove drinking fountain	700.00	700.00	0.00		700.00	100.00	0.00	0.00
14.4	Credit water	-3,120.00	-3,120.00	0.00		-3,120.00	100.00	0.00	0.00
14.5	New Sanitary line	9,550.00	9,550.00	0.00		9,550.00	100.00	0.00	0.00
14.6	temporary panels/fencing	7,350.00	7,350.00	0.00		7,350.00	100.00	0.00	0.00
PAGE 1 TOTAL:		327,967.00	285,242.00	9,500.00	27,625.00	322,367.00	98.29	5,600.00	0.00

A=Line Item Number B=Brief Item Description C=Total Value of Item D=Total of D and E From Previous Application(s) (If Any) E=Total Work Completed For This Application
F=Materials Purchased and Stored for Project G=Total of All Work Completed and Materials Stored for Project H=Remaining Balance of Amount to Finish I=Amount Withheld from G

Docusign Envelope ID: BED279BA-D1D5-4E82-9D85-56320ECFB54F

Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

Use Column I on Contracts where variable retainage for line items may apply.

Application No: 6 and final
App. Date: September 9, 2025
Period to: September 9, 2025
Project No: ITB-W-1113

A	B	C	D	E	F	G		H	I
Item #	Description of Work	Schedule of Values	Work Completed From Previous Application(s)	Work Completed This Period	Materials Stored & Used Prior + Current	Total Completed and Stored To Date	%	Balance to Finish	Retainage
14.7	Additional concrete to move shower	4,200.00	4,200.00	0.00		4,200.00	100.00	0.00	0.00
14.8	Upgrade bottle/drinking fountain	3,100.00	3,100.00	0.00		3,100.00	100.00	0.00	0.00
14.9	Install service walk	1,500.00	1,500.00	0.00		1,500.00	100.00	0.00	0.00
14.91	Extra stone to lift pavilion concrete pad	3,885.00	3,885.00	0.00		3,885.00	100.00	0.00	0.00
14.92	Fence reconfigeration	3,300.00	0.00	3,300.00		3,300.00	100.00	0.00	0.00
14.93	Additional picnic tables (4)	9,125.00	9,125.00	0.00		9,125.00	100.00	0.00	0.00
14.94	Additional splash pad benches (4)	6,825.00	6,825.00	0.00		6,825.00	100.00	0.00	0.00
14.95	Parking lot light	8,950.00	8,950.00	0.00		8,950.00	100.00	0.00	0.00
14.96	Exhaust fans (2)	2,500.00	2,500.00	0.00		2,500.00	100.00	0.00	0.00
14.97	Comfort station doors (4)	16,290.00	0.00	16,290.00		16,290.00	100.00	0.00	0.00
14.98	Cantilever Pyramid shade	10,260.00	0.00	10,260.00		10,260.00	100.00	0.00	0.00
PAGE 2 TOTAL:		69,935.00	40,085.00	29,850.00		69,935.00	100.00	0.00	0.00
GRAND TOTAL:		397,902.00	325,327.00	39,350.00	27,625.00	392,302.00	98.59	5,600.00	0.00

A=Line Item Number B=Brief Item Description C=Total Value of Item D=Total of D and E From Previous Application(s) (If Any) E=Total Work Completed For This Application
F=Materials Purchased and Stored for Project G=Total of All Work Completed and Materials Stored for Project H=Remaining Balance of Amount to Finish I=Amount Withheld from G

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Docusign Envelope ID: BED279BA-D1D5-4E82-9D85-56320ECFB54F

Mando Construction, Inc.

75 Lafayette Street
Suite 100
Mount Clemens, MI 48043

Invoice

Date	Invoice #
9/4/2025	5236

Bill To
City of Warren CDBG One City Square Suite 210 Warren, MI 48093

P.O. No.	Terms	Project
ITB-W-1113	Net 30	Wiegand Park Improvements

Quantity	Description	Rate	Amount
	Wiegand Park improvements - ITB-W-1113 - Payment application # 6 - final	74,957.20	74,957.20
		Total	$74,957.20

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CHANGE ORDER

G701

Distributed To:

- ☒ Owner
- ☒ Contractor
- ☒ Architect
- ☒ Subcontractor
- ☐ Field
- ☐ Other

PROJECT: Wiegand Park Improvements
City of Warren Parks and Recreation

CHANGE ORDER NO: 6

DATE: September 9, 2025

PROJECT NO: ITB-W-1113

CONTRACT DATE:

CONTRACT FOR: General Construction

TO: City of Warren
1 City Square
Warren, MI 48093

The contract is changed as follows:

#	COST	DESCRIPTION
1	-1,000.00	Credit under Earthwork and site restoration
2	-4,600.00	Credit under soil erosion control

-5,600.00 TOTAL

The original Contract Sum was	$	304,137.00
Net change by previously Change Orders , 1, 2, 3, 4, 5	$	36,515.00
The Contract Sum prior to this Change Order was	$	340,652.00
The Contract Sum will be decreased by this Change Order in the amount of	$	5,600.00
The new Contract Sum including this Change Order will be	$	335,052.00
The Contract Time will be unchanged by	(0) days.	
The date of Substantial Completion as of the date of this Change Order will be		

Accepted By:

CONTRACTOR	OWNER	OTHER
By: Nicholas DeLorenzo	By:	By:
Date: 09/09/25	Date	Date

CAUTION: You should sign an Original Document, on which this text appears in RED. An Original Document assures that changes will not be obscured.

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Certificate Of Completion

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Certificate Pages: 5
Initials: 0
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Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Angela Tarasenko
1 City Sq Ste 215
Warren, MI 48093
atarasenko@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

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10/6/2025 11:59:40 AM
Holder: Angela Tarasenko
atarasenko@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 12:14:29 PM Viewed: 10/6/2025 12:16:15 PM Signed: 10/6/2025 12:16:32 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Mayor, Lori M. Stone mayor@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 9/24/2025 12:19:03 AM ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c	COPIED	Sent: 10/6/2025 12:16:33 PM
Judy Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/6/2025 12:16:34 PM

Carbon Copy Events	Status	Timestamp
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 12:16:34 PM Viewed: 10/6/2025 12:22:46 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/6/2025 12:14:29 PM
Certified Delivered	Security Checked	10/6/2025 12:16:15 PM
Signing Complete	Security Checked	10/6/2025 12:16:32 PM
Completed	Security Checked	10/6/2025 12:16:34 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

Docusign Envelope ID: 3766F0CB-EC1D-48A5-A9C2-3385C0FC8C4A

State of Michigan

37th DISTRICT COURT

JOHN M. CHMURA
CHIEF JUDGE

SUZANNE L. FAUNCE
CHIEF JUDGE PRO TEM

MICHAEL C. CHUPA
DISTRICT JUDGE

STEVEN M. BIEDA
DISTRICT JUDGE

ANNETTE GATTARI-ROSS
COURT ADMINISTRATOR/MAGISTRATE

Warren Division
8300 Common Road
Warren, Michigan 48093-2380
Phone: (586)574-4900

Center Line Division
7070 East Ten Mile Road
Center Line, Michigan 48015-1100
Phone: (586)757-8333

October 3, 2025

Council Secretary Moore
City of Warren

Re: Inter-Agency Agreement between the Michigan Department of Treasury and the 37th District Court

Dear Council Secretary Moore:

Attached please find an Inter-Agency Agreement between the Michigan Department of Treasury ("Treasury") and the 37th District Court for the collection of outstanding fines and costs owed to the 37th District Court. Also attached is a resolution approving the request. Please place on the City Council Agenda for October 14, 2025.

Michigan Department of Treasury has been providing collection services on delinquent accounts since 2009. City Council approved similar agreements for two year terms in 2019, 2021, and 2023.

The collection agreement is authorized by Public Acts 316 and 317 of 1993. The benefits include:

- Among other collection tools, Treasury will deduct fines and costs from a defendant's state income tax return.
- The collection fee assessed by Treasury and paid by the 37th District Court is capped by statute.
- The Treasury collection process is automated which makes the collection effort more efficient and effective.
- The collection by Treasury has been very successful.

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Should you have any questions, please do not hesitate to contact me at 586-574-4928.

Respectfully submitted,

Signed by:
Annette Gattari-Ross
1AB150DECEDC466...
Annette Gattari-Ross
37th District Court Administrator/Magistrate

Attachments

Read and Concur:

Signed by:
Mary Michaels
119806BF52344A1...
Mary Michaels, City Attorney

Signed by:
Lori M. Stone
F040B73E57F248E...
Mayor Lori Stone

cc: Richard Fox, City Controller
Chief Judge John Chmura

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RESOLUTION APPROVING AN INTER-AGENCY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TREASURY AND THE 37TH DISTRICT COURT/CITY OF WARREN

At a Regular Meeting of the City Council of the City of Warren, Macomb County, Michigan held on _____ at 7 p.m. Eastern Time at the Warren Community Center, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

_____

Since March 24, 2009, City Council authorized the City of Warren, in conjunction with the 37th District Court, to enter into a collection agreement with the Michigan Department of Treasury for collection of the 37th District Court delinquent accounts. The Inter-Agency Agreement ("Agreement") is authorized pursuant to Public Acts 316 and 317 of 1993. The Agreement is up for renewal for a two year term.

The City of Warren being the funding unit for the 37th District Court supports the Inter-Agency Agreement for the collection of delinquent accounts for the 37th District Court.

THEREFORE, IT IS RESOLVED, that the City Council authorizes the City of Warren**,** in conjunction with the 37th District Court, to enter into an Inter-Agency Collection agreement with the Michigan Department of Treasury for collection of the 37th District Court delinquent accounts.

IT IS FURTHER RESOLVED, that the Mayor and Clerk are authorized to sign the collection agreement in a form reviewed and approved by the City Attorney.

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AYES: Councilmembers: _____

_____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this_____ day of _____, 20___.

_____
MINDY MOORE
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, SONJA BUFFA, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a correct copy of the resolution adopted by the Warren City at its meeting held on_____, 2025.

_____
SONJA BUFFA
City Clerk

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MEMORANDUM OF AGREEMENT
between the
MICHIGAN DEPARTMENT OF TREASURY
and the
37th District Court – Warren Division

Effective: October 1, 2025, through September 30, 2027

I. STATEMENT OF PURPOSE

This Memorandum of Agreement (Agreement) pursuant to Public Acts 316 and 317 of 1993 between Michigan Department of Treasury (Treasury) and 37th District Court – Warren Division (the Court) in connection with the collection of the various accounts receivable due and owing to the Court.

II. GENERAL DESCRIPTION OF SERVICES

Monies (debts) which have been due and owing to the Court for more than 180 days may be referred to Treasury by the Court as follows:

1. Pursuant to Section 3 of Act 316 of the Public Acts of 1993, monies (debts) include but are not limited to:

    a. Fees, including reinstatement fees.
    b. Fines
    c. Forfeitures
    d. Penalties and costs assessed for criminal offenses, including the costs of prosecution, and providing Court-ordered legal assistance to the defendant.
    e. Penalties and costs assessed for civil infractions, civil violation, and parking violations.
    f. Penalties and costs assessed for ordinance violations.
    g. Forfeited recognizances.
    h. Late penalties assessed pursuant to section 4803 of the Revised Judicature Act of 1961, Public Act 236 of 1961, being Section 600.4803 of the Michigan Complied Laws

2. All information provided to Treasury regarding referred accounts shall be used for collection purposes only and any use of the information must adhere to applicable confidentiality statutes and Treasury's policies and procedures where appropriate.

3. Each debt will be assigned separately by the individual's name, driver's license or state issued identification number and court case number.

4. Debt assignments electronically submitted to Treasury will be in accordance with the systems and requirements of the Michigan Department of Technology, Management, and Budget (DTMB).

5. Depending on the source of monies received by Treasury from an individual, Treasury shall apply the monies in the order of priority as provided by Michigan Complied Law (MCL) 205.30, MCL 205.30a, any other applicable statute, and per Treasury's policies and procedures. In the event the debtor makes a voluntary payment, Treasury may permit the debtor to specify the account the payment is applied.

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6. Treasury shall suspend all collection actions on an account while a valid dispute regarding the validity of the debt or an account balance involving a debtor is pending. Within three (3) days of receiving notice of the dispute, the party receiving the notice shall notify the other party in writing. Such notice shall include all applicable case information such as case name, docket number, the court where the matter is pending, the parties, as well as any additional relevant information such as requests for stay.

7. Generally, either party may, at their sole discretion, effect the return of any or all accounts to the Court with a 14-day written notice. The written notice shall be accompanied by a current statement of accounts. However, if Treasury has entered into a repayment arrangement with the debtor, the debt may only be recalled with the consent of Treasury.

    a. Exceptions to the 14-day written notice may be granted after review on a case-by-case basis.

III. Treasury Roles and Responsibilities:

1. Treasury will send the Court confirmation upon receiving debt referral information. The Treasury confirmation record will provide the Court with the posting date, assessment number, assessment date and court case number assigned to each debt.

2. By the 15th of each month, Treasury shall provide the Court with a collection detail activity report and a monthly summary of activity report of all accounts referred by the Court. Treasury shall also provide the Court with payment and adjustment information.

3. By the 15th of each month, Treasury will issue a payment to the Court, for monies received on individual accounts. The administrative fee to be recouped shall be deducted from monies collected by both the Court and Treasury and shall not be otherwise assessed against the Court.

4. Within fourteen (14) days of receipt of all newly referred collection debts, Treasury will issue a Final Demand letter to an individual requiring payment in full.

5. Treasury will use its collection resources and procedures to resolve debts. Collection resources and procedures may include but are not limited to:

    a. Treasury may refer accounts to Treasury's Private Collections Contractor(s) (PCC) to collect monies owing. Tools available to the PCC include, but are not limited to:
        i. Mailing Final Demand letters and other notices.
        ii. Initiating telephone contacts with the individual.
        iii. Using skip-trace methods to obtain updated addresses, locate telephone numbers, locate financial assets, and perform other necessary collection efforts.

    b. Treasury may authorize individuals to enter into installment agreements.

    c. Terms of installment agreements, including but not limited to, number of installments, installment payment amounts, and temporary hardship determinations shall be applied, in accordance with Treasury policy and procedures.

    d. Treasury may issue levies on salaries, wages, bank accounts and other financial assets.

    e. Treasury may offset monies, regardless of source, owed to individuals by the State of Michigan in accordance with all applicable laws, rules, and regulations.

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f. Treasury may cease collection activity on an account:
   i. When the individual is deceased
   ii. When the debt is not collectible
   iii. When there is a small balance, less than $100.

6. Treasury will respond to Court debtor inquiries within three (3) business days. Court inquiries regarding a specific debt will be sent to TreasStateAgencyRPTS@michigan.gov.

7. Treasury shall be financially responsible for any and all litigation, including Treasury's costs and expenses incurred from litigation, arising from Treasury's actions, including, but not limited to Treasury's actions that violate an existing collection agreement with a debtor. Treasury cannot indemnify the Court for any litigation costs it may incur regarding the collection of the Court's debt.

8. The Court may request up to ten (10) Statement of Account (SOA) requests per month. For requests beyond the limit set forth in this paragraph, a written request should be submitted to the Treasury State Agency Liaison for review. A reasonable fee to comply with the request may be assessed. Estimated time of completion and potential fee will be discussed with the requesting Court and mutually agreed upon prior to proceeding with request.

9. In the event of a bankruptcy, the Treasury State Agency Collections Liaison, with a written notice of fourteen (14) days, may at their sole discretion return any or all accounts to the Court.

10. Treasury shall deduct an administrative fee of up to 20% of the total amount collected on referred debts to recoup costs associated with the collection services. The 20% administrative fee applies to all payments received at either Treasury or the Court. The administrative fee imposed by Treasury to recoup costs associated with the collection services shall be calculated on the same basis as fees charged by Treasury to other Courts for the same collection services.

11. In the event a referred debt in active collection is recalled by the Court, Treasury has the right to deduct and/or collect from the Court up to 20% of the remaining debt balance as of the date the debt is recalled by the Court.

    a. Active collection means Treasury has made contact with the debtor and is attempting to collect the debt.

    b. Certain debt referrals maybe taken into consideration of not applying the 20% fee, only if it is agreed on by the Court and Treasury. In these such cases, communication must be sent by the Court to the TreasStateAgencyRpts@michigan.gov giving details of the rationale.

IV. Courts Roles and Responsibilities:

1. The Court shall, if requested by Treasury, provide due process documentation prior to referring new debt or requesting new debt types to Treasury for collection.
2. On a case-by-case basis, if a dispute or question arises concerning a specific debt, upon request, the Court shall provide Treasury with documentation establishing due process was provided prior to referring the debt.
3. It remains the Court's responsibility to ensure the debt is valid and to resolve any dispute concerning the debt's validity, including incurring the cost and responsibility to defend the Court's position in any and all litigation concerning the matter.
    a. If a dispute arises concerning the debt's validity, including whether the debtor was provided adequate due process to challenge the debt, Treasury shall assign the debt back to the Court.

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4. The Court shall only refer existing debt types identified **Appendix A** or as amended.

5. For any new debt types the Court wishes to refer, the Court shall contact the Treasury State Agency Collections Liaison for instructions and time frames. The Court must provide the following supporting documents for referral of a new debt to the Treasury State Agency Collections Liaison, which will then be submitted for review and opinion of the Attorney General's Office:

    A. New Debt Referral Memorandum.
    B. Legal Cite(s) to collect the debt.
    C. Copies of bulletins and procedures governing court collection process.
    D. A description of the due process offered to the debtor.
    E. Samples of all form letters and a description of communication with the debtor before it is referred.
    F. Copies of policies and procedures related to the handling of Bankruptcy Filings and Discharges.

    Once an opinion is provided, the Treasury State Agency Collections Liaison will contact the Court Liaison to inform you of their opinion.

6. The Court shall provide written notice to the individual that a delinquent account may be referred to Treasury for collection.

7. The Court shall not assign a debt to Treasury if less than 180 days delinquent but shall do so as expeditiously as possible to maximize debt collection. Any exception to this will be outlined in **Appendix A.**

8. The Court shall not assign a new debt to Treasury if the amount of the debt is less than $100.00.

9. The Court will send each individual's most recent address to Treasury.

10. The Court shall transmit all debt referrals to Treasury using the 985 form, see **Appendix A,** or an electronic interface**,** as approved by both Treasury and the Court.

    a. The Court shall ensure all required information on the 985 form or electronic file transfer is transmitted to Treasury.

    b. The Court agrees to validate all information prior to transmission to Treasury. Treasury reserves the right to modify the information categories required by the 985 form or electronic file transfer.

    c. In the event information submitted to Treasury by the Court on the 985 form needs to be modified, Treasury agrees to notify the Court within 30 days.

11. The Court will submit files to Treasury in accordance with the systems and requirements of the Michigan Department of Technology, Management, and Budget (DTMB).

12. The Court shall forward to the Treasury State Agency Collections Liaison information regarding an individual's change of address, financial assets, employer information and other pertinent information regarding an account.

13. Once a debt is referred to Treasury for collection, the Court shall refrain from all collection activity regarding the debt.

Docusign Envelope ID: 3766F0CB-EC1D-48A5-A9C2-3385C0FC8C4A

a. Any payment and adjustment information not received timely may lead to legal action on the debtor. All payments received at the Court must be reported.

b. Any payment and adjustment information not received timely may lead to legal action on the debtor.

c. If the Court engages in collection activity to collect a debt while that debt is assigned to Treasury for collections, Treasury may:

i. Refund to the debtor the amount the debtor involuntarily paid to the Court.
ii. Charge the Court 20% of the total balance remaining outstanding on the debt.
iii. Assign the debt back to the Court.

14. The Court shall be financially responsible for any and all litigation, including Treasury's costs and expenses incurred from litigation, arising from the Court's actions, including but not limited to court actions that violate an existing collection agreement with a debtor.

15. Within fourteen (14) business days, the Court will transmit payment and adjustment information using form 987, Agency's Notification of Payment/Adjustment. (See **Appendix B**). The Court shall also indicate whether the debtor made a voluntary or involuntary payment. In the event that fourteen (14) business days may not be met, the Court shall provide written notice to TreasStateAgencyRPTS@michigan.gov. Any payment and adjustment information not received timely may lead to legal action on the debtor. All payments received at the Court must be reported as such on the 987 form, see **Appendix B**.

16. The Court will respond to Treasury inquiries within three (3) business days. Treasury inquiries will be sent to TreasStateAgencyRpts@michigan.gov.

17. Within three (3) business days, the Court shall provide the Treasury State Agency Collections Liaison with information regarding relevant communications with individuals such as, but not limited to, adjustments on accounts or resolution of a dispute.

18. In the event of a bankruptcy, the Court Liaison shall supply a written notice within fourteen (14) days. Treasury, at their sole discretion, effect the return of any or all accounts to the Court.

V. LIAISONS

Treasury and the Court will delegate a liaison to address matters covered by this Agreement. Treasury and the Court shall update the relevant contact information in the event of a change within three (3) business days of the occurrence.

1. The Treasury State Agency Collections Liaison shall serve as the liaison for the accounts referred to Treasury. The Liaison may be contacted by e-mail at: TreasStateAgencyRpts@michigan.gov or by mail at:

Operations Center
Collection Services Bureau, SAC Unit
Attn: State Agency Collections Liaison
PO Box 30443
Lansing, MI 48909

Docusign Envelope ID: 3766F0CB-EC1D-48A5-A9C2-3385C0FC8C4A

2. The Court designees shall serve as the liaisons for the Court. The Court liaisons are the individuals listed below. The Court shall designate a specific Liaison for each debt type referred to Treasury for collection. The Court Liaisons shall establish a general e-mail box. The Liaisons may be contacted by e-mail at treasurycollections@37thdistrictcourt.org or by mail at:

   8300 Common Road
   Warren, Michigan 48093

Designated Court Liaisons

Debt Type	Name	Title	Phone Number	Email	Report Access
37W	Annette Gattari-Ross	Court Administrator/ Magistrate	586-574-4928	agattariross@37thdistrictcourt.org	Yes
37W	Georgeta Chindris	Financial Coordinator	586-574-4911	gchindris@37thdistrictcourt.org	Yes

VI. CONFIDENTIALITY AND SECURITY PROVISIONS

The Court agrees to comply with all applicable security and confidentiality provisions applicable to any data it accesses from Treasury. For the collection of debts governed by this Agreement, the Court will ensure the collection, maintenance, and use of the data exchanged is protected in accordance with the Confidentiality and Security Provisions in **Appendix C**.

In the event additional taxpayer information, outside of what is submitted to Treasury, is requested by the Court, the Court must first contact Treasury Disclosure at Treas_Disclosure@michigan.gov to determine if sharing of information is appropriate.

VII. BANKRUPTCY

The following provisions apply in situations where an individual owes the Court a debt that has been referred to Treasury for collection and the debt falls under the jurisdiction of a bankruptcy court. **In no event shall the court refer a debt for collection that was already subject to a discharge issued by a bankruptcy court.**

1. When Treasury receives a Notice of Commencement, form 309 of an individual's bankruptcy case, Treasury will immediately pull from active collections and place on hold, all debts associated with that Individual. All debts will remain out of active collections until the Bankruptcy Court lifts the Automatic Stay and a determination has been made as to whether the debt was discharged in Bankruptcy.

   a. Treasury will forward electronically a copy of the Notice of Commencement to the Court Liaison at gchindris@37thdistrictcourt.org, Attention Georgeta Chindris.
   b. If the Court receives a separate Notice of Commencement, form 309, for an individual who owes a debt to the Court that has been referred to Treasury, the Court shall forward an electronic copy of the Notice of Commencement to Treasury at Treas-Coll-BKY-Contractor@michigan.gov and CC the State Agency Collections Liaison, TreasStateAgencyRpts@michigan.gov.
   c. In the event the Court receives the first notice of bankruptcy other than the Notice of Commencement, form 309, the Court shall forward an electronic copy of that notice to

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Treasury at Treas-Coll-BKY-Contractor@michigan.gov and CC the State Agency Collections Liaison, TreasStateAgencyRpts@michigan.gov.

2. As a general rule, pre-petition debts are discharged after a bankruptcy, unless specifically exempted by the Bankruptcy Code. Unless exempted from a discharge, debt referred to Treasury by the Court that remains unpaid at the conclusion of the bankruptcy case will be deemed to be discharged.

    a. If the Court refers a category of debts to Treasury it believes is exempt from discharge, the Court will provide Treasury the legal basis for the determination. Treasury will make its own determination on whether the debt category is subject to discharge. The decisions regarding the discharge determination of a debt type may be used to identify debts the Court must recall if a bankruptcy is filed.

    b. If the Court, on a case-by-case basis, believes an individual debt is not discharged due to specific exemption in the bankruptcy code, the Court must recall the debt and litigate the discharge determination with the bankruptcy court. The Court may not refer the specific debt back to Treasury for further collection activity until it has received a discharge determination order from the Bankruptcy Court.

    c. Under no circumstances will Treasury litigate the discharge determination of specific debts on behalf of the Court in a bankruptcy proceeding.

    d. The Court will provide Treasury with a preliminary determination on whether any new debt type being referred to Treasury is discharged in bankruptcy. Treasury will make the final determination on whether the debt type is subject to discharge.

3. As soon as possible, or at least 60 days before the claims bar date for governmental units, the Court shall notify Treasury if it believes the debt is exempt from discharge and recall the debt. Absent the Court providing Treasury notice, Treasury will include the Court debt when it files a claim with the bankruptcy court and presume the debt is subject to discharge.

4. It is the Court's responsibility to timely recall debts it believes are exempt from discharge. It is also the Court's responsibility to file any claims it may have regarding debt it believes to be exempt from discharge prior to the claims bar date. Failure to timely recall debt the Court believes is exempt from discharge and filing a claim before the claims bar date may result in the Court's claim being disallowed. Claims filed by Treasury will be filed in accordance with Treasury's established policies and procedures. Treasury will not file a claim in bankruptcy case unless the aggregated debt owed to Treasury exceeds $500.00.

    a. For bankruptcy cases where an individual owes a debt that does not exceed $500.00, Treasury will not file a claim with the bankruptcy court and will write-off the debt as discharged.

5. When a debt referred to Treasury is or has been subject to the jurisdiction of a bankruptcy court, the Court agrees to the following recall and referral provisions:

    a. The Court will not refer debts to Treasury that have previously been discharged by a Bankruptcy case.

    b. Once Treasury has included a specific debt on a claim submitted to bankruptcy court, the Court agrees to recall the debt only in the following circumstances:

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i. All bankruptcy proceedings have concluded, and Treasury has processed all adjustments, write-offs, or other balance changes caused by the bankruptcy case.
ii. To litigate the discharge determination, the Court must notify Treasury of its decision to recall the debt to allow Treasury sufficient time to file an amended claim with the bankruptcy court.

c. If the Court recalls a debt from Treasury prior to the conclusion of all bankruptcy proceeding, Treasury will amend its claim filed with the bankruptcy court to remove the debt from the claim. Treasury will not be responsible for any debt recalled by the Court.

d. Where an individual has filed a Petition in Bankruptcy, Treasury reserves the right to return a debt to the Court at Treasury's sole discretion. The Court may return the debt to Treasury when the Bankruptcy Stay has been lifted only if the debt was not subject to discharge.

VIII. GENERAL PROVISONS

This Agreement contains all the terms and conditions agreed upon by Treasury and the Court. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist to bind the parties. This Agreement supersedes all other Agreements for the collection of debts governed by this Agreement.

Treasury and the Court agree that this Agreement may be modified, in writing, upon the mutual agreement to the parties. In the event of a Court reorganization, this Agreement shall be modified to reflect the change. The modification must be signed by the representative of each party or his/her respective designee. If any provisions of this Agreement are not followed, Treasury or the Court have the right to terminate this Agreement with 30 days written notice.

Treasury and the Court may extend the term of this Agreement provided that the extension is in writing and signed by Treasury and the Court. Treasury and the Court agree that fax or PDF signatures of the parties shall be binding and enforceable and that this Agreement may be executed in one or more counterparts.

Treasury and the Court agree that this Agreement will remain in effect while a new Agreement between Treasury and the Court is being negotiated and executed. Absent executing an extension in writing signed by both parties, this Agreement shall terminate when either a new Agreement is executed or after 120 days beyond the original date of expiration set forth in this Agreement occurs, whichever is earlier.

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IX. SIGNATURES

FOR THE 37TH DISTRICT COURT
WARREN DIVISION:

LORI STONE Date
MAYOR

SONJA BUFFA Date
CITY CLERK

HON. JOHN CHMURA Date
CHIEF JUDGE

FOR THE MICHIGAN DEPARTMENT OF TREASURY:

KAVITA KALE Date
Deputy Treasurer, Revenue Services

MATTHEW CLARK Date
Director, Collection Services Bureau

Docusign Envelope ID: 3766F0CB-EC1D-48A5-A9C2-3385C0FC8C4A

APPENDIX A

Docusign Envelope ID: 3766F0CB-EC1D-48A5-A9C2-3385C0FC8C4A

Michigan Department of Treasury
985 (Rev. 02-18)

Debt Referral

Check only one: ☐ Initial Debt ☐ Address Update ☐ Additional Debt

Referring Agency	Referring Division
Employee Name	Employee Telephone
Judgment Date (mm/dd/yyyy)	

Debtor Name (Last, First, M.I.)			Social Security Number/Account Number S
Building, Street Address			Debtor Telephone Number
			Date Address Known to be Valid (mm/dd/yy)
			Debtor Birthdate (mm/dd/yy)
City	State	ZIP Code	Check box if this is a foreign address ☐
Drivers License Number			Date Address is Known to be Invalid

SECONDARY RESPONSIBLE PARTY (Complete this section if a secondary party is equally liable for debt.)

Secondary Responsible Party (Guardian, Cosigner, etc.) (Last, First, M.I.)			Social Security Number
Building, Street Address			Responsible Party Telephone Number
City	State	ZIP Code	Check box if this is a foreign address ☐
Drivers License Number			Check box if secondary party is equally liable ☐

	Agency Debt Code	Referral Date (mm/dd/yy)	Default Date (mm/yy)		
1.				**Debt**	$
				Interest	$
	Description (No more than 20 Characters)			**Penalty**	$
				TOTAL	
2.				**Debt**	$
				Interest	$
	Description (No more than 20 Characters)			**Penalty**	$
				TOTAL	
3.				**Debt**	$
				Interest	$
	Description (No more than 20 Characters)			**Penalty**	$
				TOTAL	

Approving Signature	Date

Docusign Envelope ID: 3766F0CB-EC1D-48A5-A9C2-3385C0FC8C4A

Michigan Department of Treasury
985 (3-00), Formerly C-4732

DEBT REFERRAL

Referring Agency:	Referring Division:
Employee Name:	Employee Phone:

Check only one:

☐ Initial Debt ☐ Address Update ☐ Additional Debt ☐ Check this box only if collection claim is attached

Debtor Name (last, first, middle initial):			Social Security/Account No.:
Building, Street Address, etc.:			Debtor Phone No.:
			Date address known to be valid (mo./day/yr.):
			Debtor Birthdate (mo./day/yr.):
			Date address known to be bad (mo./yr.):
City:	State:	Zip:	Check this box if this is a foreign address: ☐

Secondary Responsible Party (Guardian, Cosigner, etc.) (last, first, middle initial):			Social Security No.:
Building, Street Address, etc.:			Account Phone No.: ( ) -
			Check this box if this is a foreign address: ☐
City:	State:	Zip: -	

Hospital code (DCH Only):	Enter "**C**" if debt is for full cost of care.		Enter "**Y**" if secondary party is equally liable. Enter "**N**" if not.	

1.

Agency Debt Code:	Referral Date (mo./day/yr.):	Default Date (mo./yr.):

Description (No more than 20 characters):

Debt	$
Interest	$
Penalty	$
TOTAL	$

2.

Agency Debt Code:	Referral Date (mo./day/yr.):	Default Date (mo./yr.):
	/ /	/

Description (No more than 20 characters):

Debt	$
Interest	$
Penalty	$
TOTAL	$

3.

Agency Debt Code:	Referral Date (mo./day/yr.):	Default Date (mo./yr.):
	/ /	/

Description (No more than 20 characters):

Debt	$
Interest	$
Penalty	$
TOTAL	$

Approving Signature:	Date:

Docusign Envelope ID: 3766F0CB-EC1D-48A5-A9C2-3385C0FC8C4A

APPENDIX B

Docusign Envelope ID: 3766F0CB-EC1D-48A5-A9C2-3385C0FC8C4A

Michigan Department of Treasury
987 (Rev. 06-15)

Agency's Notification of Payment/Adjustment

Agency

Debtor Name (Last, first, m.i.)	Account No. (SS or FE)

COMPLETE ONLY ONE PART BELOW: (Submit additional payments/adjustments on separate forms.)

PAYMENT RECEIVED AT AGENCY

Date	Source (e.g. debtor, other)	Amount

TREASURY USE ONLY	Debt No.	Agency Code	Amount for Debt	Amount for Penalty	Amount for Interest	Total

OR

ADJUSTMENT

Reason (must be completed)	☐ Write-off * ☐ Adjust **

Date	Agency Code	Debt Number	Amount

* Check "Write-off" when a legitimate debt will no longer be due. E.g., debt is forgiven; statute has expired; debtor deceased, etc.

** Check "Adjust" when correcting the amount due (plus or minus) or when re-calling the debt from Treasury. E.g., debtor proven not liable; amount due determined to be different from referral; debt being re-called from Treasury when it is still due.

Agency Authorization	Telephone Number	Date

Submit to:

State Agency Collection Unit
Office of Collections
Michigan Department of Treasury
PO Box 30168
Lansing MI 48909

For Office Use Only:

Docusign Envelope ID: 3766F0CB-EC1D-48A5-A9C2-3385C0FC8C4A

Appendix C

CONFIDENTIALITY AND SECURITY PROVISIONS

It is agreed that all information exchanged under this agreement will be kept confidential in accordance with the confidentiality provisions contained in the Michigan Revenue Act, MCL 205.28(1)(f) that states in part:

> Except as otherwise provided in this subdivision, an employee, authorized representative, or former employee or authorized representative of the department or anyone connected with the department will not divulge any facts or information obtained in connection with the administration of a tax or information or parameters that would enable a person to ascertain the audit selection or processing criteria of the department for a tax administered by the department.

The penalties for violating the confidentiality provisions of the Michigan Revenue Act are contained in section two, MCL 205.28(2) that states:

> A person who violates subsection (1)(e), (1)(f), or (4) is guilty of a felony, punishable by a fine of not more than $5,000.00, or imprisonment for not more than 5 years, or both, together with the costs of prosecution. In addition, if the offense is committed by an employee of this state, the person will be dismissed from office or discharged from employment upon conviction.

Confidential information obtained under this agreement will not be disclosed except as required by state or federal law, or in the proper administration of applicable laws, promulgated rules and procedures. In the event confidentiality statutes are amended, Treasury will notify the Court of any changes. No employee, agent, authorized representative or legal representative of the Court will disclose any information obtained by virtue of this Agreement to any other division within the Court or any other governmental agency whether local, state, federal or foreign, department or unit within such governmental agency, or any unauthorized third party. No tax returns or tax return information accessed by the Court will be duplicated or disseminated within or outside the Court without the written approval of Treasury. Tax returns and tax return information remain the property of Treasury.

EXCEPTIONS

A Court representative to whom Michigan tax return information has been disclosed, may disclose such return information; a) to another employee of the Court solely for the purpose of the effective administration or enforcement of the laws of this state; b) to a legal representative of the Court personally and directly engaged in, and solely for use in, preparation for a civil or criminal proceeding (or investigation which may result in a proceeding) before an administrative body, grand jury, or Court in a matter involving the effective administration or enforcement of the laws of this state; or c) to an officer or employee of the audit Agency for the purpose of and only to the extent necessary in making an audit of the Court.

Confidential information obtained under this agreement will not be disclosed in any part of a report or document that is subject to Freedom of Information Act (FOIA).

Information received by Treasury from the U.S. Internal Revenue Service pursuant to section 6103(d) of the Internal Revenue Code, 26 U.S.C. 6103(d), or any other federal agency, will not be subject to this Agreement.

Docusign Envelope ID: 3766F0CB-EC1D-48A5-A9C2-3385C0FC8C4A

PROCEDURE FOR SECURITY

The Court will safeguard any tax return information obtained under this agreement as follows:

A. Access to the tax returns and tax return information will be allowed only to those authorized employees and officials who need the information to perform their official duties in connection with the uses of the information authorized in this agreement.

B. Any records created from tax returns and tax return information will be stored in an area that is physically safe from access by unauthorized persons during duty hours, and locked in a secure area during non-duty hours, or when not in use.

C. Any records matched and any records created by the match will be processed under the immediate supervision and control of authorized personnel in a manner which will protect the confidentiality of the records, and in such a way that unauthorized persons cannot retrieve any such records by means of computer, remote terminal or other means.

D. All personnel who will have access to the tax returns and tax return information and to any records created by the tax return information will be advised annually of the confidential nature of the information, the safeguards required to protect the information and the civil and criminal sanctions for noncompliance contained in MCL 205.28(1) (f) and (2), and will annually sign confidentiality certifications, see attachment A. Form 4092, *Verification of Confidentiality Compliance,* must be filed with Treasury annually. (Attachment B)

E. All confidential information, electronic and paper, will be secured from unauthorized access and with access limited to designated personnel only. State tax return information will not be commingled with other information. All Michigan tax returns and tax return information will be marked: "CONFIDENTIAL - DO NOT DISCLOSE - MICHIGAN TREASURY TAX RETURN INFORMATION."

F. The records will be transported under appropriate safeguards. For further information see IRS Publication 1075 using the link on our Disclosure intranet page at www/Michigan.gov/treasury/ or visit the IRS Web site. http://www.irs.gov/safeguards.

G. The Treasury Disclosure Officer may make onsite inspections or make other provisions to ensure that adequate safeguards are being maintained by the Court.

H. Treasury Office of Privacy and Security may monitor compliance of the system(s) security requirements during the lifetime of the agreement or any extension.

I. The Court will also adopt policies and procedures to ensure that information contained in their respective records and obtained from each other will be used solely as stipulated in this agreement.

COMPUTER SYSTEM SECURITY OF TAX DATA

Computer system security and physical security of tax data stored and processed by the Court must be in compliance with the following security guidelines and standards established by Treasury. These guidelines apply to any computer system developed by the Court either through its own systems staff, or through a Court, sub-Court or vendor.

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Identifying confidential tax records and defining security controls will enable the Court to protect Treasury tax return information from unlawful disclosure, modification, and destruction and unauthorized secondary uses.

Controlled Access Protection: All computer systems processing, storing, and transmitting Michigan tax information must have computer access protection controls. These security standards are delineated in the National Institute of Standards and Technology (NIST) Special Publications 800-53, "Recommended Security Controls for Federal Information Systems" at http://csrc.nist.gov/publications/PubsSPs.html. To meet these standards, the operating security features of the system must have the following minimum requirements: a security policy, accountability, assurance and documentation.

Security Policy: A security policy is a written document describing the system in terms of categories of data processed, users allowed access, and access rules between the users and the data. It describes procedures to prevent unauthorized access by clearing all protected information on storage objects before they are allocated or reallocated out of or into each system. Further security protocols using password protection and authentication must be provided where the computer system contains information for more than one program, project, office, or agency so that personnel do not have unauthorized or unlimited access.

Accountability: Computer systems processing Michigan tax information must be secured from unauthorized access. All security features must be available (audit trails, identification and authentication) and activated to prevent unauthorized users from indiscriminately accessing Michigan tax information (which is defined by law as "browsing"). Every person who accesses computer systems containing Michigan tax information is accountable for his or her actions or actions taken using his or her password. Access controls will be maintained to ensure that unauthorized access does not go undetected. Computer programmers and state agencies who have a need to access databases, and are authorized under the law to do so, will be held accountable for the work performed on the system(s). The use of passwords and access control measures should be in place to identify who accessed protected information and limit that access to persons with a business need to know. Employees will not share their passwords with anyone including state agencies, systems technicians or supervisors.

Operating Features of System Security: The Court must meet certain levels of protection with respect to tax return information. Individual user accountability must be ensured through user identification number and password.

Access rights to confidential tax information must be secured through appropriate levels of authorization.

All confidential and protected information must be cleared from a system before the information is used for purposes not related to the enforcement, collection or exchange of data covered by this agreement or by an addendum to this agreement.

Hard copies made of confidential tax return information must be labeled by the system as confidential information.

Confidential Treasury tax information will be blocked or coded as confidential on each computer system.

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SECURITY BREACH NOTIFICATION

The Court agrees to report to Treasury, on Form 4000, *Incident Reporting* (Attachment C), any use or disclosure of confidential information, whether suspected or actual, immediately after becoming aware of the use or disclosure. The Court may substitute its internal form for Form 4000 if all pertinent information is included.

The Court agrees to immediately contain the breach if it is determined ongoing.

Treasury has the right to terminate the Agreement when a breach has occurred, and the Court cannot demonstrate proper safeguards were in place to avert a breach. Treasury must approve the Court's resolution to the breach.

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ATTACHMENT A

Michigan Department of Treasury
4062 (Rev. 10-16)

State of Michigan Agency Employee Confidentiality Agreement

The Revenue Act, Public Act 122 of 1941, MCL 205.28(1)(f) and the City Income Tax Act, P.A. 284 of 1964, MCL 141.674(1), make tax information acquired from the Michigan Department of Treasury confidential. The Acts hold that any state employee, authorized representative, or former employee who has access to Michigan tax returns and Michigan tax return information is subject to the same restrictions as Michigan Department of Treasury employees. All unauthorized disclosures of information are subject to criminal and civil penalties under the Michigan Revenue Act and City Income Tax Act. Penalties can include fines, imprisonment, and dismissal from state employment.

INSTRUCTIONS. Read this entire form before you sign it. After you and your witness sign and date this form, keep a copy for your records and send the original to the address listed below.

Employee Information			
Last Name	First Name	Middle Initial	State Employee Identification Number
Telephone Number	State of Michigan Department	Bureau	Division

Michigan Department of Treasury tax returns or return information made available to you, including information marked "Official Use Only," shall not be divulged to any person except as is necessary to perform official duties. MCL 205.28(1)(f) provides that you may not willfully browse returns or information contained in a return. Browsing is defined as examining a return or return information without authorization and without a need to know the information to perform official duties.

Tax returns and tax return information may only be used for the purpose outlined in the Inter-Agency Agreement and/or the addendum to the Inter-Agency Agreement established between the Michigan Department of Treasury and the agency listed above (Department/Division).

Access to Treasury information, both in paper and electronic form, is allowed on a need-to-know basis to perform your agency's official duties. Before you disclose returns or return information to other employees in your agency, they must be authorized by the Michigan Department of Treasury to receive the information to perform their official duties.

Penalty. Violating confidentiality laws is a felony, with penalties as described:

Agency Discipline
Absence of criminal prosecution does not prevent your agency from pursuing internal sanctions for unauthorized accessing, browsing, or disclosing state or federal tax returns or tax return information.

Michigan Penalties
MCL 205.28(1)(f) provides that you may not willfully disclose or browse any Michigan tax return or information contained in a return. Browsing is defined as examining a return or return information acquired without authorization and without a **need to know** the information to perform official duties. Violators are guilty of a **felony** and subject to **fines of $5,000 or imprisonment for five years, or both**. State employees will be discharged from state service upon conviction.

Any person who violates any other provision of the Revenue Act, MCL 205.1, et seq., or any statute administered under the Revenue Act, will be guilty of a misdemeanor and **fined $1,000 or imprisonment for one year, or both, MCL 205.27(4).**

City Penalties
MCL 141.674(2) provides that any person divulging confidential City Tax information is guilty of a misdemeanor and subject to a fine not exceeding $500 or imprisonment for a period not exceeding 90 days, or both, for each offense.

Federal Penalties
If you willfully disclose federal tax returns or tax return information to a third party, you are guilty of a felony with a **fine of $5,000 or imprisonment for five years, or both, plus prosecution costs** according to the Internal Revenue Code (IRC) §7213.

In addition, inspecting, browsing or looking at a federal tax return or tax return information without authorization is a felony violation of IRC §7213A, subjecting the violator to a **$1,000 fine or imprisonment for one year, or both, plus prosecution costs.** Taxpayers affected by violations of §7213A must be notified by the government and may bring a civil action against the federal government and the violator within two years of the violation. Civil damages are the **greater of $1,000 or actual damages** incurred by the taxpayer, **plus the cost associated with brining the action**, 26 USC 7431.

Employee Certification		
By signing this Agreement, I certify that I have read the above confidentiality provisions and understand that failure to comply is a felony.		
Employee Name (Print)	Employee Signature	Date
Required Witness Name (Print)	Required Witness Signature	Date

Submit your form to the following address:
Michigan Department of Treasury
Office of Privacy and Security/ Disclosure Unit
430 W. Allegan Street
Lansing, MI 48922

Questions, contact the Office of Privacy and Security:
Telephone: 517-636-4239
Fax: 517-636-5340
E-mail: Treas_Disclosure@michigan.gov

ID mail your completed form to the following address:
Michigan Department of Treasury
Office of Privacy and Security
Operations Center - Disclosure Unit

ATTACHMENT B

Docusign Envelope ID: 3766F0CB-EC1D-48A5-A9C2-3385C0FC8C4A

Michigan Department of Treasury
4092 (Rev. 11-14)

Verification of Confidentiality Compliance

The Revenue Act, Public Act 122 of 1941, MCL 205.28(1)(f), makes tax information acquired from the Michigan Department of Treasury confidential. The Act holds that any state employee, authorized representative, or former employee who has access to Michigan tax returns and Michigan tax return information is subject to the same restrictions as Michigan Department of Treasury employees. As agency administrator, you are required to verify that all employees, authorized by the Michigan Department of Treasury, have signed confidentiality agreements, completed the Quicknowledge online training, and are in compliance with Treasury disclosure provisions.

Attach a separate form 4092 for contract employees and identify the contracted agency on the form. If employees'/contractors' job duties change or they are transferred to another division during the year and no longer require electronic access to Treasury's information, it is IMPERATIVE that you complete the appropriate Security form and **send it to the Office of Privacy and Security immediately.**

Agency Administrator Name	Agency		Division/Unit
Street Address	City	State	ZIP code
Telephone Number	E-mail Address		Fax Number
Contractor Agency Name	Contact Person		Telephone Number

Have any of the following changes occurred since your last reporting? If yes, please explain or provide contact information where applicable.

1. Prior Agency/Bureau/Division/Unit Name
2. Agency representative authorized to sign the agreement
3. Agency head or designee authorized to approve the request for Treasury information
4. Contractor has access to Treasury records (e.g. remote access or can electronically or via paper document, view Treasury tax return or tax return information). Please explain.

5. Would your agency like to rescind the information sharing agreement with Treasury? ☐ Yes ☐ No

Employee Name (Last Name, First Name)	Title	Date of Quicknowledge (mm/dd/yyyy)	Date Confidentiality Agreement Signed (mm/dd/yyyy)

Certification

I certify that every employee or contractual Agent under my authority that handles Michigan or Federal tax return information has read and signed a Confidentiality Agreement and taken the annual Online Disclosure Training.

Agency Administrator Signature	Date

Send this form to: Michigan Department of Treasury
Office of Privacy and Security, Disclosure Unit
430 W. Allegan Street
Lansing, MI 48922

Telephone: (517) 636-4239
Fax: (517) 636-5340
E-mail Treas_Disclosure@michigan.gov

Attach additional sheets if needed.

ATTACHMENT C

Docusign Envelope ID: 3766F0CB-EC1D-48A5-A9C2-3385C0FC8C4A

4000 (Rev. 05-14)

Incident Report

INSTRUCTIONS: Complete Parts 1 and 2 and immediately submit Initial Report to the Office of Privacy and Security. After incident resolution, submit Final Report (Parts 1, 2 and 3) to the Office of Privacy and Security. Refer to Procedure PT-03253, Incident Reporting and Handling.

PART 1: A. CONTACT INFORMATION (Reporting Entity)

Full Name (Last, First, Middle Initial)	Division/Office	
Telephone Number	Fax Number	E-Mail Address

B. CONTACT INFORMATION (Affected Entity)

Full Name (Last, First, Middle Initial)	Division/Office	
Telephone Number	Fax Number	E-Mail Address

PART 2: INCIDENT INFORMATION

Whose information was involved in the incident?

☐ Treasury ☐ Federal Tax Information ☐ Other State Agency, specify _____ ☐ Other _____

Incident Category (select all that apply)

☐ Passwords Shared/Stolen	☐ Computer Virus/Spam	☐ Paper Archives Compromised
☐ Misrouted Communications	☐ Data Destruction/Deletion	☐ Safe/Lockbox/other Compromise
☐ Unauthorized Access	☐ Backups Missing or Stolen	☐ Delivery of Documents Lost
☐ Fraudulent Actions	☐ Hacking of Networks/Systems	☐ Inappropriate Destruction Paper
☐ Lost/Stolen Information/Data	☐ Improperly Secured Sys/Web	☐ Inappropriate Destruction Media
☐ Lost/Stolen Cash/Checks	☐ Circumvention of Security Protocols	☐ Lost/Stolen Equipment
☐ Inappropriate Building Access	☐ _____	☐ _____

Incident Affects

☐ Financial Information/Resources ☐ Personal Information (SSN, Driver License No. Financial information) ☐ Unauthorized/Unlawful Activity

☐ Confidential/Sensitive Information ☐ Human Resources (threat) ☐ Other _____

Date Incident Occurred	Time Incident Occurred	Date Incident Discovered	Time Incident Discovered

Incident Location	Number of Individuals Affected

Involved Parties/Entities	Does this involve personal information (first and last name along with a SSN, driver license number, or credit/debit card account number)? ☐ Yes ☐ No

Date of Initial Report

Description of Incident

Certificate Of Completion

Envelope Id: 3766F0CB-EC1D-48A5-A9C2-3385C0FC8C4A
Status: Completed
Subject: COUNCIL ITEM: Complete with Docusign: treasury agreement 2025 to 2027 council cover ltr 10.3.25
Source Envelope:
Document Pages: 25
Signatures: 3
Certificate Pages: 6
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Jennifer Decker
1 City Sq Ste 215
Warren, MI 48093
jdecker@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/3/2025 3:34:15 PM
Holder: Jennifer Decker
jdecker@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Annette Gattari-Ross agattariross@37thdistrictcourt.org Security Level: Email, Account Authentication (None)	Signed by: Annette Gattari-Ross 1AB150DECEDC466... Signature Adoption: Pre-selected Style Using IP Address: 96.27.184.163	Sent: 10/3/2025 3:44:18 PM Resent: 10/6/2025 11:17:04 AM Resent: 10/6/2025 11:20:43 AM Resent: 10/6/2025 11:21:18 AM Viewed: 10/6/2025 11:22:44 AM Signed: 10/6/2025 11:23:20 AM
Electronic Record and Signature Disclosure: Accepted: 10/6/2025 11:22:44 AM ID: 3f115da0-4169-4562-b98e-63d59caa5f92		
Mary Michaels mmichaels@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by: Mary Michaels 119806BF52344A1... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 11:23:22 AM Viewed: 10/6/2025 3:06:32 PM Signed: 10/7/2025 2:49:46 PM
Electronic Record and Signature Disclosure: Accepted: 10/7/2025 2:49:33 PM ID: a43c4204-3429-48bd-a197-91fc083ee8f7		
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 2:49:48 PM Viewed: 10/7/2025 2:53:24 PM Signed: 10/7/2025 2:54:15 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
mayor mayor@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 9/24/2025 12:19:03 AM ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c	COPIED	Sent: 10/7/2025 2:54:16 PM
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 2:54:17 PM Viewed: 10/7/2025 3:34:42 PM
Judy Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 2:54:18 PM
Jennifer Decker jdecker@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 2:54:19 PM Resent: 10/7/2025 2:54:26 PM
Richard Fox rfox@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 10/7/2025 2:30:24 PM ID: 43d7a197-0404-42ad-9643-3605de012ae9	COPIED	Sent: 10/7/2025 2:54:20 PM
John Chmura jchmura@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 2:54:20 PM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/3/2025 3:44:18 PM
Envelope Updated	Security Checked	10/6/2025 11:20:42 AM
Certified Delivered	Security Checked	10/7/2025 2:53:24 PM
Signing Complete	Security Checked	10/7/2025 2:54:15 PM
Completed	Security Checked	10/7/2025 2:54:20 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

Docusign Envelope ID: 3E9689E0-6F1A-4FA4-9C93-CDCFC602946D

CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE(586) 574-4600
FAX (58) 574-4614
www.cityofwarren.org

DATE: SEPTEMBER 11, 2025

TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL

SUBJECT: RECOMMENDATION TO EXTEND AWARD OF ITB-W-0871; TESTING OF PFAS ON WASTEWATER INFLUENT AND EFFLUENT SAMPLES

The Purchasing Division concurs with the Waste Water Treatment Plant (WWTP) and recommends that City Council extend the award of Bid ITB-W-0871 for Testing of PFAS on Wastewater Influent and Effulent Samplets, to ALS Environmental (ALS) 3352 128th Avenue, Holland, MI 49424, for the first of three possible one-year extensions, at the same terms and conditions, in an annual amount not to exceed $23,000.00.

On November 14, 2023, City Council approved an award to ALS to furnish Testing of PFAS on Wastewater Influent and Effluent Samples for a two-year period in the annual amount not to exceed $23,000.00. There are options to extend the award for three additional one-year periods, with mutual consent of both parties.

The recommendation before your honorable body it to approve the first of three possible one-year extensions. The City's WWTP has been please with the work of ALS and are confident that they will continue to perform to the satisfaction of the City.

If approved by your honorable body, the award shall commence on November 17, 2025 and run through November 16, 2026.

Funds for this service are available in the WWTP Accont: 592-1580-74300.

Respectfully Submitted,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Approved By:	Signature	Date
Budget Director:	Signed by: F6FDC83AE1C142B...	9/13/2025
Controller:	DocuSigned by: Richard Fox CF2C773236C54C9...	9/15/2025
MAYOR:	Signed by: Lori M. Stone 76FABF22E3214B9...	9/15/2025

Docusign Envelope ID: 3E9689E0-6F1A-4FA4-9C93-CDCFC602946D

ITB-W-0871

ALS ENVIRONMENTAL
AS-READ BID DETAIL

TESTING FOR PFAS
ON WASTEWATER INFLUENT
AND EFFLUENT SAMPLES

Item No.	Parameter	Matrix	Method Number**	Quantity	Unit Price		Amount
1	PFAS	Water	537**	100	$ 230.00	per sample	$ 23,000.00
2	Pickup Services, including mileage			30	NO BID	per event	NO BID
3	Method Number used by Bidder	METHOD 537 MODIFIED					
					ONE-YEAR GRAND TOTAL:		**$ 23,000.00**
					TWO-YEAR GRAND TOTAL:		**$ 46,000.00**

Docusign Envelope ID: 3E9689E0-6F1A-4FA4-9C93-CDCFC602946D

PUBLIC SERVICE DEPARTMENT
WASTE WATER TREATMENT PLANT
32360 Warkop
Warren, Michigan 48093
(586) 264-2530
www.cityofwarren.org

MEMO TO: Mr. Craig Treppa, Purchasing Agent
Office of the Controller

FROM: Donna Dordeski, P.E., WWTP Division Head

SUBJECT: **Recommendation for a one (1) year extension of ITB-W-0871, Testing of PFAS in Wastewater Influent and Effluent Samples, to ALS Environmental, 3352 128th Avenue, Holland, MI 49424 for a term commencing on November 17, 2025 thru November 16, 2026, in the total award amount not to exceed $23,000.00**

DATE: 9/4/25

The existing two (2) year agreement term with ALS Environmental (ITB-W-0871) for testing of PFAS in wastewater influent and effluent samples, is expiring on November 16, 2025.

The WWTP desires to continue utilizing services from ALS Environmental for testing of PFAS in wastewater influent and effluent samples, for an additional one (1) year term.

ALS Environmental has agreed to the one (1) year extension under the terms of ITB-W-0871, which allows for three (3) additional one (1) year extensions after the original two (2) year term.

It is being respectfully requested that the existing agreement for ITB-W-0871, Testing of PFAS in Wastewater Influent and Effluent Samples, to ALS Environmental, 3352 128th Avenue, Holland, MI 49424 be extended for the first of the allowable three (3) additional one (1) year terms (11/17/2025 thru 11/16/2026), as stipulated in the terms of the original award for ITB-W-0871, in a total award amount not to exceed $23,000.00.

Please take the steps necessary to seek authorization to approve extension of the agreement ITB-W-0871, Testing of PFAS in Wastewater Influent and Effluent Samples, to ALS Environmental, 3352 128th Avenue, Holland, MI 49424 for an additional one (1) 1-year term (11/17/2025 thru 11/16/2026), on the same terms and conditions as the original award for ITB-W-0871, resulting in the total award amount for the additional 1-year term not to exceed $23,000.00.

Funds for the requested one (1) 1-year term extension (11/17/2025 thru 11/16/2026) in the amount not to exceed $23,000.00 will be made available from the FY26 and FY27 Budgets, WWTP Account 592-1580-74300.

Docusign Envelope ID: 3E9689E0-6F1A-4FA4-9C93-CDCFC602946D

Should you have any questions regarding this request, please do not hesitate to contact me.

Respectfully,

Donna Dordeski, P.E.
WWTP Division Head

DD

cc: David Muzzarelli, Public Service Director

attachment: copy of ITB-W-0871 bid pricing for ALS Environmental

Docusign Envelope ID: 3E9689E0-6F1A-4FA4-9C93-CDCFC602946D

RESOLUTION

Document No: ITB-W-0871
Product or Service: Testing of PFAS on Wastewater Influent and Effluent Samples
Requesting Department: Waste Water Treatment Plant (WWTP)

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember_____.

On November 14, 2023, Warren City Council approved an award of bid ITB-W-0871; for furnishing Testing of PFAS on Wastewater Influent and Effluent Samples to ALS Environmental, 3352 128th Avenue, Holland , MI 49424 for a two-year period in an annual amount not to exceed $23,000.00. The bid document had options to extend the award for three additional one-year periods, with mutual consent of both parties.

The WWTP Division Head has determined that, in the best interest of the WWTP and the City, that the award be extended for the first of three possible one-year periods.

Funds are available in the following Account: 592-1580-74300.

IT IS RESOLVED, that the bid of ALS Environmental is hereby accepted by City Council to furnish WWTP Water Sample testing for the first of a potential three-year period, in an annual amount not to exceed $23,000.00, with options to extend for two additional one-year periods, with mutual consent of both parties.

Docusign Envelope ID: 3E9689E0-6F1A-4FA4-9C93-CDCFC602946D

IT IS FURTHER RESOLVED, that the award shall commence on November 17, 2025.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

x Bid document
☐ Contract
x Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this____ day of _____, 2025.

_____
Mindy Moore
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2022.

_____
Sonja Buffa
City Clerk

Docusign Envelope ID: 7EBE3590-72E0-460E-80E4-0DC0DA760EEC

CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: OCTOBER 7, 2025

TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL

SUBJECT: INCREASE OF AWARD OF BID ITB-W-1322; PRINTING, BUNDLING, AND SHIPPING THE WARREN PROGRAM GUIDE/BOOKLET

The Purchasing Division concurs with the Library Director and recommends that the award to Grand Blanc Printing, Inc., 9449 Holly Road, Grand Blanc, MI 48439, for Printing, Bundling, and Shipping the Warren Program Guide/Booklet (ITB-W-1322), be increased from a total amount not to exceed $37,660.00 to a total amount not to exceed $38,263.19 (an increase of $603.19).

On September 10, 2024, City Council approved an award to Grand Blac Printing, Inc., for printing, bundling, and shipping of the Warren Program Guide/Booklet, in the total amount not to exceed $37,660.00, pending review and approval of the publications final draft by the City Council.

Based on the increase of publications needed to distribute throughout the City, this recommendation before your honorable body today is for an increase of $603.19, for a total amount not to exceed $38,263.19, pending review and approval of the publications final draft by the City Council.

Funds are available in the following Accounts: 208-9208-88011 and 271-9271-88011.

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:
F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
CF2C773236C54C9...
Richard Fox
Controller

Signed by:
Lori M. Stone
F040B73E57F248E...
Lori M. Stone
Mayor

Docusign Envelope ID: 7EBE3590-72E0-460E-80E4-0DC0DA760EEC

WARREN PUBLIC LIBRARY

LIBRARY ADMINISTRATION
One City Square, Suite 100
Warren, MI 48093
(586) 574-4564
www.warrenlibrary.net

September 30, 2025

Craig Treppa
Purchasing Agent
City of Warren

Subject: *Warren Today, Activity Guide*
ITB-W-1322

The Library, Parks & Recreation departments are requesting funds in the amount of $603.19, to cover the cost of overruns for the printed quarterly issues. While sufficient funds are available, the rise in population/households has caused printing costs to exceed the original bid which was $37,660.00.

The city of Warren is seeking to print the winter 2025/2026 edition in lieu of the 2024/2025 winter edition that was approved by Council.

Funds were divided between the following departments:

Library	$18,830.00	271-9271-88011
Parks & Recreation	$18,830.00	208-9208-88011
Total:	$37,660.00	

Library to pay:	$301.60
Parks & Rec. to pay:	$301.59
	$603.19

Funds are available in Library marketing account # 271- 9271-88011
Funds are available in Parks & Recreation marketing account # 208-9208-88011

Thank you for your attention to this matter. Please call me if you have any questions.

Sincerely,

DocuSigned by:
Oksana Urban
587B93BC73A8489...

Oksana Urban
Library Director
586-574-4564 x 5001

Docusign Envelope ID: 7EBE3590-72E0-460E-80E4-0DC0DA760EEC

RESOLUTION

Document No: ITB-W-1322 Increase of Award
Product or Service: Entertainment and Special Event Services
Requesting Department: Parks & Recreation

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember_____.

On September 10, 2024, City Council approved an award to Grand Blanc Printing, Inc., 9449 Holly Road, Grand Blanc, MI 48439, for printing, bundling, and shipping the Warren Program Guide/Booklet, in the total amount not to exceed $37,660.00, pending review and approval of the publications final draft by City Council.

The Library Director has determined, that in the best interest of the City, the award to Grand Blanc Printing, Inc. be increased by $603.19, for a total amount not to exceed $38,263.19.

Funds are available in the following Accounts: 208-9208-88011 and 271-9271-88011.

Docusign Envelope ID: 7EBE3590-72E0-460E-80E4-0DC0DA760EEC

THEREFORE, IT IS RESOLVED, that an increase of award for ITB-W-1322 is hereby accepted by City Council for Grand Blanc Printing, Inc., in an amount not to exceed $38,263.19 (an increase of $603.19), pending review and approval of the publications final draft by City Council.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

☐ Bid document
☐ Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this____ day of _____, 2025.

_____
MINDY MOORE
Secretary of the Council

Docusign Envelope ID: 7EBE3590-72E0-460E-80E4-0DC0DA760EEC

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

_____
Sonja Buffa
City Clerk

Certificate Of Completion

Envelope Id: 7EBE3590-72E0-460E-80E4-0DC0DA760EEC
Status: Completed
Subject: ITB-W-1322 Increase of Award Program Guide/Booklet - Council Item
Source Envelope:
Document Pages: 5
Signatures: 6
Certificate Pages: 6
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Shanah Turner
1 City Sq Ste 215
Warren, MI 48093
sturner@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/7/2025 3:10:18 PM
Holder: Shanah Turner
sturner@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Shanah Turner sturner@cityofwarren.org Assistant Buyer City of Warren Security Level: Email, Account Authentication (None)	Signed by: Shanah Turner D3220749F3AC487... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 3:13:23 PM Viewed: 10/7/2025 3:13:34 PM Signed: 10/7/2025 3:13:39 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Craig Treppa ctreppa@cityofwarren.org Purchasing Agent City of Warren Security Level: Email, Account Authentication (None)	Signed by: Craig Treppa E610E2D7FFE5449... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 3:13:40 PM Viewed: 10/7/2025 3:14:40 PM Signed: 10/7/2025 3:14:48 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Oksana Urban ourban@cityofwarren.org Library Director Security Level: Email, Account Authentication (None)	DocuSigned by: Oksana Urban 587B93BC73A8489... Signature Adoption: Pre-selected Style Using IP Address: 50.245.107.77	Sent: 10/7/2025 3:14:50 PM Viewed: 10/7/2025 3:22:24 PM Signed: 10/7/2025 3:23:02 PM
Electronic Record and Signature Disclosure: Accepted: 10/7/2025 3:22:24 PM ID: 78aef64e-d5bb-4cd1-a15e-9429b2c400be		
Kris Battle kbattle@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by: F6FDC83AE1C142B... Signature Adoption: Uploaded Signature Image Using IP Address: 24.192.140.180	Sent: 10/7/2025 3:23:04 PM Viewed: 10/7/2025 3:32:51 PM Signed: 10/7/2025 3:33:07 PM
Electronic Record and Signature Disclosure: Accepted: 9/11/2025 5:08:41 PM ID: dc18193c-ac2c-424c-9f48-c0daac7b9f4f		

Signer Events	Signature	Timestamp
Richard Fox rfox@cityofwarren.org Security Level: Email, Account Authentication (None)	DocuSigned by: Richard Fox CF2C773236C54C9... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 3:33:09 PM Viewed: 10/8/2025 8:53:38 AM Signed: 10/8/2025 8:53:50 AM
Electronic Record and Signature Disclosure: Accepted: 10/8/2025 8:53:38 AM ID: 3cf77c0b-3c7f-4995-bf57-0709e4edc0fd		
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/8/2025 8:53:52 AM Viewed: 10/8/2025 9:05:13 AM Signed: 10/8/2025 9:05:46 AM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Mayor Lori M. Stone mayor@cityofwarren.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 3:13:21 PM Viewed: 10/7/2025 3:30:43 PM
Electronic Record and Signature Disclosure: Accepted: 9/24/2025 12:19:03 AM ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c		
Judith Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 3:13:22 PM Viewed: 10/7/2025 3:22:42 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 3:13:22 PM Viewed: 10/7/2025 3:35:19 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/7/2025 3:13:21 PM
Certified Delivered	Security Checked	10/8/2025 9:05:13 AM
Signing Complete	Security Checked	10/8/2025 9:05:46 AM
Completed	Security Checked	10/8/2025 9:05:46 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

Docusign Envelope ID: 1E6FA161-8194-48A8-A3B3-3A7F99156B47

CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: SEPTEMBER 23, 2025

TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL

SUBJECT: RECOMMENDATION TO EXTEND THE AWARD OF BID ITB-W-1388; TO FUNISH SECURITY SERVICES AT BURNETTE BRANCH LIBRARY

The Purchasing Division concurs with the Library Director and recommends that the agreement to provide Security Services at Burnette Branch Library, located at 23345 Van Dyke Avenue, be extended to Spartan 6 Security, Inc., 36726 Goddard Road, Romulus, MI 48174, for a one (1) year period, in the annual amount not to exceed $40,000.00.

On February 25, 2025, City Council approved an award to Spartan 6 Security, Inc. for a one (1) year period, with options to extend for four (4) additional one (1) year periods, at the same terms and conditions, in an annual amount not to exceed $33,000.00.

Due to an increased number of patrons at the Burnette Branch Library, and safety concerns for both staff and visitors, this recommendation before your honorable body today is for the first optional one (1) year period (February 28, 2026 through February 27, 2027), in an annual amount not to exceed $40,000.00.

Funds are available in the following Account: 271-9271-80100.

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:
F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
CF2C773236C54C9...
Richard Fox
Controller

Signed by:
Lori M. Stone
F040B73E57F248E...
Lori M. Stone
Mayor

Docusign Envelope ID: 1E6FA161-8194-48A8-A3B3-3A7F99156B47

WARREN
PUBLIC LIBRARY

LIBRARY ADMINISTRATION
One City Square, Suite 100
Warren, MI 48093
(586) 574-4564
www.warrenlibrary.net

September 18, 2025

Craig Treppa
Purchasing Agent
City of Warren

SUBJECT: Recommendation for Renewal of ITB-W-1388
Spartan 6 Security, Inc.
Security services for the Burnette Branch Library

Upon reviewing the security services provided by Spartan 6 Security, I am recommending that the City of Warren utilize the first one-year renewal of their awarded contract which is set to expire on February 27, 2026. The renewal would cover February 28, 2026 to February 27, 2027 for the amount of $40,000.00. Due to the increased number of patrons and safety concerns for both staff and visitors, the proposed increase will ensure the continuation and enhancement of security services at the Burnette Branch Library.

Funds are available in account 9271-80100 ($40,000.00).

Thank you for your attention to this matter. Please call me if you have any questions.

Sincerely,

Oksana Urban

Oksana Urban
Library Director
586-574-4564 x 5001

Docusign Envelope ID: 1E6FA161-8194-48A8-A3B3-3A7F99156B47

RESOLUTION

Document No: ITB-W-1388 Extension 1
Product or Service: Security Service
Requesting Department: Library

At a regular meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025, at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilpersons _____

_____

ABSENT: Councilpersons _____

The following preamble and resolution were offered by Councilperson _____ and supported by Councilperson _____.

On February 25, 2025, City Council approved an award to Spartan 6 Security, Inc., 36726 Goddard Road, Romulus, MI 48174, for a one (1) year period, with options to renew for four (4) additional one (1) year periods, at the same terms and conditions, in an annual amount not to exceed $33,000.00.

It has been determined by the Library Director that it is in the best interest of the City to extend this award for the first optional one (1) year period (February 28, 2026 through February 27, 2027), in an annual amount not to exceed $40,000.00.

Funds are available in the following Account: 271-9271-80100.

THEREFORE, IT IS RESOLVED that the extension of award to Spartan 6 Security, Inc., for the first optional one (1) year period (February 28, 2026 through February 27, 2027), in an annual amount not to exceed $40,000.00, is hereby accepted by City Council.

Docusign Envelope ID: 1E6FA161-8194-48A8-A3B3-3A7F99156B47

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

- ☐ Bid Document
- ☐ Contract
- x Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilpersons: _____

_____

NAYS: Councilpersons: _____

_____

RESOLUTION DECLARED ADOPTED this _____ day of _____, 2025.

_____
Mindy Moore
Council Secretary

Docusign Envelope ID: 1E6FA161-8194-48A8-A3B3-3A7F99156B47

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on _____, 2025.

_____
Sonja Buffa
City Clerk

Docusign Envelope ID: 9E7F1105-FFA3-4E6F-98E5-D669C1FAA52E

CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: OCTOBER 1, 2025

TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL

SUBJECT: ITB-W-1572; RECOMMENDATION OF AWARD TO FURNISH ADA IMPROVEMENTS

The Purchasing Division concurs with the Water Division and recommends that Bid ITB-W-1572; to furnish ADA Improvements at the Water & Sewer Garage, be awarded to the lowest responsible and cost-effective bidder, Decima, LLC., 16870 Shaefer Hwy., Detroit, MI 48235, in the total amount not to exceed $555,615.00.

On Wednesday, July 30, 2025 at 1:00 PM, electronic bids were publicly opened for ITB-W-1572; To Furnish ADA Improvements at various City Building. Bids were solicited through the BidNet® (MITN) system. Four (4) companies responded with a bid, which are summarized on the attached bid tabulation sheet.

If approved by your honorable body, Decima, LLC. will renovate a total of six (6) restrooms and a kitchenette to make them ADA compliant. In addition, a concrete ramp is being added within the garage to create ADA accessibility at the garage/office interface.

There is a $56,000.00 contingency included in the $555,615.00 amount and will only be used to cover unforeseen items that were not included in the original bid specification. Use of these funds will only be used with pre-approval from the City.

The Engineering Firm of Hubbell, Roth & Clark, Inc. (HRC) was responsible for working with the City to develop plans and specifications for this project.

Funds are available in the following Account: 592-9047-98040.

Respectfully Submitted,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:
F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
CF2C773236C54C9...
Richard Fox
Controller

Signed by:
Lori M. Stone
F040B73E57F248E...
Lori M. Stone
Mayor

Docusign Envelope ID: 9E7F1105-FFA3-4E6F-98E5-D669C1FAA52E

BID TABULATION
WARREN ADA IMPROVEMENTS DDA PACKAGE, PRIORITY 1
CITY OF WARREN ITB-W-1572
MACOMB COUNTY, MICHIGAN

Bids Due: 07/30/25
HRC Job No: 20210787

Item	Quantity		D&S Contractors, Inc. 3500 W. 11 Mile Road Suite A Berkley, MI 48072 (248) 584-4848		Decima LLC 16870 Schaefer Hwy Detroit, MI 48235 (260) 243-0591		Meridian Contracting Group 6149 Trailside Drive Washington, MI 48094 (586) 292-6132		Quadrate Construction, LLC 15801 23 Mile Road Macomb Twp, MI 48042 (586) 677-1111	
			Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
Police Station										
1. Demolition	1	LS	$ -	$ -	$ 8,987.00	$ 8,987.00	$ 5,600.00	$ 5,600.00	$ 6,375.00	$ 6,375.00
2. Laminate Doors, Frames & Hardware	1	LS	$ -	$ -	$ 5,100.00	$ 5,100.00	$ 6,200.00	$ 6,200.00	$ 8,500.00	$ 8,500.00
3. Wall and Floor Tile	1	LS	$ -	$ -	$ 10,068.00	$ 10,068.00	$ 10,500.00	$ 10,500.00	$ 27,980.00	$ 27,980.00
4. Masonry Work	1	LS	$ -	$ -	$ -	$ -	$ 11,230.00	$ 11,230.00	$ 10,340.00	$ 10,340.00
5. Wall Framing, Insulation, and Drywall	1	LS	$ -	$ -	$ 10,470.00	$ 10,470.00	$ 3,650.00	$ 3,650.00	$ 9,560.00	$ 9,560.00
6. Ceiling Work	1	LS	$ -	$ -	$ 1,875.00	$ 1,875.00	$ 2,650.00	$ 2,650.00	$ 2,200.00	$ 2,200.00
7. Toilet Partitions	1	LS	$ -	$ -	$ -	$ -	$ 3,850.00	$ 3,850.00	$ -	$ -
8. Toilet Accessories	1	LS	$ -	$ -	$ 3,016.00	$ 3,016.00	$ 2,100.00	$ 2,100.00	$ 3,410.00	$ 3,410.00
9. Plumbing	1	LS	$ -	$ -	$ 19,780.00	$ 19,780.00	$ 16,500.00	$ 16,500.00	$ 15,000.00	$ 15,000.00
10. Mechanical	1	LS	$ -	$ -	$ 3,500.00	$ 3,500.00	$ 2,560.00	$ 2,560.00	$ 3,500.00	$ 3,500.00
11. Electrical	1	LS	$ -	$ -	$ 2,286.00	$ 2,286.00	$ 11,850.00	$ 11,850.00	$ 3,588.00	$ 3,588.00
12. Paint & Miscellaneous	1	LS		$ -	$ 1,200.00	$ 1,200.00	$ 3,850.00	$ 3,850.00	$ 1,600.00	$ 1,600.00
13. Gen'l Conditions, OH+P, Permits & Bonds	1	LS		$ -	$ 13,656.00	$ 13,656.00	$ 26,000.00	$ 26,000.00	$ 47,437.00	$ 47,437.00
14. Hazardous Mat. Testing Removal & Abatement	1	LS		$ -	$ 2,000.00	$ 2,000.00	$ 1,000.00	$ 1,000.00	$ -	$ -
18. Project Contingency Allowance (Mandatory)	1	LS	$ 9,000.00	$ 9,000.00	$ 9,000.00	$ 9,000.00	$ 9,000.00	$ 9,000.00	$ 9,000.00	$ 9,000.00
Subtotal				**$ 113,220.00**		**$ 90,938.00**		**$ 116,540.00**		**$ 148,490.00**
Owen Jax Community Center										
1. Demolition	1	LS		$ -	$ 19,605.00	$ 19,605.00	$ 26,500.00	$ 26,500.00	$ 13,900.00	$ 13,900.00
2. Doors, Frames & Hardware	1	LS		$ -	$ 28,050.00	$ 28,050.00	$ 38,500.00	$ 38,500.00	$ 49,500.00	$ 49,500.00
3. Wall and Floor Tile	1	LS		$ -	$ 11,385.00	$ 11,385.00	$ 38,560.00	$ 38,560.00	$ 23,100.00	$ 23,100.00
4. Masonry Work	1	LS		$ -	$ 17,050.00	$ 17,050.00	$ 24,560.00	$ 24,560.00	$ 23,250.00	$ 23,250.00
5. Wall Framing, Insulation, and Drywall	1	LS		$ -	$ 2,500.00	$ 2,500.00	$ 8,950.00	$ 8,950.00	$ 12,000.00	$ 12,000.00
6. Ceiling Work	1	LS		$ -	$ 8,410.00	$ 8,410.00	$ 4,250.00	$ 4,250.00	$ 5,800.00	$ 5,800.00
7. Toilet Partitions	1	LS		$ -	$ 12,250.00	$ 12,250.00	$ 10,500.00	$ 10,500.00	$ 9,360.00	$ 9,360.00
8. Toilet Accessories	1	LS		$ -	$ 10,850.00	$ 10,850.00	$ 2,890.00	$ 2,890.00	$ 7,990.00	$ 7,990.00
9. Plumbing	1	LS		$ -	$ 121,690.00	$ 121,690.00	$ 112,640.00	$ 112,640.00	$ 105,000.00	$ 105,000.00
10. Mechanical	1	LS		$ -	$ 8,670.00	$ 8,670.00	$ 16,560.00	$ 16,560.00	$ 13,500.00	$ 13,500.00
11. Electrical	1	LS		$ -	$ 12,348.00	$ 12,348.00	$ 24,560.00	$ 24,560.00	$ 23,174.00	$ 23,174.00
12. Fire Alarm System Modifications	1	LS		$ -	$ 3,000.00	$ 3,000.00	$ 6,500.00	$ 6,500.00	$ 2,500.00	$ 2,500.00
13. Paint & Miscellaneous	1	LS		$ -	$ 10,733.00	$ 10,733.00	$ 14,650.00	$ 14,650.00	$ 8,595.00	$ 8,595.00
14. Exterior Pavement at Parking Lot Entrance	1	LS		$ -	$ 9,275.00	$ 9,275.00	$ 10,250.00	$ 10,250.00	$ 7,555.00	$ 7,555.00
15. Kitchenette casework	1	LS		$ -	$ 14,530.00	$ 14,530.00	$ 6,200.00	$ 6,200.00	$ 15,874.00	$ 15,874.00

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BID TABULATION
WARREN ADA IMPROVEMENTS DDA PACKAGE, PRIORITY 1
CITY OF WARREN ITB-W-1572
MACOMB COUNTY, MICHIGAN

Bids Due: 07/30/25
HRC Job No: 20210787

				D&S Contractors, Inc. 3500 W. 11 Mile Road Suite A Berkley, MI 48072 (248) 584-4848		Decima LLC 16870 Schaefer Hwy Detroit, MI 48235 (260) 243-0591		Meridian Contracting Group 6149 Trailside Drive Washington, MI 48094 (586) 292-6132		Quadrate Construction, LLC 15801 23 Mile Road Macomb Twp, MI 48042 (586) 677-1111	
	Item	**Quantity**		**Unit Price**	**Total Cost**	**Unit Price**	**Total Cost**	**Unit Price**	**Total Cost**	**Unit Price**	**Total Cost**
16.	Interior Doors Widened for ADA	7	EA	$ -	$ -	$ 4,000.00	$ 28,000.00	$ 3,500.00	$ 24,500.00	$ 775.14	$ 5,426.00
17.	Gen'l Conditions, OH+P, Permits & Bonds	1	LS	$ -	$ -	$ 65,069.00	$ 65,069.00	$ 72,500.00	$ 72,500.00	$ 122,690.00	$ 122,690.00
18.	Hazardous Mat. Testing Removal & Abatement	1	LS	$ -	$ -	$ 7,000.00	$ 7,000.00	$ 2,500.00	$ 2,500.00	$ 27,000.00	$ 27,000.00
19.	Project Contingency Allowance (Mandatory)	1	LS	$ 37,000.00	$ 37,000.00	$ 37,000.00	$ 37,000.00	$ 37,000.00	$ 37,000.00	$ 37,000.00	$ 37,000.00
	Subtotal				**$ 389,096.00**		**$ 427,415.00**		**$ 482,570.00**		**$ 513,214.00**

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WARREN ADA IMPROVEMENTS DDA PACKAGE, PRIORITY 1
CITY OF WARREN ITB-W-1572
MACOMB COUNTY, MICHIGAN

Bids Due: 07/30/25
HRC Job No: 20210787

Item	Quantity		D&S Contractors, Inc. 3500 W. 11 Mile Road Suite A Berkley, MI 48072 (248) 584-4848		Decima LLC 16870 Schaefer Hwy Detroit, MI 48235 (260) 243-0591		Meridian Contracting Group 6149 Trailside Drive Washington, MI 48094 (586) 292-6132		Quadrate Construction, LLC 15801 23 Mile Road Macomb Twp, MI 48042 (586) 677-1111	
			Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
Community Center										
1. Demolition	1	LS		$ -	$ 6,335.00	$ 6,335.00	$ 5,600.00	$ 5,600.00	$ 6,335.00	$ 6,335.00
2. Wall Framing, Insulation, and Drywall	1	LS		$ -	$ 1,000.00	$ 1,000.00	$ 6,200.00	$ 6,200.00	$ 1,500.00	$ 1,500.00
3. Wall and Floor Tile Repair	1	LS		$ -	$ 2,500.00	$ 2,500.00	$ 6,800.00	$ 6,800.00	$ 11,200.00	$ 11,200.00
4. Toilet Accessories	1	LS		$ -	$ 804.00	$ 804.00	$ 6,350.00	$ 6,350.00	$ 210.00	$ 210.00
5. Plumbing	1	LS		$ -	$ 10,790.00	$ 10,790.00	$ 8,500.00	$ 8,500.00	$ -	$ -
6. Mechanical	1	LS		$ -	$ 10,400.00	$ 10,400.00	$ 6,850.00	$ 6,850.00	$ 16,000.00	$ 16,000.00
7. Electrical	1	LS		$ -	$ 10,116.00	$ 10,116.00	$ 12,500.00	$ 12,500.00	$ 4,850.00	$ 4,850.00
8. Paint & Miscellaneous	1	LS		$ -	$ 1,300.00	$ 1,300.00	$ 6,950.00	$ 6,950.00	$ 1,700.00	$ 1,700.00
9. Gen'l Conditions, OH+P, Permits & Bonds	1	LS		$ -	$ 8,949.00	$ 8,949.00	$ 15,000.00	$ 15,000.00	$ 9,500.00	$ 9,500.00
10. Hazardous Mat. Testing Removal & Abatement	1	LS		$ -	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ -	$ -
11. Project Contingency Allowance (Mandatory)	1	LS	$ 8,000.00	$ 8,000.00	$ 8,000.00	$ 8,000.00	$ 8,000.00	$ 8,000.00	$ 8,000.00	$ 8,000.00
Subtotal				**$ 74,810.00**		**$ 61,694.00**		**$ 84,250.00**		**$ 59,295.00**
Water Garage										
1. Demolition	1	LS		$ -	$ 19,218.00	$ 19,218.00	$ 32,820.00	$ 32,820.00	$ 15,675.00	$ 15,675.00
2. Doors, Frames & Hardware	1	LS		$ -	$ 12,600.00	$ 12,600.00	$ 6,500.00	$ 6,500.00	$ 27,000.00	$ 27,000.00
3. Wall and Floor Tile	1	LS		$ -	$ 11,994.00	$ 11,994.00	$ 42,500.00	$ 42,500.00	$ 77,670.00	$ 77,670.00
4. Concrete New Construction	1	LS		$ -	$ 5,375.00	$ 5,375.00	$ 12,500.00	$ 12,500.00	$ 11,555.00	$ 11,555.00
5. Wall Framing, Insulation, and Drywall	1	LS		$ -	$ 30,785.00	$ 30,785.00	$ 13,560.00	$ 13,560.00	$ 18,500.00	$ 18,500.00
6. Ceiling Work	1	LS		$ -	$ 3,425.00	$ 3,425.00	$ 5,600.00	$ 5,600.00	$ 5,300.00	$ 5,300.00
7. Toilet Partitions	1	LS		$ -	$ 18,375.00	$ 18,375.00	$ 9,500.00	$ 9,500.00	$ 11,330.00	$ 11,330.00
8. Toilet Accessories	1	LS		$ -	$ 17,935.00	$ 17,935.00	$ 4,500.00	$ 4,500.00	$ 11,170.00	$ 11,170.00
9. Plumbing	1	LS		$ -	$ 219,090.00	$ 219,090.00	$ 185,000.00	$ 185,000.00	$ 141,500.00	$ 141,500.00
10. Mechanical	1	LS		$ -	$ 11,500.00	$ 11,500.00	$ 36,560.00	$ 36,560.00	$ 10,000.00	$ 10,000.00
11. Fire Suppression System Modifications	1	LS		$ -	$ 6,000.00	$ 6,000.00	$ 14,950.00	$ 14,950.00	$ 12,000.00	$ 12,000.00
12. Electrical	1	LS		$ -	$ 10,307.00	$ 10,307.00	$ 58,500.00	$ 58,500.00	$ 19,472.00	$ 19,472.00
13. Paint & Miscellaneous	1	LS		$ -	$ 37,742.00	$ 37,742.00	$ 14,850.00	$ 14,850.00	$ 3,730.00	$ 3,730.00
14. Gen'l Conditions, OH+P, Permits & Bonds	1	LS		$ -	$ 83,269.00	$ 83,269.00	$ 60,000.00	$ 60,000.00	$ 136,690.00	$ 136,690.00
15. Hazardous Mat. Testing Removal & Abatement	1	LS		$ -	$ 12,000.00	$ 12,000.00	$ 1,000.00	$ 1,000.00	$ -	$ -
16. Project Contingency Allowance (Mandatory)	1	LS	$ 56,000.00	$ 56,000.00	$ 56,000.00	$ 56,000.00	$ 56,000.00	$ 56,000.00	$ 56,000.00	$ 56,000.00
Subtotal				**$ 419,808.00**		**$ 555,615.00**		**$ 554,340.00**		**$ 557,592.00**

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BID TABULATION
WARREN ADA IMPROVEMENTS DDA PACKAGE, PRIORITY 1
CITY OF WARREN ITB-W-1572
MACOMB COUNTY, MICHIGAN

Bids Due: 07/30/25
HRC Job No: 20210787

				D&S Contractors, Inc. 3500 W. 11 Mile Road Suite A Berkley, MI 48072 (248) 584-4848		Decima LLC 16870 Schaefer Hwy Detroit, MI 48235 (260) 243-0591		Meridian Contracting Group 6149 Trailside Drive Washington, MI 48094 (586) 292-6132		Quadrate Construction, LLC 15801 23 Mile Road Macomb Twp, MI 48042 (586) 677-1111	
	Item	**Quantity**		**Unit Price**	**Total Cost**	**Unit Price**	**Total Cost**	**Unit Price**	**Total Cost**	**Unit Price**	**Total Cost**
	Civic Center South										
1.	Demolition	1	LS		$ -	$ 3,525.00	$ 3,525.00	$ 5,800.00	$ 5,800.00	$ 6,500.00	$ 6,500.00
2.	Concrete Curb Ramps	1	LS		$ -	$ 7,750.00	$ 7,750.00	$ 7,500.00	$ 7,500.00	$ 6,305.00	$ 6,305.00
3.	Concrete Sidewalk	1	LS		$ -	$ 22,500.00	$ 22,500.00	$ 10,560.00	$ 10,560.00	$ 10,805.00	$ 10,805.00
4.	Miscellaneous	1	LS		$ -	$ 1,000.00	$ 1,000.00	$ 2,850.00	$ 2,850.00	$ 2,500.00	$ 2,500.00
5.	Gen'l Conditions, OH+P, Permits & Bonds	1	LS		$ -	$ 6,955.00	$ 6,955.00	$ 9,000.00	$ 9,000.00	$ 9,100.00	$ 9,100.00
20.	Project Contingency Allowance (Mandatory)	1	LS	$ 4,000.00	$ 4,000.00	$ 4,000.00	$ 4,000.00	$ 4,000.00	$ 4,000.00	$ 4,000.00	$ 4,000.00
	Subtotal				**$ 32,006.00**		**$ 45,730.00**		**$ 39,710.00**		**$ 39,210.00**
	City Hall Parking Deck										
1.	Demolition	1	LS		$ -	$ 4,800.00	$ 4,800.00	$ 6,450.00	$ 6,450.00	$ 4,500.00	$ 4,500.00
2.	New Concrete Work	1	LS		$ -	$ 18,400.00	$ 18,400.00	$ 12,560.00	$ 12,560.00	$ 11,340.00	$ 11,340.00
3.	Gen'l Conditions, OH+P, Permits & Bonds	1	LS		$ -	$ 4,640.00	$ 4,640.00	$ 9,000.00	$ 9,000.00	$ 12,000.00	$ 12,000.00
4.	Project Contingency Allowance (Mandatory)	1	LS	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 3,000.00
	Subtotal				**$ 16,615.00**		**$ 30,840.00**		**$ 31,010.00**		**$ 30,840.00**
	TOTAL BID AMOUNT:				**$ 1,045,555.00**		**$ 1,212,232.00**		**$ 1,308,420.00** *		**$ 1,348,641.00**
	Calendar Days				**200**		**150**		**120**		**130**

*** The Bidder's provided total is $10 less than the correct sum.**

ENGINEER:
Hubbell, Roth & Clark, Inc.
555 Hulet Drive
P.O. Box 824
Bloomfield Hills, MI 48083-0824

Docusign Envelope ID: 9E7F1105-FFA3-4E6F-98E5-D669C1FAA52E

HUBBELL, ROTH & CLARK, INC
CONSULTING ENGINEERS SINCE 1915

555 Hulet Drive
Bloomfield Hills, MI 48302-0360

248-454-6300

www.hrcengr.com

August 11, 2025

City of Warren – Engineering Division
1 City Square Suite 300
Warren, Michigan 48093

Attn: Ms. Tina Gapshes, PE, City Engineer
Re: Bid Tabulation and Review — HRC Job No. 20210787.20
City Buildings ADA Improvements DDA Package, Priority 1
ITB-W-1572

Dear Ms. Gapshes:

We have reviewed the bids that were received electronically by the City on Wednesday, July 30, 2025, for the City Buildings ADA Improvements Project and have found them to be in order. There were four (4) bids received. The lowest bid was found to be nonresponsive. The lowest responsive bidder was Decima, LLC of Detroit, Michigan. Please refer to the attached Bid Tabulation for an itemized bid breakdown.

The project documents consist of improvements to several City of Warren facilities: Warren Community Center, Warren Police Headquarters, Civic Center South, Owen Jax Recreation Center, Warren City Water and Sewer Division, Warren City Hall Parking Garage. Project work scope includes interior and exterior improvements to bring facilities into better compliance with the Americans With Disabilities Act. Work includes modifications to restrooms, kitchenettes, sidewalks, and other items.

The lowest responsive bidder has submitted several suitable references for similar improvement projects completed and has performed satisfactorily on a similar project for the City of Warren. HRC conducted the reference checks and reported that each respondent indicated that the bidder had performed well on their projects, coordinated their subcontractors well, was respectful to the general public, and had no complaints with the quality of their work.

Based on the above, we see no objection to the City awarding the Contract to Decima, LLC of Detroit, Michigan with a total bid of **$1,212,232.00**, subject to the submission of the necessary bonds and insurance, which comply with the contract specifications.

Enclosed, please find a copy of the Bid Tabulation for your records. If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

Steven T. Sack, RA, NCARB
Staff Architect

Enclosure
pc: City of Warren; C. Treppa; S. Turner
HRC; A. Melchior, File

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Water Division
12821 Stephens Road
Warren, MI 48089
(586) 759-9200

David Koss
Superintendent

September 30, 2025

Craig Treppa, Purchasing Agent
Purchasing Division of the City of Warren

Re: ADA Water Garage Improvements – IT-W-1572.

Dear Mr. Treppa:

The Water Division is recommending the lowest bid to Dicima, LLC, 16870 Shaefer Hwy, Detroit, MI 48235 for the ADA improvements at the Water Garage facility at 12821 Stephens, Warren, MI 48089 in the amount of $555,615.00 which includes at $56,000.00 contingency allowance for any unforeseen issues during construction.

These improvements will include 6 restrooms, employee kitchen and a concrete ramp connecting the water garage to the office area to bring our facility to ADA standards.

The proposed project is budgeted in the 2025/26 Water and Sewer System Budget listed in account #592-9047-98040.

I will be available for City Council of any questions they may have. I can be reached at my office at 586.759.9224 or my cell at 586.610.1031.

If you concur with my recommendations, please forward to the Mayor and City Council for approval.

Thank you,

Signed by:
David Koss
BE6E471EC6B245B...

David Koss, Superintendent
Water Division, City of Warren

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RESOLUTION

Document No: ITB-W-1572
Product or Service: ADA Improvements
Requesting Department: Water Division

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember_____.

Electronic bids were accepted, publicly opened and read on Wednesday, July 30, 2025 at 1:00pm Local Time.

The following bids have been received by City Council:

BIDDER: AMOUNT:

Please see attached bid tabulation

The bid of Decima, LLC., 16870 Schaefer Hwy., Detroit, MI 48235, has been determined to be the lowest responsible and cost-effective bidder to furnish ADA Improvements for the Water Division, in the total amount not to exceed $555,615.00.

Funds are available in account number: 592-9047-98040.

Docusign Envelope ID: 9E7F1105-FFA3-4E6F-98E5-D669C1FAA52E

IT IS RESOLVED, that the bid of Decima, LLC. is hereby accepted by City Council in the total amount not to exceed $555,615.00.

IT IS FURTHER RESOLVED, that there is a $56,000.00 contingency included in the $555,615.00 amount and will only be used to cover unforeseen items that were not included in the original bid specification. Use of these funds will only be used with pre-approval from the City.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

X Bid document
☐ Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this____ day of _____, 2025.

_____
Mindy Moore
Secretary of the Council

Docusign Envelope ID: 9E7F1105-FFA3-4E6F-98E5-D669C1FAA52E

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

_____
Sonja Buffa
City Clerk

Certificate Of Completion

Envelope Id: 9E7F1105-FFA3-4E6F-98E5-D669C1FAA52E
Status: Completed
Subject: ITB-W-1572 ADA Improvements - Council Item
Source Envelope:
Document Pages: 10
Signatures: 5
Certificate Pages: 6
Initials: 0
AutoNav: Enabled
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Envelope Originator:
Shanah Turner
1 City Sq Ste 215
Warren, MI 48093
sturner@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/2/2025 11:55:46 AM
Holder: Shanah Turner
sturner@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Craig Treppa ctreppa@cityofwarren.org Purchasing Agent City of Warren Security Level: Email, Account Authentication (None)	Signed by: Craig Treppa E610E2D7FFE5449... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/2/2025 12:01:06 PM Viewed: 10/2/2025 12:51:17 PM Signed: 10/2/2025 12:51:58 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
David Koss dkoss@cityofwarren.org Superintendent City of Warren Security Level: Email, Account Authentication (None)	Signed by: David Koss BE6E471EC6B245B... Signature Adoption: Pre-selected Style Using IP Address: 50.223.37.38	Sent: 10/2/2025 12:51:59 PM Viewed: 10/2/2025 1:19:59 PM Signed: 10/2/2025 1:20:40 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Kris Battle kbattle@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by: F6FDC83AE1C142B... Signature Adoption: Uploaded Signature Image Using IP Address: 24.127.1.78	Sent: 10/2/2025 1:20:41 PM Viewed: 10/3/2025 2:33:52 PM Signed: 10/3/2025 2:34:11 PM
Electronic Record and Signature Disclosure: Accepted: 9/11/2025 5:08:41 PM ID: dc18193c-ac2c-424c-9f48-c0daac7b9f4f		
Richard Fox rfox@cityofwarren.org Security Level: Email, Account Authentication (None)	DocuSigned by: Richard Fox CF2C773236C54C9... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/3/2025 2:34:13 PM Resent: 10/6/2025 11:52:17 AM Viewed: 10/7/2025 10:08:20 AM Signed: 10/7/2025 10:08:31 AM
Electronic Record and Signature Disclosure: Accepted: 10/7/2025 10:08:20 AM ID: d8befce1-f1b9-4934-b6ca-c2a55663842a		

Signer Events	Signature	Timestamp
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 10:08:32 AM Viewed: 10/7/2025 1:08:30 PM Signed: 10/7/2025 1:09:13 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Mayor Lori M. Stone mayor@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 9/24/2025 12:19:03 AM ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c	COPIED	Sent: 10/7/2025 1:09:14 PM
Judith Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 1:09:15 PM
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 1:09:16 PM Viewed: 10/7/2025 1:18:36 PM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/2/2025 12:01:06 PM
Certified Delivered	Security Checked	10/7/2025 1:08:30 PM
Signing Complete	Security Checked	10/7/2025 1:09:13 PM
Completed	Security Checked	10/7/2025 1:09:16 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

Docusign Envelope ID: 56DB4814-F741-4886-8B74-E090312AD345

CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: SEPTEMBER 24, 2025

TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL

SUBJECT: ITB-W-1644; RECOMMENDATION OF AWARD TO FURNISH URINE DRUG & ALCOHOL TESTING SERVICES

The Purchasing Division concurs with the 37th District Court and recommends that Bid ITB-W-1644; to Furnish Urine Drug & Alcohol Testing Services, be awarded to Class A Training Center, LLC. dba Testing and Prevention, 43550 Elizabeth Road, Clinton Township, MI 48036, for a one (1) year period, with options to renew for five (5) additional one (1) year periods, at the same terms and conditions, in an annual amount not to exceed $282,500.00.

On Wednesday, September 3, 2025 at 1:00 PM local time, electronic bids for furnishing Urine Drug & Alcohol Testing Services were publicly opened. Bids were solicited through the BidNet® (MITN) system. Seven (7) vendors responded with a bid, which are detailed on the attached bid tabulation sheets for your review.

The City specified that the awarded vendor must have at least one (1) site located within five (5) miles of the 37th District Court and must have multiple locations open on weekends and holidays for at least three (3) hours in the morning, at least three (3) hours in the evening on weekends, and at least one (1) location open in the evening on holidays.

The low bidder, Avertest, LLC dba Averhealth, did not meet these requirements as they did not offer at least one (1) site located within five (5) miles of the 37th District Court. In addition, Avertest, LLC dba Averhealth does not have multiple locations open on weekends and holidays for at least three (3) hours in the morning, at least three (3) hours in the evening on weekends, and at least one (1) location open in the evening on holidays.

The second low bidder, ADAPT Drug Testing, also did not meet these requirements as they did not offer multiple locations open on weekends and holidays for at least three (3) hours in the morning, at least three (3) hours in the evening on weekends, and at least one (1) location open in the evening on holidays.

Class A Training Center, dba Testing and Prevention, the third lowest bidder, meets all the requirements of the bid and has serviced the City for several years. Based on this, the 37th District Court is confident that Class A Training Center, dba Testing and Prevention will perform to the satisfaction of the 37th District Court.

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If approved by your honorable body, this award will commence retro-actively on October 1, 2025, for a one (1) year period, with options to renew for five (5) additional one (1) year periods, at the same terms and conditions, in an annual amount not to exceed $282,500.00.

Funds are available in the following Account: 101-1136-82240.

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:
F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
CF2C773236C54C9...
Richard Fox
Controller

Signed by:
Lori M. Stone
F040B73E57F248E...
Lori M. Stone
Mayor

Docusign Envelope ID: 56DB4814-F741-4886-8B74-E090312AD345

City of Warren
One City Square
Warren MI 48093

BID #: ITB-W-1644
BID DUE DATE: 9/3/2025
DEPT: Drug Court

Product or Service: FURNISH URINE DRUG & ALCOHOL TESTING SERVICES

BIDDER	GRAND TOTAL
* ADAPT DRUG TESTING	$ 268,000.00
** AVERTEST, LLC dba AVERHEALTH	$ 255,000.00
CLASS A TRAINING CENTER, LLC. dba TESTING & PREVENTION	**$ 282,500.00**
DSI MEDICAL SERVICES, INC.	SUBMITTED "NO BID"
NATIONWIDE ELECTRONIC MONITORING	DID NOT ACKNOWLEDGE ADDENDUM #2, THEREFORE, BID NOT CONSIDERED
NORTON MEDICAL INDUSTRIES	$ 887,000.00
ONSITE SUBSTANCE ABUSE TESTING - NEW FRONTIER COUNSELING SERVICES	$ 316,000.00
UNITED STATES DRUG TESTING LABORATORIES	$ 327,225.00

* ADAPT Drug Testing did not meet the requirements.

** Avertest, LLC dba Averhealth did not meet the requirements.

Docusign Envelope ID: 56DB4814-F741-4886-8B74-E090312AD345

ITEM	DESCRIPTION	ANNUAL ESTIMATED QUANTITY	UNIT COST	EXTENDED COST
A.	Administer 7 panel, Random Urine Drug Tests and ETGs for Alcohol Test	10,000	$ 16.00	$ 160,000.00
B.	Administer 12 panel, Random Urine Drug Tests and ETGs for Alcohol Test	1,500	$ 23.00	$ 34,500.00
C.	Administer 16 panel, Random Urine Drug Tests and ETGs for Alcohol Test	1,500	$ 49.00	$ 73,500.00
			GRAND TOTAL:	$ 268,000.00

Docusign Envelope ID: 56DB4814-F741-4886-8B74-E090312AD345

ITEM	DESCRIPTION	ANNUAL ESTIMATED QUANTITY	UNIT COST	EXTENDED COST
A.	Administer 7 panel, Random Urine Drug Tests and ETGs for Alcohol Test	10,000	$ 18.00	$ 180,000.00
B.	Administer 12 panel, Random Urine Drug Tests and ETGs for Alcohol Test	1,500	$ 22.00	$ 33,000.00
C.	Administer 16 panel, Random Urine Drug Tests and ETGs for Alcohol Test	1,500	$ 28.00	$ 42,000.00
			GRAND TOTAL:	$ 255,000.00

Docusign Envelope ID: 56DB4814-F741-4886-8B74-E090312AD345

ITEM	DESCRIPTION	ANNUAL ESTIMATED QUANTITY	UNIT COST	EXTENDED COST
A.	Administer 7 panel, Random Urine Drug Tests and ETGs for Alcohol Test	10,000	$ 17.00	$ 170,000.00
B.	Administer 12 panel, Random Urine Drug Tests and ETGs for Alcohol Test	1,500	$ 22.00	$ 33,000.00
C.	Administer 16 panel, Random Urine Drug Tests and ETGs for Alcohol Test	1,500	$ 53.00	$ 79,500.00
			GRAND TOTAL:	$ 282,500.00

Docusign Envelope ID: 56DB4814-F741-4886-8B74-E090312AD345

ITEM	DESCRIPTION	ANNUAL ESTIMATED QUANTITY	UNIT COST	EXTENDED COST
A.	Administer 7 panel, Random Urine Drug Tests and ETGs for Alcohol Test	10,000	$ 65.00	$ 650,000.00
B.	Administer 12 panel, Random Urine Drug Tests and ETGs for Alcohol Test	1,500	$ 69.00	$ 103,500.00
C.	Administer 16 panel, Random Urine Drug Tests and ETGs for Alcohol Test	1,500	$ 89.00	$ 133,500.00
			GRAND TOTAL:	$ 887,000.00

Docusign Envelope ID: 56DB4814-F741-4886-8B74-E090312AD345

ITEM	DESCRIPTION	ANNUAL ESTIMATED QUANTITY	UNIT COST	EXTENDED COST
A.	Administer 7 panel, Random Urine Drug Tests and ETGs for Alcohol Test	10,000	$ 22.00	$ 220,000.00
B.	Administer 12 panel, Random Urine Drug Tests and ETGs for Alcohol Test	1,500	$ 29.00	$ 43,500.00
C.	Administer 16 panel, Random Urine Drug Tests and ETGs for Alcohol Test	1,500	$ 35.00	$ 52,500.00
			GRAND TOTAL:	$ 316,000.00

Docusign Envelope ID: 56DB4814-F741-4886-8B74-E090312AD345

ITEM	DESCRIPTION	ANNUAL ESTIMATED QUANTITY	UNIT COST	EXTENDED COST
A.	Administer 7 panel, Random Urine Drug Tests and ETGs for Alcohol Test	10,000	$ 24.24	$ 242,400.00
B.	Administer 12 panel, Random Urine Drug Tests and ETGs for Alcohol Test	1,500	$ 27.15	$ 40,725.00
C.	Administer 16 panel, Random Urine Drug Tests and ETGs for Alcohol Test	1,500	$ 29.40	$ 44,100.00
			GRAND TOTAL:	$ 327,225.00

Docusign Envelope ID: 56DB4814-F741-4886-8B74-E090312AD345

Purchasing Department

RE: Justification Letter for Drug Testing Bids

Dear Shanah Turner,

I am writing this **Justification Letter** recommending that the drug testing bid for the Warren Drug Court remain in place by Class A/TAPs Testing.

The Criteria for the Warren Drug Court Vendor's Hours and Locations Indicates: The Awarded Vendor Shall Have a Minimum of Four Locations within the Tri-County Area with at Least (1) Site be Located Within (5) Miles of the 37th District Court. Multiple locations Shall be Open on Weekends and Holidays for at Least (3) Hours in the Morning and at Least (3) Hours in the evening on Weekends. At Least one location Open in the evening on Holidays.

The first lowest bidder, **Avertest. LLC aba Averhealth,** does Not meet the bid criteria since they do not have a facility (5) miles from the Warren Drug Court. This Vendor also does NOT have evening hours on the weekends and does not indicate the Holiday hours. (Other than Roseville and Madison Hgts, all the other facility locations are West and South of the Warren Drug Ct.) The locations are in Pontiac, Farmington, Detroit and Dearborn. Although a specific part of the Tri-county area was not indicated in our Criteria, these locations are not suitable for our participants since they reside more North and East of the Tri-County Area. This will make the transmute by bus extremely difficult for our participants.

The second lowest bidder, **ADAPT,** does Not meet the bid criteria due to their facility location and hours. We had indicated in our criteria sheet that the weekend and holidays hours must be available in the "AM" and "PM". Their facilities only offer "AM" on Weekends and Holidays ONLY. The Criteria indicates that all (4) of the Vendor Locations must meet this requirement. This Vendor only has 4 locations, although they do have one being 5 miles from 37th District Court; the Taylor location is only open Monday and Thursdays each week and three additional random days including 1 day on weekend and on holidays. Another issue is the location of three of the other facilities is located in the Southeast Tri-County Area making the bus route a difficult task for participants who do not have a driver's license. Their locations are: Warren, Southfield, Taylor and Westland. With consistent issues with the bussing system, this transmute could take up to 3 hours for one participant to drug test. Another issue, is that Taylor and Westland locations use a color system at their facility. It is stated in the Criteria that the Vendor must use a system that does not notify the participant, in which a color system does just that. Therefore, two of those locations would not be allowed for our program.

The third lowest bidder, our current testing facility **Class A/TAPs Testing,** not only meets our Criteria it also exceeds it. We have worked with this vendor for almost a decade now and have been satisfied with their overall services. They treat our staff and participants professionally and provide necessary documentation in a timely fashion. The location of their facilities focused North and East of the Tri-County area which is more suitable for our population of participants who reside in these locations.

Docusign Envelope ID: 56DB4814-F741-4886-8B74-E090312AD345

Their locations are: Romeo, Clinton Twp, Sterling Hgts, Madison Hgts, St. Clair Shores and Troy. This helps our participants with the bussing routes as well as getting to the testing facility in a timely matter. The goal is to Avoid setting our participants up to fail this program. It is my concern, if we go with another facility, other than Class A/TAPs Testing, we will be doing just that.

Therefore, I am recommending we remain with Class A/TAPS testing. They are to be awarded $282,500.00 annually. This award is for one (1) year, with options to extend for up to 5 (5) additional one (1) year periods, commencing on October 1, 2025.

The award amount will be taken out of **Account #1136-82240**

Sincerely,

Donna Cilluffo
Project Director

CC:

Annette Gattari-Ross
Cour Administrator

Docusign Envelope ID: 56DB4814-F741-4886-8B74-E090312AD345

RESOLUTION

Document No: ITB-W-1644
Product or Service: Furnish Urine Drug & Alcohol Testing Services
Requesting Department: 37th District Court

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember_____.

Electronic bids were accepted, publicly opened and read on Wednesday, September 3, 2025 at 1:00pm Local Time.

The following bids have been received by City Council:

BIDDER: AMOUNT:

Please see attached bid tabulation

The bid of Class A Training Center, LLC. dba Testing and Prevention, 43550 Elizabeth Road, Clinton Township, MI 48036, has been determined to be the responsible and cost-effective bidder to furnish urine drug and alcohol testing services, for a one (1) year period, with options to renew for five (5) additional one (1) year periods, at the same terms and conditions, in an annual amount not to exceed $282,500.00.

Docusign Envelope ID: 56DB4814-F741-4886-8B74-E090312AD345

Funds are available in account number: 101-1136-82240.

IT IS RESOLVED, that the bid of Class A Training Center, LLC dba Testing Prevention is hereby accepted by City Council for a one (1) year period, with options to renew for five (5) additional one (1) year periods, at the same terms and conditions, in an annual amount not to exceed $282,500.00, commencing retro-actively on October 1, 2025.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

X Bid document
☐ Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this____ day of _____, 2025.

_____
Mindy Moore
Secretary of the Council

Docusign Envelope ID: 56DB4814-F741-4886-8B74-E090312AD345

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

_____
Sonja Buffa
City Clerk

Docusign Envelope ID: 4B62E628-8C33-4CA8-9F89-795042951718

CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: SEPTEMBER 22, 2025

TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL

SUBJECT: ITB-W-1658; RECOMMENDATION OF AWARD TO FURNISH AND INSTALL THREE (3) AUTOMATIC GREASE SYSTEMS

The Purchasing Division concurs with the Department of Public Works (DPW) Superintendent and the Sanitation Superintendent and recommends that Bid ITB-W-1658; to Furnish and Install Three (3) Automatic Grease Systems, be awarded to the sole bidder, Great Lakes Groeneveld, LLC., 24411 North River Road, Mount Clemens, MI 48043, in the total amount of $40,479.00 ($13,493.00 each).

On Wednesday, September 17, 2025 at 1:00 PM local time, electronic bids for furnishing and installing Three (3) Automatic Grease Systems were publicly opened. Bids were solicited through the BidNet® (MITN) system. One (1) vendor responded with a bid, which is detailed on the attached bid tabulation sheet for your review.

If approved by your honorable body, the three (3) Groeneveld EP-0 Automatic Grease Systems will be furnished and installed by the awarded vendor onto three (3) 2025 Labrie Right-hand Automizer Sanitation Trucks. The City will deliver each of the three (3) sanitation trucks, one at a time, to the awarded vendor's location and deliver the next vehicle once completed. The automatic grease systems will lubricate each truck's moving parts, ensuring less downtime and repair costs, thus extending the life of each vehicle.

Funds are available in the following Account: 226-9226-98400.

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:
Kris Battle
F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
CF2C773236C54C9...
Richard Fox
Controller

Signed by:
Lori M. Stone
F040B73E57F248E...
Lori M. Stone
Mayor

Docusign Envelope ID: 4B62E628-8C33-4CA8-9F89-795042951718

AS-READ BID SUMMARY

City of Warren
One City Square
Warren MI 48093

BID #: ITB-W-1658
BID DUE DATE: 9/17/2025
DEPT: DPW

Product or Service: FURNISH & INSTALL AUTOMATIC GREASING SYSTEMS

BIDDER	QTY	UNIT PRICE	EXTENDED GRAND TOTAL
GREAT LAKES GROENEVELD, LLC.	3	$ 13,493.00	$ 40,479.00

Docusign Envelope ID: 4B62E628-8C33-4CA8-9F89-795042951718

DATE: September 19, 2025
TO: Craig Treppa, Purchasing Agent
FROM: Scott Raedel, Superintendent, Division of Public Works
RE: ITB-W-1658 Furnish and install three (3) Groenevelt EP-O Automatic Greasing Systems

Craig,

The Division of Public Works and Sanitation is recommending the award to supply and install three (3) Groeneveld EP-O automatic greasing systems on three (3) Sanitation trucks to Great Lakes Groeneveld LLC.

Great Lakes Groeneveld LLC. Is located at 24411 N. River Road, Mount Clemens, MI 48043.

Automatic greasing systems ensure that moving parts of the truck stay properly lubricated, extending the life of the vehicle. Furthermore, down time and repair cost are both lowered.

The cost for these automatic greasing system is $13,493.00 per vehicle, for a total cost of $40,497.

Funds for this will be paid from Sanitation account 226-9226-98400.

I will be available to you or City Council for any questions in regards to this award by the Division of Public Works.

Respectfully,

Scott Raedel
Superintendent
Division of Public Works

Read and concur

Kevin Kitka
Superintendent
City of Warren Sanitation

Docusign Envelope ID: 4B62E628-8C33-4CA8-9F89-795042951718

RESOLUTION

Document No: ITB-W-1658
Product or Service: Furnish and Install Three (3) Automatic Grease Systems
Requesting Department: Department of Public Works (DPW) & Sanitation

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember_____.

Electronic bids were accepted, publicly opened and read on Wednesday, September 17, 2025 at 1:00pm Local Time.

The following bids have been received by City Council:

BIDDER:	AMOUNT:

Please see attached bid tabulation

The bid of Great Lakes Groeneveld, LLC., 24411 North River Road, Mount Clemens, MI 48043, has been determined to be the sole bidder to furnish and install three (3) automatic grease systems, in the total amount of $40,479.00 ($13,493.00 each).

Funds are available in account number: 226-9226-98400.

Docusign Envelope ID: 4B62E628-8C33-4CA8-9F89-795042951718

IT IS RESOLVED, that the bid of Great Lakes Groeneveld, LLC. is hereby accepted by City Council in the amount of $40,479.00 ($13,493.00 each).

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

X Bid document
☐ Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this____ day of _____, 2025.

_____
Mindy Moore
Secretary of the Council

Docusign Envelope ID: 4B62E628-8C33-4CA8-9F89-795042951718

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

_____
Sonja Buffa
City Clerk

Docusign Envelope ID: F0E51C91-BE5B-4477-8DE0-52EE241DDAC7

CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: OCTOBER 6, 2025

TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL

SUBJECT: ITB-W-1687; RECOMMENDATION TO AWARD THE PURCHASE OF ONE (1) 2024 CHEVROLET EXPRESS 3500 UTILITY VAN WITH ROCKPORT WORKPORT BODY

The Purchasing Division concurs with the Water Division and recommends that Bid ITB-W-1687, for the purchase and delivery of one (1) 2024 Chevrolet Express 3500 Utility Van with Rockport Workport Body, be awarded to the sole bidder, Hamilton Chevrolet, 5800 East 14 Mile Road, Warren, MI 48092, in the total amount of $60,252.00.

If the City Council approves this purchase, payment shall be authorized to be made immediately upon successful delivery of the vehicle from the recommended vendor.

On September 24, 2025 at 1:00 PM local time, electronic bids to furnish and deliver one (1) 2024 Chevrolet Express 3500 Utility Van with Rockport Workport Body were publicly opened. Bids were solicited through BidNet® (MITN) system. One (1) vendor responded with a bid, which is summarized on the attached bid tabulation sheet.

If approved by your honorable body, this new vehicle will be similar to four (4) of the Division's fleet and replace a 2012 GMC crew van with currently 90,000 miles.

Funds are available in the following Account: 592-9047-98040.

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...

Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:
F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
CF2C773236C54C9...
Richard Fox
Controller

Signed by:
Lori M. Stone
F040B73E57F248E...
Lori M. Stone
Mayor

Docusign Envelope ID: F0E51C91-BE5B-4477-8DE0-52EE241DDAC7

AS-READ BID TABULATION

City of Warren
One City Square
Warren MI 48093

BID #: **ITB-W-1687**
BID DUE DATE: **9/24/2025**
DEPT: **WATER**

Product or Service: FURNISH ONE (1) CHEVY UTILITY VAN

BIDDER	ITEM 1 2024 CHEVY UTILITY VAN (QTY 1)	ITEM 2 DELIVERY FEE (QTY 1)	GRAND TOTAL
HAMILTON CHEVROLET	$ 60,252.00	$ -	$ 60,252.00

Docusign Envelope ID: F0E51C91-BE5B-4477-8DE0-52EE241DDAC7

Water Division
12821 Stephens Road
Warren, MI 48089
(586) 759-9200

David Koss
Superintendent

October 6,2025

Craig Treppa, Purchasing Agent

Purchasing Division of the City of Warren
Re: Purchase one (1) new 2024 Chevrolet Express 3500 RW 4X2 Chassis with Rockport Workport Service Utility Body.

Dear Mr. Treppa:

The Water Division is recommending the purchase of one (1) new 2024 Express DRW 4X2 Chassis with Rockport Workport Service Utility Body from Hamilton Chevrolet for a total cost of $60,252.00.

The vehicle quote bid through the MITN Purchasing Program, under ITB-W-1687 with Hamilton Chevrolet as the winning bidder.

The Division currently has 4 similar vehicles in the fleet, which have served our excavation crews safely and effectively in day-to-day operations. These vehicles are white in color and decaled and striped the same as the existing crew vans.

The proposed vehicle is budgeted in the 2025/2026 Water and Sewer System Budget listed in account #592-9047-98040. This new Chevy work vehicles will replace #941, 2012 GMC crew van with 90K miles.

I will be available for City Council of any questions they may have in regards to the purchase of the vehicles and the future of the Water Maintenance Division. I can be reached at my office at 586.759.9234 or my cell at 586.601.5450.

If you concur with my recommendations, please forward to the Mayor and City Council for approval. Thank you,

Signed by:
Derek Richter
75F08CAD5C7D46F...

Derek Richter, Deputy Superintendent
Water Division, City of Warren

Docusign Envelope ID: F0E51C91-BE5B-4477-8DE0-52EE241DDAC7

RESOLUTION

Document No: ITB-W-1687
Product or Service: One (1) 2024 Chevrolet Express 3500 Utility Van with Rockport Workport Body
Requesting Department: Water Division

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember_____.

Electronic bids were accepted, publicly opened and read on Wednesday, September 24, 2025.

The following qualified bids have been received by City Council:

BIDDER:	AMOUNT:

Please see attached bid tabulation

The bid of Hamilton Chevrolet, 5800 East 14 Mile Road, Warren, MI 48092, has been determined to be the sole bidder to furnish and deliver one (1) 2024 Chevrolet Express 3500 Utility Van with Rockport Workport Body, for the Water Division, in the total amount of $60,252.00.

Funds are available in account number: 592-9047-98040.

Docusign Envelope ID: F0E51C91-BE5B-4477-8DE0-52EE241DDAC7

IT IS RESOLVED, that the bid of Hamilton Chevrolet is hereby accepted by City Council in a total amount of $60,252.00.

IT IS FURTHER RESOLVED, that City Council authorizes payment to be made to the awarded vendor immediately upon City acceptance of the vehicle.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

X Bid document
☐ Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this____ day of _____, 2025.

_____
Mindy Moore
Secretary of the Council

Docusign Envelope ID: F0E51C91-BE5B-4477-8DE0-52EE241DDAC7

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

_____
Sonja Buffa
City Clerk

Certificate Of Completion

Envelope Id: F0E51C91-BE5B-4477-8DE0-52EE241DDAC7
Status: Completed
Subject: ITB-W-1687 Purchase of One (1) Chevy Express Utility Van - Council Item
Source Envelope:
Document Pages: 6
Signatures: 6
Certificate Pages: 6
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Shanah Turner
1 City Sq Ste 215
Warren, MI 48093
sturner@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/6/2025 12:34:43 PM
Holder: Shanah Turner
sturner@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Shanah Turner sturner@cityofwarren.org Assistant Buyer City of Warren Security Level: Email, Account Authentication (None)	Signed by: Shanah Turner D3220749F3AC487... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 12:39:02 PM Viewed: 10/6/2025 12:39:16 PM Signed: 10/6/2025 12:39:22 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Craig Treppa ctreppa@cityofwarren.org Purchasing Agent City of Warren Security Level: Email, Account Authentication (None)	Signed by: Craig Treppa E610E2D7FFE5449... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 12:39:24 PM Viewed: 10/6/2025 12:47:34 PM Signed: 10/6/2025 12:47:40 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Derek Richter drichter@cityofwarren.org Deputy Superintendent City of Warren Security Level: Email, Account Authentication (None)	Signed by: Derek Richter 75F08CAD5C7D46F... Signature Adoption: Pre-selected Style Using IP Address: 2600:1007:b059:9bb2:1068:ef2e:f233:3cb0 Signed using mobile	Sent: 10/6/2025 12:47:41 PM Viewed: 10/6/2025 12:57:25 PM Signed: 10/6/2025 12:58:22 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Kris Battle kbattle@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by: F6FDC83AE1C142B... Signature Adoption: Uploaded Signature Image Using IP Address: 24.127.1.78	Sent: 10/6/2025 12:58:24 PM Viewed: 10/6/2025 2:30:58 PM Signed: 10/6/2025 2:34:06 PM
Electronic Record and Signature Disclosure: Accepted: 9/11/2025 5:08:41 PM ID: dc18193c-ac2c-424c-9f48-c0daac7b9f4f		

Signer Events	Signature	Timestamp
Richard Fox rfox@cityofwarren.org Security Level: Email, Account Authentication (None)	DocuSigned by: Richard Fox CF2C773236C54C9... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 2:34:08 PM Viewed: 10/7/2025 10:13:06 AM Signed: 10/7/2025 10:13:15 AM
Electronic Record and Signature Disclosure: Accepted: 10/7/2025 10:13:06 AM ID: 998e0ab5-dc6f-416c-bd4c-b8bba6fac563		
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 10:13:16 AM Viewed: 10/7/2025 1:56:37 PM Signed: 10/7/2025 1:56:52 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Mayor Lori M. Stone mayor@cityofwarren.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 1:56:53 PM
Electronic Record and Signature Disclosure: Accepted: 9/24/2025 12:19:03 AM ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c		
Judith Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 1:56:54 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 1:56:55 PM Viewed: 10/7/2025 2:01:28 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/6/2025 12:39:02 PM
Certified Delivered	Security Checked	10/7/2025 1:56:37 PM
Signing Complete	Security Checked	10/7/2025 1:56:52 PM
Completed	Security Checked	10/7/2025 1:56:55 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

Docusign Envelope ID: 6740F67E-BA6D-4BAF-BAE2-75CB6D046051

CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: OCTOBER 6, 2025

TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL

SUBJECT: ITB-W-1689; RECOMMENDATION OF AWARD TO FURNISH REPAIR CLAMPS & SLEEVES

The Purchasing Division concurs with the Water Division and recommends that Bid ITB-W-1689; to Furnish Repair Clamps and Sleeves, be awarded to the low, responsible, and cost-effective bidder, ETNA Supply Company, 4901 Clay Avenue SW, Grand Rapids, MI 49548, for a one (1) year period, with the option to extend for an additional one (1) year period, at the same terms and conditions, in the annual amount not to exceed $56,767.65.

On Wednesday, October 1, 2025 at 1:00 PM local time, electronic bids for furnishing Repair Clamps and Sleeves were publicly opened. Bids were solicited through the BidNet® (MITN) system. Three (3) vendors responded with a bid, which are detailed on the attached bid tabulation sheets for your review.

The City requested detailed pricing for thirty-eight (38) of the most commonly used items for maintaining and repairing the City's water system when a water main break occurs. The City also requested the bidder to supply a percentage markup/discount off of the Current Published Ford Meter Box Price List on all items not included in the list of the thirty-eight (38) top items. This markup/discount was applied to a value of $5,000.00, which the Water Division estimates will be the List Price total of all items needed that are not included on the detail pricing page. ETNA Supply Company offered non-listed items from the Ford Meter Box FS1 Price List at a 65% discount.

If approved by your honorable body, the award shall commence on November 25, 2025, or upon the official date of City Council approval, whichever occurs later.

Funds are available in the following Account: 592-0000-11100.

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:
F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
CF2C773236C54C9...
Richard Fox
Controller

Signed by:
Lori M. Stone
F040B73E57F248E...
Lori M. Stone
Mayor

Docusign Envelope ID: 6740F67E-BA6D-4BAF-BAE2-75CB6D046051

CORRECTED BID SUMMARY

City of Warren
One City Square
Warren MI 48093

BID #: ITB-W-1689
BID DUE DATE: 10/1/2025
DEPT: WATER

Product or Service: FURNISH REPAIR CLAMPS & SLEEVES

BIDDER	GRAND TOTAL
CORE AND MAIN	$ 56,902.50
ETNA SUPPLY COMPANY	**$ 56,767.65**
FERGUSON ENTERPRISES, LLC.	$ 57,021.25

Docusign Envelope ID: 6740F67E-BA6D-4BAF-BAE2-75CB6D046051

ITB-W-1689

CORE AND MAIN LP
AS-READ BID DETAIL

REPAIR CLAMPS AND SLEEVES

ITEM	EST. QTY/YR	SIZE	PRICE	EXTENSION
1	4	3 x 12	$ 82.80	$ 331.20
2	4	3 x 12 x 3/4	$ 106.30	$ 425.20
3	4	4 x 12 x 3/4	$ 116.90	$ 467.60
4	25	6 x 8	$ 73.45	$ 1,836.25
5	25	6 x 10	$ 96.85	$ 2,421.25
6	20	6 x 15	$ 126.25	$ 2,525.00
7	10	6 x 20	$ 183.80	$ 1,838.00
8	5	6 x 8 x 3/4	$ 95.35	$ 476.75
9	5	6 x 8 x 1	$ 95.35	$ 476.75
10	5	6 x 10 x 3/4	$ 118.60	$ 593.00
11	1	6 x 10 x 1	$ 118.60	$ 118.60
12	6	6 x 15 x 3/4	$ 145.40	$ 872.40
13	60	8 x 8	$ 76.30	$ 4,578.00
14	50	8 x 10	$ 110.75	$ 5,537.50
15	40	8 x 12	$ 128.00	$ 5,120.00
16	25	8 x 15	$ 133.35	$ 3,333.75
17	20	8 x 20	$ 211.50	$ 4,230.00
18	3	8 x 30	$ 342.55	$ 1,027.65
19	10	8 x 8 x 3/4	$ 105.00	$ 1,050.00
20	10	8 x 8 x 1	$ 105.00	$ 1,050.00
21	5	8 x 10 x 3/4	$ 129.30	$ 646.50
22	5	8 x 10 x 1	$ 129.30	$ 646.50
23	1	8 x 8 1-1/2	$ 121.00	$ 121.00
24	10	8 x 12 x 3/4	$ 138.00	$ 1,380.00
25	1	8 x 12 x 2	$ 157.75	$ 157.75
26	5	8 x 15 x 3/4	$ 164.55	$ 822.75
27	2	8 x 15 x 1	$ 164.55	$ 329.10
28	1	8 x 15 x 1-1/2	$ 181.50	$ 181.50
29	3	8 x 20 x 1	$ 224.00	$ 672.00
30	3	8 x 30 x 1	$ 361.00	$ 1,083.00
31	3	8 x 24 x 3/4	$ 264.00	$ 792.00
32	2	8 x 36	$ 477.50	$ 955.00
33	10	12 x 8	$ 115.90	$ 1,159.00
34	10	12 x 10	$ 145.75	$ 1,457.50
35	10	12 x 12	$ 173.20	$ 1,732.00
36	15	12 x 15	$ 199.20	$ 2,988.00
37	1	12 x 24 x 2	$ 405.00	$ 405.00
38	1	16 x 24	$ 565.00	$ 565.00
			SUBTOTAL:	$ 54,402.50

DISCOUNTS OFF PARTS NOT LISTED ABOVE (BASED ON $5,000.00):	**50% DISCOUNT**	$ 2,500.00
	GRANDTOTAL:	**$ 56,902.50**

Core and Main LP bid the following Brand/Mfg.: Ford FS1 Series

Docusign Envelope ID: 6740F67E-BA6D-4BAF-BAE2-75CB6D046051

ITB-W-1689

ETNA SUPPLY CO
AS-READ BID DETAIL

REPAIR CLAMPS AND SLEEVES

ITEM	EST. QTY/YR	SIZE	PRICE	EXTENSION
1	4	3 x 12	$ 83.70	$ 334.80
2	4	3 x 12 x 3/4	$ 107.45	$ 429.80
3	4	4 x 12 x 3/4	$ 118.10	$ 472.40
4	25	6 x 8	$ 74.25	$ 1,856.25
5	25	6 x 10	$ 97.90	$ 2,447.50
6	20	6 x 15	$ 127.60	$ 2,552.00
7	10	6 x 20	$ 185.75	$ 1,857.50
8	5	6 x 8 x 3/4	$ 96.35	$ 481.75
9	5	6 x 8 x 1	$ 96.35	$ 481.75
10	5	6 x 10 x 3/4	$ 119.85	$ 599.25
11	1	6 x 10 x 1	$ 119.85	$ 119.85
12	6	6 x 15 x 3/4	$ 146.95	$ 881.70
13	60	8 x 8	$ 77.25	$ 4,635.00
14	50	8 x 10	$ 112.05	$ 5,602.50
15	40	8 x 12	$ 129.75	$ 5,190.00
16	25	8 x 15	$ 134.85	$ 3,371.25
17	20	8 x 20	$ 213.85	$ 4,277.00
18	3	8 x 30	$ 346.40	$ 1,039.20
19	10	8 x 8 x 3/4	$ 106.00	$ 1,060.00
20	10	8 x 8 x 1	$ 106.00	$ 1,060.00
21	5	8 x 10 x 3/4	$ 130.70	$ 653.50
22	5	8 x 10 x 1	$ 130.70	$ 653.50
23	1	8 x 8 1-1/2	$ 122.15	$ 122.15
24	10	8 x 12 x 3/4	$ 139.60	$ 1,396.00
25	1	8 x 12 x 2	$ 158.95	$ 158.95
26	5	8 x 15 x 3/4	$ 166.60	$ 833.00
27	2	8 x 15 x 1	$ 166.60	$ 333.20
28	1	8 x 15 x 1-1/2	$ 183.80	$ 183.80
29	3	8 x 20 x 1	$ 226.40	$ 679.20
30	3	8 x 30 x 1	$ 365.30	$ 1,095.90
31	3	8 x 24 x 3/4	$ 266.50	$ 799.50
32	2	8 x 36	$ 482.55	$ 965.10
33	10	12 x 8	$ 117.10	$ 1,171.00
34	10	12 x 10	$ 147.30	$ 1,473.00
35	10	12 x 12	$ 175.05	$ 1,750.50
36	15	12 x 15	$ 201.35	$ 3,020.25
37	1	12 x 24 x 2	$ 408.70	$ 408.70
38	1	16 x 24	$ 570.90	$ 570.90
			SUBTOTAL:	$ 55,017.65

DISCOUNTS OFF PARTS NOT LISTED ABOVE (BASED ON $5,000.00):	**65% DISCOUNT**	$ 1,750.00
	GRANDTOTAL:	**$ 56,767.65**

ETNA Supply Co bid the following Brand/Mfg.: Ford Meter Box FS1

Docusign Envelope ID: 6740F67E-BA6D-4BAF-BAE2-75CB6D046051

ITEM	EST. QTY/YR	SIZE	PRICE	EXTENSION
1	4	3 x 12	$ 83.50	$ 334.00
2	4	3 x 12 x 3/4	$ 107.50	$ 430.00
3	4	4 x 12 x 3/4	$ 118.00	$ 472.00
4	25	6 x 8	$ 74.25	$ 1,856.25
5	25	6 x 10	$ 97.50	$ 2,437.50
6	20	6 x 15	$ 127.50	$ 2,550.00
7	10	6 x 20	$ 185.00	$ 1,850.00
8	5	6 x 8 x 3/4	$ 96.25	$ 481.25
9	5	6 x 8 x 1	$ 96.25	$ 481.25
10	5	6 x 10 x 3/4	$ 119.75	$ 598.75
11	1	6 x 10 x 1	$ 119.75	$ 119.75
12	6	6 x 15 x 3/4	$ 146.50	$ 879.00
13	60	8 x 8	$ 77.00	$ 4,620.00
14	50	8 x 10	$ 112.00	$ 5,600.00
15	40	8 x 12	$ 129.00	$ 5,160.00
16	25	8 x 15	$ 134.00	$ 3,350.00
17	20	8 x 20	$ 213.50	$ 4,270.00
18	3	8 x 30	$ 346.00	$ 1,038.00
19	10	8 x 8 x 3/4	$ 106.00	$ 1,060.00
20	10	8 x 8 x 1	$ 106.00	$ 1,060.00
21	5	8 x 10 x 3/4	$ 130.00	$ 650.00
22	5	8 x 10 x 1	$ 130.00	$ 650.00
23	1	8 x 8 1-1/2	$ 122.00	$ 122.00
24	10	8 x 12 x 3/4	$ 139.50	$ 1,395.00
25	1	8 x 12 x 2	$ 158.50	$ 158.50
26	5	8 x 15 x 3/4	$ 166.50	$ 832.50
27	2	8 x 15 x 1	$ 166.50	$ 333.00
28	1	8 x 15 x 1-1/2	$ 183.50	$ 183.50
29	3	8 x 20 x 1	$ 226.00	$ 678.00
30	3	8 x 30 x 1	$ 365.00	$ 1,095.00
31	3	8 x 24 x 3/4	$ 266.00	$ 798.00
32	2	8 x 36	$ 479.00	$ 958.00
33	10	12 x 8	$ 117.00	$ 1,170.00
34	10	12 x 10	$ 147.00	$ 1,470.00
35	10	12 x 12	$ 175.00	$ 1,750.00
36	15	12 x 15	$ 201.00	$ 3,015.00
37	1	12 x 24 x 2	$ 400.00	$ 400.00
38	1	16 x 24	$ 565.00	$ 565.00
			SUBTOTAL:	$ 54,871.25
DISCOUNTS OFF PARTS NOT LISTED ABOVE (BASED ON $5,000.00):			**57% DISCOUNT**	$ 2,150.00
			GRANDTOTAL:	**$ 57,021.25**

Ferguson Enterprises bid the following Brand/Mfg.: Ford Meter Box FS1

Ferguson Enterprises bid an incorrect extended total for Item 5 in the amount of $1,950.00. The corrected extended total is shown above.

Ferguson Enterprises bid an incorrect extended total for Item 6 in the amount of $1,275.00. The corrected extended total is shown above.

Docusign Envelope ID: 6740F67E-BA6D-4BAF-BAE2-75CB6D046051

Water Division
12821 Stephens Road
Warren, MI 48089
(586) 759-9200

David Koss
Superintendent

October 3, 2025

Craig Treppa, Purchasing Agent
Purchasing Division of the City of Warren

Re: ITB-W-1689 – Furnish Repair Clamps and Sleeves

Dear Mr. Treppa:

The Water Division is recommending the award of contract to ETNA Supply Company to purchase repair clamps and sleeves at an estimated cost not to exceed $56,767.65 for a one-year period, with the option to extend for one (1) additional year, at the same terms and conditions. The Bid Summary attached represents a list of repair clamp and sleeve type, sizes and appurtenances that the Department may need on an annual basis.

This bid as presented are stock items for maintaining and repairing the City's water system when a water main break occurs. There are many factors that cause water main breaks so it is imperative we have these materials in stock.

Funds are available in the Water and Sewer System account #592-0000-11100.

I will be available to City Council for any questions they may have in regards to this proposal. I can be reached at my office at 586.759.9224 or my cell at 586.610.1031.

If you concur with my recommendations, please forward to the Mayor and City Council for approval.

Sincerely,

Signed by:
David Koss
BE6E471EC6B245B...

David Koss, Superintendent
City of Warren Water Division

Docusign Envelope ID: 6740F67E-BA6D-4BAF-BAE2-75CB6D046051

RESOLUTION

Document No: ITB-W-1689
Product or Service: Furnish Repair Clamps & Sleeves
Requesting Department: Water Division

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember_____.

Electronic bids were accepted, publicly opened and read on Wednesday, October 1, 2025 at 1:00pm Local Time.

The following bids have been received by City Council:

BIDDER: AMOUNT:

Please see attached bid tabulation

The bid of ETNA Supply Company, 4901 Clay Avenue SW, Grand Rapids, MI 49548, has been determined to be the low, responsible, and cost-effecive bidder to furnish Repair Clamps and Sleeves, for a one (1) year period, with the option to extend for an additional one (1) year period, in an annual amount not to exceed $56,767.65.

Funds are available in account number: 592-0000-11100.

Docusign Envelope ID: 6740F67E-BA6D-4BAF-BAE2-75CB6D046051

IT IS RESOLVED, that the bid of ETNA Supply Company is hereby accepted by City Council, for a one (1) year period, with the option to extend for an additional one (1) year period, at the same terms and conditions, in an annual amount not to exceed $56,767.65.

IT IS FURTHER RESOLVED, that the award shall commence on November 25, 2025, or upon the official date of City Council approval, whichever occurs later.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

X Bid document
☐ Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this____ day of _____, 2025.

_____
Mindy Moore
Secretary of the Council

Docusign Envelope ID: 6740F67E-BA6D-4BAF-BAE2-75CB6D046051

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

_____
Sonja Buffa
City Clerk

Certificate Of Completion

Envelope Id: 6740F67E-BA6D-4BAF-BAE2-75CB6D046051
Status: Completed
Subject: ITB-W-1689 Furnish Repair Clamps & Sleeves - Council Item
Source Envelope:
Document Pages: 9
Signatures: 6
Certificate Pages: 6
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Shanah Turner
1 City Sq Ste 215
Warren, MI 48093
sturner@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/6/2025 9:36:21 AM
Holder: Shanah Turner
sturner@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Shanah Turner sturner@cityofwarren.org Assistant Buyer City of Warren Security Level: Email, Account Authentication (None)	Signed by: Shanah Turner D3220749F3AC487... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 9:39:05 AM Viewed: 10/6/2025 9:39:22 AM Signed: 10/6/2025 9:39:31 AM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Craig Treppa ctreppa@cityofwarren.org Purchasing Agent City of Warren Security Level: Email, Account Authentication (None)	Signed by: Craig Treppa E610E2D7FFE5449... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 9:39:33 AM Viewed: 10/6/2025 9:43:32 AM Signed: 10/6/2025 9:43:46 AM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
David Koss dkoss@cityofwarren.org Superintendent City of Warren Security Level: Email, Account Authentication (None)	Signed by: David Koss BE6E471EC6B245B... Signature Adoption: Pre-selected Style Using IP Address: 50.223.37.38	Sent: 10/6/2025 9:43:48 AM Viewed: 10/6/2025 9:44:57 AM Signed: 10/6/2025 9:45:19 AM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Kris Battle kbattle@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by: F6FDC83AE1C142B... Signature Adoption: Uploaded Signature Image Using IP Address: 24.127.1.78	Sent: 10/6/2025 9:45:21 AM Viewed: 10/6/2025 11:38:14 AM Signed: 10/6/2025 11:38:36 AM
Electronic Record and Signature Disclosure: Accepted: 9/11/2025 5:08:41 PM ID: dc18193c-ac2c-424c-9f48-c0daac7b9f4f		

Signer Events	Signature	Timestamp
Richard Fox rfox@cityofwarren.org Security Level: Email, Account Authentication (None)	DocuSigned by: Richard Fox CF2C773236C54C9... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 11:38:38 AM Resent: 10/6/2025 11:52:31 AM Viewed: 10/7/2025 10:09:26 AM Signed: 10/7/2025 10:09:33 AM
Electronic Record and Signature Disclosure: Accepted: 10/7/2025 10:09:26 AM ID: fe33fc2f-8faf-4989-babd-6d9b4d3fa5d3		
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 10:09:35 AM Viewed: 10/7/2025 2:04:51 PM Signed: 10/7/2025 2:05:03 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Mayor Lori M. Stone mayor@cityofwarren.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 2:05:05 PM
Electronic Record and Signature Disclosure: Accepted: 9/24/2025 12:19:03 AM ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c		
Judith Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 2:05:05 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 2:05:06 PM Viewed: 10/7/2025 2:11:49 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/6/2025 9:39:05 AM
Certified Delivered	Security Checked	10/7/2025 2:04:51 PM
Signing Complete	Security Checked	10/7/2025 2:05:03 PM
Completed	Security Checked	10/7/2025 2:05:06 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

PLANNING DEPARTMENT
One City Square, Suite 315
Warren, MI 48093-5283
(586) 574-4687
Fax (586) 574-4645
www.cityofwarren.org

September 16, 2025

TO: Lori M. Stone, Mayor

FROM: Ronald F. Wuerth, Planning Director

RE: SUBDIVISION LOT SPLIT AND COMBINATION REQUEST; located on the east side of David Givens Street, approximately 771 ft. north of 11 Mile Road; and located on the west side of James Street, approximately 702 ft. north of 11 Mile Road; the west 10 ft. of parcel #13-18-377-038 to be split and combined with parcel #13-18-377-037; Section 18; 27300 David Givens Street & 27287 James Street; Herbert P. Heide (Garrett Buffington); PSLS250002.

At a public hearing on August 25, 2025, the Planning Commission adopted a resolution pertaining to the above-captioned matter. The resolution, as adopted, is a recommendation to the City Council to APPROVE the subdivision lot split and combination request.

You will find attached herewith a copy of the resolution, petitioner's letter, staff findings and recommendation, map, minutes, and surveys in connection with this matter.

Should you and/or your staff wish to discuss the details of this project or to go over any of the items in this packet, myself and the Planning staff are available for assistance.

Sincerely,

Ronald F. Wuerth

Ronald F. Wuerth, AICP
Planning Director

RFW/mzm

Attachments

PLANNING DEPARTMENT
One City Square, Suite 315
Warren, MI 48093-5283
(586) 574-4687
Fax (586) 574-4645
www.cityofwarren.org

September 16, 2025

TO: Mindy Moore, Secretary
Warren City Council

FROM: Mayor, Planning Commission, and Planning Director

RE: SUBDIVISION LOT SPLIT AND COMBINATION REQUEST; located on the east side of David Givens Street, approximately 771 ft. north of 11 Mile Road; and located on the west side of James Street, approximately 702 ft. north of 11 Mile Road; the west 10 ft. of parcel #13-18-377-038 to be split and combined with parcel #13-18-377-037; Section 18; 27300 David Givens Street & 27287 James Street; Herbert P. Heide (Garrett Buffington); PSLS250002.

At a public hearing on August 25, 2025, the Planning Commission adopted a resolution pertaining to the above-captioned matter. The resolution, as adopted, is a recommendation to the City Council to APPROVE the subdivision lot split and combination request.

You will find attached herewith a copy of the resolution, petitioner's letter, staff findings and recommendation, map, minutes, and surveys in connection with this matter.

Please schedule this matter for formal action by the City Council. If you have any questions or need additional information, please contact the Planning Director, Ronald Wuerth.

Thank you for your cooperation in this matter.

Respectfully submitted,

Mahmuda Mouri
Commission Secretary

Read and Concur:

Mayor

MM/mzm

Attachments

RESOLUTION FOR SUBDIVISION LOT SPLIT AND COMBINATION
27300 David Givens Street and 27287 James Street
(PSLS250002)

A regular meeting of the City Council of the City of Warren, Macomb County, Michigan held on _____, 2025, at 7:00 p.m. Eastern Daylight Savings Time in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden Avenue, Warren, Michigan, 48092.

PRESENT: _____

_____

ABSENT: _____

_____

The following preamble and resolution was offered by Councilmember _____ and supported by Councilmember _____:

WHEREAS, Herbert P. Heide, petitioner for the property located 27300 David Givens Street, Warren, Michigan 48092, has petitioned the Planning Commission of the City of Warren requesting that the west 10 ft. of parcel number 13-18-377-038 (27287 James Street) be split and combined with parcel number 13-18-377-037 (27300 David Given Street). The 10 ft. would be split from the east 171 ft. of Lot 10 of Urbanrest Farms Subdivision and combined with the west 120 ft. of Lot 10 of Urbanrest Farms Subdivision. The purpose of the lot split and combination is to extend the depth of the lot at 27300 David Givens Street.

The parcels are currently described as:

a) Parcel "A": 27300 David Givens Street (13-18-377-037): Measuring 108 ft. x 120 ft. and containing 12,960 sq. ft. with 108 ft. of frontage along David Givens Street. The east 120 ft. of the west 163 ft. of Lot 10, excluding the south 6 ft. of Urbanrest Farms Subdivision. This existing parcel is located on a gravel road with concrete public sidewalk. Per the survey plan and plat map, a 3 ft. wide easement exists along the west (David Givens Street) property line.

b) Parcel "B": 27287 James Street (13-18-377-038): Measuring 108 ft. x 171 ft. and containing 18,468 sq. ft. with 108 ft. of frontage along James Street. The east 171 ft. of Lot 10, excluding the south 6 ft. of Urbanrest Farms Subdivision. This existing parcel is located on a concrete road with concrete public sidewalk.

The proposed reconfigured parcels would be described as:

a) Parcel "A": 27300 David Givens Street (13-18-377-037): Would measure 108 ft. x 130 ft. and contain 14,040 sq. ft. with 108 ft. of frontage along David Givens Street. The east 130 ft. of the west 163 ft. of Lot 10, excluding the south 6 ft. of Urbanrest Farms Subdivision. The new parcel would be 10 ft. longer (from 120 ft. to 130 ft.). The percentage of lot coverage would be 15.30%. The maximum lot coverage per Section 7.04 is 30%.

b) Parcel "B": 27287 James Street (13-18-377-038): Would measure 108 ft. x 161 ft. and contain 17,388 sq. ft. with 108 ft. of frontage along James Street. The east 161 ft. of Lot 10, excluding the south 6 ft. of Urbanrest Farms Subdivision. The new parcel would be 10 ft. less in length (from 171 ft. to 161 ft.). The percentage of lot coverage would be 8.28%. The maximum lot coverage per Section 7.04 is 30%.

The west 10 ft. of Parcel "B" would be split off and combined with Parcel "A".

AND WHEREAS, the City of Warren, a municipal corporation pursuant to and granted under Act No. 288 of the Public Acts of 1967 (the Subdivision Control Act of 1967) as amended by the Land Division Act P.A. 591 of 1996, provides that no lot, outlot, or other parcel of land in a recorded plat shall be further partitioned or divided unless in conformity with the ordinances of the municipality;

AND WHEREAS, the Planning Commission of the City of Warren having held a public hearing thereon on Monday, August 25, 2025 in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden Avenue, Warren, Michigan 48092, and having considered the request of Herbert P. Heide, for the above-described subdivision lot split and combination request, and having considered the objections raised thereto;

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Warren does hereby recommend to the Council of the City of Warren, that the above-described subdivision lot split and combination request be approved subject to the petitioner complying with the conditions imposed as follows:

1) Fifteen (15) copies of revised survey plans shall be submitted prior to the file being forwarded to City Council and indicating the following:

    a) Include the lot coverage for both parcels in the site data chart.

    b) The survey plan indicates an existing fence is located along the current property line. The proposed split plan shall be provided with a note stating, "The existing fence will be relocated to the new property line, ten (10) ft. to the east." Additionally, label the type and height of the existing fencing on the plan.

2) The lots and abutting streets shall be graded and drained. The petitioner shall send a letter to the Public Service Director requesting an inspection of the site. The Director, in turn, forwards the request to the Engineering Division to perform the inspection. A copy of the positive results of the inspection shall be provided to the Planning Department.

3) The utility companies be given the opportunity to obtain any easements they may require.

4) Approval of City Council shall be obtained. City Council approval shall become effective upon compliance with all conditions listed. The petitioner shall complete the conditions within one (1) year.

5) The petitioner shall provide the Planning Department with documentation indicating that all conditions as assigned are completed. The department then notifies the City Clerk that a certified copy of the resolution shall be recorded with the Macomb County Register of Deeds.

BE IT RESOLVED, the Council of the City of Warren hereby approves the subdivision lot split and combination request for the above-mentioned properties of 27300 David Givens Street and 27287 James Street.

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED this _____ day of _____, 2025.

_____
MINDY MOORE
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on _____, 2025.

_____
SONJA BUFFA
City Clerk

Drafted by:
Melissa Z. Maisano
City of Warren, Planning Department
One City Square, Suite 315
Warren, Michigan 48093-5285

When recorded return to:
City Clerk
City of Warren
One City Square, Suite 205
Warren, Michigan 48093-5285

RESOLUTION

WHEREAS, Herbert P. Heide, petitioner for the property located 27300 David Givens Street, Warren, Michigan 48092, has petitioned the Planning Commission of the City of Warren requesting that the west 10 ft. of parcel number 13-18-377-038 (27287 James Street) be split and combined with parcel number 13-18-377-037 (27300 David Given Street). The 10 ft. would be split from the east 171 ft. of Lot 10 of Urbanrest Farms Subdivision and combined with the west 120 ft. of Lot 10 of Urbanrest Farms Subdivision. The purpose of the lot split and combination is to extend the depth of the lot at 27300 David Givens Street.

The parcels are currently described as:

a) Parcel "A": 27300 David Givens Street (13-18-377-037): Measuring 108 ft. x 120 ft. and containing 12,960 sq. ft. with 108 ft. of frontage along David Givens Street. The east 120 ft. of the west 163 ft. of Lot 10, excluding the south 6 ft. of Urbanrest Farms Subdivision. This existing parcel is located on a gravel road with concrete public sidewalk. Per the survey plan and plat map, a 3 ft. wide easement exists along the west (David Givens Street) property line.

b) Parcel "B": 27287 James Street (13-18-377-038): Measuring 108 ft. x 171 ft. and containing 18,468 sq. ft. with 108 ft. of frontage along James Street. The east 171 ft. of Lot 10, excluding the south 6 ft. of Urbanrest Farms Subdivision. This existing parcel is located on a concrete road with concrete public sidewalk.

The proposed reconfigured parcels would be described as:

a) Parcel "A": 27300 David Givens Street (13-18-377-037): Would measure 108 ft. x 130 ft. and contain 14,040 sq. ft. with 108 ft. of frontage along David Givens Street. The east 130 ft. of the west 163 ft. of Lot 10, excluding the south 6 ft. of Urbanrest Farms Subdivision. The new parcel would be 10 ft. longer (from 120 ft. to 130 ft.). The percentage of lot coverage would be 15.30%. The maximum lot coverage per Section 7.04 is 30%.

b) Parcel "B": 27287 James Street (13-18-377-038): Would measure 108 ft. x 161 ft. and contain 17,388 sq. ft. with 108 ft. of frontage along James Street. The east 161 ft. of Lot 10, excluding the south 6 ft. of Urbanrest Farms Subdivision. The new parcel would be 10 ft. less in length (from 171 ft. to 161 ft.). The percentage of lot coverage would be 8.28%. The maximum lot coverage per Section 7.04 is 30%.

The west 10 ft. of Parcel "B" would be split off and combined with Parcel "A".

AND WHEREAS, the City of Warren, a municipal corporation pursuant to and granted under Act No. 288 of the Public Acts of 1967 (the Subdivision Control Act of 1967) as amended by the Land Division Act P.A. 591 of 1996, provides that no lot, outlot, or other parcel of land in a recorded plat shall be further partitioned or divided unless in conformity with the ordinances of the municipality;

AND WHEREAS, the Planning Commission of the City of Warren having held a public hearing thereon on Monday, August 25, 2025 in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden Avenue, Warren, Michigan 48092, and having considered the request of Herbert P. Heide, for the above-described subdivision lot split and combination request, and having considered the objections raised thereto;

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Warren does hereby recommend to the Council of the City of Warren, that the above-described subdivision lot split and combination request be approved subject to the petitioner complying with the conditions imposed as follows:

1) Fifteen (15) copies of revised survey plans shall be submitted prior to the file being forwarded to City Council and indicating the following:

   a) Include the lot coverage for both parcels in the site data chart.

   b) The survey plan indicates an existing fence is located along the current property line. The proposed split plan shall be provided with a note stating, "The existing fence will be relocated to the new property line, ten (10) ft. to the east." Additionally, label the type and height of the existing fencing on the plan.

2) The lots and abutting streets shall be graded and drained. The petitioner shall send a letter to the Public Service Director requesting an inspection of the site. The Director, in turn, forwards the request to the Engineering Division to perform the inspection. A copy of the positive results of the inspection shall be provided to the Planning Department.

3) The utility companies be given the opportunity to obtain any easements they may require.

4) Approval of City Council shall be obtained. City Council approval shall become effective upon compliance with all conditions listed. The petitioner shall complete the conditions within one (1) year.

5) The petitioner shall provide the Planning Department with documentation indicating that all conditions as assigned are completed. The department then notifies the City Clerk that a certified copy of the resolution shall be recorded with the Macomb County Register of Deeds.

RESOLUTION adopted at the meeting of August 25, 2025.

PLANNING COMMISSION OF THE CITY OF WARREN

Warren Smith, Chair

Mahmuda Mouri, Secretary

PLANNING DEPARTMENT
ONE CITY SQUARE, SUITE 315
WARREN, MI 48093-5283
(586) 574-4687
Fax (586) 574-4645
www.cityofwarren.org

August 27, 2025

Herbert P. Heide
27300 David Givens
Warren, MI 48092

RE: SUBDIVISION LOT SPLIT AND COMBINATION REQUEST; located on the east side of David Givens Street, approximately 771 ft. north of 11 Mile Road; and located on the west side of James Street, approximately 702 ft. north of 11 Mile Road; the west 10 ft. of parcel #13-18-377-038 to be split and combined with parcel #13-18-377-037; Section 18; 27300 David Givens Street & 27287 James Street; Herbert P. Heide (Garrett Buffington); PSLS250002.

Dear Mr. Heide:

At its meeting of August 25, 2025, the City of Warren Planning Commission voted to recommend for **APPROVAL** the above-described lot split and combination, subject to the standard conditions of the Planning Commission and more specifically:

1. Fifteen (15) copies of revised survey plans shall be submitted prior to the file being forwarded to City Council and indicating the following:

   a) Include the lot coverage for both parcels in the site data chart.

   b) The survey plan indicates an existing fence is located along the current property line. The proposed split plan shall be provided with a note stating, "The existing fence will be relocated to the new property line, ten (10) ft. to the east." Additionally, label the type and height of the existing fencing on the plan.

2. The lots and abutting streets shall be graded and drained. The petitioner shall send a letter to the Public Service Director requesting an inspection of the site. The Director, in turn, forwards the request to the Engineering Division to perform the inspection. A copy of the positive results of the inspection shall be provided to the Planning Department.

3. The utility companies be given the opportunity to obtain any easements they may require.

4. Approval of City Council shall be obtained. City Council approval shall become effective upon compliance with all conditions listed. The petitioner shall complete the conditions within one (1) year.

5. The petitioner shall provide the Planning Department with documentation indicating that all conditions as assigned are completed. The department then notifies the City Clerk that a certified copy of the resolution shall be recorded with the Macomb County Register of Deeds.

And furthermore, recommendations were received from the following division and departments to notify the petitioner that these items will be addressed during the Building Division permit process:

TAXES: Current.

ENGINEERING: Preliminary review of this site yielded no comments from the Engineering Division.

FIRE: In regards to PSLS250002, Subdivision Lot Split and Combination, the Fire Department doesn't see any issues that may hamper our operations.

WATER: No issues with the Water Department regarding this plan.

AT&T: AT&T does not object to the proposed property changes.

Should you have any questions, please do not hesitate to contact our office at 586-574-4687.

Sincerely,

Mahmuda Mouri
Commission Secretary

MM/mzm

cc: Mayor
Ronald F. Wuerth, Planning Director
Mary Michaels, Acting City Attorney
Everett Murphy, Chief Zoning Inspector
Daniel Doughty, Fire Marshal
Garrett Buffington
Cindy Heide
Mauro Engineering c/o Thomas Smith

6.a) SUBDIVISION LOT SPLIT AND COMBINATION REQUEST
27300 David Givens Street and 27287 James Street
PSLS250002
Section 18
Herbert P. Heide (Garrett Buffington)
Augst 25, 2025

FINDINGS

1. The petitioner is requesting that the west 10 ft. of parcel number 13-18-377-038 (27287 James Street) be split and combined with parcel number 13-18-377-037 (27300 David Givens Street). The 10 ft. would be split from the east 171 ft. of Lot 10 of Urbanrest Farms Subdivision and combined with the west 120 ft. of Lot 10 of Urbanrest Farms Subdivision.

   The purpose of the lot split and combination is to extend the depth of the lot at 27300 David Givens Street.

2. **CHARACTERISTICS OF THE PROPERTY IN QUESTION CAN BE SUMMARIZED AS FOLLOWS:**

   a) **SIZE AND DIMENSIONS OF PROPERTY:** Two (2) rectangular shaped parcels:

   Parcel A: 27300 David Givens Street (13-18-377-037): Measuring 108 ft. x 120 ft. and containing 12,960 sq. ft. with 108 ft. of frontage along David Givens Street. The east 120 ft. of the west 163 ft. of Lot 10, excluding the south 6 ft. of Urbanrest Farms Subdivision. This existing parcel is located on a gravel road with concrete public sidewalk.

   Per the survey plan and plat map, a 3 ft. wide easement exists along the west, David Givens Street, property line.

   Parcel B: 27287 James Street (13-18-377-038): Measuring 108 ft. x 171 ft. and containing 18,468 sq. ft. with 108 ft. of frontage along James Street. The east 171 ft. of Lot 10, excluding the south 6 ft. of Urbanrest Farms Subdivision. This existing parcel is located on a concrete road with concrete public sidewalk.

   b) **PRESENT USE:** Residential, single-family dwellings are developed on both parcels.

   c) **PRESENT ZONING:** R-1-C, One-Family Residential District.

   The R-1-C District has existed since the adoption of the Zoning Ordinance on July 21, 1960.

3. **CURRENT STATUS OF APPLICATION:**

a) Chapter 35 Subdivision regulation, Article II Platting procedure and data required; Section 35-26 Lot Splits of the Code of Ordinances require the Planning Commission to review proposed lot split(s) for the purpose of lot division within the subdivision plat, to review for conformance with all ordinances, administrative rules, regulations, and the Master Plan for the City and to make recommendations to the Zoning Board of Appeals, if necessary, and the City Council.

b) The present hearing will be the initial formal review of this application by the Planning Commission.

c) On June 13, 1990, the Zoning Board of Appeals GRANTED the petitioner permission to (27300 David Givens Street):

Retain an existing 10 ft. x 12 ft. (120 sq. ft.) shed located 4 ft. from the north side property line, with the condition that the applicant apply to the Building Division and that a rat wall is installed and the shed is placed in a permanent location.

d) On June 8, 1984, the Building Division issued Building Permit No. 106752 for a single-family residence with attached garage and family room measuring 52 ft. x 37 ft. and containing 2,042 sq. ft. (27300 David Givens Street).

NOTE: On this building permit the size of the property is indicated at 108 ft. x 120 ft. The property was split prior to 1984; however, Planning Staff was unable to locate the file in the digital archive.

e) On May 3, 1948, the Building Division issued Building Permit No. 7692 for an enclosed front porch measuring 12 ft. x 22 ft. (27287 James Street).

f) On October 20, 1921, the Township Board of Warren APPROVED the plat of Urbanrest Farms Subdivision. The Macomb County Register of Deeds recorded the document on November 8, 1921 in Liber 5, Page 74.

The majority of the lots were platted with 114 ft. wide lot widths. The majority of these lots have since been split into 57 ft. to 60 ft. wide parcels by the City Council. For example, Lot 9, including the south 6 ft. of Lot 10, which is immediately to the south of the subject parcel was split from one parcel to four parcels on January 22, 1974.

g) Notice letters were sent to the local school district, all City of Warren departments and divisions and affected utilities. Comments have been received from the Fire Department, Water Department and AT&T with no concerns.

4. **GENERAL DESCRIPTION OF THE SURROUNDING PROPERTIES IS AS FOLLOWS:**

a) The properties to the north are zoned R-1-C and contain single-family dwellings.

NOTE: The parcels along David Givens Street are 57 ft. wide and the parcel along James Street is 114 ft. wide.

b) The properties to the east, across James Street, are zoned R-1-C and contain single-family dwellings.

NOTE: The parcels across the street, on James Street, are 57 ft. wide.

c) The properties to the south are zoned R-1-C and contain single-family dwellings.

NOTE: The parcels to the south are 60 ft. wide.

d) The property to the west, across David Givens Street, is zoned R-3 and contains Parkview Village Apartments.

5. **THE PLOT PLAN SUBMITTED BY THE PETITIONER INDICATES THAT:**

a) Parcel "A": 27300 David Givens Street (13-18-377-037) would measure 108 ft. x 130 ft. and contain 14,040 sq. ft. with 108 ft. of frontage along David Givens Street. The east 130 ft. of the west 163 ft. of Lot 10, excluding the south 6 ft. of Urbanrest Farms Subdivision. The new parcel would be 10 ft. longer (from 120 ft. to 130 ft.). The percentage of lot coverage would be 15.30%. The maximum lot coverage per Section 7.04 is 30%.

b) Parcel "B": 27287 James Street (13-18-377-038) would measure 108 ft. x 161 ft. and contain 17,388 sq. ft. with 108 ft. of frontage along James Street. The east 161 ft. of Lot 10, excluding the south 6 ft. of Urbanrest Farms Subdivision. The new parcel would be 10 ft. less in length (from 171 ft. to 161 ft.). The percentage of lot coverage would be 8.28%. The maximum lot coverage per Section 7.04 is 30%.

The west 10 ft. of Parcel "B" would be split off and combined with Parcel "A".

NOTE 1: Include the lot coverage for both parcels in the site data chart.

NOTE 2: The survey plan indicates an existing fence is located along the current property line. The proposed split plan shall be provided with a note stating, "The existing fence will be relocated to the new property line, ten (10) ft. to the east." Additionally, label the type and height of the existing fencing on the plan.

c) The following public utility easements are indicated on the plot plan:

Per the survey plan and plat map, a 3 ft. wide easement exists along the west, David Givens Street, property line.

6. **CHARACTERISTICS OF THE EXISTING LOTS ARE AS FOLLOWS:**

a) The majority of the lots in this area of Urbanrest Farms Subdivision were platted at 114 ft. in width and 334 ft. in depth. The parcels involved in this split and combination are 114 ft. in width. There have been several splits in this subdivision, and currently most of the lots in this area measure 57 ft. to 60 ft. in width and 145 ft. to 150 ft. in depth.

b) The existing dwellings are constructed in a variety of styles. It is common for homes to have attached and detached garages. Additionally, many homes have sheds in the rear yards.

c) The driveways along David Givens Street primarily have a gravel approach with a swale in the front yard adjacent to the gravel public road.

RECOMMENDATION

It is recommended that the lot split and combination to split the off the west 10 ft. of 27287 James Street and combine it with 27300 David Givens Street be APPROVED CONDITIONALLY subject to the standard conditions of the Planning Commission and more specifically:

1. Fifteen (15) copies of revised survey plans shall be submitted prior to the file being forwarded to City Council and indicating the following:

   a) Include the lot coverage for both parcels in the site data chart.

   b) The survey plan indicates an existing fence is located along the current property line. The proposed split plan shall be provided with a note stating, "The existing fence will be relocated to the new property line, ten (10) ft. to the east." Additionally, label the type and height of the existing fencing on the plan.

2. The lots and abutting streets shall be graded and drained. The petitioner shall send a letter to the Public Service Director requesting an inspection of the site. The Director, in turn, forwards the request to the Engineering Division to perform the inspection. A copy of the positive results of the inspection shall be provided to the Planning Department.

3. The utility companies be given the opportunity to obtain any easements they may require.

4. Approval of City Council shall be obtained. City Council approval shall become effective upon compliance with all conditions listed. The petitioner shall complete the conditions within one (1) year.

5. The petitioner shall provide the Planning Department with documentation indicating that all conditions as assigned are completed. The department then notifies the City Clerk that a certified copy of the resolution shall be recorded with the Macomb County Register of Deeds.

And furthermore, recommendations were received from the following division and departments to notify the petitioner that these items will be addressed during the Building Division permit process:

TAXES: Current.

ENGINEERING: Preliminary review of this site yielded no comments from the Engineering Division.

FIRE: In regards to PSLS250002, Subdivision Lot Split and Combination, the Fire Department doesn't see any issues that may hamper our operations.

WATER: No issues with the Water Department regarding this plan.

AT&T: AT&T does not object to the proposed property changes.

SUBDIVISION LOT SPLIT AND COMBINATION REQUEST; located on the east side of David Givens Street; approximately 771 ft. north of 11 Mile Road; and located on the west side of James Street; approximately 702 ft. north of 11 Mile Road; the west 10 ft. of parcel #13-18-377-038 to be split and combined with parcel #13-18-377-037; Section 18; 27300 David Givens Street & 27287 James Street; Herbert P. Heide (Garrett Buffington). PSLS250002.





WARREN
Warren Planning Department
One City Square, Suite 315
Warren, MI 48093
Office: 586-574-4687
CityofWarren.org

N

MOTION:
A motion was made by Commissioner Duzyj to approve the amendment, supported by Secretary Mouri. A voice vote was taken and the motion carried unanimously.

MOTION:
A motion was made by Assistant Secretary Chowdhury to approve the agenda, supported by Commissioner Holowaty. A voice vote was taken and the motion carried unanimously.

5. APPROVAL OF MINUTES – AUGUST 11th, 2025:

MOTION:
A motion was made by Commissioner Duzyj to approve the minutes, supported by Assistant Secretary Chowdhury. A voice vote was taken and the motion carried unanimously.

6. PUBLIC HEARING ITEMS:
Members of the audience who wish to address the Planning Commission this evening for a public hearing item may do so by first checking in with the court reporter to the right of the stage and will have three (3) minutes to speak.

A. SUBDIVISION LOT SPLIT AND COMBINATION REQUEST; located on the east side of David Givens Street, approximately 771 ft. north of 11 Mile Road; and located on the west side of James Street, approximately 702 ft. north of 11 Mile Road; the west 10 ft. of parcel #13-18-377-038 to be split and combined with parcel #13-18-377-037; Section 18; 27300 David Givens Street & 27287 James Street; Herbert P. Heide (Garrett Buffington); PSLS250002.

PETITIONERS PORTION:
Mr. Herbert Heide – 27300 David Givens, it's on a dirt road that will never get paved, I had to bring that one in. I'm just trying to straighten out the property line to the north of mine with my property and it will make a nice straight line that way for fencing purposes.

Secretary Mouri reads the following correspondence:

TAXES: Current.

FIRE: In regard to PSLS250002, Subdivision Lot Split and Combination, the Fire Department doesn't see any issues that may hamper our operations.

WATER: No issues with the Water Department regarding this plan.

AT&T: AT&T does not object to the proposed property changes.

Mr. Ron Wuerth reads the recommendations of the Staff:

MOTION:
A motion was made by Commissioner Duzyj to approve, supported by Commissioner Ansar.

COMMISSIONERS PORTION:
Commissioner Ansar – Are you going to build a house for yourself or for business purposes?

Mr. Herbert Heide – There already is a house there.

Commissioner Ansar – I know one house is there I visited the site. On the left side, I saw there's an empty space, so do you have any plans for the empty space?

Mr. Herbert Heide – That just stays the way it is. That whole lot is 108 foot wide. It's not wide enough for two houses. To create the lot to the south of me, they took 6 foot from that property and made a 57 foot wide lot, back in the early 1970's or 1980's.

Commissioner Ansar – Okay, that you.

ROLL CALL:
The motion carried as follows:

Commissioner Duzyj.....	Yes
Commissioner Ansar.....	Yes
Commissioner Holoway.....	Yes
Commissioner Hoque.....	Yes
Assistant Secretary Chowdhury.....	Yes
Secretary Mouri.....	Yes
Vice Chair Boniecki.....	Yes
Chair Smith.....	Yes

Docusign Envelope ID: 01D79209-755A-4EA0-B2BE-CBD639C664D1

CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: SEPTEMBER 25, 2025

TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL

SUBJECT: OAK-W-1700; RECOMMENDATION TO AWARD THE PURCHASE OF TWO (2) 2026 CHEVROLET EQUINOX UTILITY VEHICLES

The Purchasing Division concurs with the Public Service Director and recommends the purchase of two (2) 2026 Chevrolet Equinox AWD LT Utility Vehicles, for the Rental Division, be awarded to Todd Wenzel Chevrolet, 3156 Highland Drive, PO Box 310, Hudsonville, MI 49426, utilizing the Oakland County Cooperative Contract (#10451), in a total amount of $59,546.00 ($29,773.00 each).

If the City Council approves this purchase, payment shall be authorized to be made immediately upon successful delivery of the vehicles from the recommended vendor.

The City is utilizing the Oakland County Cooperative Contract #10451 (see attached) with Todd Wenzel Chevrolet for the purchase of two (2) 2026 Chevrolet Equinox AWD LT Utility Vehicles, in the total amount of $59,546.00 ($29,773.00 each).

If approved by your honorable body, the two (2) new vehicles will be added to the Rental Division fleet and will be utilized by Rental Code Enforcement Inspectors.

Funds are available in the following Account: 230-9230-98100.

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:
Kris Battle
F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
CF2C773236C54C9...
Richard Fox
Controller

Signed by:
Lori M. Stone
F040B73E57F248E...
Lori M. Stone
Mayor

Docusign Envelope ID: 01D79209-755A-4EA0-B2BE-CBD639C664D1

OAKLAND COUNTY MICHIGAN
PURCHASING

OAKLAND COUNTY EXECUTIVE DAVID COULTER

Purchasing
(248) 858-0511 | purchasing@oakgov.com

Facilities Management KJW

AMENDMENT OF CONTRACT 010451

AMENDMENT 02

AMENDMENT DATE: October 17, 2024

This AMENDMENT OF CONTRACT (hereafter this "Amendment") is made and entered into by and between the Contractor named and identified below, (hereafter "Contractor") and the COUNTY OF OAKLAND (hereafter "County") whose address is 2100 Pontiac Lake Rd, Waterford, MI 48328.

CONTRACTOR	ADDRESS
Todd Wenzel Chevrolet	3156 Highland Dr Hudsonville, MI 49426
Vendor Number: 23000	

The County and Contractor agree and acknowledge that the purpose of this Amendment is to modify as provided herein and otherwise continue the present contractual relationship between the Parties as described in their current contract with the same contract number as above.

In consideration of the extension of the mutual promises, representations, assurances, agreements, and provisions in the Contract and this Amendment, the adequacy of which is hereby acknowledged by the Parties, the County and Contractor hereby agrees to amend the current Contract as follows:

1.0 The County and Contractor agree that any and all defined words or phrases in the current Contract between the parties will apply equally to and throughout the amendment.

2.0 The Parties agree that any and all other terms and conditions set forth in the current Contract between the Parties shall remain in full force and effect and shall not be modified, excepted, diminished, or otherwise changed or altered by this Amendment except as otherwise expressly provided for in this Amendment.

3.0 Description of Change:

3.1 The Contract Expiration Date is changed from 09/30/2024 to 09/30/2026.

3.2 The Not to Exceed (NTE) amount is increased by $1,000,000.00.

Docusign Envelope ID: 01D79209-755A-4EA0-B2BE-CBD639C664D1

Purchasing
(248) 858-0511 | purchasing@oakgov.com

For and in consideration of the mutual assurances, promises, acknowledgments, warrants, representations, and agreements set forth in the Contract and this Amendment, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the undersigned hereby execute this Amendment on behalf of the County, and Contractor and by doing so legally obligate and bind the County and Contractor to the terms and conditions of the Contract and this Amendment.

THE CONTRACTOR:

SIGN / DATE:

Todd Wenzel Chevrolet

Signature: Albert LI (Oct 17, 2024 17:05 EDT)

Email: ali@toddwenzel.com

THE COUNTY OF OAKLAND:

SIGN / DATE:

Aaron F Wagner, Chief Procurement Officer

Signature: Aaron Wagner (Oct 18, 2024 10:23 EDT)

Email: wagneraf@oakgov.com

xxx

Docusign Envelope ID: 01D79209-755A-4EA0-B2BE-CBD639C664D1

Todd Wenzel Buick-GMC and TW Chevrolet
Albert Li | (734) 713-1065 | ali@toddwenzel.com

City of Warren (Rentals)

Prepared For: Marilyn Tremberth

(586) 574-4561

mtremberth@cityofwarren.org

[Fleet] 2026 Chevrolet Equinox (1PT26) 4dr AWD LT (3)

TODD WENZEL CHEVROLET
3156 Highland Dr, PO Box 310
Hudsonville, MI 49426

Oakland County Co-Op Vehicle Purchase Contract 010451

City of Warren (Rentals) Pricing **(MiDeal Pricing)**

2026 Chevrolet Equinox AWD LT Utility

2026 Chevrolet Equinox AWD LT Utility	**$ 29,481.00**

Option:

AWF – All-Weather Floorliner (Frt & Rr)	+ $ 292.00

Prices Quoted are for a GM 2026MY Factory Order.
FOB Warren, MI

Docusign Envelope ID: 01D79209-755A-4EA0-B2BE-CBD639C664D1

Todd Wenzel Buick-GMC and TW Chevrolet
Albert Li | (734) 713-1065 | ali@toddwenzel.com

[Fleet] 2026 Chevrolet Equinox (1PT26) 4dr AWD LT (3) (Complete)

Price Summary

PRICE SUMMARY

	MSRP
Base Price	$30,700.00
Total Options	$0.00
Vehicle Subtotal	$30,700.00
Destination Charge	$1,795.00
Grand Total	**$32,495.00**

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 26544. Data Updated: Sep 22, 2025 6:45:00 PM PDT.

Docusign Envelope ID: 01D79209-755A-4EA0-B2BE-CBD639C664D1

Todd Wenzel Buick-GMC and TW Chevrolet
Albert Li | (734) 713-1065 | ali@toddwenzel.com

[Fleet] 2026 Chevrolet Equinox (1PT26) 4dr AWD LT (3) (Complete)

Selected Model and Options

MODEL

CODE	MODEL
1PT26	2026 Chevrolet Equinox AWD 4dr LT w/2LT

COLORS

CODE	DESCRIPTION
GB8	Mosaic Black Metallic

OPTIONS

CODE	DESCRIPTION
FE9	Emissions, Federal requirements
NTB	Emissions, Federal
LSD	Engine, 1.5L Turbo DOHC 4-cylinder, SIDI, VVT
MGH	Transmission, 8-speed automatic
FHB	Axle, 3.47 final drive ratio
2LT	LT Preferred Equipment Group
RSC	Wheels, 17" (43.2 cm) Grazen Metallic machined-face aluminum
RJS	Tires, 235/65R17, all-season blackwall
GB8	Mosaic Black Metallic
AR9	Seats, front bucket
EKV	Black, Cloth seat trim
VQ1	Fleet processing option
	Options Total

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Todd Wenzel Buick-GMC and TW Chevrolet
Albert Li | (734) 713-1065 | ali@toddwenzel.com

[Fleet] 2026 Chevrolet Equinox (1PT26) 4dr AWD LT (3) (Complete)

Standard Equipment

Package

Convenience Package I includes (BTV) Remote Start, (DAE) illuminated visor vanity mirrors, (KA1) driver and front passenger heated seats, (KI3) heated steering wheel and (WLM) remote express-up/-down driver and express-down all passengers

Chevy Safety Assist includes Automatic Emergency Braking, Front Pedestrian Braking, Lane Keep Assist with Lane Departure Warning, Following Distance Indicator, (UEU) Forward Collision Alert and IntelliBeam (Automatic Emergency Braking replaced by (UGN) Enhanced Automatic Emergency Braking. Lane Keep Assist with Lane Departure Warning replaced by (UKM) Enhanced Lane Keep Assist with Lane Departure Warning. Front Pedestrian Braking replaced by standard Front Pedestrian and Bicyclist Braking.)

Mechanical

Engine, 1.5L Turbo DOHC 4-cylinder, SIDI, VVT (STD)

Transmission, 8-speed automatic (STD)

Axle, 3.47 final drive ratio (AWD only.)

Fuel, gasoline, E15

Automatic Stop/Start

Drive Mode Selector

All-wheel drive

Suspension, front MacPherson strut

Suspension, rear 4-link

Battery, 70AH, 12V, 760 cold-cranking amps

Alternator, 130 amps

GVWR, 4850 lbs. (2200 kg) (AWD only.)

Brake, automatic vehicle hold

Brakes, 16" front sliding caliper disc, 16" rear sliding caliper disc

Brake lining wear indicator

Brake rotor, FNC

Exhaust, turned down, hidden

Mechanical jack with tools

Exterior

Wheels, 17" (43.2 cm) Grazen Metallic machined-face aluminum (STD)

Tires, 235/65R17, all-season blackwall (STD)

Wheel, compact spare 17" (43.2 cm) steel

Tire, compact spare, T125/70R17, blackwall

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Data Version: 26544. Data Updated: Sep 22, 2025 6:45:00 PM PDT.

Docusign Envelope ID: 01D79209-755A-4EA0-B2BE-CBD639C664D1

Todd Wenzel Buick-GMC and TW Chevrolet
Albert Li | (734) 713-1065 | ali@toddwenzel.com

[Fleet] 2026 Chevrolet Equinox (1PT26) 4dr AWD LT (3) (Complete)

Exterior

Shutters, front upper and lower grille, active

Headlamps, LED

IntelliBeam, automatic high beam on/off

Tail lamps, LED

Glass, deep-tinted, rear

Window, rear side, solar absorbing, privacy tinting

Mirror caps, body-color

Mirrors, outside heated power-adjustable, manual-folding

Liftgate, rear manual

Door handles, body-color

Entertainment

Audio system feature, standard speaker system

Infotainment, High

SiriusXM with 360L Trial Subscription SiriusXM with 360L transforms your customers' ride with our most extensive and personalized radio experience on the road. (IMPORTANT: The SiriusXM trial subscription is not provided on vehicles that are ordered for Fleet Daily Rental ("FDR") use. Trial subscription is subject to the SiriusXM Customer Agreement and privacy policy, visit siriusxm.com which includes full terms and how to cancel. All fees, content, features, and availability are subject to change. Some features require GM connected vehicle services.)

5G vehicle connectivity (Terms and limitations apply. See onstar.com or dealer for details.).

Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)

Wireless Apple CarPlay/Wireless Android Auto

Google Automotive Services capable

Noise control system, active noise cancellation

USB Ports, 2 type-C located on back of center console, charge only

USB Ports, 2, one type-A and one type-C data/charge, located in the front area of the center console

Interior

Seats, front bucket (STD)

Seat trim, Cloth

Seats, heated driver and front passenger

Seat adjuster, driver 6-way manual

Seat adjuster, front passenger 4-way manual

Headrest, rear center

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Todd Wenzel Buick-GMC and TW Chevrolet
Albert Li | (734) 713-1065 | ali@toddwenzel.com

[Fleet] 2026 Chevrolet Equinox (1PT26) 4dr AWD LT (3) (Complete)

Interior

Armrest, rear center, fold-down with 2 cupholders

Floor mats, carpeted rear

Steering wheel, 3-spoke

Steering wheel, heated, automatic

Steering column, tilt and telescoping

Speedometer, miles/kilometers

Driver Information Center 11" diagonal Driver Information Center

Display, AOS occupant sensing

11.3" diagonal advanced color LCD display with Google Built-In compatibility including navigation capability, connected apps, Natural Voice Recognition and Phone Integration for Wireless Apple CarPlay/Wireless Android Auto for compatible phones

Vehicle health management

Windows, remote express-up/-down driver and express-down all passengers

Keyless Open and Start

Remote Start

Adaptive Cruise Control

Remote panic alarm

Air conditioning, single-zone

Defogger, rear-window electric

Air filter, pollutant

Mirror, inside rearview manual day/night

Visors, driver and front passenger illuminated vanity mirrors, covered

Map pocket, driver seatback

Map pocket, front passenger seatback

Carpeted load floor

Power outlet, cargo area auxiliary, 12-volt

Safety-Mechanical

Enhanced Automatic Emergency Braking

Intersection Automatic Emergency Braking intersection alert, braking

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[Fleet] 2026 Chevrolet Equinox (1PT26) 4dr AWD LT (3) (Complete)

Safety-Interior

Airbags, Dual-stage frontal airbags for driver and front passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal passenger airbag

Airbag, Passenger Sensing System sensor indicator inflatable restraint, front passenger/child presence detector (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar Services capable (See onstar.com for details and limitations. Services vary by model. Service plan required.)

OnStar Basics (OnStar Fleet Basics for Fleet) Drive confidently with core OnStar services including remote commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (Requires (UE1) OnStar. OnStar Basics includes remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. OnStar Basics is standard for 8 years; OnStar plan, working electrical system, cell reception and GPS signal required. OnStar links to emergency services. Service coverage varies with conditions and location. Service availability, features and functionality vary by device and software version. See onstar.com for details and limitations.)

Rear Park Assist

HD Rear Vision Camera

Forward Collision Alert

Following distance indicator

Front Pedestrian and Bicyclist Braking

Rear Cross Traffic Braking

Reverse Automatic Braking

Blind Zone Steering Assist

Lane Keep Assist with Lane Departure Warning, enhanced

Side Bicyclist Alert

Occupant Presence Detection, front and rear

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use

Safety Alert Seat

Seat Belt Adjustable Guide Loops

Rear Seat Reminder

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

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Todd Wenzel Buick-GMC and TW Chevrolet
Albert Li | (734) 713-1065 | ali@toddwenzel.com

[Fleet] 2026 Chevrolet Equinox (1PT26) 4dr AWD LT (3) (Complete)

WARRANTY

Warranty Note: <<< Preliminary 2026 Warranty >>>
Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 60,000
Drivetrain Note: Certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Corrosion Years (Rust-Through): 6
Corrosion Years: 3
Corrosion Miles/km (Rust-Through): 100,000
Corrosion Miles/km: 36,000
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 60,000
Roadside Assistance Note: Certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Maintenance Note: First Visit: 12 Months/12,000 Miles

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RENTAL DIVISION
One City Square, 3rd Floor
Warren, MI 48093-5289
(586) 574-4663
Fax (586) 574-4540
www.cityofwarren.org

Date: September 23, 2025

To: Craig Treppa
Purchasing Agent

From: Marilyn Tremberth
Rental Inspections Division
Sr. Rental Coordinator

Subject: **Purchase of (2) 2026 Chevrolet Equinox AWD LT Utility Vehicles Utilizing Oakland County Contract #010451**

These vehicles will be used in conjunction with our current fleet to allow the Rental Inspections Division to do inspections for the City of Warren.

These vehicles will be purchased through Todd Wenzel Chevrolet, 3156 Highland Drive, PO Box 310, Hudsonville, Michigan 49426.

These vehicles will be purchased at a unit cost of $29,481.00 each with an additional cost of $292.00 for all-weather floor liners (front & rear) for each vehicle for a total cost for (2) at $59,546.00

The funds will be allocated out of our current budget under account #230-9230-98100.

The vehicles will be ordered per the attached specifications and will have the appropriate stickers and GPS units.

Dave Muzzarelli
Public Service Director

attachments

Docusign Envelope ID: 01D79209-755A-4EA0-B2BE-CBD639C664D1

RESOLUTION

Document No: OAK-W-1700
Product or Service: Two (2) 2026 Chevy Equinox Utility Vehicles
Requesting Department: Rental Division

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____ 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember _____.

Pursuant to Section 2-344 of the Code of Ordinances, the City may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, equipment, goods or services with one (1) or more public procurement units.

Upon performing a diligent inquiry, the Public Service Director has determined that it is necessary in the interest of the Rental Division and the City, to acquire supplies, equipment, or goods pursuant to cooperative purchasing.

The Public Service Director recommends awarding the purchase of two (2) 2026 Chevrolet Equinox AWD LT Utility Vehicles, to Todd Wenzel Chevrolet, 3156 Highland Drive, PO Box 310, Hudsonville, MI 49426, utilizing the Oakland County Cooperative Contract #10451, in the total amount of $59,546.00 ($29,773.00 each).

Docusign Envelope ID: 01D79209-755A-4EA0-B2BE-CBD639C664D1

The purchasing agent has conducted a review and concurs with the cooperative purchasing.

Funds are available in the following Account: 230-9230-98100.

IT IS RESOLVED, that the cooperative purchase is hereby accepted by City Council to Todd Wenzel Chevrolet, in the total amount of $59,546.00 ($29,773.00 each).

IT IS FURTHER RESOLVED, that City Council authorizes payment to be made to the awarded vendor immediately upon City acceptance of the vehicles.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

X Cooperative Bid Documents
☐ Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this_____day of_____, 2025.

_____
Mindy Moore
Secretary of the Council

Docusign Envelope ID: 01D79209-755A-4EA0-B2BE-CBD639C664D1

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

_____
Sonja Buffa
City Clerk

Certificate Of Completion

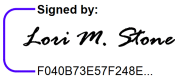
Envelope Id: 01D79209-755A-4EA0-B2BE-CBD639C664D1
Status: Completed
Subject: OAK-W-1700 Two (2) 2026 Chevy Equinox - Council Item
Source Envelope:
Document Pages: 15
Signatures: 5
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Shanah Turner
1 City Sq Ste 215
Warren, MI 48093
sturner@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
9/26/2025 12:08:39 PM
Holder: Shanah Turner
sturner@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Shanah Turner sturner@cityofwarren.org Assistant Buyer City of Warren Security Level: Email, Account Authentication (None)	Signed by: Shanah Turner D3220749F3AC487... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 9/26/2025 12:12:31 PM Viewed: 9/26/2025 12:12:52 PM Signed: 9/26/2025 12:13:00 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Craig Treppa ctreppa@cityofwarren.org Purchasing Agent City of Warren Security Level: Email, Account Authentication (None)	Signed by: Craig Treppa E610E2D7FFE5449... Signature Adoption: Pre-selected Style Using IP Address: 2a02:26f7:f6f9:a390:0:a800:0:a Signed using mobile	Sent: 9/26/2025 12:13:02 PM Viewed: 9/26/2025 1:37:38 PM Signed: 9/26/2025 1:38:46 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Kris Battle kbattle@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by: F6FDC83AE1C142B... Signature Adoption: Uploaded Signature Image Using IP Address: 24.127.1.78	Sent: 9/26/2025 1:38:48 PM Viewed: 9/26/2025 2:49:28 PM Signed: 9/26/2025 2:49:55 PM
Electronic Record and Signature Disclosure: Accepted: 9/11/2025 5:08:41 PM ID: dc18193c-ac2c-424c-9f48-c0daac7b9f4f		
Richard Fox rfox@cityofwarren.org Security Level: Email, Account Authentication (None)	DocuSigned by: Richard Fox CF2C773236C54C9... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 9/26/2025 2:49:56 PM Viewed: 9/26/2025 2:58:12 PM Signed: 9/26/2025 2:58:25 PM
Electronic Record and Signature Disclosure: Accepted: 9/26/2025 2:58:12 PM ID: 401e90c4-a8cb-4a3b-9c60-66c02abb0129		

Signer Events	Signature	Timestamp
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by:  F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 96.27.132.244	Sent: 9/26/2025 2:58:26 PM Viewed: 9/28/2025 9:37:20 PM Signed: 9/28/2025 9:38:07 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Mayor Lori M. Stone mayor@cityofwarren.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 9/28/2025 9:38:09 PM Viewed: 10/6/2025 3:35:40 PM

Electronic Record and Signature Disclosure:
Accepted: 9/24/2025 12:19:03 AM
ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/26/2025 12:12:31 PM
Certified Delivered	Security Checked	9/28/2025 9:37:20 PM
Signing Complete	Security Checked	9/28/2025 9:38:07 PM
Completed	Security Checked	9/28/2025 9:38:09 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

Docusign Envelope ID: 7A2F1706-E082-4B66-9681-8A0EB81A4C0B

WARREN
Lori M. Stone, Mayor
One City Square, Suite 215
Warren, MI 48093

MEMORANDUM

DATE: October 7, 2025

TO: Mindy Moore, Council Secretary

RE: Mayoral Reappointment to General Employee Retirement Board

City Council:

Pursuant to section 16.3(c) of the Warren City Charter, and by the authority vested in me, I hereby notify you of the following mayoral reappointment:

Name	Date of Expiration
Gary Urbanczyk	September 30, 2027

Respectfully submitted,

Signed by:
Lori M. Stone
F040B73E57F248E...

Lori M. Stone
Mayor

Cc: Clerk
Attorney
Human Resources

Docusign Envelope ID: 7A2F1706-E082-4B66-9681-8A0EB81A4C0B

DEPARTMENT OF HUMAN RESOURCES
One City Square, Suite 410
Warren, MI 48093-5286
(586) 574-4670
www.cityofwarren.org

The Honorable Melinda Moore
Council Secretary
City of Warren

October 07, 2025

SUBJECT: General Employee Retirement System Board Reappointment

Honorable Council Secretary:

Pursuant to Chapter 16 Subsection 3 of the Warren City Charter, the mayor, or a citizen of the city designated by the mayor as their alternate to serve at the pleasure of the mayor, can appoint a member to serve on the General Employee Retirement System Board. Therefore, the Director of Human Resources concurs with Mayor Stone's reappointment of Gary Urbanczyk to the General Employee Retirement System Board.

Accordingly, the Director of Human Resources respectfully requests the Council's confirmation of the reappointment at its next regular meeting on October 14, 2025.

Sincerely,

Jared H. Gajos
Director of Human Resources

cc: Richard Fox, Controllers
Attachments

Docusign Envelope ID: 7A2F1706-E082-4B66-9681-8A0EB81A4C0B

Outlook

New submission from City Commission / Board Application

From Web Master <webmaster@cityofwarren.org>
Date Tue 8/12/2025 2:34 PM
To Web Master <webmaster@cityofwarren.org>

Commission / Board applied for

General Employees Retirement System

Name

Gary Urbanczyk

Address

[redacted]
Map It

Home Phone

[redacted]

Cell Phone

[redacted]

Email

[redacted]

Driver's License Number (for internal use ONLY)

[redacted]

Number of Years a Warren Resident

44

Warren Business Owner

Yes

Name of Business

PETAU LLC

Appointment Request

- Re-Appointment Request

Work Experience

Docusign Envelope ID: 7A2F1706-E082-4B66-9681-8A0EB81A4C0B

Program Manager/Director for General Dynamics Land Systems During my 46 years there, I held several responsible positions in the Program Management arena, focusing on military programs cost, schedule and performance parameters

Education

1967 - Lincoln High School, Warren, MI
1979 - BS Marketing, Central Michigan University
1980 - MA Logistics Management, Central Michigan University
1996 - Certified Professional Management Course, General Dynamics
1998 - Dale Carnegie Course
2004 - General Dynamics Executive Management Program

Affiliations (Clubs, Fraternal, Military, Church, etc.)

Polish Century Club Inc of Detroit, Warren, MI, Chairman of the Board
American Polish Century Club, Sterling Heights, MI
Southeast Michigan Chamber of Commerce

Political Offices held, if any (Please include dates of service)

None

Please feel free to add any additional information

I have been a member of the Warren General Retirement System Board since 2019, now serving as Vice-Chair

Please Note: Conviction of a crime will not necessarily preclude you from being appointed to a City of Warren Commission or Board.

Have you ever been convicted of a felony?

- No

Docusign Envelope ID: 7A2F1706-E082-4B66-9681-8A0EB81A4C0B

[redacted] (Property Address)

Parcel Number [redacted] Account Number [redacted]

Customer Name: URBANCZYK [redacted]



Item 1 of 2 1 Image / 1 Sketch

Summary Information

- Residential Building Summary
  - Year Built: 1959 Bedroom: 4
  - Full Baths: 4 Half Baths: 0
  - Sq Feet: 3,270 Acres: N/A
- Utility Billing information found
- Assessed Value: $228,230 | Taxable Value: $110,471
- Property Tax information found
- 9 Building Department records found

Owner Information

URBANCZYK [redacted]

Amount Due

Property Total **$0.00**

Permits

To request an inspection or pay on a record, click View

Permit Type	Permit Number	Associated Project	Status	Date Issued	Last Inspection	Amount Due	
Building	PB10-164923		Canceled	10/22/2010	2/7/2012	$0.00	View
Building	PB11-165357		Canceled	2/8/2011	2/7/2012	$0.00	View
Building	PB12-167685		Finaled	4/23/2012	1/8/2013	$0.00	View
Building	PB13-000117		Finaled	2/5/2013	6/25/2014	$0.00	View
Building	PB15-000359		Finaled	4/6/2015	5/14/2015	$0.00	View
Building	PB21-000551	JRES21-0052	Finaled	5/5/2021	6/16/2021	$0.00	View
Electrical	PE15-000361		Finaled	2/18/2015	3/24/2015	$0.00	View
Mechanical	PM15-000244		Finaled	2/18/2015	3/24/2015	$0.00	View

(1)

Displaying items 1 - 8 of 8

Apply for a Permit

Attachments

Date Created	Title	Record

No records to display

Displaying items 0 - 0 of 0

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Docusign Envelope ID: 7A2F1706-E082-4B66-9681-8A0EB81A4C0B

[redacted] (Property Address)

Parcel Number: [redacted] Account Number: [redacted]

Customer Name: URBANCZYK [redacted]



Item 1 of 2 1 Image / 1 Sketch

Summary Information

- Residential Building Summary
  - Year Built: 1995 Bedrooms: 3
  - Full Baths: 4 Half Baths: 0
  - Sq Feet: 3,279 Acres: N/A
- Utility Billing information found
- Assessed Value: $228,230 | Taxable Value: $110,471
- Property Tax information found
- 9 Building Department records found

Owner and Taxpayer Information

Owner URBANCZYK [redacted] **Taxpayer** SEE OWNER INFORMATION

Legal Description

PINE RIDGE ESTATES M.C.C.P. NO. 430 UNIT [redacted]

Recalculate amounts using a different Payment Date

You can change your anticipated payment date in order to recalculate amounts due as of the specified date for this property.

Enter a Payment Date 9/17/2025 Recalculate

Tax History

Year	Season	Total Amount	Total Paid	Last Paid	Total Due
2025	Summer	$5,712.64	$5,712.64	08/28/2025	$0.00
2024	Winter	$162.98	$162.98	12/31/2024	$0.00
2024	Summer	$5,589.60	$5,589.60	08/28/2024	$0.00
2023	Winter	$164.48	$164.48	01/03/2024	$0.00
2023	Summer	$5,298.37	$5,298.37	09/01/2023	$0.00
2022	Winter	$148.41	$148.41	12/27/2022	$0.00
2022	Summer	$4,971.09	$4,971.09	08/11/2022	$0.00
2021	Winter	$330.78	$330.78	12/28/2021	$0.00
2021	Summer	$4,777.99	$4,777.99	08/24/2021	$0.00
2020	Winter	$151.46	$151.46	12/23/2020	$0.00

Load More Years

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Docusign Envelope ID: 7A2F1706-E082-4B66-9681-8A0EB81A4C0B

[redacted] (Property Address)

Parcel Number [redacted] Account Number [redacted]

Customer Name: URBANCZYK [redacted] **UB Customer Name:** [redacted]
OCCUPANT



Item 1 of 2 1 Image / 1 Sketch

Summary Information

- Residential Building Summary
  - Year Built: 1995 Bedrooms: 0
  - Full Baths: 4 Half Baths: 0
  - Sq. Feet: 1,273 Area: N/A
- Utility Billing information found
- Assessed Value: $228,230 | Taxable Value: $110,473
- Property Tax information found
- 9 Building Department records found

Customer Information

Name [redacted] OCCUPANT
Address [redacted]

Account Number [redacted]

Amount Due

Total Amount Due **$0.00**

Pay Now

** Enrolled in ACH Payments

Current Bill

Click here to expand / collapse section

Amount Due	$0.00	**Bill From**	07/30/2025
Due Date	09/30/2025	**Bill To**	08/30/2025

Billing Item	Previous Amount	Current Amount	Penalties & Interest	Balance
SEWER	$0.00	$0.00	$0.00	$0.00
SEWER SERVICE CHARGE	$0.00	$0.00	$0.00	$0.00
STATE MANDATED FEE	$0.00	$0.00	$0.00	$0.00
WATER	$0.00	$0.00	$0.00	$0.00
WATER SERVICE CHARGE	$0.00	$0.00	$0.00	$0.00
	$0.00	**$0.00**	**$0.00**	**$0.00**

History (425 Items Found)

Starting Date [ ] Ending Date

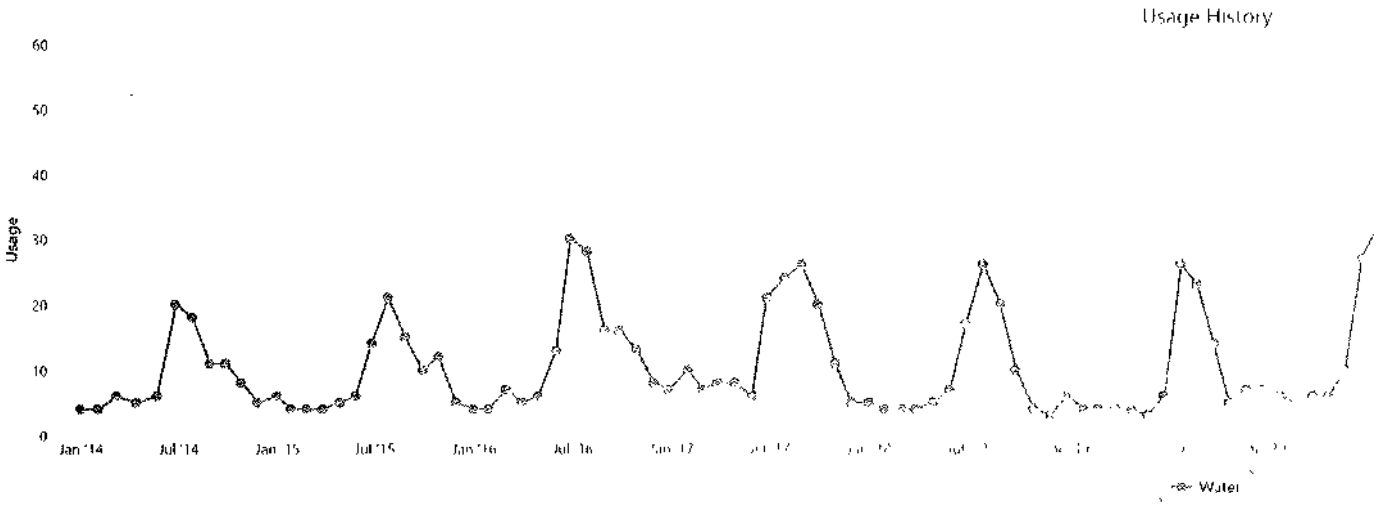
Click here for expanded / modify version

Posted	Action	Other Info	Read Type	Read	Usage	Amount	Balance
9/30/2025	Meter Read	Water		1645.00	21.00	$0.00	$0.00
9/30/2025	Payment Posted	0005800952		0.00	0.00	($242.73)	$0.00
9/11/2025	Bill Calculated	07/30/25-08/30/25		0.00	0.00	$242.73	$242.73
8/30/2025	Meter Read	Water		1624.00	24.00	$0.00	$0.00
8/29/2025	Payment Posted	0005748964		0.00	0.00	($252.73)	$0.00
8/12/2025	Bill Calculated	06/30/25-07/30/25		0.00	0.00	$252.73	$252.73
7/30/2025	Meter Read	Water		1600.00	25.00	$0.00	$0.00
7/30/2025	Payment Posted	0005697546		0.00	0.00	($266.97)	$0.00
7/11/2025	Bill Calculated	05/29/25-06/30/25		0.00	0.00	$266.97	$266.97
6/30/2025	Meter Read	Water		1575.00	28.00	$0.00	$0.00
6/30/2025	Payment Posted	0005645881		0.00	0.00	($144.36)	$0.00
6/11/2025	Bill Calculated	04/30/25-05/29/25		0.00	0.00	$144.36	$144.36
5/30/2025	Payment Posted	0005606159		0.00	0.00	($31.16)	$0.00

Usage History Chart

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Status: Completed
Subject: Complete with Docusign: Commission Reappointment- EMP Ret.- Urbanczyk.pdf
Source Envelope:
Document Pages: 8
Signatures: 1
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Ayasha Bahar
1 City Sq Ste 215
Warren, MI 48093
abahar@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/7/2025 11:22:23 AM
Holder: Ayasha Bahar
abahar@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 11:25:04 AM Viewed: 10/7/2025 1:01:13 PM Signed: 10/7/2025 1:03:48 PM

Electronic Record and Signature Disclosure:
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In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Judith Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 11:25:04 AM
mayor@cityofwarren.org mayor@cityofwarren.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 11:25:04 AM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Electronic Record and Signature Disclosure:
Accepted: 9/24/2025 12:19:03 AM
ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/7/2025 11:25:04 AM
Certified Delivered	Security Checked	10/7/2025 1:01:13 PM
Signing Complete	Security Checked	10/7/2025 1:03:48 PM
Completed	Security Checked	10/7/2025 1:03:48 PM

Payment Events	Status	Timestamps

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To advise City of Warren of your new email address

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ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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Docusign Envelope ID: B9FC175D-4B0D-40FD-9966-C94BE4E9A1C3

COMMUNITY DEVELOPMENT
ONE CITY SQUARE, SUITE 210
WARREN, MI 48093
(586) 574-4686
Fax (586) 574-4685
www.cityofwarren.org

October 3, 2025

Mindy Moore, Council Secretary

RE: Resolution for Rescinding the Previously Approved Sale of 23240 Bolam

The City constructed a new home at 23240 Bolam and offered it for sale to an income eligible homebuyer for $200,000. Construction was complete in June 2025. The property's legal description is Bolam Subdivision, South ½ of Lot 19 and the North ½ of Lot 20; and its parcel number is 13-25-454-003.

Your Honorable body approved the sale of this property to Jeremiah Jason Snider on September 9, 2025.

The interested buyer, Mr. Snider, is no longer able to purchase the property. Attached is a rescinding resolution for consideration.

Please consider this item at the October 14, 2025 meeting. If you have any questions regarding this matter, please contact Angela Tarasenko at atarasenko@cityofwarren.org or at 574-4686.

Sincerely,

Tom Bommarito, Community Development Director

Read and Concur:

Signed by:
Lori M. Stone
F040B73E57F248E...

Lori M. Stone, Mayor

Read and Approved as to Form:

City Attorney's Office

Docusign Envelope ID: B9FC175D-4B0D-40FD-9966-C94BE4E9A1C3

RESOLUTION
RESCINDING THE SALE OF 23240 BOLAM
TO JEREMIAH JASON SNIDER

At a Regular meeting of the City Council of the City of Warren, Macomb County, Michigan held October 14, 2025, at 7:00 p.m. Eastern Time at the Warren Community Center, 5460 Arden, Warren, Michigan.

PRESENT: Council Members_____

_____

ABSENT: Council Members_____

The following preamble and resolutions were offered by Councilmember _____ and supported by Councilmember _____

The City of Warren is the recipient of HOME Investment Partnerships Program (HOME) Funds under Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990 as amended.

The City is the legal titleholder of the South ½ of Lot 19 and the North ½ of Lot 20 of Bolam Subdivision, as recorded in Liber 5, Page 52 of Plats Macomb County Records, more commonly known as 23240 Bolam, Warren, Michigan ("the Property").

A home was constructed on this Property pursuant to the City's participation in the HOME Investment Partnerships Program ("the HOME Program").

On September 9, 2025, City Council authorized the sale of the above noted property to Mr. Jeremiah Jason Snider for Two Hundred Thousand and no/100 ($200,000.00) Dollars.

City Council also approved down payment and closing cost assistance based on need in an amount not to exceed TWENTY-FIVE THOUSAND and NO/100 DOLLARS ($25,000.00) to Mr. Snider.

Mr. Snider is no longer able to purchase the home.

IT IS RESOLVED, that the resolution dated September 9, 2025, to sell 23240 Bolam to Jeremiah Jason Snider for Two Hundred Thousand and no/100 ($200,000.00) Dollars and provide them with down payment assistance in an amount not to exceed Twenty-Five Thousand no/100 Dollars ($25,000.00) from the HOME program is rescinded.

Docusign Envelope ID: B9FC175D-4B0D-40FD-9966-C94BE4E9A1C3

AYES: Council Members _____

_____

NAYES: Council Members _____

RESOLUTION DECLARED ADOPTED THIS 14th day of October, 2025.

_____
MINDY MOORE
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN)
)ss
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the Resolution adopted by the Council of the City of Warren at its meeting held on October 14, 2025.

_____
SONJA BUFFA
City Clerk

Certificate Of Completion

Envelope Id: B9FC175D-4B0D-40FD-9966-C94BE4E9A1C3
Status: Completed
Subject: Complete with Docusign: Resolution Rescinding Previously Approved Sale of 23240 Bolam.pdf
Source Envelope:
Document Pages: 3
Signatures: 1
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Angela Tarasenko
1 City Sq Ste 215
Warren, MI 48093
atarasenko@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/6/2025 12:35:53 PM
Holder: Angela Tarasenko
atarasenko@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 12:38:39 PM Viewed: 10/6/2025 12:46:41 PM Signed: 10/6/2025 12:46:55 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Mayor, Lori M. Stone mayor@cityofwarren.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 12:46:55 PM
Judy Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 12:46:56 PM

Electronic Record and Signature Disclosure:
Accepted: 9/24/2025 12:19:03 AM
ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Carbon Copy Events	Status	Timestamp
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 12:46:56 PM Viewed: 10/6/2025 2:03:25 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/6/2025 12:38:39 PM
Certified Delivered	Security Checked	10/6/2025 12:46:41 PM
Signing Complete	Security Checked	10/6/2025 12:46:55 PM
Completed	Security Checked	10/6/2025 12:46:56 PM

Payment Events	Status	Timestamps

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To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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- You can access and read this Electronic Record and Signature Disclosure; and
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- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

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CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: OCTOBER 6, 2025

TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL

SUBJECT: AWARD OF RFP-W-1696 FOR GENERAL MOTORS (GM) DEALER PARTS, SERVICE, AND WARRANTY WORK

The RFP-W-1696 Committee unanimously recommends that RFP-W-1696; To Furnish GM Dealer Parts, Service, and Warranty Work, be awarded to the GM Dealers listed below, for a two (2) year period, with the option to renew for four (4) additional two (2) year periods, in an annual amount not to exceed $250,000.00 allocated to the vendors and amounts shown in the table below.

VENDOR	**DESCRIPTION**	**ANNUAL AMOUNT NOT TO EXCEED**
Hamilton Chevrolet 5800 14 Mile Road Warren, MI 48092	OEM GM Parts, Service, and Warranty Work for Light Duty Vehicles	$ 150,000.00
Jefferson Chevrolet 2130 E. Jefferson Avenue Detroit, MI 48207	OEM GM Parts, Service, and Warranty Work for Light Duty Vehicles	$ 100,000.00
	OEM GM Parts & Service for Medium Duty Vehicles	

On Wednesday, October 1, 2025, at 1:00PM local time, sealed proposals were publicly opened for RFP-W-1696, to Furnish GM Dealer Parts and Service. Invitations were sent to all GM Dealers that are located within a fifteen (15) mile radius of the City of Warren's DPW Garage (a total of eight (8) dealers). Two (2) dealers responded with proposals.

The City has a need to have a certified GM Dealer provide warranty work and repair services on its city vehicles. Having the ability to utilize these GM Dealers will allow the City's DPW to get vehicles back in service in a more timely fashion.

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Hamilton Chevrolet is being recommended for OEM Parts, Service, and Warranty Work for light duty vehicles.

Hamilton Chevrolet is a family-owned and operated GM authorized Dealership located in Warren, with collision shop services. Information pertaining to Hamilton Chevrolet appears below.

- Located approximately seven miles from the DPW Garage.
- Eight (8) State certified technicians.
- Two (2) Master Certified technicians.
- Twenty-three (23) bays with hoists available for light duty vehicle repairs.
- A minimum discount of 30% off list price of GM parts.
- Repair work will be completed at a labor rate of $120.00 per hour.
- Collision labor rates are $45.00 per hour for body repair and paint refinishing,
- Collision labor rates are $70.00 per hour for frame work.
- Collision labor rates are $100.00 per hour for mechanical work.
- Shop supplies up to $25 per repair order.
- There is a 35% re-stocking fee.

Jefferson Chevrolet is also being recommended for OEM Parts, Service, and Warranty Work for light duty vehicles. In addition, Jefferson Chevrolet is being recommended for OEM Parts and Service for medium duty vehicles.

Jefferson Chevrolet is a GM authorized Dealership located in Detroit, with collision shop services. Information pertaining to Jefferson Chevrolet appears below.

- Located approximately ten miles from the DPW Garage.
- Six (6) State certified technicians.
- Two (2) Master Certified technician.
- Sixteen (16) hoists and twenty (20) bays available for light duty vehicle repairs.
- Two (2) bays and hoists available for medium duty vehicle repairs.
- A minimum discount of 10-15% off OEM List price on GM parts.
- Repair work for light duty vehicles will be completed at a labor rate of $108.00 per hour.
- The Collision labor rate for light duty vehicles is $56.00 per hour for body repairs.
- Repair work for medium duty vehicles will be completed at a labor rate of $150.00 per hour.
- The Collision labor rate for medium duty vehicles is $150.00 per hour for body repairs.
- There is a 35% re-stocking fee.

The City will be utilizing Hamilton Chevrolet as the primary source for light duty parts, service, and warranty work, with Jefferson Chevrolet being the secondary source for light duty parts, service, and warranty work.

The City will utilize Jefferson Chevrolet as the source for the City's medium duty parts and service needs.

If approved by your honorable body, this award shall commence on the official date of City Council approval.

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Funds for this purchase are allocated in the DPW Vehicle Maintenance Account: 101-1442-86300.

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...
Shanah Turner
Assistant Buyer

Signed by:
Scott Raedel
2848617D91374D2...
Scott Raedel
DPW Superintendent

DocuSigned by:
David Muzzarelli
A310AB08BBC84DD...
David Muzzarelli
Public Service Director

Read and Concur,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:
F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
CF2C773236C54C9...
Richard Fox
Controller

Signed by:
Lori M. Stone
F040B73E57F248E...
Lori M. Stone
Mayor

REVIEW PANEL MEMBERS:

Melody Magee, City Council Vice President
Mark Knapp, Assistant City Controller
Jared Gajos, Human Resources Director
Candice Murphy, Assistant City Attorney
Craig Treppa, Purchasing Agent

Docusign Envelope ID: 81C12CD6-B64A-4B19-AD6F-CA27099E2BC3

RESOLUTION

Document No: RFP-W-1696
Product or Service: GM Dealer Parts, Service, and Warranty Work
Requesting Department: Department of Public Works (DPW)

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember_____.

The DPW sought GM Dealers to provide parts, service, and warranty work on the City's light duty and medium duty vehicles.

On Wednesday, October 1, 2025, sealed Requests For Proposals (RFP) were publicly opened for RFP-W-1696, to furnish General Motors (GM) Parts, Service, and Warranty Work. The RFP document required the firms to provide qualification and pricing information pertaining to their GM dealership.

Two proposals were received and sent to the review panel members and, subsequently, the review panel has determined that the proposals submitted for GM parts and service for light and medium duty vehicles by Hamilton Chevrolet, 5800 14 Mile Road, Warren, MI 48092 and Jefferson Chevrolet, 2130 E. Jefferson, Detroit, MI 48207 best met the City's vision for servicing its fleet of light duty and medium duty vehicles.

Funds are available in the DPW Vehicle Maintenance Account: 101-1442-86300.

Docusign Envelope ID: 81C12CD6-B64A-4B19-AD6F-CA27099E2BC3

IT IS RESOLVED, that Hamilton Chevrolet and Jefferson Chevrolet are hereby awarded GM Dealer parts, service, and warranty work for the City of Warren's vehicle fleet for a two (2) year period with an option to renew for four (4) additional two (2) year periods in the annual amount not to exceed $250,000.00 allocated to the vendors and amounts shown in the table below.

VENDOR	**DESCRIPTION**	**ANNUAL AMOUNT NOT TO EXCEED**
Hamilton Chevrolet 5800 14 Mile Road Warren, MI 48092	OEM GM Parts, Service, and Warranty Work for Light Duty Vehicles	$ 150,000.00
Jefferson Chevrolet 2130 E. Jefferson Avenue Detroit, MI 48207	OEM GM Parts, Service, and Warranty Work for Light Duty Vehicles	$ 100,000.00
	OEM GM Parts & Service for Medium Duty Vehicles	

IT IS FURTHER RESOLVED, that the award shall commence upon the official date of City Council approval and shall follow the terms of the proposal document (RFP-W-1696).

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

X Proposal Documents
Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this _____ day of _____, 2025.

_____
Mindy Moore

Docusign Envelope ID: 81C12CD6-B64A-4B19-AD6F-CA27099E2BC3

Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

Sonja Buffa
City Clerk

Certificate Of Completion

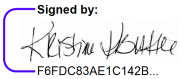
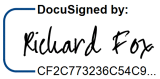
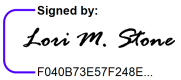
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Status: Completed
Subject: RFP-W-1696 Furnish GM Dealer Parts, Service, and Warranty Work - Council Item
Source Envelope:
Document Pages: 6
Signatures: 7
Certificate Pages: 6
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Shanah Turner
1 City Sq Ste 215
Warren, MI 48093
sturner@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/6/2025 3:44:40 PM
Holder: Shanah Turner
sturner@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Shanah Turner sturner@cityofwarren.org Assistant Buyer City of Warren Security Level: Email, Account Authentication (None)	Signed by: Shanah Turner D3220749F3AC487... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 3:49:01 PM Viewed: 10/6/2025 3:49:12 PM Signed: 10/6/2025 3:49:17 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Craig Treppa ctreppa@cityofwarren.org Purchasing Agent City of Warren Security Level: Email, Account Authentication (None)	Signed by: Craig Treppa E610E2D7FFE5449... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 3:49:18 PM Viewed: 10/6/2025 3:53:35 PM Signed: 10/6/2025 3:54:07 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Scott Raedel sraedel@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by: Scott Raedel 2848617D91374D2... Signature Adoption: Pre-selected Style Using IP Address: 2600:1700:b100:8960:5fd:acd9:ba3c:17ec Signed using mobile	Sent: 10/6/2025 3:54:08 PM Viewed: 10/6/2025 3:55:03 PM Signed: 10/6/2025 3:55:36 PM
Electronic Record and Signature Disclosure: Accepted: 10/3/2025 1:09:04 PM ID: bf53dc19-6c6b-47f6-af6e-988adac5e20a		
David Muzzarelli dmuzzarelli@cityofwarren.org Public Service Director CITY OF WARREN Security Level: Email, Account Authentication (None)	DocuSigned by: David Muzzarelli A310AB08BBC84DD... Signature Adoption: Pre-selected Style Using IP Address: 172.58.120.103 Signed using mobile	Sent: 10/6/2025 3:55:38 PM Viewed: 10/6/2025 3:58:47 PM Signed: 10/6/2025 3:58:58 PM
Electronic Record and Signature Disclosure: Accepted: 6/10/2024 1:31:24 PM ID: ef599500-0987-453f-ae6a-ac6d790161ae		

Signer Events	Signature	Timestamp
Kris Battle kbattle@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by:  F6FDC83AE1C142B... Signature Adoption: Uploaded Signature Image Using IP Address: 24.127.1.78	Sent: 10/6/2025 3:59:00 PM Viewed: 10/6/2025 4:32:32 PM Signed: 10/6/2025 4:33:05 PM
Electronic Record and Signature Disclosure: Accepted: 9/11/2025 5:08:41 PM ID: dc18193c-ac2c-424c-9f48-c0daac7b9f4f		
Richard Fox rfox@cityofwarren.org Security Level: Email, Account Authentication (None)	DocuSigned by:  CF2C773236C54C9... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 4:33:07 PM Viewed: 10/7/2025 10:15:52 AM Signed: 10/7/2025 10:16:08 AM
Electronic Record and Signature Disclosure: Accepted: 10/7/2025 10:15:52 AM ID: 34ee6247-fa64-4a4f-9186-1ada6c179d27		
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by:  F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 10:16:10 AM Viewed: 10/7/2025 1:15:54 PM Signed: 10/7/2025 1:16:26 PM
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In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Mayor Lori M. Stone mayor@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 9/24/2025 12:19:03 AM ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c	COPIED	Sent: 10/7/2025 1:16:28 PM
Judith Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 1:16:28 PM Viewed: 10/7/2025 1:17:58 PM

Carbon Copy Events	Status	Timestamp
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 1:16:29 PM Viewed: 10/7/2025 1:18:06 PM

Electronic Record and Signature Disclosure:
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Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/6/2025 3:49:01 PM
Certified Delivered	Security Checked	10/7/2025 1:15:54 PM
Signing Complete	Security Checked	10/7/2025 1:16:26 PM
Completed	Security Checked	10/7/2025 1:16:29 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

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COMMUNITY DEVELOPMENT
ONE CITY SQUARE, SUITE 210
WARREN, MI 48093
(586) 574-4686
Fax (586) 574-4685
www.cityofwarren.org

October 3, 2025

Mindy Moore, Council Secretary

RE: Sale of City Owned Property Located at 23240 Bolam

The City constructed a new home and offered it for sale to low- to moderate-income homebuyers. The home, located at 23240 Bolam, has three bedrooms, 1 full bathroom, 1 half bathroom, a basement, and a 2-car attached garage. The sales price of $200,000 is based on an appraisal. Your Honorable body approved a 30-day notice providing the public of the City's intent to sell on June 24, 2025.

The vacant lot was acquired by the City in 2023, and construction was completed in June 2025. The property's legal description and parcel ID are as follows:

- Bolam Subdivision, South ½ of Lot 19 and the North ½ of Lot 20
- Parcel ID: 13-25-454-003

Mr. Bradley Lebert has submitted a qualified offer to purchase this home. Mr. Lebert meets the HOME Program requirements. The Community Development Technical Committee and staff are recommending conveyance of the property to Mr. Lebert for $200,000, the market value, or the amount of the appraisal obtained by his mortgage company, but no lower than the minimum price of $190,000.

Mr. Lebert also qualifies for direct homebuyer assistance based on need in an amount not to exceed $25,000 to be used for part of the down payment and closing costs.

The appropriate resolution is attached for consideration at the October 14, 2025 meeting. Should you have any questions regarding this matter, please contact Angela Tarasenko at 574-4686.

Sincerely,

Tom Bommarito, Community Development Director

Read and Concur:

Signed by:
Lori M. Stone
F040B73E57F248E...

Mayor Lori M. Stone

Read and approved to form

City Attorney's Office

Docusign Envelope ID: 4B0066E8-350E-4785-BA84-2CE8B72C166A

RESOLUTION AUTHORIZING
SALE OF CITY-OWNED PROPERTY AT 23240 BOLAM

At a regular meeting of the City Council of the City of Warren, Macomb County, Michigan held on October 14, 2025, at 7:00 p.m. Eastern Time from the Warren Community Center, 5460 Arden, Warren, Michigan.

PRESENT: Council Members_____

_____

ABSENT: Council Members_____

The following preamble and resolutions were offered by Councilmember _____ and supported by Councilmember _____

The City of Warren is the recipient of HOME Investment Partnerships Program (HOME) Funds under Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990 as amended.

The City is the legal titleholder of the South ½ of Lot 19 and the North ½ of Lot 20 of Bolam Subdivision, as recorded in Liber 5, Page 52 of Plats Macomb County Records, more commonly known as 23240 Bolam, Warren, Michigan ("the Property").

A home was constructed on this Property pursuant to the City's participation in the HOME Investment Partnerships Program ("the HOME Program").

By formal motion on June 24, 2025, the Council adopted a resolution providing the public with notice of the City's intention to sell the Property for TWO HUNDRED THOUSAND AND NO/100 DOLLARS ($200,000.00), plus closing costs. A certified copy of the resolution remained on file with the City Clerk for over thirty (30) days.

Bradley Lebert submitted an offer to purchase the property for the sum of TWO HUNDRED THOUSAND AND NO/100 DOLLARS ($200,000.00), plus closing costs. Bradley Lebert has also submitted an application to request a HOME Program Direct Homebuyer Assistance Loan for down payment and closing cost assistance in an amount not to exceed TWENTY-FIVE THOUSAND and NO/100 DOLLARS ($25,000.00). The Mayor and Community Development Technical Committee ("the Committee") and staff are recommending acceptance of the foregoing offer to purchase.

The HOME Program Director, Tom Bommarito, or his designee is authorized to execute any form or document required to complete this transaction on behalf of the City, except as provided below.

In accordance with the HOME Down Payment Assistance Program, the Committee approved the purchaser's application for a down payment and closing cost forgivable loan in an amount not to exceed TWENTY-FIVE THOUSAND and NO/100 DOLLARS ($25,000.00). This

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needs-based loan is secured by a deferred payment second mortgage and will be forgiven upon completion of the affordability period under HOME Program guidelines.

IT IS RESOLVED, that the Mayor and City Clerk are authorized to execute the necessary documents to sell and convey to Bradley Lebert for the lesser of TWO HUNDRED THOUSAND AND NO/100 DOLLARS ($200,000.00) or the amount of the appraisal obtained by his mortgage company, but no lower than the minimum price of $190,000, plus buyer's closing costs, the Property described as follows:

> The South ½ of Lot 19 and the North ½ of Lot 20 of Bolam Subdivision, as recorded in Liber 5, Page 52 of Plats Macomb County Records, more commonly known as **23240 Bolam**
> Parcel Identification No. 13-25-454-003.

IT IS FURTHER RESOLVED, that the conveyance of the Property shall be subject to any easements for public utilities and any other liens or easements of record, and the HOME Program Direct Homebuyer Assistance Mortgage.

AYES: Council Members _____

_____

NAYES: Council Members _____

RESOLUTION DECLARED ADOPTED THIS 14th day of October, 2025.

_____
Mindy Moore
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN)
)ss
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the Resolution adopted by the Council of the City of Warren at its meeting held on October 14, 2025.

_____
Sonja Buffa
City Clerk

Certificate Of Completion

Envelope Id: 4B0066E8-350E-4785-BA84-2CE8B72C166A
Status: Completed
Subject: Complete with Docusign: Resolution Approving Sale of City Owned Property at 23240 Bolam.pdf
Source Envelope:
Document Pages: 3
Signatures: 1
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Angela Tarasenko
1 City Sq Ste 215
Warren, MI 48093
atarasenko@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/6/2025 12:45:52 PM
Holder: Angela Tarasenko
atarasenko@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 12:49:17 PM Viewed: 10/6/2025 12:58:54 PM Signed: 10/6/2025 12:59:03 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Mayor, Lori M. Stone mayor@cityofwarren.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 12:59:03 PM
Judy Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 12:59:04 PM

Electronic Record and Signature Disclosure:
Accepted: 9/24/2025 12:19:03 AM
ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Carbon Copy Events	Status	Timestamp
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 12:59:04 PM Viewed: 10/6/2025 2:04:09 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/6/2025 12:49:17 PM
Certified Delivered	Security Checked	10/6/2025 12:58:54 PM
Signing Complete	Security Checked	10/6/2025 12:59:03 PM
Completed	Security Checked	10/6/2025 12:59:04 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

October 7, 2025

Ms. Mindy Moore
Council Secretary
City of Warren

CITY ATTORNEY'S OFFICE
One City Square, Suite 400
Warren, MI 48093
(586) 574-4671
Fax (586) 574-4530
www.cityofwarren.org

Re: Proposed Resolution Providing Public Notice of Intent to Sell Tax-Reverted Property at 7215 Jackson, Warren, Michigan; Parcel ID No. 13-33-477-022 for $500.00; and Approving Sale Following 30-day Notice Period and Accepting Grant of Easement Rights

Dear Council Secretary Moore:

Attached please find the above-referenced resolution to provide the public with thirty (30) days' notice of intent to sell tax-reverted property located at 7215 Jackson to Structure Demolition & Construction Inc. for $500.00, plus title insurance and recording fees (the Buyer).

The property was formerly a nuisance abatement property, which Council removed from the nuisance program to allow the property to be sold and renovated. Structure Demolition & Construction, Inc. is willing to purchase the property for $500.00 and renovate the residential structure and obtain City Certification within one year and sell it for owner-occupancy. The permit fee would be capped at $500.00, plus reinspection fees. The Buyer will also pay a $150.00 administrative fee.

The property will be conveyed "as is" with a quit claim deed, maintained, and kept free from the growth or cultivation of marijuana. The developer will grant the City an easement for public utilities and temporary construction access for public improvement projects, as may be needed in the future.

The resolution will remain on file with the City Clerk for 30 days. Any person wishing to submit an offer may submit the offer in writing to Community Development Director Tom Bommarito by November 17, 2025. If no other offers are received, Council's approval of the sale becomes final on the same terms of the resolution, with no further action.

Consistent with 2-346 of the Code of Ordinances, the proposed sale will relieve the City of the liability and cost to maintain the lots, restore unoccupied land to the tax rolls, rehabilitate blighted property, and ultimately enhance the aesthetics of the surrounding area. The 2023 assessment was $35,010.00, however the condition has declined since 2023. Due to the public purposes to be served by the renovation, the proposed consideration satisfies WCO 2-346.

If acceptable, please submit the resolution to Council for its meeting on Tuesday, October 14, 2025. Upon adoption, the resolution must remain on file with the City Clerk for thirty days.

Respectfully,

Signed by:
Mary Michaels
119506B5234A1...
Mary Michaels
Acting City Attorney

Read and concur:

Signed by:
Lori M. Stone
F040B73E57F248E...
Lori M. Stone, Mayor

MM/vlt Ltr to M Moore re Notice of Intent to Sell to D Kress dba Structure Demolition & Construction – 7215 Jackson ID 115342

cc: Dayne Kress, Structure Demolition & Construction, Inc. (w/attach.)
Paul Lize, Chief Building Inspector (w/attach.)
Tom Bommarito, Community Development Director (w/attach.)
Hunter Manikas, Economic Development (w/attach.)

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

RESOLUTION PROVIDING PUBLIC NOTICE OF INTENT TO SELL TAX-REVERTED PROPERTY AT 7215 JACKSON, WARREN, MICHIGAN, PARCEL NO. 13-33-477-022; APPROVING SALE UPON COMPLETION OF NOTICE PERIOD AND ACCEPTANCE OF GRANT OF EASEMENT RIGHTS

At a regular meeting of the City Council of the City of Warren, Macomb County, Michigan held on October 14, 2025, at 7:00 p.m. Eastern Daylight Savings Time in the Council Chambers of the Warren Community Center, 5460 Arden, Warren, Michigan.

Present: Councilpersons _____

_____

Absent: Councilpersons _____

_____

The property at 7215 Jackson, Parcel No. 13-33-477-022, was formerly a nuisance abatement property and was slated for demolition. Council removed the property from the nuisance abatement process on September 23, 2025 (the "Property") to allow for the property to be sold and renovated.

Structure Demolition & Construction, Inc. is interested in purchasing the Property and is willing to renovate the residential structure to city code.

The Mayor and Economic Development Director are recommending that the Property be conveyed to Structure Demolition and Construction, Inc. (the "Buyer") for $500.00, plus closing costs, the cost of title policy and survey, if necessary, for rehabilitation to City code.

The Buyer will keep the property maintained and free from narcotics including the growth or cultivation of marihuana, sell lot for owner-occupancy, and if necessary to lease, will not lease the property for periods shorter than 12 months.

Any other person interested in purchasing the Property may submit a written offer to Community Development Director Tom Bommarito at One City Square, Warren, Michigan 48093 no later than November 17, 2025.

THEREFORE, IT IS RESOLVED, that the City of Warren offers for sale the Property located at 7215 Jackson, Warren, Michigan, Parcel No. 13-33-477-022, Warren, Michigan, described as follows:

Lot 123 – Rivard's Garden Subdivision, according to the plat thereof as recorded in Liber 4, Page 39 of Plats, Macomb County Records.
Parcel Identification No. 13-33-477-022
Commonly known as: 7215 Jackson

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

IT IS FURTHER RESOLVED, that the conveyance of the property shall be subject to the reservation of any liens or easements of record, easements rights to access, maintain or replace public utilities, and the execution of restrictive covenants consistent with this resolution.

IT IS FURTHER RESOLVED, that the City accepts the grant of easement upon the Property for purposes of maintaining, replacing, or constructing public utilities, or for temporary access during public improvement projects.

IT IS FURTHER RESOLVED, that a certified copy of this resolution shall be placed and remain on file with the Clerk of the City of Warren for public inspection for a period of thirty (30) days, as required by City Charter, and if no offers are submitted during such period, the approvals in this resolution become final on same terms.

IT IS FURTHER RESOLVED, that, upon completion of the 30-day period, the Mayor and Clerk are authorized to execute a purchase agreement and restrictive covenants to sell the Property to Structure Demolition & Construction, Inc. in the amount of Five-Hundred and 00/100 ($500.00) Dollars, plus closing costs, consistent with this resolution and in such form that meets with the approval of the City Attorney.

AYES: Councilpersons: _____

_____

NAYES: Councilpersons: _____

_____

Resolution declared adopted on this 14th day of October, 2025.

_____
MINDY MOORE
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN)
) ss
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the Resolution adopted by the City Council of the City of Warren at its meeting held on October 14, 2025.

_____
SONJA BUFFA
City Clerk

ID 115343

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Docusign Envelope ID: B927C7ED-3A3C-44BD-8010-636BF204E7B0

WARREN
DEPARTMENT OF COMMUNITY, ECONOMIC
& DOWNTOWN DEVELOPMENT

One City Square, Suite 215
Warren, MI 48093-6726
(586) 574-4529
www.cityofwarren.org

10/6/2025

Structure Demolition & Construction Inc.
96 Northbound Gratiot, Mt. Clemens, MI 48043

RE: City-Owned Property at 7215 Jackson, Warren, Michigan
Parcel No. 12-13-33-477-022

Dear Dayne Kress:

The purpose of this letter is to ascertain your interest in acquiring city-owned property located at 7215 Jackson, Warren, Michigan, Parcel No. 12-13-33-477-022

This property is vacant land, which the City of Warren acquired through the tax foreclosure process. We are seeking buyers who are willing to restore the property to a reasonable condition and improve the surrounding neighborhood by doing so. The primary terms of the sale would include:

- Purchase price of $500.00 plus a nonrefundable $150.00 administrative fee, title policy cost, and recording fee and half of the closing costs, if applicable;
- Conveyance with a quit claim deed; the City only sells its interest in the land, with no warranties associated with a warranty deed. You would purchase the property "as is";
- The property must be used as one buildable residential lot;
- The work must begin to improve the property as soon as possible.
- Landscaping and improvements of relative ease should be completed within a period of one year.
- Improvements to the home must begin within a two-year period or the city maintains the right to reseize the property and complete demolition work itself.
- The sale must be approved by the Warren City Council, subject to a 30 day period for other parties to submit a competing offer. If other offers are submitted, the offers are returned to the Council for a final decision;
- You must be current on all taxes, water and sewer charges, and assessments;

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- Restrictive covenants must attach to the combined property:

  No cultivation, distribution or growth of marihuana
  Keep the property maintained;
  Grant to the City an easement to access, maintenance, replacement or construction of public utilities, if needed;
  Grant a temporary construction easement, if needed, for any future public improvement project (typically for staging, grading or regrading purposes);
  No short-term rentals permitted.

We encourage all buyers to obtain a survey prior to the sale. Although not technically required, a survey would show detail about the land, such as encroachments or any unrecorded easements that might not appear in the title commitment or our building records. Without a survey, a buyer must sign a hold harmless agreement to waive any liability against the City for any defect in the property that may become known at a future date. The purchase agreement may include other terms or conditions specific to the land sale.

If you are interested in purchasing the property on these terms, we will request the Warren City Council to approve the sale. To begin the process, please sign the letter at the bottom where indicated, and complete the contact information. You are responsible for identifying the type of ownership you prefer, such as tenants in common, joint tenants or tenant by the entireties, and if a business, for furnishing the business name, and the evidence of the authority of the officer or representative to bind the business.

Should you have any questions, or would like additional information, please call my office at 586-574-4604.

Sincerely,

Signed by:
Tom Bommarito
6F52A3F825A947D...

Tom Bommarito, Director of Community/Economic Development

By signing below, you are acknowledging:

- You will agree to the sale on terms specified in this letter;
- This is merely an expression of interest and is not a formal offer to purchase or sell the property, and does not create any obligation or bind either the City of Warren or the undersigned;
- A purchase agreement must be approved by the Warren City Council documenting these terms and others, and third parties will have 30 days to submit a competing offer;

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Docusign Envelope ID: B927C7ED-3A3C-44BD-8010-636BF204E7B0

Letter of Interest Structure Demolition & Construction Inc. 10/6/25

- Following Council approval, a purchase agreement must be signed within 30 days of receipt from the City Attorney, or the property may be offered to another party;

- Upon receiving the title commitment, the closing must occur within 45 days or the offer may be rescinded, and property may be offered to another party.

Please print the full legal name of the authorized representative below the signature. Any other party to be added to the deed must be disclosed, with name and phone number, and all parties must sign the purchase agreement and other documents to complete the sale.

DocuSigned by:

_____ Date: 10/7/2025

Dayne Kress, authorized representative
of Structure Demolition & Construction Inc.

Dayne Kress

Please Print Legal Name

[redacted]

Phone Number

[redacted]

E-mail Address

Other Interested Parties:

_____ Date: _____

Signature:

Please Print Legal Name

Relationship: _____

Phone Number

E-mail Address

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

Docusign Envelope ID: B927C7ED-3A3C-44BD-8010-636BF204E7B0

Letter of Interest Structure Demolition & Construction Inc. 10/6/25

Owners of Adjacent land: No

If applicable, type of business entity: Construction, demolition, restoration, etc.

Nature of business: Home restoration

How land will serve the business (must be added to deed restriction): Restore condemned home and sell

Authorized representative name and title: Dayne Kress (President)

(Attached resolution, operating agreement or evidence of authority)

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

PUBLIC SERVICE DEPARTMENT
ENGINEERING DIVISION
One City Square, Suite 300
Warren, MI 48093
(586) 759-9300
Fax (586) 759-9318
www.cityowarren.org

TO: Tom Bommarito, Economic Development Director
Economic Development

FROM: Tina Gapshes, City Engineer

DATE: September 16, 2025

RE: 7215 Jackson Ave
Parcel # 13-33-477-022

Pursuant to your request, the Engineering Division has investigated the above referenced property and has the following information:

- Rivards Gardens Sub (L4, P39); Lot 123
- 50' (east and west on south side) 60.76' (east and west on north side) x 115.55' (north and south)
- This lot is located on the north side of Jackson Ave, west of Winfield Ave.north of Cadillac Ave.
- There is an existing 6-foot easement along the north property line.
- There is an existing home with a concrete approach and driveway.
- There is an existing 2' – 3' cinderblock wall around the perimeter of the front yard that is starting to fail.
- There is a concrete pad for garage, but no structure.
- There are 8 shrubs in the front yard. There are 2 trees in the back yard. The north neighbor's tree hangs all the way over the house.
- There is a chain link fence at the north property line and at the north half of the east property line.
- The sidewalk is ADA compliant.
- The sanitary sewer clean out is in the rear yard.
- There are depressions in the front yard where trees were removed but no visible drainage issues.
- There are existing power lines along the north property line and overhead power to this house has been detached.

There are probably no easements on this property other than the above noted platted easement. However, a Title Commitment would be necessary to know with confidence if any easements existed.

Tina G. Gapshes, P.E.
City Engineer

cc: Hunter Manikas, Community and Economic Development Aide
Bob Weidner, Community Development Rehab Inspector

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

Parcel Number: 12-13-33-477-022 Jurisdiction: CITY OF WARREN County: Macomb Printed on 09/03/2025

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.
FERGUSON YVONNE C	CITY OF WARREN	1	03/14/2023	QC	21-NOT USED/OTHER	29066/771	NOT VERIFIED	100

Property Address
7215 JACKSON

Owner's Name/Address
CITY OF WARREN
ONE CITY SQUARE #400
WARREN, MI 48093

Tax Description
RIVARDS GARDENS SUB'N LOT 123 L.4 P.39

Comments/Influences

Class: RESIDENTIAL-IMPRO Zoning: R-1-C
School: VAN DYKE PUBLIC SCHOOLS
P.R.E. 0%
NOTES: NEZ - Patriot Place
2025 Est TCV 100,883 TCV/TFA: 114.64

Building Permit(s)	Date	Number	Status
RESIDENTIAL GARAGE DEMOLITI	01/03/2024	PD23-058	closed
FLOOD	09/25/2014	PM14-004061	open
RES	05/22/1995	PB100460	open

X Improved Vacant

Land Value Estimates for Land Table 03340.Neighborhood 03340

Description	Frontage	Depth	* Factors * Front	Depth	Rate	%Adj.	Reason	Value
FRONTAGE 1	50.00	115.00	1.0000	0.9405	200	100		9,405
50 Actual Front Feet, 0.13 Total Acres							Total Est. Land Value =	9,405

Public Improvements
- Dirt Road
- Gravel Road
- X Paved Road
- X Storm Sewer
- X Sidewalk
- X Water
- X Sewer
- X Electric
- X Gas
- X Curb
- Street Lights
- Standard Utilities
- Underground Utils.

Topography of Site
- X Level
- Rolling
- Low
- High
- X Landscaped
- Swamp
- Wooded
- Pond
- Waterfront
- Ravine
- Wetland
- Flood Plain

Who	When	What
NT	06/11/2024	Office Rev
NT	05/16/2024	Field Revi

Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/ Other	Taxable Value
2025	EXEMPT	EXEMPT	EXEMPT			EXEMPT
2024	EXEMPT	EXEMPT	EXEMPT			EXEMPT
2023	4,700	30,310	35,010	35,010A		14,660C
2022	2,470	26,100	28,570			13,962C

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7215 JACKSON Warren, MI 48091-2913 (Property Address)

Parcel Number: 12-13-33-477-022 Account Number: 202913026



Item 1 of 3 2 Images / 1 Sketch

Customer Name: CITY OF WARREN

Summary Information

- > Residential Building Summary
  - Year Built: 1935
  - Bedrooms: 0
  - Full Baths: 1
  - Half Baths: 1
  - Sq. Feet: 880
  - Acres: 0.132
- > 12 Building Department records found
- > Assessed Value: $0 | Taxable Value: $0
- > 1 Special Assessment found
- > Property Tax Information found
- > Utility Billing Information found

Owner and Taxpayer Information

Owner CITY OF WARREN
ONE CITY SQUARE #400
WARREN, MI 48093

Taxpayer SEE OWNER INFORMATION

Legal Description

RIVARDS GARDENS SUB'N LOT 123 L.4 P.39

Recalculate amounts using a different Payment Date

You can change your anticipated payment date in order to recalculate amounts due as of the specified date for this property.

Enter a Payment Date 9/22/2025 Recalculate

Tax History

⊕ **Note: On March 1 at 12:00 AM, Summer and Winter local taxes become ineligible for payment at the local unit.

Year	Season	Total Amount	Total Paid	Last Paid	Total Due	
2025	Summer	$0.00	$0.00		$0.00	

General Information for 2025 Summer Taxes

School District	50220	**PRE/MBT**	0.0000%
Taxable Value	$0	**S.E.V.**	$0
Property Class	401 - RESIDENTIAL-IMPROVED	**Assessed Value**	$0
Tax Bill Number	*No Data to Display*	**Last Receipt Number**	*No Data to Display*
Last Payment Date	*No Data to Display*	**Number of Payments**	0
Due Date	09/02/2025		
Base Tax	$0.00	**Base Paid**	$0.00
Admin Fees	$0.00	**Admin Fees Paid**	$0.00
Interest Fees	$0.00	**Interest Fees Paid**	$0.00
Total Tax & Fees	$0.00	**Total Paid**	$0.00
Renaissance Zone	*Not Available*	**Mortgage Code**	*Not Available*

Tax Bill Breakdown for 2025 Summer

Taxing Authority	Millage Rate	Amount	Amount Paid
VAN DYKE OPERAT	18.000000	$0.00	$0.00
Admin Fees		$0.00	$0.00
	18.000000	$0.00	$0.00

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

Taxing Authority	Millage Rate	Amount	Amount Paid
Interest Fees		$0.00	$0.00
	18.000000	$0.00	$0.00

Click here for your Summer 2025 Tax Bill

Click here for a printer friendly version of Summer 2025 Tax information

2024	Winter	$0.00	$0.00		$0.00	

General Information for 2024 Winter Taxes

School District	50220	**PRE/MBT**	0.0000%
Taxable Value	$0		
Property Class	401 - RESIDENTIAL-IMPROVED	**Assessed Value**	$0
Tax Bill Number	*No Data to Display*	**Last Receipt Number**	*No Data to Display*
Last Payment Date	*No Data to Display*	**Number of Payments**	0
Base Tax	$0.00	**Base Paid**	$0.00
Admin Fees	$0.00	**Admin Fees Paid**	$0.00
Interest Fees	$0.00	**Interest Fees Paid**	$0.00
Total Tax & Fees	$0.00	**Total Paid**	$0.00

Tax Bill Breakdown for 2024 Winter

Taxing Authority	Millage Rate	Amount	Amount Paid
MACOMB VETERANS	0.068500	$0.00	$0.00
HURON-CLINT PARK	0.206200	$0.00	$0.00
SMART	0.943600	$0.00	$0.00
ZOO AUTHORITY	0.093800	$0.00	$0.00
ART INSTITUTE	0.194200	$0.00	$0.00
Admin Fees		$0.00	$0.00
Interest Fees		$0.00	$0.00
	1.506300	$0.00	$0.00

Click here for a printer friendly version of Winter 2024 Tax information

2024	Summer	$436.12	$436.12	09/03/2024	$0.00	
2023	Winter	$23.60	$23.60	12/15/2023	$0.00	
2023	Summer	$1,240.73	$1,240.73	08/18/2023	$0.00	
2022	Winter	$21.31	$0.00		-	** Read Note(s) Above
2022	Summer	$768.57	$0.00		-	** Read Note(s) Above
2021	Winter	$48.43	$0.00		-	** Read Note(s) Above
2021	Summer	$724.09	$0.00		-	** Read Note(s) Above
2020	Winter	$22.14	$0.00		-	** Read Note(s) Above

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REAL ESTATE PURCHASE AND DEVELOPMENT AGREEMENT

This Agreement is made this ____ day of _____, 2025 between the City of Warren, a Michigan municipal corporation whose address is One City Square, Warren, Michigan, 48093, a Michigan municipal corporation (the "City") and Structure Demolition & Construction, Inc., a Michigan corporation, 96 Northbound Gratiot, Mt. Clemens, Michigan 48043 (the "Purchaser").

RECITALS

1. The property located in the City of Warren, County of Macomb, State of Michigan at 7215 Jackson, Parcel No. 13-33-477-022, was formerly a nuisance abatement property and was due to be demolished. City Council removed the property from the nuisance abatement program on September 23, 2025 (the "Property").

2. The City wishes to restore and preserve the quality and vitality of its neighborhoods by working proactively to have the property rehabilitated and sold for owner-occupancy

3. The Developer wishes to purchase the Property to renovate it to City code, and sell the home for owner-occupancy.

4. Developer has the skill and experience to perform the construction. Seller is willing to sell the Property to the Purchaser for the price of Five-Hundred and 00/100 Dollars ($500.00), and subject to the terms, conditions and limitations contained in this Agreement.

Therefore, in consideration of the mutual promises of the parties as contained in this Agreement, the parties agree as follows:

PURCHASE AND SALE OF REAL PROPERTY

Seller agrees to sell, and Purchaser agrees to purchase the property described as follows:

> Lot 123 – Rivard's Garden Subdivision, according to the plat thereof as recorded in Liber 4, Page 39 of Plats, Macomb County Records.
> Parcel Identification No. 13-33-477-022
> Commonly known as: 7215 Jackson

The above properties shall be referred to as "the Property" in this agreement. The concise description of the Property shall be based upon a complete ALTA/NSPS survey, if Purchaser obtains one. The parties agree that the conveyance of the Property is subject to the terms, conditions and limitations contained in this Agreement.

PURCHASE PRICE

Purchaser shall pay the sum of Five Hundred and 00/100 ($500.00) Dollars, plus closing costs, subject to adjustment and prorations as provided in this Agreement, payable in immediately available funds. This purchase price is intended as full monetary consideration and compensation for the Property, together with all improvements,

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fixtures, easements, appurtenances, mineral rights, and all other Property interests. All property remaining on the property shall be included in the purchase price.

TERMS OF PAYMENT

The purchase price shall be paid by Purchaser to Seller at closing by cashier's check.

CONVEYANCE

Upon completion of the conditions in this document and execution of restrictive covenants in the form attached as Exhibit A, Seller shall convey to the Purchaser its legal title to the Property by executing and delivering a standard form Quit Claim Deed ("Deed"), subject to easements, covenants and restrictions of record as shown on the referenced title commitment and conditions and restrictions stated below. At Closing, Purchaser will sign a bill of sale for an personal property remaining on the Property "as is" and without any warranty of condition or title.

Purchaser agrees to accept the conveyance, and the covenant to rehabilitate the residential dwelling and structure on the Property to City code, and to sell the Property as a single-standing buildable residential lot, construction of a residential dwelling, owner-occupancy for two years, subject to restrictions against short-term rentals for a period less than 12 months, the cultivation, distribution, processing, or growth of any controlled substance, including medicinal marihuana, any adult, sexually-oriented business as defined in the City of Warren Codes of Ordinances, and to agree to keep the Property maintained in a condition in compliance with the Code of Ordinances of the City of Warren. All parties with a legal interest in the Property must sign the Restrictive Covenants. Purchaser shall execute a restrictive covenant consistent with these agreements at the time of the closing. These covenants are intended to serve a public purpose as part of the consideration, and shall run with the land, and be binding upon subsequent owners, assigns, transferees, and heirs, unless otherwise allowed by the governing body of the City of Warren.

POSSESSION

The Seller shall deliver and the Purchaser shall accept possession of the Property at the time of closing.

DEPOSIT

The parties acknowledge that no down payment has been deposited in connection with this offer, and no credit for deposit money shall be made to the purchase price if the sale is completed.

DEFINITIONS

As used in this agreement the following terms will have the meaning, ascribed to them as follows:

"City" means the City of Warren, including its officers, employees and agents acting within the scope of their authority.

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"Closing" means the date the transactional documents are executed to convey the Properties from the City to Developer.

"City Certification" means the process of having a residential structure certified and inspected for compliance with state and local codes and regulations.

"Developer" will mean James Leamon, individually or as a sole proprietor, its officers, members, directors, employees, agents, authorized agents.

DEVELOPER'S RESPONSIBILITIES

1. The Developer agrees to purchase from the City, the City's interest in the property that is identified as 7215 Jackson (the "Property"), subject to the terms of this Agreement.

2. The Developer agrees to maintain, develop, rehabilitate the Property, and to sell the property, in accordance with the terms, conditions and standards in this Agreement.

3. The Project will be coordinated with the City's Director of Public Service or his or her designee ("the City Administrator" or "Administrator"), who is responsible for the overall administration, coordination and general oversight of the Project on behalf of the City. Developer will meet with the Administrator within two weeks of execution of this Agreement and determine an overall timeline for progress of the Project ("Schedule"). Upon such determination, the Schedule shall be incorporated by reference into this Agreement and binding upon Developer. Developer will report completion of phases, and provide updates on the rehabilitation, sale or rental of the Property.

4. Upon execution of this Agreement, Developer is responsible for all Maintenance for Property, and assumes all responsibility for injury or damage. Risk of Loss shall be on the Developer for each individual property until sale to a third party. Developer will comply with requests for service at the Property requiring Maintenance, and will be responsible for any injury or damage or risk associated with the Property.

5. The Developer will provide, at its expense, all materials, labor, professional services, equipment necessary to maintain, rehabilitate, construct, improve, and sell the Property in compliance with all applicable codes, ordinances, laws, and regulations, within six months of, and in accordance this Agreement. As described in detail below, the Developer understands and agrees that it will also be responsible for the following:

    a. Within 20 days of this Agreement, Developer will remove all junk and debris, including abandoned vehicles, mow the lawns and remove weeds.
    b. Developer will perform all Maintenance until the Property is sold. Maintenance, as used in this Agreement, shall include, without limitation, re-keying, securing and boarding the Property, lawn mowing, weed removal, debris removal, snow removal, and rodent control ("Maintenance" or "Maintained").
    c. Pursue any legal action necessary to clear title to the Property as Developer deems appropriate in its sole discretion.

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d. Take any action to evict squatters, holdover tenants and any other persons occupying, or claiming a right to occupy or possess, the Property.
e. Take action necessary relating to the disposition of personal property that is located on the Property.
f. Following best industry marketing standards, Developer agrees to actively market the Property for owner-occupancy following City Certification. If the Property is not sold for a period of one year following the City Certification and active marketing for owner-occupancy, the Developer may, with the prior permission of the City's Director of Public Service lease the property, provided, however, any such lease will be subject to the leasing criteria agreed to by the City Administrator, and not for a period of less than 12 months. It is understood if the Property becomes zoned for owner-occupancy, it shall remain owner-occupied notwithstanding any shorter period provided in this Agreement or the declaration of restrictive covenants described below.
g. At any closing, Developer will have the buyer execute at closing a restrictive covenant that the Property will remain owner-occupied for a period of at least two year(s) from the sale from submission of a valid, executed Principal Residence Exemption filed with the City Assessor.
h. Developer will be responsible for keeping the Property covered by liability insurance until sold. The sale of any Property must be made subject to the binding covenants that run with the land that the properties will not be used for the use, distribution, transfer or manufacturing of medical or recreational marihuana, adult or sexually-oriented businesses, businesses, short-term rentals for periods of less than 12 months, or uses that require a special land use permit under the Section 14.02 of the Zoning Ordinances of the City, which includes a used car lot, unless otherwise allowed by the Warren City Council, and will be kept maintained in compliance with applicable local ordinances, codes and permits. In addition, the restrictive covenant will include the grant of access to the City for the repair, inspection or replacement of public utilities or temporary access during public improvement or construction projects, if applicable. The restrictive covenants will be in a form mutually acceptable to the City and Developer.

6. Developer agrees to, in a good and professional manner, perform all work and furnish all labor and materials, necessary to rehabilitate and/or service the Property, which includes the following:

a. The Property will be renovated in full compliance with all applicable codes, laws and regulations, and must be approved for Certificate Certification by the City within one year of this Agreement, unless extended for good cause by the Administrator. Renovation shall include the principal and all accessory structures on the Property.
b. The Developer will file legal actions or take other action necessary to obtain full and clear title to the Property.
c. Developer shall be responsible to evict occupants remaining in the Property who does not purchase the Property as provided above. The Developer will apprise the City's Administrator of all developments in the case, and provide the Administrator with a copy of the final judgment Property, or the dismissal for the Property as to which the Developer files suit. The Property will not be resold to a third party unless it is free of rights of occupancy rights, and clear title.

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

d. The Property must be maintained by the Developer in full compliance with the applicable codes and regulations, including, without limitation, Chapter 28 of the City of Warren Code of Ordinances, and the requirements of this Agreement until sold to a third party.
e. The City and Developer agree to order the title commitment and insurance from Greco Title Agency.
f. The Developer will abide by requests of the City of Warren Division of Property Maintenance inspectors for maintenance services. It is understood that the City's Property Maintenance inspectors will monitor the Property and contact the Developer to address issues as they arise and as necessary to reduce blight, vandalism and theft. The Developer will respond to address those issues and comply with a request for service at the Property within fifteen (15) days of a service request, or less in an emergency situation. Unless if the nature of the service request is such that more than fifteen (15) days are reasonably required to comply with the request, then Developer shall have reasonable time to complete compliance so long as Developer commenced work to comply within said fifteen (15) day period.
g. When Developer sells the Property, it shall be sold subject to a deed restriction or recorded restrictive covenant requiring the Property to be maintained according to codes, including without limitation, Chapter 28 of the City of Warren Code of Ordinances, and any supplemental or replacement ordinances, and to never be used for the growth, distribution or cultivation of narcotics, including medicinal marihuana, and any prurient adult business, and the Property shall be occupied by the property owner for a period of two years from Developer's conveyance of the Property to such owner.
h. The Developer will pay the taxes and all water charges and assessments on the Property until sold.
i. No lien, financing lien, or encumbrance will be filed or placed on the Property, unless approved by the Administrator.
j. The Developer will provide the City with a copy of the deed or conveyance document, along with the Principal Residence Exemption from its buyer, as proof of its sale for owner-occupancy.

SECURITY/ REMEDIES

To secure the performance of this Agreement, at Closing, the Developer shall provide the City with $500.00 escrow or bond which will remain in effect for one year, and which may be released upon satisfaction of all contract obligations under this Agreement, upon written release by the Administrator. This is separate from any engineering or permit escrow. Developer assigns to the City of Warren the right to draw from the escrow/ bond the amount necessary to remedy a material breach or series of recurring (no less than four) non-material breaches under this Agreement, if after 30 days' written notice to Developer setting forth the nature of the breach, the remedy to be pursued, and the amount to be drawn, the breach is not cured within 30 days, or the cure is not actively pursued within 30 days and completed within a reasonable time thereafter, and the City actually undertakes the remedy. The City will provide prior notice to the Developer. The amount of the escrow must be replenished by the Developer following any such draw. The escrow amount may be forfeited to the City in full after four recurring violations or default in a material term of this Agreement. In the event of abandonment of this Agreement demonstrated by at least a lapse in work for at least 60 days, or the insolvency or dissolution or winding down of the Developer, the escrow will be forfeited in full to the City. This remedy is in addition to the other remedies available by law or

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equity to the City. The City may pursue costs of completion of this Agreement, or to cure any violation that are not satisfied by the Developer. In addition, the City may draw upon the full amount should any home be leased and not sold, notwithstanding any property that is eligible to be leased under this Agreement.

SALE OF PROPERTY

1. The City agrees to convey to the Developer, and Developer agrees to purchase from the City, the Property by quit claim deed, subject to the conditions, restrictions and contingencies of this Agreement, and any document collateral to or to be executed in connection with the Closing.

2. Purchase Price. The Developer agrees to pay as full consideration for the Property the amount of $500.00, plus closing costs ("Purchase Price"), as provided further in this Agreement, payable to the City of Warren by money order or cashier's check.

3. Conveyance. The City is only conveying its interest in the Property, and is not guaranteeing clear, marketable or insurable title to the Property. Developer will be responsible for costs for a quiet title action, if Developer decides to bring such action, to satisfy the requirements of a title insurance company in order to re-convey the Property to an owner with a warranty deed.

4. Developer will accept the Property "as is", with no warranties of condition, title and is not guaranteeing the Property is free of encumbrances, setback requirements or boundary errors. It is Developer's responsibility to conduct any inspections and ascertain the condition of the Property before closing.

5. Conditions to Closing. Prior to Closing Developer shall disclose all managers and managing members, if any. Developer shall demonstrate the financial capability of Developer to complete the Project and to perform the construction under this Agreement.

   The Closing shall take place at the office of the City, within 10 days following completion of the due diligence period. The City will arrange for the Closing documents, which shall be delivered for the review of the parties. Developer will pay for title insurance, its closing costs, and recording fees for the deed and restrictive covenants, and file the transfer affidavit with the City Assessor. Each party shall sign a closing statement memorializing the transaction.

6. At Closing, the Developer shall also execute a deed restriction or restrictive covenant that the Property will be sold and used according to this Agreement. Such covenant will run with the land. The deed restrictions shall include a prohibition on prurient or offensive uses that are incompatible with the surrounding neighborhood or otherwise not permitted within Section 18.01, et al of the City of Warren Code of Zoning Ordinances, and will be maintained in accordance with local property maintenance codes and will not be used for the growth, distribution, cultivation or processing of narcotics including medical marihuana and access rights for public utilities or public improvements, and if leased, no lease shall be for a duration of less than 12 months. Developer will be pay any outstanding water charges it incurred on the Property prior to Closing.

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

7. The Developer has the right and option, but not the obligation to conduct any reviews, and procuring environmental site assessments, surveys, and title reports and insurance for any the Property prior to Closing and may request reasonable extensions of closing for time necessary to diligently pursue such review. The City is conveying its interest "as is" without make any warranties of any nature, including any warranty of merchantability, property condition, boundaries, non-encumbrance, non-encroachment, title, soil quality or physical or environmental condition, or any of any of the properties, or of their suitability for any particular purpose or use. Developer will execute a waiver of survey at closing, if not obtained. Such inspection or review must be completed within 45 days of this Agreement ("Due Diligence Period").

LEGAL DESCRIPTION AND SURVEY

If necessary for a title policy without exceptions, Purchaser shall be responsible for obtaining a complete ALTA/NSPS survey within the Inspection Period, showing all boundaries, easements for public utilities and driveways, and zoning ordinances, if any, and shall provide a copy to Seller and the title company prior to Closing. Purchaser shall have the right to give Seller written notice of objection to any encumbrance, lien, charge or claim upon to or against the Property as may be disclosed by the survey. Upon such notice, Seller may give Purchaser notice within 10 days of its intent to cure any such defects, at Seller's sole expense. If such notice to cure is not provided to Purchaser, Purchaser may either provide notice of termination, which shall be provided within the period of the 10th to the 15th day of its notice of objection to Seller, or Purchaser will accept the Property with the defects, and proceed with the purchase. If Purchaser does not elect to obtain a survey, Purchaser agrees to sign a waiver of a survey at closing, and to hold harmless the City of Warren for any encroachment, easement, boundary or setback discrepancy, or title defect or any other claim that may relate to the property condition.

TITLE POLICY

1. Commitment for Title Policy. Seller has delivered to Purchaser a title search report, and within 30 days will furnish Purchaser with a commitment for a policy of title insurance, if available for issuance, by a title insurance corporation, for an amount of at least $1,000.00, and bearing date later than the acceptance of this Agreement ("Title Commitment"), or as soon as such commitment is available from the title company. The parties agree the commitment will be ordered from ATA National Group Title Group. Title insurance may not be available for the reason the property was formerly a nuisance abatement property.

2. Title Objections. If objection to the title or proposed policy is made that the title is not in the condition required for performance hereunder, Purchaser must provide Seller with written notice of the objection within 10 days from receipt of the title commitment, and the Seller shall have 20 days from the date of written notification from Purchaser of the particular defects claimed, to either; 1) commence action to remedy the title; or 2) obtain title insurance modified or amended to eliminate the objection and defect; or 3) provide written notice of termination of this agreement. If the Seller elects to remedy the title or obtain a modified title policy, Seller will provide Purchaser with written notice of its intent to pursue the remedies, and Purchaser agrees to complete the sale within 10 days of written evidence of the

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remedies. The closing will be delayed pending completion of such remedies. If Seller commences an action to remedy title, then Purchaser's obligation to purchase shall continue until the disposition of such action. If the title is not successfully remedied through such action, then Purchaser may terminate this agreement with no further obligation on the part of Seller or Purchaser, or purchase the property with the title defect. If no remedies are taken, or Purchaser does not terminate, and Purchaser elects to purchase the property, any defects to title shall be considered to be waived by Purchaser, and Purchaser will accept title with title defects or objections.

ENVIRONMENTAL INSPECTIONS

Purchaser is responsible for procuring a Phase 1 environmental site assessment or evaluation, together with any other wetland studies, land reviews or other assessments of the Property, within 30 days of this Agreement. In the event any environmental or soil contamination or other adverse condition is disclosed, Purchaser shall submit a copy of the Phase I report to Seller within five days of the report. If environmental or soil contamination is present, Purchaser may terminate this Agreement, with no further obligation of either party, upon notice of termination to Seller, within 30 days of this Agreement. In the alternative, and subject to Seller's consent, Purchaser may purchase the Property notwithstanding such contamination, or provide Seller with written notice of its termination of this agreement, subject to any indemnification obligations in this agreement. It is understood that the Property will be purchased "as is," subject to any contamination objections, or irregularities.

CONTINGENCY/INSPECTION PERIOD

1. In addition to other contingencies in this Agreement, Purchaser shall have 30 days after receipt of fully accepted Offer ("Inspection Period") to inspect the Property and records including, but not limited to the following:

    a. well and septic system;
    b. pest inspection;
    c. search governmental records, pending violations, or notices of violations from any insurance or governmental agency;
    d. litigation and bankruptcy search; and
    e. baseline environmental study.

2. If Purchaser determines that it does not wish to proceed with the purchase based upon an objection to any defective condition disclosed by one of the above inspections, Purchaser shall provide Seller with a copy of the inspection report, and Seller has the option, within 10 days' notice to Purchaser, to cure the defect within 30 days of such notice. If Seller does not provide such notice to cure, then Purchaser, upon written notice to Seller prior to the end of the Inspection period, may terminate this Agreement, and this Purchase Agreement shall be terminated. Subject to the indemnification obligation below, the parties shall have no further obligation or liabilities to the other. Purchaser shall promptly return any materials Seller furnished to it in connection with its inspection of the Property, and restore any damaged property which occurred during the inspections, within 10 days of termination, or will be responsible for the costs of such restoration.

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

3. If Purchaser has any outstanding obligation owed to the City, such obligation must be satisfied within 30 days of this Agreement, or Seller, at is sole election, may terminate this Agreement upon written notice to Purchaser. Thereafter, no obligations shall remain outstanding until Closing.

INDEMNIFICATION

Notwithstanding anything to the contrary in this document, Purchaser, for itself, successors, heirs, legal representatives, and assigns, including any entity formed by acting representative Dayne Kress, agrees to indemnify, defend, hold harmless Seller against, for, and from, all liability, loss, costs or expenses (including costs of defense, investigation and reasonable attorney fees) which may result from, relate or arise out of any of Purchaser's or its contractor's or agent's use, possession, inspection, or occupancy of the Property during the time this Purchase Agreement is in effect, up to Closing, and for any claim, demand, liability or damage that may result from or relate to the soil condition, environmental contamination, grading, condition or availability of utilities, including sewer taps or drains, setback areas, boundaries, conditions of title, such a encumbrances, unrecorded easements or interests, possessory or occupancy rights or claims, title defects, or other conditions relating to or arising out of the Property or this conveyance.

If Purchaser fails to close the transaction, Purchaser shall remain obligated to repair, in a commercially reasonable manner, any damage to the Property caused by the Purchaser or his employee, contractors or agents in connection with the performance of any inspection, work or other act preliminary to the Closing.

These obligations shall survive closing and are supplemental to other releases and indemnifications obligations contained in this Agreement.

CLOSING

1. If title can be conveyed in the required condition, Developer and City agree to complete the sale within 20 days from the expiration of the Inspection Period or of Purchaser's acceptance of any test or remedial action or cure made by Seller as provided in this Agreement, whichever occurs later. The closing of this sale shall take place at the office of the Purchaser, unless the parties agree upon another location. The Seller shall be responsible for preparing the documents for the closing, and the closing documents shall be delivered for the Purchaser's review at least 10 days before the closing. All taxes must be paid, and all outstanding obligations Purchaser may have to Seller, must be fulfilled prior to closing.

2. At the closing, the Seller shall sign and deliver to Purchaser a quit claim deed to the Property conveying its interest in the Property, subject to any interests of record. Purchaser will execute the restrictive covenants consistent with this Agreement. Purchaser will pay for closing costs, revenue stamps, transfer taxes, recording costs, and shall record the transfer affidavits. Purchaser shall pay for the title insurance premium. Each party shall pay for their own attorney and other professional fees. Each party shall sign a closing statement memorializing the transaction. At closing, Seller will have issued an owner's policy of title insurance in the standard American Land Title Association form, insuring Purchaser as the vested title owner of the Property in the amount of at least $500.00. Purchaser will

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

pay for the cost of such policy. Each party shall produce documents to evidence their authority to enter into and execute the closing documents.

3. Seller has not possessed or occupied or inspected the Property. The Property is formerly a nuisance abatement property. Purchaser acknowledges that Seller has made its building records available to Purchaser for inspection and/or copying, and encouraged a survey and inspections before Closing, but is otherwise is not required to provide a Seller's Disclosure Statement.

4. It is further understood that Seller is unable to guarantee this Property is insurable by a title company. The Property is being sold "as is," and upon Closing, Developer, for itself, successors and legal representatives, is accepting the Property with any title defect, encumbrance, soil condition, contamination, boundary error or any unrecorded use or restriction, third-party occupancy claim or right, whether known or unknown. Upon conveyance of the Property to Developer, Developer agrees to protect and hold harmless City of Warren and its officers, employees, board and commission for and from any claim, demand, suit, or action for any title defect, encumbrance, encroachment, setback, restriction or property or soil condition including environmental contamination, leak, claim, or violation of any environmental law or regulation ("Contamination") upon, related to or arising out of the sale of the Property, including Contamination that accrued prior to Closing.

5. All taxes and assessments which have become a lien upon the land at the date of this Agreement shall be paid by the Seller, except current taxes and water charges, if any shall be prorated and adjusted as of the date of the Closing.

REPRESENTATION, WARRANTIES, AND COVENANTS

1. Developer makes the following representations and warranties to the City, which shall be true and correct as of this date and shall survive this Agreement.

   a. Restraints. To the knowledge of Developer, neither the execution and delivery of this Agreement nor the consummation of the transactions contemplated is in violation of any existing law or regulation, order or decree of any court or governmental entity, the articles of organization or operating agreement of Developer or any agreement to which Developer is a party or by which it is bound.
   b. Disclosure. No representation or warranty by Developer or any statement or certificate furnished to the City or in connection with any of the transactions contemplated by this Agreement, contains or will contain any untrue statement of a material fact or will omit to state any fact necessary to make such statements not misleading.
   c. No Pending Action. The Developer has no notice of, and there is not, any pending or threatened litigation, administrative action of examination, claim or demand before any court or any federal, state or municipal government department, commission, board, bureau, or agency which would affect the Developer's performance of, or ability to, complete the projects.
   d. Financial Standing. The Developer is fiscally sound and financially able to purchase, rehabilitate, construct, develop, sell, lease and/or perform and complete the Project. b. All requisite actions necessary to authorize Purchaser to enter into this Agreement and the remaining agreements

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

provided for and to carry out its obligations have been, or by the Closing Date will have been, taken;

e. All documents and agreements executed and delivered by Developer in connection with the purchase shall be binding upon, and enforceable against, Developer.

f. Developer agrees to accept the title to the Property "as is". The City has made no representations or warranties with regard to the Property, surface, subsurface or any matter affecting title. Developer is responsible for independently investigating the title to the Property, the surface, subsurface, and any environmental issues that may arise from any pollution of the soil or groundwater, to its satisfaction, and waives and releases the City from any claims by Purchaser, whether environmental or otherwise, with regard to the condition of or title to the Property.

2. Developer's Representations as to Redevelopment. Developer recognizes the importance of the redevelopment of the Property to the general welfare of the community, and the commitments that have been made available by the City are for the purpose of making this redevelopment possible. Therefore, Developer guarantees completion of the Project according to the Contract Documents, and that such renovation of the homes shall be completed in the required period, unless extended by the Administrator for good cause.

3. Except as otherwise provided, the parties agree that this Agreement shall survive the Closing and shall run with the land and be binding upon the parties, their successors and assigns, and every successor in interest to the Property, to the fullest extent of law and equity, for the benefit and in favor of the parties and their successors and/or assigns.

4. Brokers. Each party represents and warrants to the other party that it has not incurred any obligation or liability, contingent or otherwise, for brokerage or finders' fees, agents' commissions or other like payment in connection with this Agreement or the transactions contemplated in this Agreement. Each party agrees to defend, indemnify and hold the other party harmless against and in respect of any such arrangement or understanding claimed to have been made by such party with any third party.

5. Lead-Based Paint. The Agreement provides for the sale of properties that may include homes built prior to 1978. City has not occupied the Property, and acquired it when it was donated by the prior owner. The City provided Developer with a lead-based warning and opportunity to inspect to ascertain the existence of lead-based paint on any of the Property in compliance with the Residential Lead-Based Paint Hazard Act of 1992, and full access to search of City's accessible records through electronic databases. Developer understands that a full unconditional disclosure by City would require the manual inspection of the Property file. Developer acknowledges that Seller has made and will continue to make its Building files for the Property available for inspection by Developer and its agents, and waives any further obligation of Seller to manually search its individual files. Developer accepts the Property and the Lead-Based Paint disclosure in the attached form. Developer further acknowledges that it has a 10-day opportunity to conduct a risk assessment or inspection at Developer's expense, for the presence of lead-based paint or lead-based hazards. Developer, for itself and its agents, has waived the opportunity to conduct a risk assessment

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

6. The foregoing obligations, representations, releases and covenants shall survive closing.

HOME OWNERSHIP COMMITMENT

Developer will market and sell the home for owner-occupancy, and obtain the necessary certifications. If the home was properly marketed and still not sold for owner-occupancy for two (2) years from the completed date of renovation, the Property may be rented provided no rental period shall be less than 12 months.

Upon sale of the Property, Developer must, within 45 days of the sale, file the Transfer Affidavit with the City Assessor, and provide the City's Administrator with notice of the sale, and the name and contact information for the buyer, and copy of the Principle Residence Exemption of the buyer. The conveyance must be subject to a deed and restrictive covenants, recorded with the Register of Deeds, copies of which are to be provided to the City. If necessary, the sale will be subject to a separate restrictive covenant consistent with the terms of the sale to Developer. Any unpaid assessments due to the City will be paid upon sale to a third party or end owner.

CONSTRUCTION

1. Developer agrees to rehabilitate the Property according to the City standards for approval of City Certification and in compliance with the State Construction Code and local building and trades codes,

2. Developer shall comply with all construction, police, sanitary, health and other government regulations, ordinances and statutes now applicable or which may become applicable to the construction, maintenance and condition of the Property.

3. Developer shall ensure that all work shall be good quality, professional and free from faults and defects, and performed by qualified and competent contractors, under supervision of an experienced, licensed contractor competent in construction projects similar to this Project. All contractors working on the Property must be fully licensed, and on the good standing with the City of Warren Building Department. All trades, HVAC shall be warranted, and the warranty shall be transferred to the buyer upon sale of the home.

5. Work shall be continuous until completion of the dwelling and garage on the Property. Upon commencement of the dwelling, Developer shall progress diligently until completion of work. No unsightly dirt piles, debris, idling trucks or overnight truck parking, except with advance permission of the Building Director.

6. The Developer shall protect the Property from all liens, claims, assessments, or encumbrances, which would arise after Closing, from any person or entity, including without limitation, any subcontractor, laborer, supplier or any governmental unit.

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

7. The Developer shall take all necessary precautions to prevent damage, injury or loss to the Property and any other property, public or private, including without limitation, utilities, fences, trees, sod and sidewalks and streets, and shall at its own expense, repair, replace, or remedy any lost or damaged property caused by the performance of this Agreement or of any motor vehicles transporting materials used in connection with this Agreement.

8. Developer shall take all necessary precautions for the safety of all person and employees at or about the Property, and shall comply with all applicable federal, state and local safety laws to prevent accidents or injury, with warnings, safeguards, and barricades for the protection of workers and the public.

9. The Developer is required to obtain City Certifications or Certificates of Compliance with the City of Warren and shall comply with all City regulations and ordinances, inspections, and landscaping/lawn care, snow removal, baits, and traps.

10. The Developer will be charged a capped fee of $500.00, in total, for all inspections.

11. All re-inspection fees shall apply after one two failed inspection per trade at the then current inspection fee rates.

12. To expedite the timetable for securing certificates, permits and inspections, all pre-qualified contractors will be able to request permits via email or telephone.

RIGHT TO INSPECT

1. Right to Inspect. The City of Warren shall have the right of entry at reasonable times during the construction to inspect the progress of the work, or to reenter as appropriate to this Agreement. Developer, its employees, and agents, and any subcontractor, its employees, agents, shall fully cooperate with the inspection, investigation and enforcement of the Property and provisions of this Agreement, ordinances, resolutions, or regulations.

2. City Involvement. The City, by inspecting the premises or by working in coordination with Developer, assumes no responsibility to the Developer or any subsequent owner for defective material or work or any breach of contract. Any supervision and inspection by the City is to ensure the proper administration of the Portfolio and objectives of this Agreement, and is not to be construed as creating any liability on the part of the City for faulty work or materials.

TAXES AND RISK OF LOSS

1. Taxes. The Developer shall be responsible for the payment of all taxes or assessments on the Property as required by this Agreement, until the recording of the deed to subsequent owners. Developer shall remain obligated, however, for any mechanics or construction liens or other liens which arise during the course of construction. Nothing in this Agreement shall be construed as or deemed to be a waiver of the Developer's rights to contest or appeal an assessment of the Property.

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2. Risk of Loss. Regardless of the passage of title, the risk of loss to any of the work or any goods, materials, equipment and furnishings provided in the course of performance, shall remain with the Developer at all times as of the effective date of this Agreement and until sold to subsequent owners. Should any of the work, goods, materials, equipment or furnishings be destroyed, defaced or otherwise damaged after the Closing and until sold to subsequent owners, the Developer shall repair or replace them.

DEFAULT

1. Default. The following acts shall be a default under this Agreement; (a) failure to fulfill in a timely and proper manner its obligations under this Agreement; (b) violation of any of the covenants, agreements or stipulations of this Agreement of the restrictive covenant recorded at Closing; (c) failure to p[ay water and sewer charges, special assessments, or administrative costs charged to Developer by law or under this Agreement after notice to the Developer and a reasonable time thereafter; (d) failure to pay taxes when due after Closing or assessments on the Properties before interest and penalties accrue, or e) any encumbrance or lien not permitted under this Agreement, removal or payment for which is not effected within a reasonable time after written notice by the City; (f) commencement of insolvency, voluntary filing or involuntary adjudication of bankruptcy under any present or future bankruptcy or other applicable law and (g) dissolution of Developer or change of ownership or control without the City's consent; or (h) any part of the Project is abandoned, evidenced by Developer's failure to perform work for sixty (60) or more consecutive days (unless caused by standard force majeure circumstances) on the Property or to complete the Project phase agreed to with the Administrator; or (i) failure to sell the Property to an owner-occupant.

2. Notice of Default, Cure. Upon discovery of a default after Closing, the non-defaulting party shall immediately notify in writing the defaulting party of the existence of the default. Said written notice shall give the defaulting party thirty (30) days to cure. If such failure shall continue for in excess of thirty (30) days after the receipt of written notice or if such a failure is of such a nature that the same cannot be cured within said thirty (30) day period and the defaulting party shall fail to commence to cure such failure within said thirty (30) day period and thereafter diligently proceed to cure the default, then such party shall be deemed in default and the other party shall have the rights and remedies provided.

3. Remedies. Upon any such default, the City shall, in addition to the escrow remedies or any other remedy stated in this Agreement, shall have the following rights and remedies:
   a. The City may terminate this Agreement, and shall have no further obligations.
   b. The City may declare the quit claim deed to the Property null and void, and any equitable estate or any other interest conveyed pursuant to this Agreement shall be null and void, and may revert to the City.
   c. The Developer may be barred from bidding on future project.
   d. The City reserves the right to issue blight violations for violations not cured after 30 days' notice and opportunity to cure.
   e. The respective rights and remedies of the parties whether by this Agreement or by law, shall be cumulative, and the exercise by either party of one or more of such rights or remedies shall not preclude the

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exercise of any other rights or remedies for the same default or breach by the other party.

In the event the Developer, any successor or assignee becomes insolvent and intends to file for bankruptcy, receivership, or similar protection, and/or dissolves, the City will have the right to exercise reversionary rights to any or all of the Properties, and the City shall have the first option to purchase or redeem the parcel for $1.00, and upon the City's exercise such option, Developer shall convey a quit claim deed to the City for such Properties "as is, without any warranty". In the event Developer receives a foreclosure, forfeiture or tax sale notice and does not intend to redeem the Property or the Property is to be sold at auction, Developer assigns to the City the first right to redeem or purchase the Property upon such terms as are identical to the redemption price and/or bankruptcy, tax, or receivership sale or auction, or upon such price or terms as provided in connection with such sale or redemption, and the City may immediately exercise a right of reversion to the Property unless they have been sold to third party owner. Developer agrees to execute any instrument necessary to perfect this assignment of right, or cooperate or join any redemption or purchase for the City's benefit. Developer shall immediately send written notices to the City of all filings, proceedings, notices and other documents concerning any dissolution, insolvency, bankruptcy, receivership, tax sale, forfeiture, foreclosure of similar matter.

4. Action in Law or Equity. The parties shall have the right to protect and enforce all rights available to them by suit in equity, action at law or by any other appropriate proceedings, whether for specific performance of any covenant contained in this Agreement or damages or other relief, or proceedings to take any action authorized or permitted under applicable law or regulation.

5. Force Majeure. If either the City or the Developer is delayed or prevented from the performance of any obligation, for reasons beyond their reasonable control, including but not limited to labor disputes, acts of God, riots, strikes, power failure, environmental issues, national disasters or other declared emergencies, or unforeseen delays in governmental permits or approvals, then, upon written notice to the other party, the performance of such obligation shall be extended for the period of such enforced delay, provided, however, the delay was not caused by the party, reasonable measures were taken to prevent the delay, and diligence is exercised to cure the delay.

INDEMNIFICATION

Developer, and for its officers, managers, agents and contractors, agrees to indemnify, defend, and hold harmless the City, and its affiliated and related entities, and its officers, directors, and employees, from and against any and all losses, liabilities, claims, strict liability claims, lawsuits, fines, penalties, judgments, expenses (including reasonable attorney fees) brought in a suit, claim or action filed from and after Closing, relating to or arising out of the sale, conveyance or condition of any of the Properties, and including any environmental condition, soil condition, mold, asbestos, error in boundary line, encroachment, title defect, or any other liability, but only to the extent Developer is responsible for such losses, liabilities, claims, strict liability claims, lawsuits, fines, penalties, judgments, expenses (including reasonable attorney fees).

In addition, Developer agrees, for its members, officers, contractors, and employees, that the City assumes no responsibility for the Property, regardless of whether the cause of liability or contamination accrued prior to Closing, except for any permitting

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

inspections within its regulatory jurisdiction. Developer, for itself and for its managers, agents, officers, employees and contractors agree to indemnify, hold harmless and release the City of Warren and its officers, employees, boards and commissions and agents from and for any liability, claim, loss, demand, suit or action of any nature for or from any damage or injury, including death, brought in a suit, claim or action filed from and after Closing, that may arise out of or relate to the Property, the servicing, sale, rehabilitation, boarding, or inspection of the Property in connection with this Agreement, including claims of title or from end-owners for an improper workmanship or faulty construction, mold or asbestos, or environmental contamination, regardless of whether such cause of liability or contamination accrued prior to Closing. These obligations will survive termination.

CONFLICT OF INTEREST

1. No member of the governing body of the City of Warren, and no other officer, employee, or agent of the City of Warren who exercises any function or responsibility in connection with the carrying out of this Agreement, shall have any personal interest, direct, or indirect, in this Agreement; provided, however, that the provisions of this Article shall be deemed to have been complied with if, notwithstanding such interest any such person shall disclose such personal interest in writing to the City and shall take no part in any proceeding or other formal action relating to this Agreement.

2. Except for approved eligible administrative and personnel costs, no member, officer, or employee of the City of Warren, or its designees or agents, no consultant, no officer or employee of the City of Warren, who exercises or has exercised any functions or responsibilities with respect to the Project during his or her tenure, or who is in a position to participate in the decision making process or gain insider information with regard to the Project, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the Properties or in any activity, which is part of this Project at any time during or after such person's tenure.

NON-DISCRIMINATION

Developer agrees that it will not discriminate against any person, employee, consultant or applicant for employment with respect to his or her hire, tenure, terms, conditions, or privileges of employment because of his or her religion, race, color, or national origin, age, sex, height, weight, marital status, or handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. No discrimination shall be practiced in the marketing, sale or leasing of the Property.

NOTICES

All notices, consents, approvals, requests and other communications, collectively referred to as "Notices", required or permitted under this Agreement shall be given in writing, signed by an authorized representative of the City or the Developer and mailed by first-class mail or hand delivered, or by electronic mail, except as provided below, and addressed as follows:

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

Seller: **CITY OF WARREN**

Public Service Director
City of Warren
One City Square, Suite 300
Warren, MI 48093

With a copy to:
City Attorney
City of Warren
One City Square, Suite 400
Warren, MI 48093

Developer: **STRUCTURE DEMOLITION & CONSTRUCTION, INC.**

Dayne Kress
Structure Demolition & Construction, Inc.
96 Northbound Gratiot
Mt. Clemens, MI 48043
(586) 665-9611

Notices of a legal nature, such as default or termination shall be given by certified or registered mail, return receipt requests.

RELATIONSHIP OF PARTIES

The relationship of the Developer to the City is and shall continue to be contractual. No liability or benefits such as worker's compensation, pension rights or liabilities, insurance rights or liabilities, or other provisions or liabilities arising out of or relating to, a contract for hire or employer/employee relationship shall arise or accrue to the City or its agents or employees as a result of this Agreement. It is understood that any involvement or supervision by the City in the Project is for administrative purposes only and shall not give rise to any employment relationship or liability.

MISCELLANEOUS

1. If any article, section, subsection, clause or provision of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, the remaining articles, sections, subsections, clauses or provisions shall be valid and shall remain in full force and effect.

2. The rights and remedies provided in this Agreement are not exclusive, but are in addition to any of the rights and remedies provided by law or equity. All actions arising under this Agreement shall be governed by, subject to, and construed according to the laws of the State of Michigan. Any action arising out of this agreement shall be brought in a Court whose jurisdiction includes and is located in the County of Macomb, Michigan.

3. Any headings or titles to the sections or subsections are for convenience only, and are not part of this Agreement, and shall not be deemed to affect the meaning or construction of any of its provisions.

4. The City reserves and shall have the exclusive right to waive, at its sole discretion, any requirement or provision under this Agreement imposed upon the Developer. Any such non-enforcement of a requirement or provision in one instance will not be deemed a waiver of the right to enforce that requirement or provision in the future.

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

5. This instrument, including the exhibits attached, which are made a part of this Agreement, contains the entire agreement between the parties and all prior negotiations and agreements are merged herein. Neither the City nor the City's agents, have made any representations except those expressly set forth, and no rights or remedies are, or shall be acquired by the Developer by implication or otherwise unless expressly set forth herein. Except as provided in this document, any alteration, amendment, change or addition to this Agreement shall be binding upon the City or the Developer unless made writing and signed by all parties.

6. Prior Written Consent. The Developer shall not assign or encumber its interest in this Agreement directly or indirectly, and shall not transfer any interest in the same without prior written consent of the City.

7. "Superfund" Act. To the best of the City's knowledge, no land fill exists or existed on any of the properties contemplated under this Agreement. No hazardous waste or material has been deposited on the Property, and to the best of City's knowledge, the property is free from any environmental problems as set forth in the Comprehensive Environmental Response Compensation and Liability Act ("Superfund").

8. Additional Documents. Each party agrees to execute any additional documents reasonably requested by the other to carry out the intent of this Agreement or the conveyance of the Property.

9. This Agreement, and the Property may not be transferred or assigned by Developer prior to obtaining all of the City Certifications and all of the Certificates of Compliance, except with the City's written and the buyer, transferee or assignee agrees to fully assume the rights and obligations under this Agreement and so long as the buyer, transferee or assignee reasonably demonstrates to the City its financial capacity to fully perform under and comply with the obligations under this Agreement. Upon such sale, transfer or assignment, Developer shall have no further obligations under this Agreement, and the City shall release the security under Section 4.0 of this Agreement to Developer so long as the buyer, transferee or assignee provides the security required under Section 4.0 of this Agreement.

10. Notwithstanding any other provision to the contrary to the Agreement, and except for indemnification obligations, Developer will be relieved of obligations under this Agreement as to the sold Property upon closing of the sale of said Property, except for the obligation to require a deed restriction or restrictive covenant herein that runs with the land, that prohibit using them for growth, or sale of illegal narcotics, and medical marihuana and as a prurient adult industry or business and to keep them maintained, and for provisions that survive termination, including: hold harmless and indemnification obligations, Maintenance obligations, and compliance with the restrictive covenants as stated in this document, and the leasing criteria, when applicable.

11. Date of this Agreement. For the purposes of the transaction, the Agreement shall be effective the date of the signature of the last party to sign this Agreement.

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

12. The City may record either this Agreement, or a memorandum of this Agreement with the Macomb County Register of Deeds, which the parties agree to execute in a mutually acceptable recordable memorandum of this agreement.

13. Counterparts/Electronic Signatures. This Agreement may be executed in counterparts each of which shall be deemed an original and all of which together shall constitute one agreement. Faxed signatures, or scanned and electronically transmitted signatures on this Agreement, shall be deemed to have the same legal effect as original signatures on this Agreement. Delivery of a signed counterpart delivered in accordance with the Michigan Uniform Electronic Transactions Act, MCL §450.831 et seq., the scanned or PDF data file shall be deemed to have the same force and effect as if the manually signed counterpart had been delivered to the other party in person.

14. Prior Agreements. Seller represents and warrants that Seller has not entered into any other Agreement for the sale of the Property, or any part thereof. Purchaser agrees to conditions set forth in Letter of Interest dated on or about October 6, 2025. Except for terms of such letter, there are no agreements, oral or written, leases, easements, licenses, court decrees or judgments, third party claims, demands, or causes of action, which would be a charge, encumbrance or claim against, or restrict the use of the Property to be sold.

15. Headings. The headings of this Agreement are for purposes of reference only and shall not limit or define the meaning of the provisions of this Agreement.

The City and the Developer by and through their duly authorized representatives have executed this Agreement as of _____, 2025.

WITNESSED BY:

PURCHASER: STRUCTURE DEMOLITION & CONSTRUCTION, INC.

_____
Print Name:

By: _____
Dayne Kress
Its: Managing Member

SELLER: CITY OF WARREN

_____
Print Name:

By: _____
Lori M. Stone
Its: Mayor

_____
Print Name:

By: _____
Sonja Buffa
Its: City Clerk

ID 115344

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

EXHIBIT A
DECLARATION OF RESTRICTIVE
COVENANTS AND GRANT OF ACCESS RIGHTS

The City of Warren, a Michigan municipal corporation located at One City Square. Warren, Michigan ("the Grantor"), and Structure Demolition & Construction, Inc., a Michigan corporation, 96 Northbound Gratiot, Mt. Clemens, Michigan 48043 ("the Grantee"), agree to the property restrictions contained in this document.

The parties stipulate that:

In the foregoing deed, Grantor conveyed to Grantee its interest in former tax-reverted real properties, located in the City of Warren, Michigan, and described below ("the Property"):

> Lot 123 – Rivard's Garden Subdivision, according to the plat thereof as recorded in Liber 4, Page 39 of Plats, Macomb County Records.
> Parcel Identification No. 13-33-477-022
> Commonly known as: 7215 Jackson

As part of the consideration, Grantor approved the conveyance of the Property to Grantee, in part, to further certain public purposes, such as enhancing the quality of the surrounding neighborhood, improving the aesthetics of the area and restoring former tax-reverted Property as a responsible owner.

As part of the consideration for the Property, Grantee, for itself, officers, members, subsidiaries, affiliates, successors, assigns, transferees and legal representatives and any person claiming an interest in the Property, agree with the Grantor City of Warren that the conveyance of the Property is made subject to the following restrictions and limitations as to the use of the Property:

1. The use, development and occupancy of the Property shall comply with the Zoning Ordinances of the City of Warren.

2. The Property shall not be used, occupied, maintained or developed for the growth, sale, distribution or production of marijuana or other controlled substance, including medical or recreational marijuana. Grantor understands that the stated restricted uses or activities may be otherwise legally permissible on the Property, but nevertheless expressly waives the right to the exercise of such uses or activities upon the Property. The use and occupancy of the Property is further subject to the terms of the Resolution of the Warren City Council dated October 14, 2025.

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

3. The Property shall not be used, occupied, maintained or developed for any sexually oriented business or adult business, as defined or classified within the City of Warren Code of Ordinances or the City of Warren Code of Zoning Ordinances, and any amendments or replacements to such sections, or any similar or prurient businesses or activities that may be offensive to or incompatible with the character of the City of Warren.

4. The Property shall be renovated to local code, and be approved for City Certification within one year of this document. The Property shall be used, occupied, developed and maintained in accordance with the City of Warren Code of Ordinances and other applicable laws, codes, or regulations, or conditions of the local governing body or zoning board of review or planning commission concerning the property. Each Property shall be secured and kept free of debris and rodents.

5. The Property shall sold for owner-occupancy, and if it is not sold within one year, the property may be rented, provided it shall not be rented or leased for period of less than twelve months, notwithstanding any right allowed by law to use the property as a short-term rental, and the parties recognize that neighborhood stabilization and long-term occupancy is one of the purposes for the conveyance of the property.

6. The Property shall be used, occupied, developed and maintained in accordance with the City of Warren Code of Ordinances and other applicable laws, codes, or regulations, or conditions of the local governing body or zoning board of review or planning commission concerning the property.

7. In the event or recorded or unrecorded public utilities or utility easements are located within the Property, Grantee will provide access to the Grantor, or other entity with jurisdiction over the utility, over, under, upon and through the Property to maintain, repair, replace or inspect the utility. Grantee agrees to not encumber or encroach the utility, easement or access thereto, and will remove upon notice, any obstruction or encroachment located upon the easement area or access thereto, upon advance notice.

8. Grantee further grants to Grantor, or its contractors or agents, temporary ingress and egress, use, along, upon, over or under the Property as necessary and for the duration of a public improvement project, including roadway construction or repair, upon advance notice.

9. The provisions of this Agreement may be enforceable by the City of Warren and its successor, assigns or receivers, or third parties affected by any violation of this Agreement, by proceedings at law or in equity against any violation or attempted violation of this Agreement, either to restrain and enjoin the violation or to recover damages from Grantee, its officers, members, affiliates, subsidiaries, successors, assigns and transferees and any subsequent owner of the Property for any violation of the above restrictions but only with respect to the title and interest of an owner committing or permitting the violation and with respect to the land owned by such owner.

10. The above covenants and restrictions are to run with the land and be binding upon Grantee and its officers, members, affiliates, subsidiaries, successors, assigns and transferees and any subsequent owner of the Property.

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

11. Grantee agrees to sell the Property to an owner-occupant, and to add a covenant to the sale that would require the property to be occupied by an owner or Grantee's officer's family member for at least two years of the date of this sale, unless expressly waived in writing by the City of Warren Economic Development Director, and filed on record with the City Clerk.

12. The above covenants and restrictions shall be recorded with the Macomb County Register of Deeds, and any conveyance of the Property shall be subject to these restrictions.

13. The restrictions are for the benefit not only for the City of Warren but for the owner or owners of the lots adjoining in the neighborhood.

14. Compliance may be enforced by injunction obtained by the City of Warren as to Grantee or any subsequent owner or lessee violating or permitting violation of these restrictions.

15. The title and rights of Grantee or of any of his heirs, devisees, executor, administrators, assigns and successors in interest successors in title, including its members, officers, successors, affiliates, assigns and transferees, as applicable, shall at the option of the City of Warren, after a 60 day notice of a violation and opportunity to cure, revert to the City of Warren for any violation of the above restrictions.

16. If any section of this Declaration of Restrictive Covenant is found to be unconstitutional or invalid by a court of competent jurisdiction, that section shall be severable, and the remaining provisions shall have full force and effect.

WITNESSED BY:

GRANTEE: STRUCTURE DEMOLITION & CONSTRUCTION, INC.

_____
Printed Name:

By: _____
Dayne Kress
Its: Managing Member

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

The foregoing instrument was acknowledged before me this ___ day of _____, 2025 by Dayne Kress, Managing Member, Structure Demolition & Construction, Inc., Grantee.

_____
, Notary Public
Macomb County, Michigan
My commission expires:

Signatures continued on next page

Docusign Envelope ID: D03BA77E-7834-4FA9-815A-38382894EEC5

WITNESSED BY:

GRANTOR:

_____
Printed Name:

By: _____
Lori M. Stone, Mayor

_____
Printed Name:

By: _____
Sonja Buffa, City Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF MACOMB)

The foregoing instrument was acknowledged before me this ___ day of _____, 2025 by LORI M. STONE, Mayor, and SONJA BUFFA, City Clerk of the City of Warren, a Michigan municipal corporation, on behalf of Grantor.

_____
, Notary Public
Macomb County, Michigan
My commission expires:

Drafted by and when recorded return to:
Mary Michaels, Esq.
City of Warren Legal Department
One City Square, Suite 400
Warren, MI 48093

ID 115352

Certificate Of Completion

Envelope Id: D03BA77E-7834-4FA9-815A-38382894EEC5
Status: Completed
Subject: Complete with Docusign: Council Packet OCR - 7215 Jackson (ID 115378).pdf
Source Envelope:
Document Pages: 34
Signatures: 2
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Valerie Lyons Tack
1 City Sq Ste 215
Warren, MI 48093
vlyonstack@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/7/2025 12:32:01 PM
Holder: Valerie Lyons Tack
vlyonstack@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Mary Michaels mmichaels@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by: Mary Michaels 119806BF52344A1... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 12:37:53 PM Viewed: 10/7/2025 12:50:51 PM Signed: 10/7/2025 12:51:14 PM
Electronic Record and Signature Disclosure: Accepted: 10/7/2025 12:50:51 PM ID: 777cf997-3e74-4315-be2a-da237d3f56e6		
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 12:51:15 PM Viewed: 10/7/2025 1:51:04 PM Signed: 10/7/2025 1:51:47 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Judy Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 1:51:48 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

Carbon Copy Events	Status	Timestamp
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 1:51:49 PM Viewed: 10/7/2025 1:55:40 PM
Mayor's Office Copy mayor@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 9/24/2025 12:19:03 AM ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c	COPIED	Sent: 10/7/2025 1:51:49 PM
Mary Michaels mmichaels@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 10/7/2025 1:33:26 PM ID: bc15f3f6-0b01-4bf4-a0f0-a287f68c2401	COPIED	Sent: 10/7/2025 1:51:50 PM
Valerie Lyons Tack vlyonstack@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 1:51:51 PM Resent: 10/7/2025 1:51:54 PM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/7/2025 12:37:53 PM
Certified Delivered	Security Checked	10/7/2025 1:51:04 PM
Signing Complete	Security Checked	10/7/2025 1:51:47 PM
Completed	Security Checked	10/7/2025 1:51:51 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

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Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

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CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: OCTOBER 6, 2025

TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL

SUBJECT: SOL-W-1245; RECOMMENDATION TO INCREASE THE AWARD TO FURNISH PAYROLL TIME & ATTENDANCE MANAGEMENT SERVICES

The Purchasing Division concurs with the Director of Human Resources and recommends that City Council approve an increase of award to furnish Payroll Time & Attendance Management Services, to Ascentis, a UKG Company, 11995 Singletree Ln., Suite 400, Eden Prairie, MN 55344, from an annual amount not to exceed $16,260.00 to an annual amount not to exceed $17,175.00 (an increase of $915.00).

On August 27, 2024, City Council waived the bid process and approved the sole source purchase from Ascentis, a UKG Company, to furnish Payroll Time & Attendance Management Services, for a one (1) year period, commencing on September 1, 2024, in an annual amount not to exceed $16,260.00.

The number of users fluctuates throughout the year due to the need to increase temporary staff during certain times of the year. Human Resources is seeking an increase of award to cover the costs for additional users of the Payroll Time & Attendance Management System.

If approved by your honorable body, this increase of award will be retro-active for the period of September 1, 2024 through August 31, 2025, from an annual amount not to exceed $16,260.00 to an annual amount not to exceed $17,175.00 (an increase of $915.00).

Funds are available in the following Account: 101-1220-80100.

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:
Kris Battle
F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
CF2C773236C54C9...
Richard Fox
Controller

Signed by:
Lori M. Stone
F040B73E57F248E...
Lori M. Stone
Mayor

Docusign Envelope ID: C2C3FAF4-A99A-4021-8FF7-67C5C0918A61

WARREN
LORI M. STONE, - MAYOR

HUMAN RESOURCES
ONE CITY SQUARE, SUITE 410
WARREN, MI 48093-6726
(586) 574-4670
FAX (586) 574-0770
www.cityofwarren.org

October 6, 2025

TO: CRAIG TREPPA, PURCHASING AGENT

FROM: JARED H. GAJOS

SUBJECT: RECOMMENDATION TO INCREASE THE CURRENT ANNUAL TERM CONTRACT FOR ASCENTIS CORPORATION

The Director of Human Resources is requesting that City Council increase the award for Ascentis Corporation (SOL-W-1245) to close out the one year term agreement ending on August 30, 2025. Ascentis Corporation is currently awarded for an amount not to exceed $16,260 annually. Human Resources is requesting the award to be increased to $17,175, an increase of $915.00. The awarded annual term is from September 1, 2024 to August 31, 2025.

Funds are available for this increase in the Human Resources accounts 101-1220-80100.

Respectfully Submitted,

Signed by:
Jared H. Gajos
4879539F8E344BB...

Jared H. Gajos
Director of Human Resources

Docusign Envelope ID: C2C3FAF4-A99A-4021-8FF7-67C5C0918A61

RESOLUTION

Document Number: SOL-W-1245 Increase of Award
Product or Service: Payroll Time & Attendance Management Services
Requesting Department: Human Resources

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____ 2025 at 7 p.m., Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember_____.

Pursuant to Section 2-344 of the Code of Ordinances, the City may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, equipment, goods or services with one (1) or more public procurements units.

On August 27, 2024, City Council waived the bid process and awarded the sole source purchase from Ascentis, a UKG Company, 11995 Singletree Ln., Suite 400, Eden Prairie, MN 55344, for a one (1) year period, commencing on September 1, 2024, in an annual amount not to exceed $16,260.00.

The Director of Human Resources has determined that it is in the best interest of the City, that the award be increased retro-actively for the period of September 1, 2024 through August 31, 2025, from an annual amount of $16,260.00 to an annual amount not to exceed $17,175.00 (an increase of $915.00).

Funds are available in account number: 101-1220-80100.

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IT IS RESOLVED, that the increase of award to Ascentis, a UKG Company, is hereby accepted by City Council, retro-actively for the period of September 1, 2024 through August 31, 2025, from an annual amount not to exceed $16,260.00 to an annual amount not to exceed $17,175.00 (an increase of $915.00).

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

☐ Cooperative Bid document
☐ Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this___ day of _____, 2025.

_____
Mindy Moore
Secretary of the Council

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CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

_____
Sonja Buffa
City Clerk

Certificate Of Completion

Envelope Id: C2C3FAF4-A99A-4021-8FF7-67C5C0918A61
Status: Completed
Subject: SOL-W-1245 Increase of Award to Furnish Payroll Time & Attendance Mgt Services - Council Item
Source Envelope:
Document Pages: 5
Signatures: 6
Certificate Pages: 6
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Shanah Turner
1 City Sq Ste 215
Warren, MI 48093
sturner@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/6/2025 3:53:38 PM
Holder: Shanah Turner
sturner@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Shanah Turner sturner@cityofwarren.org Assistant Buyer City of Warren Security Level: Email, Account Authentication (None)	Signed by: Shanah Turner D3220749F3AC487... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 3:57:26 PM Viewed: 10/6/2025 3:57:36 PM Signed: 10/6/2025 3:57:42 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Craig Treppa ctreppa@cityofwarren.org Purchasing Agent City of Warren Security Level: Email, Account Authentication (None)	Signed by: Craig Treppa E610E2D7FFE5449... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 3:57:43 PM Viewed: 10/6/2025 4:03:32 PM Signed: 10/6/2025 4:03:48 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Jared H. Gajos jgajos@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by: Jared H. Gajos 4879539F8E344BB... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 4:03:49 PM Viewed: 10/6/2025 4:11:21 PM Signed: 10/6/2025 4:12:35 PM
Electronic Record and Signature Disclosure: Accepted: 8/6/2025 3:31:09 PM ID: 788d3b65-0bc3-47f4-b04a-503d8ad3eeb9		
Kris Battle kbattle@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by: F6FDC83AE1C142B... Signature Adoption: Uploaded Signature Image Using IP Address: 24.127.1.78	Sent: 10/6/2025 4:12:37 PM Viewed: 10/6/2025 4:34:04 PM Signed: 10/6/2025 4:34:20 PM
Electronic Record and Signature Disclosure: Accepted: 9/11/2025 5:08:41 PM ID: dc18193c-ac2c-424c-9f48-c0daac7b9f4f		

Signer Events	Signature	Timestamp
Richard Fox rfox@cityofwarren.org Security Level: Email, Account Authentication (None)	DocuSigned by: Richard Fox CF2C773236C54C9... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 4:34:21 PM Viewed: 10/7/2025 10:16:28 AM Signed: 10/7/2025 10:16:37 AM
Electronic Record and Signature Disclosure: Accepted: 10/7/2025 10:16:28 AM ID: 92503799-3789-422b-9c69-3139299fc9d8		
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 10:16:38 AM Viewed: 10/7/2025 1:12:58 PM Signed: 10/7/2025 1:13:22 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Mayor Lori M. Stone mayor@cityofwarren.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 1:13:23 PM
Electronic Record and Signature Disclosure: Accepted: 9/24/2025 12:19:03 AM ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c		
Judith Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 1:13:24 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/7/2025 1:13:25 PM Viewed: 10/7/2025 1:18:57 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/6/2025 3:57:26 PM
Certified Delivered	Security Checked	10/7/2025 1:12:58 PM
Signing Complete	Security Checked	10/7/2025 1:13:22 PM
Completed	Security Checked	10/7/2025 1:13:25 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

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ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: SEPTEMBER 11, 2025

TO: MINDY MOORE, WARREN CITY COUNCIL

SUBJECT: SOL-W-1659; RECOMMENDATION TO AWARD THE PURCHASE OF HOLIDAY DECORATIONS

The Purchasing Division concurs with the Beautification Commission and recommends that City Council waive the bid process and award the purchase of Holiday Decorations to Bronner's Commercial Display, 25 Christmas Lane, P.O. Box 176, Frankenmuth, MI 48734, in the total amount of $29,997.00.

The Beautification Commission is recommending that City Council waive the bid process and award the purchase of holiday decorations to Bronner's Commercial Display in order to remain uniform with the existing decorations throughout the City. Bronner's Commercial Display is the sole proprietor for the design of their products in the State of Michigan (see attached).

If approved by your honorable body, the Beautification Commission will display these decorations on the existing light poles on Van Dyke Avenue, from 14 Mile Road to 11 Mile Road.

Funds are available in the following Account: 101-1793-96134.

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Approved By:	Signature	Date
Budget Director:	Signed by: F6FDC83AE1C142B...	9/13/2025
Controller:	DocuSigned by: Richard Fox CF2C773236C54C9...	9/15/2025
MAYOR:	Signed by: Lori M. Stone	9/15/2025

Docusign Envelope ID: E62DADD7-27F3-497A-B65C-16902BD46B48

BRONNER'S COMMERCIAL DISPLAY
25 Christmas Lane • P.O. Box 176
Frankenmuth, MI 48734-0176 U.S.A.
PHONE 800-544-6635
FAX 989-652-8678
www.bronnerscommercial.com

To: City of Warren
From: Bronner's Commercial Display, Frankenmuth, MI 48734
Re: Sole Provider
Date: September 8, 2025

The commercial displays quoted to the CIty of Warren Beautification Committee are a proprietary design created exclusively for Bronner's in Michigan. The original creative & CAD drawings are not available for use by any other companies in the State of Michigan.

These designs are proprietary and not available for lease of duplication by other manufacturers. Our production facility artists are trained in designing original artwork and CAD drawings to create displays used for commercial applications.

Questions regarding this matter may be directed to:

Craig Fick, Bronner's Commercial Sales Manager;
Craig.fick@bronners.com

Kristina Rubis, Bronner's Human Resources Manager;
Kristina.rubis@bronners.com

25 Christmas Lane Frankenmuth, Michigan 48734
1-800-544-6635

Docusign Envelope ID: E62DADD7-27F3-497A-B65C-16902BD46B48

BRONNER'S COMMERCIAL DISPLAY

25 Christmas Lane • P.O. Box 176
Frankenmuth, MI 48734-0176 U.S.A.

800-544-6635
FAX 989-652-8678

www.bronnerscommercial.com

SALES ORDER

Bill To:

DIVISION OF PURCHASING
CITY OF WARREN
SUITE 425
ONE CITY SQUARE
WARREN MI 48093
United States

Ship To:

WARREN BEAUTIFICATION
CITY OF WARREN DPW
12801 STEPHENS RD
WARREN MI 48089-4332
United States

Order Date:	08/15/2025	**Customer#:**	5744557PC	**Salesperson:**	Craig Fick
Cust. PO#:		**Sales Order#:**	SO866258	**Ordered By:**	MARILYN
Terms:	Net 30	**Estimate#:**	Estimate #EST8746		

Item	Item Note	Order	Price	Total
1041172 CANDLE WREATH WITH BOW 4.5'		43	664.00	28,552.00
1195822 FACE PLATE ONLY		43	0.00	0.00
COM1173-24X30 RED NYLON BOW 24" X 30"		43	0.00	0.00
1193456 32" QUICK RELEASE CLAMPS		129	0.00	0.00

Comments:

SHIPPING LOCKED AT $1445; BRONNER'S TO ABSORB OVERAGE.
*
UPGRADED BANDING STRAPS INCLUDED AT NOT CHARGE.
*

Subtotal:	28,552.00
Shipping:	1,445.00
Sales Tax:	0.00
TOTAL:	29,997.00

Thank you for your order!

If you have any question regarding this order, please call our Commercial Sales Division @ 1-800-544-6635. No return without written authorization. All claims must be made within 10 days after receipt of goods. Finance charge of 1 1/2 % per month, 18% per annum on overdue accounts. 15 % restocking charge on all returned or cancelled orders. All shipping costs are the responsibility of the customer.

Docusign Envelope ID: E62DADD7-27F3-497A-B65C-16902BD46B48

Beautification Commission
One City Square
Warren, MI 48093-5286

August 28, 2025

TO: Shanah Turner
Purchasing Agent

FROM: Marilyn Kay
Beautification Commission Secretary

In 2021, the Beautification Commission requested that the bid process be waived and the City award the purchase of Christmas decorations to the sole source provider, Bronner's Commercial Display, 25 Christmas Lane, P. O. Box 176, Frankenmuth MI, 48734-0176. We have been using Bronner's as the sole source provider since that time. Please refer to the enclosed letter for more information.

This year we are requesting that the City once again award the purchase of Christmas decorations to Bronner's as the sole source provider in the amount of $29,997 with delivery charges included in the price. We will be placing these items on the light poles on Van Dyke from 14 Mile Road to 11 Mile Road.

By purchasing these decorations from Bronners, the City decorations will have a uniform look .

We are hopeful that you will find this information adequate and you are able to move forward with recommending this purchase for approval by the City Council.

This purchase will be paid from the following account: 101-1793-96134.

Thank you for your assistance in this matter,

Marilyn Kay

Marilyn Kay
Beautification Commission Secretary
586-445-8971

Docusign Envelope ID: E62DADD7-27F3-497A-B65C-16902BD46B48

RESOLUTION

Document No: SOL-W-1659
Product or Service: Furnish Holiday Decorations
Department: Beautification Commission

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember _____.

Upon performing a diligent inquiry, the Beautification Commission has determined that it is necessary in the interest of the Commission and the City**,** and to remain uniform throughout the City, to acquire Holiday Decorations from Bronner's Commercial Display, 25 Christmas Lane, P.O. Box 176, Frankenmuth, MI 48734, in the total amount of $29,997.00.

The purchasing agent has conducted a review and concurs with the cooperative purchasing.

Funds are available in the following Account: 101-1793-96134.

IT IS RESOLVED, that the purchase of Holiday Decorations from Bronner's Commercial Display is hereby accepted by City Council in the total amount of $29,997.00.

Docusign Envelope ID: E62DADD7-27F3-497A-B65C-16902BD46B48

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

☐ Cooperative Bid Document
☐ Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this_____day of_____, 2025.

_____
Mindy Moore
Secretary of the Council

Docusign Envelope ID: E62DADD7-27F3-497A-B65C-16902BD46B48

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

_____
Sonja Buffa
City Clerk

Docusign Envelope ID: 9B758EEC-C35C-4A0F-B280-A3F24587A37A

CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: SEPTEMBER 11, 2025

TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL

SUBJECT: RECOMMENDATION TO AWARD THE PURCHASE OF UV LAMPS AND SUPPLIES TO TROJAN TECHNOLOGIES; SOL-W-1660.

The Purchasing Division concurs with the Waste Water Treatment Plant (WWTP) and recommends that City Council waive the bid process and award the purchase of UV Lamps and supplies to the sole source provider, Trojan Technologies Corp., 4310 44th Street S.E., Kentwood, MI 49512, in the total amount of $156,081.80.

The WWTP, in December, 2010, upgraded their disinfection system at the plant to a Trojan 3000 Plus2007 Ultraviolet Light Disinfection System. This Trojan 3000 Plus UV System has been operating very effectively since its installation.

The system requires regular maintenance and replacement of wear and consumable parts, such as lamps, ballasts, wiper cylinders, and other associated parts that are necessary in order to keep the system operating.

Trojan Technologies provides a lifetime disinfection guarantee that the proprietary UV System will always meet the specified level of disinfection required by the National Pollutant Discharge Elimination System (NPDES) permit as long as regular maintenance is performed, as specified, using genuine Trojan replacement parts.

Therefore, please consider Trojan Technologies as a sole-source provider (see attached) for the City's UV system replacement lamps and other parts that are necessary for the WWTP staff to perform the required maintenance on the UV system in the total amount of $156,081.80.

If approved by your honorable body, payment shall be remit to Trojan Technologies Corp., P.O. Box 411691, Boston, MA 02241-1691.

Funds for these expenditures are available in the 2025 Capital Outlays Account: 592-9047-98080.

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Approved By:	Signature	Date
Budget Director:	Signed by: [redacted]	9/13/2025
Controller:	DocuSigned by: Richard Fox [redacted]	9/15/2025
MAYOR:	Signed by: Lori M. Stone [redacted]	9/15/2025

Docusign Envelope ID: 9B758EEC-C35C-4A0F-B280-A3F24587A37A

TROJAN UV
WATER CONFIDENCE

08/19/2025

Trojan Systems: UV3000Plus07 – Sole Source

To Whom It May Concern:

In the Engineered Submittal Package for the Trojan System, Trojan provided an equipment performance guarantee stating that the system will meet the required level of disinfection provided that the system is operated and maintained in accordance with recommendations made by Trojan Technologies.

For the equipment guarantee, system warranty, and parts warranty to be maintained, it is imperative that the appropriate Trojan certified onsite service is performed along with genuine components and replacement parts are to be used in the system. There are key replacement parts and system components that directly influence the performance and reliability of the system. Among these critical replacement parts are the UV lamps, sleeves, electronic ballasts, wiper seals, Acti-clean Gel, printed circuitry, etc. Without using lamps, ballasts, and other components that are approved and validated by Trojan Technologies, we cannot guarantee that the system will provide the required germicidal output. Subsequently, we cannot guarantee that the required UV dose is being delivered, if lamp output, ballast efficiency and system programming and onsite service is unknown and not Trojan certified.

In order to keep the equipment performance guarantee, system warranty, and parts warranty intact, it is required that genuine specialized system
component(s) and onsite service are solely purchased and contracted from Trojan Technologies. Trojan Technologies genuine parts can only be purchased directly through Trojan Technologies and no third parties are authorized to provide genuine Trojan Technologies parts.

Best regards,

TROJAN TECHNOLOGIES
Fady Alaloul | Regional Account Manager - Aftermarket Parts Sales
(226) 268-7263
midwestus@trojantechnologies.com

Docusign Envelope ID: 9B758EEC-C35C-4A0F-B280-A3F24587A37A

QUOTATION
QM0002971

BRANDS INCLUDE: ARIA FILTRA™, AQUAFINE®, TROJANUV®, VIQUA®
TROJAN TECHNOLOGIES CORP
4310 44th St SE
Kentwood, MI 49512
USA
T: 1-866-388-0488
www.trojantechnologies.com

Sold to
CITY OF WARREN
ONE CITY SQUARE
SUITE 425
Warren MI 48093-5292
UNITED STATES

Ship to
CITY OF WARREN WWTP
32360 WARKOP
Warren MI 48093-1044
UNITED STATES

Customer Service Contact : tuvcustomerservice@trojantechnologies.com
Payment Terms : 0% / 00 / 30 net
Delivery Terms : DELIVERED DUTY PAID
Carrier/LSP :

Internal Sales Rep : Fady Alaloul
Customer No. : 100002619
Reference :
Quote Date : 08-18-2025
Quote Expiry Date : 10-30-2025

Customer contact: Lloyd Rudolph
Phone number: 586-264-2530 ext 8416
Email OA: lrudolph@cityofwarren.org

Line	Project Item Description	Quantity	Price Discount %		Unit Net Price Net Amount	Tax Rate Tax Amount	Amount
10	794447-0RD LAMP P, GA64T6HE ANGLE BASE	200.00	451.90/	EA	451.90 90,380.00	0.00% 0.00	90,380.00
20	316144P O-RING, SLEEVE SEAL UV3+ 10PK	20.00	3.45/	EA	3.45 69.00	0.00% 0.00	69.00
30	901507 CLEANER, ACTICLEAN GEL 4X4L	1.00	408.75/	CS	408.75 408.75	0.00% 0.00	408.75
40	914374-006GF PLUG, UV3+ PDC MODULE 6' GF	15.00	603.30/	EA	603.30 9,049.50	0.00% 0.00	9,049.50
50	914343 RECEPTACLE, UV3+ PDC	15.00	247.60/	EA	247.60 3,714.00	0.00% 0.00	3,714.00
60	316505-096X LAMPHOLDER, AMLG ANG UV3+ 96"X	64.00	107.65/	EA	107.65 6,889.60	0.00% 0.00	6,889.60

Docusign Envelope ID: 9B758EEC-C35C-4A0F-B280-A3F24587A37A

QUOTATION
QM0002971

BRANDS INCLUDE: ARIA FILTRA™, AQUAFINE®, TROJANUV®, VIQUA®

TROJAN TECHNOLOGIES CORP
4310 44th St SE
Kentwood, MI 49512
USA
T: 1-866-388-0488
www.trojantechnologies.com

Line	Project / Item / Description	Quantity	Price / Discount %		Unit Net Price / Net Amount	Tax Rate / Tax Amount	Amount
70	316136-004 SLEEVE, QTZ UV3+ 28x25x19584PK	2.00	625.60/	EA	625.60 1,251.20	0.00% 0.00	1,251.20
80	917111 BOARD KIT, UV3+ CCB G2	2.00	3,133.55/	EA	3,133.55 6,267.10	0.00% 0.00	6,267.10
90	931088 BOARD, UV3+ CCB EXPANSION	6.00	848.65/	EA	848.65 5,091.90	0.00% 0.00	5,091.90
100	326411 CYLINDER, WIPER UV3+ GEN 2	7.00	2,462.75/	EA	2,462.75 17,239.25	0.00% 0.00	17,239.25
110	917067 LAMP DRIVER, 2 X 240W SMD	8.00	1,209.00/	EA	1,209.00 9,672.00	0.00% 0.00	9,672.00
120	327027P FITTING, INTER-WIPER UV3+ 10PK	20.00	13.45/	EA	13.45 269.00	0.00% 0.00	269.00
130	907624-04M186BK HOSE ASSY,UV3+1/4"EXT M 186 BK	2.00	258.00/	EA	258.00 516.00	0.00% 0.00	516.00
140	907624-04M102BL HOSE ASSY,UV3+1/4"EXT M 102 BL	5.00	249.00/	EA	249.00 1,245.00	0.00% 0.00	1,245.00
150	907624-04F107BK HOSE ASSY,UV3+1/4"RET F 107 BK	3.00	327.50/	EA	327.50 982.50	0.00% 0.00	982.50
160	907624-04F181BL HOSE ASSY,UV3+1/4"RET F 181 BL	6.00	295.00/	EA	295.00 1,770.00	0.00% 0.00	1,770.00
170	SURCHARGE SURCHARGE	1.00	/	EA	0.00 0.00	0.00% 0.00	0.00

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QUOTATION
QM0002971

BRANDS INCLUDE: ARIA FILTRA™, AQUAFINE®, TROJANUV®, VIQUA®

TROJAN TECHNOLOGIES CORP
4310 44th St SE
Kentwood, MI 49512
USA
T: 1-866-388-0488
www.trojantechnologies.com

Line	Project Item Description	Quantity	Price Discount %		Unit Net Price Net Amount	Tax Rate Tax Amount	Amount
180	FREIGHT FREIGHT & HANDLING Freight Quote: 9695	1.00	1,267.00/	EA	1,267.00 1,267.00	0.00% 0.00	1,267.00

Goods	154,814.80	Discount	0.00	Tax Amount	Total	USD
Costs	1,267.00	Subtotal	156,081.80	0.00	156,081.80	

We are applying a TEMPORARY SURCHARGE due to the increasing costs caused by the uncertainty in the global economy

Docusign Envelope ID: 9B758EEC-C35C-4A0F-B280-A3F24587A37A

QUOTATION
QM0002971

BRANDS INCLUDE: ARIA FILTRA™, AQUAFINE®, TROJANUV®, VIQUA®
TROJAN TECHNOLOGIES CORP
4310 44th St SE
Kentwood, MI 49512
USA
T: 1-866-388-0488
www.trojantechnologies.com

Terms and Conditions

All purchases of Trojan products and/or services are expressly and without limitation subject to Trojan's Terms and Conditions of Sale ("Trojan" or "SELLER"), incorporated herein by reference and published on Trojan's website https: www.trojantechnologies.com/sales-terms-conditions/

Trojan TCS are incorporated by reference into each of Trojan's offers or quotations, order acknowledgments, and invoice and shipping documents. The first of the following acts shall constitute an acceptance of Trojan's offer and not a counteroffer and shall create a contract of sale ("Contract") in accordance with the Trojan TCS, subject to Trojan's final credit approval: (i) Buyer's issuance of a purchase order document against Trojan's offer or quotation; (ii) Trojan's acknowledgement of Buyer's order; or (iii) commencement of any performance by Trojan in response to Buyer's order. Provisions contained in Buyer's purchase documents that materially alter, add to or subtract from the provisions of the Trojan's TCS shall be null and void and not considered part of the Contract.

www.trojantechnologies.com/sales-terms-conditions

Docusign Envelope ID: 9B758EEC-C35C-4A0F-B280-A3F24587A37A

WARREN
PUBLIC SERVICE DEPARTMENT
Waste Water Treatment Plant
32360 Warkop
Warren, MI 48093
(586) 264-2530

MEMO TO: Craig Treppa, Purchasing Agent
Controllers Office

FROM: Anthony Conigliaro, WWTP Sr. Facilities Engineer

SUBJECT: SOL-W-1660, Procurement of UV Lamps for WWTP

DATE: September 10, 2025

As you are aware, the WWTP operates a proprietary ultra violet disinfection system at the waste water treatment plant to provide an effluent that meet s the requirements of its NPDES operating permit. The Trojan 3000 Plus UV System went on line in December of 2010 and has been operating very successfully ever since.

The system does require regular maintenance and replacement of wear and consumable parts. For reference, $159,000.00 was allocated in the 2025 budget for purchase of replacement lamps, ballasts, wiper cylinders and associated parts that are necessary to keep the system operating. In this year's capital we have allocated $165,000.00 for procurement of the aforementioned replacement lamps, ballasts and ballasts.

Trojan Technologies provides a lifetime disinfection guarantee that our proprietary system will always meet the specified level of disinfection required by the NPDES operating permit for the treatment plant. Trojan will only honor the guarantee if regular maintenance is performed as specified, using genuine Trojan replacement parts.

Therefore, please take steps to seek approval in the amount of $156,081.80 for the purchase of Trojan authorized parts that are needed for WWTP staff to perform required maintenance on the system. Please note that this request in the amount of $156,081.80 is for all of the required parts.

Funds for this expenditure are available in the 2026 FY Budget, Capital Outlays, Account 592-9047-98080.

Sincerely,

Anthony Conigliaro, P.E.
WWTP Sr. Facilities Engineer

Read and Concurred

Donna Dordeski, P.E., Department Head
Division of Waste Water Treatment

AC/DD

Attachments: Trojan Sole Source Letter, Trojan Quote QM000297

cc: D. Muzzarelli, Public Service
R. Fox, Controller's Office

Docusign Envelope ID: 9B758EEC-C35C-4A0F-B280-A3F24587A37A

RESOLUTION

Document No: SOL-W-1660
Product or Service: UV Lamps & Supplies
Requesting Department: Waste Water Treatment Plant (WWTP)

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember _____.

Pursuant to Section 2-344 of the Code of Ordinances, the City may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, equipment, goods or services with one (1) or more public procurement units.

Upon performing a diligent inquiry, the Waste Water Treatment Plant (WWTP) has determined that it is necessary in the interest of the City**,** for the purchase of a UV Lamps and Supplies from the sole source provider, Trojan Technologies, Corp., 4310 44th Street S.E., Kentwood, MI 49512, in the total amount of $156,081.80.

The Purchasing Agent has conducted a review and concurs with the sole procurement.

Funds are available in the following Account: 592-9047-98080.

Docusign Envelope ID: 9B758EEC-C35C-4A0F-B280-A3F24587A37A

IT IS RESOLVED, that the sole source purchase through Trojan Technologies, Corp. is hereby accepted by City Council for a total amount of $156,081.80.

IT IS FURHTER RESOLVED, that payment shall be remit to Trojan Technologies, Corp., P.O. Box 411691, Boston, MA 02241-1691.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

☐ Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this_____day of_____, 2025.

_____
Mindy Moore
Secretary of the Council

Docusign Envelope ID: 9B758EEC-C35C-4A0F-B280-A3F24587A37A

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

_____
Sonja Buffa
City Clerk

Docusign Envelope ID: BE0A696C-272B-404B-A89C-DC583CCB0CC0

CITY CONROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE(586) 574-4600
FAX (58) 574-4614
www.cityofwarren.org

DATE: OCTOBER 6, 2025

TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL

SUBJECT: PURCHASE OF TYR TACTICAL BALLISTIC VESTS; SOL-W-1688

The Purchasing Department concurs with the Police Department and recommends that City Council waive the bid process and authorize the purchase of TYR Tactical Ballistic Vests from the sole source provider, TYR Tactical, Inc., 9330 N 91st Avenue, Peoria, AZ 85345, in an amount of $55,600.00.

The Police Department is seeking to replace twenty-three (23) of its TYR Tactical Vests that were purchased in March of 2018 and used by its Special Response Team (SRT). The SRT is responsible for high-risk incidents and arrests. The body armor that is used by the SRT is a combination of soft panels and hard plates which results in added protection from higher caliber munitions.

The current TYR vests have performed to the satisfaction of the Police Department during the rigorous training and deployments over the past seven years. After reviewing other manufacturers of body armor, the department has determined that the TYR Tactical Vests are the vest of choice for the department.

Thus, the Police Department is requesting that City Council waive the bid process and treat TYR Tactical, Inc. as the sole source provider for providing the recommended tactical ballistic vests and accessories per the attached quote.

Fund are available in the following Account: 101-1301-98402.

Respectfully Submitted,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Read and Concur,

Signed by:
F6EDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
CF2C773236C54C9...
Richard Fox
Controller

Signed by:
Lori M. Stone
F040B73E57F248E...
Lori M. Stone
Mayor

Docusign Envelope ID: BE0A696C-272B-404B-A89C-DC583CCB0CC0

9/8/2025

Captain Brent Chisolm
Warren Police Department, MI

Captain Chisolm,

TYR Tactical® is the sole source provider for ballistic carriers, tactical nylon gear and soft and hard armor products provided with PV®, XFrame™ Dynamic Load Carriage®, Integrated Ballistic System (outlined below), Female Protective Vest, Enhanced PICO Integrated Carrier, TYR Tactical Level III+ Hard Armor Plate, Gunfighter™ Belt, Pluma® Frame, Tactical Hand Warmer Apparatus, Adjustable Ammunition Magazine Pouch, TYR Tactical® Ballistic Shield Dolly, TYR Tactical® Ballistic Applique, TYR Tactical® Ballistic Collar and the New Family of Armor.

PV®, or **Pluma Vires®**, is a proprietary, patented fabric comprised of Kevlar® bonded to Cordura® nylon. This fabric provides enhanced abrasion resistance, phenomenal tear and cut resistance and a tensile strength of over 750 pounds for a 1 inch strip. PV® exceeds the performance of 1000 denier nylon in durability testing and provides significant weight savings. PV® has higher thermal stability and extraordinary flame resistance when compared to Nomex®. PV® is incorporated into the construction of all TYR products where increased strength or abrasion resistance is needed.

XFrame™ is a patented Dynamic Load Carriage® System that provides weight distribution of a ballistic carrier's weight from the shoulders to the hips utilizing carbon fiber X-frame™ stays that integrate with our XFrame™ Gunfighter® Belt. The load distribution aligns with the natural ergonomics of the body and allows for twisting and bending capabilities while the system is in use.

Integrated Ballistic System is a patented five-piece design that increases ballistic protection, decreases side spall and reduces back face deformation. The system is comprised from spacer mesh, Ballistic Vein®, Soft Armor, Hard Plate, Ballistic Ridge® (in some cases) and PV®. The system reduces blunt trauma and deformation values and ultimately increases V50 performances by up to 125 feet per second by absorbing energy from projectile engagement.

- **Ballistic Vein®** is a panel suspension and energy disbursement frame that retains the soft armor panels in the proper configuration, prevents bunching and supports the plates to improve edge hit protection.
- **Ballistic Ridge®** provides additional ballistic coverage around the hard ballistic plate protecting the user from side spall created by plate augmentation.

Docusign Envelope ID: BE0A696C-272B-404B-A89C-DC583CCB0CC0

Female Protective Vest incorporates our patented female shape which includes two lateral darts that contour around the female's natural shape while providing full range of motion, support and eliminates excessive compression on the breast tissue. The Female Protective Vest design allows the hard plate to be kept in the proper position.

The **Enhanced PICO Integrated Carrier, EPIC™, System**. A completely scalable and modular system able to fit various sizes which incorporates our Integrated Ballistic System, constructed from PV® material, XFrame™ compatible and offers a quick release system option.

TYR Tactical® is the sole source provider of our hard and soft armor product line (specifications attached).

The **Gunfighter™ Belt** is a versatile belt that is a combination between a rigger and load carriage belt. The base is sewn with high strength type 13 webbing. The exterior is surrounded by 2 rows of .5" webbing giving the user ability to change mission specific gear as needed. The removable Antimicrobial/FR treated padded spacer mesh is used on the interior of the belt for comfort.

The **Pluma® Frame** is constructed with carbon fiber and aluminum allowing the frame to be extremely strong and durable but as light as a feather at 1.0 lbs.

TYR Tactical® Hand Warmer-Split is a patented design that has a middle durable separating zipper that allows the user to use the hand warmer in multiple configurations.

The **Combat Adjustable Ammunition Magazine pouches** are patented pouches that conforms to various types of magazines.

The **Ballistic Collar** attaches to the back of tactical vest via hook and loop straps. It's engineered utilizing our revolutionary Patented PV® material which offers significant weight reduction and increased resistance to abrasion. Antimicrobial/FR treated padded spacer mesh is used internally for comfort.

The **Ballistic Dolly** is a patented load carriage system, made of high-strength, lightweight aluminum with a telescoping frame to accommodate up to two shields. The third wheel configuration gives stability and support to the user, while the two wheeled configuration allows for 360° movement.

The **Ballistic Applique** is a patent pending applique, which takes your shield and upgrades it to Level IV protection.

TYR Tactical®, 9330 N. 91st Ave, Peoria, AZ 85345 **Phone:** 623-240-1400 **FAX:** 1-623-240-1428
WWW.TYRTACTICAL.COM

Docusign Envelope ID: BE0A696C-272B-404B-A89C-DC583CCB0CC0

TYR Tactical® also offers **New Family of Armor [NFA]** which is a proprietary and patent pending Soft Armor solution that meets various threat levels and is incorporated into various soft armor systems. Our soft armor design incorporates next generation materials that allow for increased protection at a lower weight than most competitors.

TYR Tactical® is the sole provider of our products within the United States.

Thank you for your interest in TYR Tactical® products and for the opportunity to provide protection for your operators.

Innovate or Die®,
Gary Heath
LE Agency Representative

TYR Tactical®, 9330 N. 91st Ave, Peoria, AZ 85345 **Phone:** 623-240-1400 **FAX:** 1-623-240-1428
WWW.TYRTACTICAL.COM

Docusign Envelope ID: BE0A696C-272B-404B-A89C-DC583CCB0CC0

TYR TACTICAL® LLC
9330 N 91st Ave, Peoria, Arizona 85345 | Office: 623-240-1400 | Fax: 623-240-1428 | info@tyrtactical.com
WWW.TYRTACTICAL.COM
Account Executive
Gary Heath 832-309-5525 gary@tyrtactical.com

Quote #: TYR-2025-0535GH-City of Warren, MI V2

QUOTE DATE:	Friday, September 5, 2025	Customer:	**Warren Police Department - Lt. Brandon Roy**
EXPIRATION DATE:	Tuesday, November 4, 2025	Email:	broy@warrenpd.org
60		Tel:	**586-574-4819**
# OF DAYS QUOTE IS VALID	**PRICES ARE SUBJECT TO CHANGE AFTER EXPIRATION DATE.**	Fax:	

Item Number:	Description:	UOM	Color	Size	Qty.	MSRP	$Quoted Unit Price	$US Total	COO: (Country of Origin):
TYR-M-EPIC6-FEDDSX-TXP3A-SIZE-BK	TYR Tactical® Male EPIC™ FED (EMV-FED shape) DSX Carrier, V6, TXP3A, SIZE, Black	EA	BLK	TBD	23	$ 1,795.95	$ 1,436.76	$ 33,045.48	**USA**
TYR-APLF003H-DA-BLK	TYR Tactical® 70 oz. Horizontal Assaulter's Zip On Back Panel, Black	EA	BLK	OS	23	$ 139.95	$ 111.96	$ 2,575.08	**USA**
TYR-MR133-BLK	TYR Tactical® Rifle Mag Pouch - Triple M4/M16 Open Top, Black	EA	BLK	OS	23	$ 59.95	$ 47.96	$ 1,103.08	**USA**
TYR-OD707-BLK	TYR Tactical® Single Flashbang Pouch, Black	EA	BLK	OS	23	$ 28.95	$ 23.16	$ 532.68	**USA**
TYR-OD730-BLK	TYR Tactical® Ordnance/ Breaching Pouch - Horizontal Gas Mask, Black	EA	BLK	OS	23	$ 99.95	$ 79.96	$ 1,839.08	**USA**
TYR-XHA3/7A/T-SIZE-BLK	TYR Tactical® Hard Armor Level 3 and Special Threats. ICW Level IIIA, Torso Plate, SIZE, Black	EA	BLK	TBD	46	$ 495.95	$ 350.00	$ 16,100.00	**USA**

SHIPPING ADDRESS: 29900 Civic Center Warren, MI 48093

WHEN PLACING YOUR ORDER PLEASE ENSURE THE QUOTE NUMBER, PART NUMBERS AND FULL ORDER DETAILS APPEAR ON THE PURCHASE ORDER(S). NOT DOING SO WILL DELAY ORDER PROCESSING.
NOTE THAT LEAD TIMES, PRICING & AVAILABILITY IS SUBJECT TO CHANGE WITHOUT NOTICE
TAX ID: 27-2463209 | REPS & CERTS ON SAM | SMALL BUSINESS | CAGE CODE: 67W12 | ISO 2009:2015 CERTIFIED | UEI DKQ5YENM14Q5 |
DUTIES AND BANK FEES INCURRED ARE OBLIGATION OF THE CUSTOMER. CUSTOMER IS RESPONISBLE FOR PAYMENT OF ALL FINAL CHARGES BASED ON TERMS.
UPON REQUEST, TYR TACTICAL MAY PROVIDE BERRY AMENDMENT, TAA COMPLIANCE, AND BUY AMERICAN STATUS OF OUR PRODUCTS.
THE EQUIPMENT QUOTED MAY BE SUJECT TO US EXPORT CONROL LAWS, INCLUDING THE INTERNATIONAL TRAFFIC IN ARMS REGULATIONS (ITAR) OR THE DEPT. OF COMMERCE EXPORT ADMINISTRATION REGULATION (EAR).
IF SO, TRANSFER TO A FOREIGN NATIONAL OR REPRESTATIVE OF A FOREIGN GOVERNMENT OR INTEREST, EVEN IN THE US WITHOUT PRIOR GOVERNMENT AUTHORIZATION IS PROHIBITED AND VIOLATION OF SUCH EXPORT

Lead Time:	*90-120 Business Days*
Shipping Method:	*Freight*
Payment Terms	*OTHER - SEE NOTES*
Subtotal:	$ *55,195.40*
Est. Shipping:	$ *404.60*
Sales Tax:	$ -
Total:	$ 55,600.00

Additional Notes: Please provide an electronic copy of your Tax Exemption Certificate (if applicable). If your department/agency/organization is not exempt, this order is subject to taxes at the responsibility of the purchaser. ***NET TERMS are at 45 days, per Kevin Hull***

The information contained in this quotation is confidential and/or privileged, and is intended solely for the use of the recipients listed above. Further, it may be protected by certain agreements, legal privilege, legal precedent or law. It must not be read by or disclosed to any person other than the intended recipient without the express written permission of the sender. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, or copying the transmitted information is strictly prohibited. If you have received this transmission in error, please immediately notify the sender and delete and destroy all copies and attachments. TYR Tactical, LLC.

CS.S-204.00 Rev.3

Docusign Envelope ID: BE0A696C-272B-404B-A89C-DC583CCB0CC0

WARREN POLICE DEPARTMENT
29900 CIVIC CENTER BLVD.
WARREN, MI 48093
(586) 574-4700
FAX (586) 574-4862
www.cityofwarren.org

September 8, 2025

Mr. Craig Treppa, Purchasing Agent, City of Warren

RE: REQUEST TO WAIVE BID AND PURCHASE TYR TACTICAL BALLISTIC VESTS

Dear Mr. Treppa:
The Police Department's Special Response Team (SRT) acquired TYR Vests in March 2018 through sole source procurement SOL-W-9779. The vests purchased in 2018 are beyond their service life. The SRT is responsible for high-risk incidents and arrests. The body armor used by the team is a combination of soft panels and hard plates that provide additional protection from higher caliber munitions.

TYR tactical vests have performed well during the rigorous training and deployments over the past seven years due to their durability, size, weight and features. As new members have been added to the SRT, vest purchases for the new members were made through TYR tactical that have not yet expired. The SRT has reviewed other body armor and determined that TYR Tactical continues to meet the needs of the team. I am requesting to waive the competitive bidding process and purchase TYR Tactical Vests, plates, and accessories based on these and the following justifications:

1) Proven performance
2) Unique ergonomic, lightweight, functional design
3) Standardization: Standardizing replacement equipment ensures interoperability, consistent officer training, and uniform levels of protection across the department.
4) Sole Source Provider: TYR is the manufacturer of these vests and carriers. To maintain warranty coverage purchases must be made directly through TYR Tactical.

Funding for this purchase is available in Police Equipment Account# 101-1301-98402.

Quantity	Item	Unit Cost	Total Cost
23	**TYR Tactical EXPIC DSX Carrier Systems With accessories and 2 hard plates each**	**$2,399.80**	**$55,195.40**
1	**Shipping**	**$404.60**	**$55.600.00**

TYR Tactical Inc
9330 N 91st Ave.
Peoria, AZ 85345
623-240-1400

Thank you in advance for your assistance. If you have any questions, please contact me at 574-4825.

Professionally,

Brent Chisolm, Captain
Administrative Services Bureau

Docusign Envelope ID: BE0A696C-272B-404B-A89C-DC583CCB0CC0

RESOLUTION

Document No: SOL-W-1688
Product or Service: Tactical Vests
Requesting Department: Police Department

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember _____.

Upon performing a diligent inquiry, Police Captain Chisolm has determined that it is necessary in the interests of the Police Department and the City**,** to purchase 23 new tactical vests, with associated armor and accessories, for its Special Response Team (SRT) from a sole source.

TYR Tactical, Inc., 9330 N 91st Avenue, Peoria, AZ 85345 has been selected as the sole source provider for furnishing tactical vests for the SRT in the amount of $55,600.00.

The Purchasing Agent has conducted a review and concurs with the sole procurement.

Funds are available in the following Account: 101-1301-98402.

Docusign Envelope ID: BE0A696C-272B-404B-A89C-DC583CCB0CC0

IT IS RESOLVED, that the sole source purchase though **TYR Tactical, Inc.** is hereby accepted by City Council for the purchase of 23 tactical vests with associated armor and accessories in an amount of $55,600.00.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

☐ Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this_____day of_____, 2025.

_____
Mindy Moore
Secretary of the Council

Docusign Envelope ID: BE0A696C-272B-404B-A89C-DC583CCB0CC0

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

_____
Sonja Buffa
City Clerk

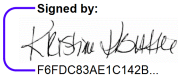
Certificate Of Completion

Envelope Id: BE0A696C-272B-404B-A89C-DC583CCB0CC0
Status: Completed
Subject: SOL-W-1688 Purchase of TYR Tactical Vests - Council Item
Source Envelope:
Document Pages: 9
Signatures: 4
Certificate Pages: 6
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Craig Treppa
1 City Sq Ste 215
Warren, MI 48093
ctreppa@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/6/2025 12:36:37 PM
Holder: Craig Treppa
ctreppa@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Craig Treppa ctreppa@cityofwarren.org Purchasing Agent City of Warren Security Level: Email, Account Authentication (None)	Signed by: Craig Treppa E610E2D7FFE5449... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 12:46:51 PM Viewed: 10/6/2025 12:47:02 PM Signed: 10/6/2025 12:47:08 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Kris Battle kbattle@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by:  F6FDC83AE1C142B... Signature Adoption: Uploaded Signature Image Using IP Address: 24.127.1.78	Sent: 10/6/2025 12:47:12 PM Viewed: 10/6/2025 2:30:14 PM Signed: 10/6/2025 2:30:30 PM
Electronic Record and Signature Disclosure: Accepted: 9/11/2025 5:08:41 PM ID: dc18193c-ac2c-424c-9f48-c0daac7b9f4f		
Richard Fox rfox@cityofwarren.org Security Level: Email, Account Authentication (None)	DocuSigned by: Richard Fox CF2C773236C54C9... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 2:30:31 PM Viewed: 10/7/2025 10:12:41 AM Signed: 10/7/2025 10:12:48 AM
Electronic Record and Signature Disclosure: Accepted: 10/7/2025 10:12:41 AM ID: dfe492bc-20c2-42a8-b722-0726a7b367d4		
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 10:12:49 AM Viewed: 10/7/2025 1:57:21 PM Signed: 10/7/2025 1:57:58 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Mayor Lori M. Stone mayor@cityowarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 1:58:00 PM
Judith Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 1:58:01 PM
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 1:58:02 PM Viewed: 10/7/2025 2:01:42 PM
Captain Brent Chisolm bchisolm@warrenpd.org Captain- Administrative Services Bureau City of Warren Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 1:58:03 PM
Shanah Turner sturner@cityofwarren.org Assistant Buyer City of Warren Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 1:58:03 PM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/6/2025 12:46:51 PM
Certified Delivered	Security Checked	10/7/2025 1:57:21 PM
Signing Complete	Security Checked	10/7/2025 1:57:58 PM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	10/7/2025 1:58:03 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

Docusign Envelope ID: DD8F922D-B138-4428-BF79-DE961E5AD866

CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: SEPTEMBER 12, 2025

TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL

SUBJECT: SOL-W-1691; RECOMMENDATION OF AWARD TO ADVERTISE AVAILABLE CITY POSITIONS

The Purchasing Division concurs with the Human Resources Director and recommends that City Council waive the bid process and award the sole source provider, Gannett Detroit LocaliQ (formerly Michigan.com), P.O. Box 632097, Cincinnati, OH 45263, the providing of advertising services for open positions within the City of Warren, for the period, commencing on September 15, 2025, through August 31, 2026, in an annual amount not to exceed $25,000.00.

Due to a lawsuit filed with the Department of Justice against the City, it is now required that all Civil Service positions be posted in a way that they reach a wide area of qualified and diverse applicants. To achieve this, the City utilizes the Detroit News and Detroit Free Press. Gannett Detroit LocaliQ (formerly Michigan.com) is the only direct resource for advertising in the Detroit News and Detroit Free Press. They also post on the jobnetwork.com and over 800 other job opportunity websites, which reach anyone with access to the internet.

The Human Resources Department has worked with Gannett to establish a special rate plan for the first fifty (50) postings that are completed during the first annual period. The total cost for the first fifty (50) postings shall amount to $15,000.00. The services agreement is attached.

If approved by your honorable body, the award shall from September 15, 2025 through August 31, 2026, or upon City Council approval, whichever occurs later, in an amount not to exceed $45,000.00. The assistant City Attorney has reviewed the service agreement and agrees with its content.

Funds for this purchase are available in the following Account: 101-1220-90000.

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Approved By:	Signature	Date
Budget Director:	Signed by: F8FDC83AE1C142B...	9/13/2025
Controller:	DocuSigned by: Richard Fox CF2C773236C54C9...	9/15/2025
MAYOR:	Signed by: Lori M. Stone 76FABF22E3214B9...	9/15/2025

Docusign Envelope ID: DD8F922D-B138-4428-BF79-DE961E5AD866

DEPARTMENT OF HUMAN RESOURCES
ONE CITY SQUARE, SUITE 410
WARREN, MI 48093-5286
(586) 574-4670
www.cityofwarren.org

September 10, 2025

Craig Treppa, Purchasing Agent
Purchasing Division
City of Warren

RE: Gannet Detroit Local IQ (Formerly Michigan.com) Sole Source Request

Dear Mr. Treppa:

Due to a lawsuit filed with the Department of Justice against the city, it was required that all Civil Service positions be posted in a way that they reach a wide area of qualified and diverse applicants. A significant way that the City is able to reach the required geographic area online and in print if necessary, is by utilizing the platforms for the Detroit News and Detroit Free Press. Gannet Detroit LocaliQ (Formerly Michigan.com) is the only direct resource for advertising on the platforms for the Detroit News and Detroit Free Press. Utilizing Recruitology and JobCase, LocaliQ also post on thejobnetwork.com, Google and over 800 other job opportunity websites, which reaches anyone with access to the internet. We are requesting the amount of $25,000 annually to begin September 15, 2025. This amount is will cover the $15,000 agreement with LocaliQ for 50 prepaid job advertisements at a significantly reduced cost. In the event that Human Resources needs to go outside of the 50 prepaid job advertisements, the additional $10,000 appropriated would be available. We request your approval for the utilization of Gannet Detroit Local IQ (Formerly Michigan.com) as a sole source for the one-year period of September 15, 2025 through August 31, 2026.

Sincerely,

Jared H. Gajos
Human Resources Director

Docusign Envelope ID: DD8F922D-B138-4428-BF79-DE961E5AD866

WARREN
LORI M. STONE - MAYOR

CITY ATTORNEY'S OFFICE
ONE CITY SQUARE, SUITE 400
WARREN, MI 48093-5285
(586) 574-4671
FAX (586) 574-4530
www.cityofwarren.org

August 18, 2025

Mr. Jared Gajos
Director of Human Resources
City of Warren

SENT VIA EMAIL

RE: Advertising Commitment and Advertising Services Agreement 2025-26

Dear Mr. Gajos:

Our office has reviewed and approved the above-referenced document as to form and will route for signatures with the attached cover and tracking sheets.

If I may be of need further assistance, please contact Ext. 4678.

Sincerely,

Laura Sullivan
Assistant City Attorney III

LS/ Ltr to J Gajos re review of Advertising Commitment and Advertising Services Agreement ID 114197

Cc: Craig Treppa, Purchasing Director
Jacqueline Damron, Human Resources Analyst

Attachment

Docusign Envelope ID: DD8F922D-B138-4428-BF79-DE961E5AD866

CONTRACT/AGREEMENT COVER SHEET

New, Expiration, or Renewal for contract or agreement

(this form must be attached to any contract/agreement that requires clerk signature)

Requesting Department: City Attorney's Office

Please indicate if Contract, or Agreement: Agreement

New, Expiration, Renewal, Modification/Amendment, Termination *(or other)*: Renewal

VENDOR NAME/ADDRESS/PHONE: Internal Contact: Laura Sullivan x 4678

Gannett/USA Today
Attn: Michelle Hartman-Byrnes, Advertising Sales Rep.
1675 Broadway, 23rd Fl
New York, NY 10019
Phone: 614-714-5749
E-mail: mhartman@gannett.com

CONTRACT BID# (if applicable):

DURATION INFORMATION

Date of Service *(start and end date of contract/agreement):* September 15, 2025 – September 14, 2026

Contract Duration: 1 year

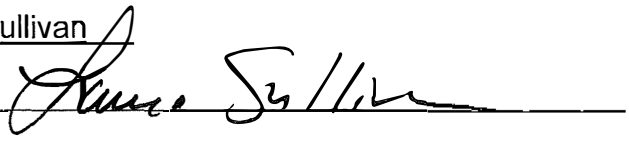
Contract Terms *(ex: 2 years, 5 years with 3 year extension agreed upon by both parties etc.):* Advertising Commitment: 50 Job Board Postings.

Are there any other terms that may apply *(ex. may be canceled by either party with 30-day written notice)*: Either party may terminate with 30 days' prior notice.

Prior Contract Dates *(if applicable):* September 15, 2024-September 14, 2025

Department contact for contract/agreement: Laura Sullivan

Name of Person completing cover sheet: Laura Sullivan

Signature of Person completing cover sheet: 

Date completed form: August 8, 2025

ID 114198

Docusign Envelope ID: DD8F922D-B138-4428-BF79-DE961E5AD866

CONTRACT/PROGRAM TRACKING SHEET

Title: Advertising Commitment – Gannett-USA Today

Department: City Attorney's Office

Contact Person: Laura Sullivan | Phone: x 4678

Date Submitted: August 8, 2025

Resolution attached: No
Is funding approval needed: No

CITY COUNCIL APPROVAL:

_____
Date

ATTORNEY'S OFFICE REVIEW:

Laura Sullivan
Approved as to Form

August 7, 2025
Date

MAYOR'S OFFICE:

_____
Lori M. Stone, Mayor

_____
Date

CLERK'S OFFICE:

_____
Sonja Buffa, Clerk

_____
Date

ALL CONTRACTS SHOULD BE RETURNED TO ATTORNEY'S OFFICE FOR FILING AND DISTRIBUTION

Contracts/TRACKING SHEET

ID 114199

Docusign Envelope ID: DD8F922D-B138-4428-BF79-DE961E5AD866

ADVERTISING COMMITMENT

This Advertising Commitment, entered into by and between Gannett/LocaliQ ("**Publisher**") and The City of Warren ("Advertiser") is subject to the terms of the Advertising Services Agreement between Publisher and Advertiser dated as of 9/15/25 (the "**Agreement**"). Advertiser and Publisher hereby agree to the following Commitment during the period indicated below ("**Commitment Term**"). If, during or at the conclusion of the Commitment Term, Advertiser desires to make a new Commitment with Publisher, the parties will separately execute a new Advertising Commitment that will be incorporated into this Agreement by reference. Each Advertising Commitment is independent of each other. Capitalized terms used in this Advertising Commitment and not defined herein will have the meanings ascribed to such terms in the Agreement.

Total Spend: $15,000 ($5,000 to be billed September 2025, $5,000 to be billed October 2025 and $5,000 to be billed November 2025)

The parties agree that the Rates/Fees set forth herein will apply to Advertiser's purchases of the Services below, during the applicable Commitment Term(s). Following the Commitment Term(s), unless the parties execute a new Advertising Commitment, all Services purchased by Advertiser will be billed at Publisher's then-current Rates/Fees for such Services.

1. Print Advertising (Addendum A): the Advertiser has hereby agreed to the following rates (size, frequency, cost per inch, cost per insertion): **N/A**

Print to SEO/directory: $_____ per ad. Advertiser can opt out at any time upon request. An ad processing fee will be applied based the number of ads during the month.

Print Commitment Term: N/A

2. Preprint Advertising (Addendum A): the Advertiser has hereby agreed to the following rates (size, frequency, quantity, distribution): N/A

Preprint Commitment Term: N/A

3.Digital Display (Addendum A): The Advertiser has hereby agreed to the following digital display rates (impressions, CPM, CPD, sponsorship). Any ad processing fee will be applied based on the number of ads during the month.

Digital Display Commitment Term: N/A

4.PIQ & Lead Generation Ads (Addendum A): The Advertiser has hereby agreed to the following rates: **N/A**

PIQ Commitment Term: N/A

5.Digital Marketing Services (Addendum B): The Digital Marketing Services rates outlined herein are based upon the Company's Digital Marketing Services Rate Card (SEO, PPC, email, social ads, social media management and web development): N/A

Digital marketing services will continue until cancelled. A minimum of 30 days prior written notice of cancellation is required.

Digital Marketing Services Commitment Term: N/A

6. Branded Content (Addemdum C): the advertiser has hereby agreed to the following package (impressions, CPM): N/A
Branded Content Commiment Term: N/A

7. GET Creative Services: (Addendum D): USA TODAY Network's in-house agency services team will provide on-going account management, consultative direction and advertising/marketing deliverables based on overall media spend, if spend qualifications are met.

Fee for GET Creative Services: N/A
GET Creative Commitment Term: N/A

8. Other Advertising: (Specialty Magazine, We Print, Direct Mail, Post its, etc.). The rates for Other Advertising outlined herein shall be earned based upon fulfillment of the Advertising Commitment: **50 job boards postings**. The remaining posts will be rolled over to renewal agreement.

Other Advertising Commitment Term: 9/15/25-9/15/26

9. Sponsorship (Addendum E): The Advertiser has hereby agreed to the following sponsorship benefits of the Event and the Fee: N/A

Sponsorship Commitment Term: N/A

AGREED AND ACCEPTED:

Docusign Envelope ID: DD8F922D-B138-4428-BF79-DE961E5AD866

PUBLISHER REPRESENTATIVE
By: Michelle Hartman
Name: Michelle Hartman
Title: Recruitment Specialist

ADVERTISER
THE CITY OF WARREN
By: _____
Lori M. Stone
Titie: Mayor
By: _____
Sonja Buffa
Clerk

ADVERTISING SERVICES AGREEMENT

This Advertising Services Agreement (this "**Agreement**") is entered into as of the date of later signature below (9/15/25) by and between [GANNETT/LocaliQ, with offices at 1675 Broadway, 23rd Floor, New York, NY 10019 ("**Publisher**") and City of Warren, with offices at One City Square, Suite 410, Warren, MI, 48093. Subject to the applicable Standard Terms and Conditions (the "**Standard Terms**") herein, Advertiser desires to procure from Publisher, and Publisher desires to sell to Advertiser, on behalf of itself and/or its affiliates Identified in this Agreement, the Services described in this Agreement (each a "**Service**"). Advertiser may purchase any of the Services described in this Agreement from time to time by submitting insertion order forms to Publisher that reference this Agreement and the applicable Service(s) to be purchased and contain other applicable terms and conditions (each an "**Order**").

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1. Addendums and Orders. In addition to the terms set forth in these Standard Terms, Advertiser's purchases of Services from Publisher under this Agreement are subject to the terms and conditions set forth in the applicable Service-specific addendum to this Agreement (each an "Addendum"). The details regarding Advertiser's purchase of a particular Service (e.g., run dates, ad sizes, etc.) will be described in an Order. Multiple Orders may be executed under this Agreement for a single type of Service.

2. Term. The term of this Agreement will commence as of the Effective Date and shall continue in effect unless and until terminated as set forth herein ("Term").

3. Economic Terms.

3.1. Fees. Fees for each Service purchased by Advertiser hereunder will be calculated based on Publisher's (or its affiliates', if applicable) standard rate card for such Service ("**Standard Rates**"). Notwithstanding the foregoing, if Advertiser is committing to an annual spend amount or making other firm commitments (e.g., placement, frequency and/or volume commitments), as further specified in Advertising Commitment (each a "**Commitment**"), Publisher and Advertiser may agree that Advertiser is entitled to discounts off of the Standard Rates on Services purchased in satisfaction of such Commitment. Any such discounts will be reflected in Advertising Commitment (or in adjusted rate cards attached to Advertising Commitment). Publisher and Advertiser may also agree that Advertiser is entitled to Value Add (or "Added Value") on Services purchased. Any such Value Add will be described in the Advertising Commitment. Value Add is not guaranteed and is based upon availability of space. Value Add must be used prior to termination of the Commitment Term or it shall be forfeited. Upon termination or cancellation of this Agreement, for any reason, Value Add shall be forfeited.

3.2 Payment. Publisher will invoice Advertiser on a monthly basis, and payment is due within forty five (45) days of invoice date. If Advertiser fails to timely pay, Publisher may suspend the provision of services hereunder or immediately terminate this Agreement. Advertiser agrees to reimburse Publisher for all expenses incurred by Publisher in connection with the collection of amounts payable, including court costs and attorneys' fees. If this Agreement Is terminated due to Advertiser's failure to timely pay, Publisher may rebill the Advertiser for the outstanding balance due at the open or earned contract rate, whichever is applicable, and all discounts shall be forfeited. All deliverables will be the property of Publisher until payment in full is received.
Accounts paid by invoice are subject to a 3.99% service fee. An account that is paid by check or ACH will receive a service fee discount equivalent to the 3.99% service fee. Accounts that are paid by credit card will not receive the service fee discount.

3.3 Expenses. All expenses related to the delivery of Advertiser Content or other materials to Publisher and the return of such materials by Publisher (if return is directed in writing by Advertiser) shall be paid by Advertiser. Publisher may dispose of any advertising materials delivered to it unless acceptable prepaid return arrangements have been made.
3.4 Taxes. In the event that any federal, state or local taxes are imposed on Advertiser's use of the Services hereunder, such taxes shall be assumed and paid by Advertiser.

3.5 Late Payment. If any amount is not paid within forty five (45) days of when due, Publisher reserves the right to charge interest at the rate of eighteen percent (18%) per annum or the maximum amount permitted by law (whichever is lower), computed from the original due date until paid.

3.6 Credit Check. The terms of this Agreement may be subject to a satisfactory credit check on Advertiser (and/or Agency, as defined below). Publisher may request advance payment for any advertisement(s) or other material provided by Advertiser or Agency if

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periodic credit checks are not satisfactory.

3.7 Billing/Credits. Any claims by Advertiser for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within ninety (90) days of the invoice date or the claim will be waived. In the event Advertiser is entitled to a credit due to overpayment of an invoice, Advertiser must use the credit within ninety (90) days of issuance or the credit will be forfeited. No cash refunds will be provided for any credit earned by the Advertiser. All credits earned will be for the benefit of Advertiser.

4. Advertising Materials.

4.1. Content. Advertiser may, from time to time, provide Publisher with advertising materials, including, without limitation, text, data, video, audio, images, illustrations, and graphics, trademarks, service marks, and logos (collectively, "Advertiser Content") for use in connection with Publisher's distribution of the Services purchased hereunder.

4.2. License. Advertiser hereby grants Publisher and its designees a non-exclusive, irrevocable, worldwide, transferable, sub-licensable right and license (i) to use, reproduce, mirror, distribute, perform and display the Advertiser Content (or any portion thereof) via print and on the websites (mobile and traditional), properties, applications and/or devices described in this Agreement (including any Orders) (collectively, the "Distribution Networks"); (ii) to modify, copy, reformat, transmit and otherwise manipulate the Advertiser Content in connection with such display; and (iii) to use the Advertiser Content and creative, Advertiser's name and logo in connection with providing the Services.

4.3. Clearances. Advertiser will be responsible, at its own cost and expense, for obtaining all clearances, authorizations, permissions, licenses, and releases (collectively, "Clearances") from third parties necessary to enable Publisher to distribute the Advertiser Content under this Section 4, including, without limitation, (i) Clearances for any of the following creative elements appearing in or otherwise displayed via the Advertiser Content: photos, video footage, music (including, without limitation, any synchronization and mechanical licenses), audio tracks, trademarks, service marks, and rights of publicity and other indicia of identity, and (ii) Clearances from any individuals or entities whose trademarks, service marks, other corporate indicia, names, voices, likenesses, and other indicia of identity may appear in any of the Advertiser Content.

4.4. Advertiser Approval Right. To the extent that Publisher and/or its affiliates are developing any creative or other deliverables on behalf of Advertiser under any Order (e.g., Ads, emails, social media campaigns, etc.), Advertiser will have two (2) days from receipt of any such deliverable to review and approve the deliverable. Advertiser must notify Publisher in writing of any rejection of the deliverable within two (2) days after receipt thereof or the deliverable will be deemed approved by Advertiser. Advertiser will not unreasonably withhold its approval. Only one (1) round of revisions shall be provided unless otherwise agreed by Publisher. Additional corrections or modifications will be subject to an additional charge and may result in delays in the service start date.

5. Ownership. All Advertiser Content or other materials furnished by Advertiser for use hereunder will remain the property of Advertiser and, subject to Section 3.3, will be returned upon request. The results of any and all work performed by Publisher, including development of advertising material, creative work, or other content for Advertiser, will be the property of Publisher. Advertiser may not modify such material or authorize the reproduction or use of such material in any medium without Publisher's prior written consent. Unless otherwise agreed by the parties, Advertiser and its affiliates may use such creative content only in the format provided by Publisher.

6. User Information. Any user or usage data or information collected via Publisher's Digital Properties or related to Publisher's Digital Properties, or any information collected from sites operated by Publisher's affiliates under this Agreement, shall be the property of Publisher and/or such affiliates. Advertiser shall have no rights in such information by virtue of this Agreement. Any user or usage data or information collected shall be the property of Publisher.

7. Termination.

7.1. Termination of Agreement. Either party may terminate this Agreement (including all Addendums entered into hereunder) upon written notice to the other party (i) at any time, if there are no current Orders then in effect under any Addendum; (ii) in the event of a material breach of this Agreement or any Order by the other party that remains uncured for a period of thirty (30) days following receipt of written notice of such breach from the non-breaching party; or (iii) if the other party becomes the subject of a petition in bankruptcy or any other proceeding relating to insolvency, receivership, liquidation or assignment for the benefit of creditors, or ceases business as a going concern.

7.2. Termination of Orders. Publisher may terminate any Order for convenience at any time upon thirty (30) days' prior written notice to Advertiser.

7.3. Effect of Termination. Upon any termination of this Agreement, Advertiser shall pay to Publisher all accrued and unpaid fees for Services utilized by Advertiser through the effective date of termination. Sections 3, 4, 5, 6, 7.3, 8, 9, 10, 11 and 12, as well as any other representations, warranties or indemnification obligations under any Addendum will survive any termination of this Agreement.

8. **Representations and Warranties; Disclaimer.**

8.1. Advertiser Warranties. Advertiser represents and warrants that (i) it has the full right, power and authority to grant the licenses and related rights granted herein and has acquired any and all Clearances that are necessary in connection with Publisher's exercise of such rights and licenses, (ii) Advertiser is in compliance with all U.S. federal and state laws and regulations applicable to its business operations and products and/or services being advertised or promoted, (iii) the Advertiser Content is true and accurate, does not violate any federal, state or local law or federal or state regulation and is not misleading, defamatory, libelous or slanderous, (iv) Publisher's use of the Advertiser Content in connection with providing the Services will not infringe upon or violate the rights or property interests of any third party, including without limitation, any patent, copyright, trademark, trade secret or other intellectual property or proprietary right of any other party, or any right of privacy or publicity, and (v) for digital services, Advertiser will maintain a privacy statement on its principal website (**"Privacy Statement"**) that complies with applicable law and accurately and transparently discloses its privacy practices to users of such website, including any privacy practices implicated by the undertakings contemplated by this Agreement.

8.2 Online gambling and sports betting (if applicable). If Advertiser offers online gambling or sports betting, Advertiser represents and warrant that it is, it has been in the prior 12 months, and it shall be during the Term of this Agreement, in compliance with all U.S. and state laws and regulations, including, but not limited to, each state in which it conducts any online gambling or sports betting, including, but not limited to, not offering domestic or offshore online gambling to U.S. residents when such activity is legally prohibited. Advertiser shall promptly notify Publisher, in writing, if any of the foregoing representations and warranties become untrue.

8.3 Disclaimer. EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, NEITHER PARTY MAKES ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. ALL SERVICES ARE PROVIDED "AS IS" AND "WITH ALL FAULTS." PUBLISHER, ITS SERVICE PROVIDER AND ANY VENDORS SHALL HAVE NO LIABILITY OR RESPONSIBILITY TO ADVERTISER OR ANY OTHER PERSON WITH RESPECT TO ANY CLAIMS ARISING OUT OF OR IN CONNECTION WITH ANY ADVERTISER CONTENT OR OTHER MATERIALS DISPLAYED ON ADVERTISER'S WEBSITE(S) OR THE FAILURE TO DISPLAY ANY SUCH MATERIALS ON PUBLISHER'S WEBSITE(S). PUBLISHER DOES NOT REPRESENT OR WARRANT THAT ANY SERVICES, ADS OR OTHER MATERIAL WILL BE DISPLAYED ON ANY PUBLISHER WEBSITE WITHOUT INTERRUPTION OR ERROR, AND PUBLISHER WILL NOT BE LIABLE FOR ANY DAMAGES OR LOSSES INCURRED BY ADVERTISER RELATING TO THE UNAVAILABILITY OF THE INTERNET OR WEBSITE(S) ON WHICH ADVERTISER'S ADVERTISEMENTS ARE PUBLISHED. PUBLISHER MAKES NO REPRESENTATIONS OR WARRANTIES RELATING TO THE RESULTS OF SERVICES, INCLUDING WITHOUT LIMITATION, THE NUMBER OF IMPRESSIONS, CLICK-THROUGHS, OR LEADS AND ANY PROMOTIONAL EFFECT OR RETURN ON INVESTMENT.

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9. **Indemnity.**

9.1. Indemnity. Advertiser will Indemnify and hold Publisher, Gannett Co., Inc., any other entities that own or operate any of the Distribution Networks and each of their respective subsidiaries, affiliates, officers, directors, employees, agents, vendors, and service providers (each a "**Publisher Indemnitee**") harmless from and against any and all suits, judgments, proceedings, claims, losses, costs and expenses (including reasonable attorneys' fees) (collectively, "**Losses**") arising out of a third-party claim resulting from (i) the Advertiser Content and other materials provided by Advertiser, or any websites or content that is linked to from any such Advertiser Content or other materials, including, without limitation, any claim such Advertiser Content or material is libelous or defamatory or violate or Infringe the rights of any third party, including any patent, copyright, trademark, trade secret, or other intellectual property or proprietary rights, or any rights of privacy or publicity, or claims based on Advertiser's willful misconduct, negligence or strict liability for a defective product; (ii) violation of or failure to comply with any federal or state laws, rules or regulations applicable to Advertiser's business operations, products and/or services; (iii) any actual or alleged breach of Advertiser's representations, warranties, or obligations under this Agreement; or (iv) Advertiser's Privacy Statement.

9.2. Programmatic Advertising (if applicable). In addition to any other Advertiser indemnification obligations under this Agreement, including without limitation Subsection 9.1 above, Advertiser will indemnify and hold Publisher, Gannett Co., Inc., and/or any other entities that own or operate any of the Distribution Networks and each of their respective subsidiaries, affiliates, officers, directors, employees, agents, vendors, and service providers (each a "**Publisher Indemnitee**"), harmless from and against any and all Losses arising out of a third-party claims resulting from: (i) any claims for libel, slander or invasion of privacy arising from Advertiser Content: (ii) any claims arising from Regulated Products (as defined below); and/or (iii) violation of programmatic vendor's policies and procedures.

9.3. For purposes of this Agreement, "**Regulated Products**" means any raw materials, ingredients, pharmaceuticals, 20 fabricated devices, manufactured goods, media, health, finance, identification records, or other 21 goods and services requiring local, state, or federal regulatory compliance.

9.4. Duty to Defend. Advertiser shall defend at its own expense any claim instituted by any person or entity against a Publisher Indemnitee resulting from a claim covered by Section 9.1. The Publisher Indemnitee(s) will have the right, at its or their option, to defend such litigation jointly with Advertiser. Advertiser may not agree to any settlement that imposes any obligation or liability on a Publisher Indemnitee without such indemnitee's prior written consent.

10. **Limitation of Liability.** EXCEPT FOR THE PARTIES INDEMNIFICATION OBLIGATIONS UNDER THIS AGREEMENT (IF ANY), IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER OR ANY OTHER ENTITY FOR ANY SPECIAL, CONSEQUENTIAL, PUNITIVE, INCIDENTAL, OR INDIRECT DAMAGES, HOWEVER CAUSED, ON ANY THEORY OF LIABILITY, AND WHETHER OR NOT SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. PUBLISHER'S LIABILITY ARISING OUT OF THIS AGREEMENT SHALL BE LIMITED TO THE AMOUNT OF FEES PAID OR OWED BY ADVERTISER TO PUBLISHER HEREUNDER DURING THE SIX (6) MONTHS PRECEDING THE EVENT GIVING RISE TO THE CLAIM.

11. **Agencies.** If Advertiser is using an advertising agency in connection with this Agreement, Advertiser and such agency (the "**Agency**") shall be jointly and severally liable for compliance with the terms of this Agreement and any Order. Publisher may pursue any applicable remedies in the event of default of this Agreement (including any non-payment) against Advertiser or Agency or both without any requirement of first seeking a remedy from one or the other. This Agreement renders void any statements concerning liability which may appear on correspondence from Agency or Advertiser. Advertiser and Agency further agree that Publisher does not and will not accept orders or space reservations claiming sequential liability. The person or entity signing this Agreement on behalf of Advertiser warrants that such person or entity is duly authorized and has the full power to bind Advertiser to this Agreement and agrees to indemnify and hold Publisher, and their subsidiaries and affiliated companies, and all of their respective employees, officers, directors, agents, successors and assigns, harmless from any and all claims, losses, damages or costs (including reasonable attorneys' fees) arising out of a breach of the foregoing warranty. Advertiser shall be solely responsible for any commission or other payment due to Agency.

12. **Miscellaneous.**

12.1. Waiver/Severability. The waiver or breach of any provision of this Agreement shall not operate or be construed as a waiver of any other breach of the same or any other term or condition. If any provision of this Agreement is found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision shall be deemed modified to the limited extent required to permit its enforcement in a manner most closely approximating the intention of the parties as expressed herein.

12.2. Assignment. Advertiser may not assign any of its rights and/or obligations hereunder or this Agreement without Publisher's prior written consent. Publisher shall have the right to assign, delegate or transfer, its rights and obligations, under this Agreement, in whole or In part. Publisher shall provide written notice to Advertiser of any such assignment.

12.3. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Michigan, without regard to its conflict of law provisions. Any dispute arising from this Agreement must be resolved in the courts located in Macomb County, Michigan or the US District Court for the Eastern District of Michigan.

12.4. Waiver of Jury Trial. Each party specifically waives any right to trial by jury in any court with respect to any claim against the other arising out of or connected in any way to this Agreement.

12.5. Force Majeure. Neither party will be liable to the other party for delays and/or defaults in its performance or commitments under this Agreement due to causes beyond its reasonable control and without its fault or negligence, including but not limited to acts of God or of the public enemy, fire or explosion, flood, earthquake, actions of the elements, war, riots, embargoes, quarantine, strikes, lockouts, disputes with workers or other labor disturbances, or acts or requests of any governmental authority; and additionally, Publisher shall not be responsible for any failures or damages resulting from facts and circumstances beyond publishers' control, including but not limited to service or delivery issues with freight or the USPS.

12.6. Electronic Contract. The following provision applies if the Agreement is accepted electronically. The Agreement is an electronic contract that sets out the legally binding terms of the Services. Advertiser (or its authorized agent) indicates acceptance of the Agreement by clicking on the "Click to E-Sign" button (or its equivalent if the electronic signature platform being used does not have a specific "Click to E-Sign" button). This action creates an electronic signature that has the same legal force and effect as a handwritten signature on a written contract under any applicable law or regulation and is equally binding. By clicking on the "Click to E-Sign" (or equivalent) button, Advertiser (or its authorized agent) acknowledges reading and accepting the Agreement and represents, warrants and agrees that Advertiser (or its authorized agent) has the power, authority and legal right to enter into the Agreement on behalf of Advertiser.

12.7. Third Party Beneficiaries. The disclaimers and limitations of liability made by Publisher, and the representations and warranties made by Advertiser in this Agreement shall apply to Publisher's vendors, as intended third party beneficiaries of this Agreement.

12.8. Entire Agreement. This Agreement, including any Addenda or Order(s), is the entire agreement of the parties regarding the provision of the Services and supersedes any and all prior written or oral agreements between the parties related to the subject matter hereof. This Agreement may not be modified except in a writing signed by both parties.

12.9. Counterparts. This Agreement may be executed in counterparts, each of which will constitute an original, and all of which will constitute one agreement.

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IN WITNESS WHEREOF, the parties have executed this Agreement, including applicable Addenda, as of the Effective Date.

PUBLISHER Gannett/Locality	ADVERTISER
By: Michelle Hartman	By: _____
Name: Michelle Hartman	Name: LORI M. STONE
Title: Recruitment Specialist	Title: MAYOR
Date: 8/15/25	Date: _____
	By: _____
	Name: SONJA BUFFA
	Title: CLERK
	Date: _____

Rev: 02.05.2024

ADDENDUM A
PRINT AND ONLINE ADVERTISING

If Advertiser is purchasing **(i)** print advertising (**"Print Ads"**) for display in Publisher's newspaper property(ies) (each a **"Newspaper"**), or **(ii)** online display advertising (**"Digital Ads"** and collectively with Print Ads, **"Ads"**) for distribution on Publisher's digital media property(ies) (e.g., Publisher's website(s), Publisher's tablet or mobile applications, digital display ads associated with the e-edition of Publisher's newspaper, etc.) specified in the applicable Order (each a **"Digital Property"**), then the additional terms and conditions set forth in this Addendum A and Addendum C will apply to each Order submitted for such Advertising Services.

4.

1. **Rates.** Unless otherwise specified in Advertising Commitment in connection with a Commitment from Advertiser, Advertiser's purchase of Ads for display in the Newspapers, on the Digital Properties will be billed at Publisher's Standard Rates. Advertiser acknowledges that it has been provided a copy of Publisher's standard rate card. The rate card, including any terms and conditions in such rate card, are hereby incorporated into this Agreement by reference, provided that in the event of a conflict between any terms or conditions in the rate card and the terms of this Agreement, the terms of this Agreement will control. Publisher reserves the right to modify its rate card, including increasing its Standard Rates, at any time and from time to time. Publisher will provide Advertiser with at least 30 days' prior written notice of any rate increase. If Advertiser objects to any such increase, it shall have the option to discontinue display of the applicable Ads by giving written notice to Publisher prior to the effective date of such changes. Advertiser's right to discontinue the display of its Ads shall be its sole and exclusive remedy in the event of a rate increase. If Advertiser does not elect to discontinue display of the applicable Ads, then, following the expiration of the notice period, all Ads shall be billed at Publisher's increased rates.

2. **Delivery.**

2.1. Deadlines. Advertiser will provide Publisher all applicable Ads by Publisher's standard deadline (as designated by Publisher), in a format suitable for display in the Newspaper(s) or on the applicable Digital Property(ies), as applicable, via a transmission method mutually agreed upon by the parties. Advertiser shall have the right to change any Ads(s) after submission, provided that it submits any such changes to Publisher no later than Publisher's standard deadline (as designated by Publisher). Advertiser shall pay all expenses connected with the delivery of the Ad(s) to Publisher. Changes to any Ads after first publication may result in additional charges, which will be disclosed to Advertiser in advance.

2.2. Submission of Advertising Materials. Unless otherwise agreed to by the parties in writing, Advertiser will provide all creative services and necessary text, data, images, illustrations or graphics and/or other materials with respect to the Ads(s). Advertiser will submit the Ad(s) in accordance with the applicable Publisher policies in effect from time to time, including policies regarding artwork specifications, format and submission deadlines.

3. **Ad Serving.** Advertiser grants to Publisher a license to (a) display Advertiser's Ads on the Distribution Network; and (b) modify, copy, reformat, transmit and otherwise manipulate the Ads in connection with such display. Advertisements will be served in accordance with one of the following options:

3.1. By Publisher. If Publisher! will be responsible for serving the Digital Ads through its own ad servers, then Publisher will track delivery of the Digital Ads through such servers. The parties agree that Publisher's final impression measurements will be used to determine the fees due under this Agreement.

3.2. By a Third Party. If a third party (**"Third Party"**) will be responsible for serving the Digital Ads through such Third Party's ad server, and such Third Party will track delivery of the Digital Ads through its server. The Third Party's final audited impression measurements will be used to determine the fees due under this Agreement. If the parties agree to use a Third Party ad server under the terms of this Addendum, Advertiser agrees to provide Publisher with a user login name and password to access the Third Party's impression measurements for purposes of verification of such measurements.

4. **Invoices.** Publisher agrees that Invoices covering the delivery of Ads hereunder will contain: (a) the dates and times upon which Advertiser's Ads were displayed in the Newspapers and/or the Digital Properties, and, if applicable, dates and times upon which the Ads could be accessed on the Digital Properties, (b) where applicable, the number of impressions, and/or click-throughs reported during such dates, and (c) the charge to Advertiser. The invoice shall serve as Publisher's) certificate of performance.

5. **Short-Rating.** If Advertiser has made a Commitment in accordance with Advertising Commitment of this Agreement and, at the end of the Commitment Term set forth in Advertising Commitment Advertiser has either (i) purchased less volume (inches/pages/impressions) of Ads than agreed to in the Advertising Commitment or (ii) fallen short of the minimum revenue commitment agreed to in Advertising Commitment , then, if Publisher's Standard Rates are higher than the rates Advertiser was paying

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during the Commitment Term, (a) Advertiser will be billed for (and will be obligated to pay) the difference between the Standard Rate and the Commitment Term rate for all Ads that ran during the Commitment Term, and (b) Advertiser will be billed at the Standard Rate (as such Standard Rate may be modified in accordance with Section 1, above) for all Ads run after the Commitment Period.

6. **Cancellation.**

6.1. Cancellation of Print Ads. Cancellations will not be accepted for Print Ads after the Publisher's standard closing time, as designated by Publisher. Advertiser will be responsible for any production or creative services provided by Publisher regardless of the cancellation of any Print Ads.

6.2. Cancellation of Digital Ads

6.2.1. Cancellation Prior to Initial Distribution. At any time prior to the serving of the first impression of a Digital Ad on a Digital Property under this Agreement, Advertiser may cancel an online advertising campaign on thirty (30) days prior written notice to Publisher.

6.2.2. Cancellation After Initial Distribution Once the first impression of a Digital Ad has been served on any Digital Property, Advertiser may cancel an online advertising campaign by giving Publisher written notice of such cancellation, which cancellation will be deemed effective on the later of: (I) thirty (30) days after serving of the first impression of the applicable campaign; or (ii) fourteen (14) days after providing Publisher with such notice. If Advertiser exercises its right to cancel under this Paragraph 8(b), Advertiser will be responsible for all fees that accrue prior to the cancellation date.

7. **Reservation of Rights.** Publisher may reject, remove or cancel any Ad, space reservation or position commitment at any time in its sole discretion. Publisher also may edit, reject or remove from its Newspaper(s) and/or Digital Property(ies), at any time, any Ad or other material submitted by Advertiser or its Agency, or place the Ad in any Publisher advertising classification or section that Publisher deems appropriate. Publisher also shall have full latitude with respect to positioning all advertisements in the Newspapers; provided, however, that Publisher will use its reasonable efforts to accommodate Advertiser's positioning requests.

8. **Responsibility for Advertisements.**

8.1. Technical Quality; Typographical Errors; Incorrect Insertions or Omissions. Publisher is not responsible for any material that is not properly displayed or that cannot be accessed or viewed because the material was not received by Publisher in the proper form, in a timely manner, or in an acceptable technical quality for display on the Digital Property(ies). This Agreement cannot be invalidated, and neither Publisher will be liable for typographical errors, incorrect insertions or incorrect publication or omissions in any Advertiser Content displayed or published pursuant to this Agreement or omitted from display or publication.

8.2 Failure to Display Advertiser Content. Publisher Properties hereunder) are not required to display any Advertiser Content or other material for the benefit of any person or entity other than Advertiser. If there is an interruption or omission of the publication of any Advertiser Content or other material contracted to be published hereunder, Publisher may suggest a substitute time period for the publication of the interrupted or omitted Advertiser Content or material or run the Ads in a different position in the Newspaper(s) or on the Digital Property(ies), as determined by Publisher. Alternatively, in cases where Advertiser is paying on a fixed fee basis or has paid in advance, and if no such substitute time period is acceptable to Advertiser in Advertiser's good faith business judgment, Publisher shall provide a "make good" in the form of a reduction in the amount of fees due to Publisher (or credit of fees already paid) equal to the proportionate amount of money assigned to the interrupted or omitted Ad(s). Such substitution in time period or placement or reduction in fees shall be Advertiser's sole and exclusive remedy for any failure to display Ads or other advertising material and Publisher shall have no further liability hereunder for such failure.

8.3 Removal or Change of Content. Publisher, in its sole discretion, may remove or revise its Newspaper(s) and/or Digital Property(ies), including the Newspapers' and/or Digital Properties' content, nature, design, and/or organization, during the term of this Agreement. If any such revision materially alters the value of the Ad(s) to be run by Advertiser, Publisher will notify Advertiser of such revisions. If the parties cannot agree upon a satisfactory substitution for the affected ads due to such revision, Advertiser may cancel this Agreement with respect to the affected Ad(s) and shall not have to pay (or shall receive a refund) for Ads not displayed due to such cancellation. Such cancellation shall be Advertiser's sole and exclusive remedy and Publisher shall have no further liability whatsoever.

9. **Pre-Print Policy.** All pre-prints must conform to the Publisher's standard pre-print specifications and recommended waste calculations, which will be provided by each Publisher. Inserts must be delivered to the Publisher at least 10 days in advance of distribution date. The Publisher will invoice pre-print billing quantities based on copies actually distributed (i.e., home delivery net sales, single copy total draw, and other circulation). Advertiser agrees to be billed the ordered distribution in the event that out of specification inserts are received.

10. **Branded Content Advertising.** This section applies if the campaign(s) described in the Agreement contemplate that Publisher will distribute Branded Content (aka "Native Advertising") campaigns on behalf of Advertiser. Branded Content can include short-form content or long-form content, videos, , or social media posts that is published on Publisher's print and/or digital platforms and that is either (i) created by or on behalf of Publisher, at Advertiser's direction, for the purpose of enabling Publisher to run a contextually relevant advertisement on behalf of Advertiser (**"Publisher Branded Content"**), or (ii) is created or provided by Advertiser or its designee for placement by Publisher in or on its print or digital properties specified herein (**"Advertiser Branded Content"**). Advertiser, in its sole discretion, will have the right to approve any Publisher Branded Content prior to publication or distribution by Publisher in connection with the campaign described herein, and Publisher, in its sole discretion, will have the right to approve any Advertiser Branded Content prior to publication or distribution by Publisher in connection with such campaign. For clarity, Publisher will not be obligated to publish, via any platform, any Advertiser Branded Content that Publisher determines, in its sole discretion, does not meet Publisher's content guidelines or is otherwise inappropriate for publication. In addition, Publisher reserves the right, in its sole discretion, to include labels in, on and/or around any Branded Content published on behalf of Advertiser hereunder that indicate that the applicable Branded Content was paid for and/or provided by Advertiser.

10.1 FTC Guidelines. Publisher and Advertiser shall each comply with all applicable laws, rules and regulations, including without limitation the FTC's Guides Concerning Endorsements and Testimonials and the FTC's Enforcement Policy for Native Advertising.

10.2 Cancellation of Branded Content Campaign. If Advertiser cancels prior to the start date of the campaign, Advertiser shall be obligated to pay for any fees and costs incurred associated with the Services which have been completed up to the point of cancellation, plus non-cancellable costs and fees which are owed for third party contracts which cannot be cancelled.

11. **Pay for Performance / Lead Generation.** This section applies to an Advertisement in the Publication or on the Publication's website which include a designated phone number or a tracking code or a click through from the Publication's Site to the Advertiser by which Publication and Advertiser can track and verify readers to respond to and offer in the Advertisement. Any specific qualifications for the lead shall be included in the Insertion Order or on the Advertising Commitment. Publication shall have the right to audit the Advertiser's records to confirm the number of qualified leads generated by the Advertisement. Publication shall be provided with access to the call tracking records and other records maintained by Advertiser. Publication shall be paid a percentage of the revenue generated from the lead or a fee per lead as specified in the Advertising Commitment or Insertion Order. Only unused print and digital inventory will be available for the Advertisements. The frequency, location, and placement of the Advertisements shall be determined by Publisher, in its sole discretion.

12. □

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ADDENDUM B
LOCALIQ DIGITAL MARKETING SERVICES

If Advertiser is purchasing LocaliQ digital marketing services under this Agreement ("**Marketing Services**"), then the additional terms and conditions set forth in this Addendum B will apply to each Order Advertiser submits for such Marketing Services. LOCALiQ , provides Pay Per Click Service, SEO Service, listings management service, Social Media Service, Web Design/Development/Hosting Service, and/or other Marketing Services including targeted email. LOCALiQ 's Marketing Services applicable terms and conditions are at https://localiq.com/legal/terms-and-condition/online-marketing-services-terms-and-conditions/. Publisher reserves the right to use other affiliates to provide Marketing Services. For clarity, if Advertiser has not purchased a particular Service described below, then the terms below relating to that Service will not apply to Advertiser.

1. Rates/Fees. The Total Spend and the Rates/Fees for each Service are disclosed on the cover page of this Advertising Commitment. from Advertiser, Advertiser's purchase of Marketing Services will be billed at Publisher's Standard Rates. Advertiser acknowledges that it has been provided a copy of Publisher's standard rate card for Marketing Services. The rate card, including any terms and conditions in such rate card, are hereby incorporated into this Agreement by reference, provided that in the event of a conflict between any terms or conditions in the rate card and the terms of this Agreement, the terms of this Agreement will control. Publisher reserves the right to modify Its rate card, Including increasing Its Standard Rates for Marketing Services, at any time and from time to time. Publisher will provide Advertiser with at least 30 days' prior written notice of any rate increase. If Advertiser objects to any such increase, it shall have the option to discontinue use of the applicable Marketing Services by giving written notice to Publisher prior to the effective date of such changes and Advertiser's right to discontinue the use of particular Marketing Services shall be its sole and exclusive remedy. If Advertiser does not elect to discontinue use of the applicable Marketing Services, then, following the expiration of the notice period, all Marketing Services shall be billed at Publisher's increased rates.

2. Marketing Services.

2.1. Pay Per Click ("PPC") Service. Publisher will create ads based on the Advertiser Content and will distribute the Ads through the Publisher Distribution Networks. Advertiser will have the opportunity to review and approve all PPC campaigns prior to launch. Advertiser will be solely responsible for all content associated with any PPC campaign. Fees are based upon the number of clicks on ads by users, based on the cost per click ("**CPC**") rate set forth in the applicable Order.

2.2. Search Engine Optimization ("SEO") Service. The SEO Service includes the optimization of the chosen number of keywords (e.g., 5, 10, 15 or custom) and the application of "on page" and "off page" SEO strategies for Advertiser's website, with the goal of obtaining improved ranking in organic search engine results for selected keywords. To the extent Advertiser's website is not hosted by Publisher, Advertiser will provide access to its website to enable Publisher to perform the SEO Service. Notwithstanding the foregoing or anything in this Agreement to the contrary, Advertiser acknowledges that, although Publisher will use reasonable efforts to optimize the ranking of Advertiser's ads based on the selected keywords, Publisher makes no guarantee that Advertiser's search ranking position will be maintained or optimized. Advertiser agrees that Publisher will not be liable for any unfavorable ranking results of Advertiser's ads, whether such unfavorable results arise from the SEO Service or from an act or omission of the applicable search engine.

2.3. Maps/Reputation Management Service. This Service is designed to help Advertiser's business listing appear in the "Google Maps/Places" in response to searches for Advertiser's optimized keywords. Advertiser acknowledges that search results and search engine rankings are influenced by several factors, and Publisher does not guarantee any placement in the "Google Maps/Places" or a particular position or rank for Advertiser's website or business listing in any search results.

2.4. Keywords. Advertiser acknowledges and agrees that Publisher, in its discretion, may select keywords for the PPC and SEO campaigns and for Maps Reputation Management Services. Publisher will use reasonable efforts to use Customer provided keywords; however, Publisher cannot guarantee that all of the Customer's keywords will be used.

2.5. Email Marketing Service. Publisher's Email Service includes the creation of email marketing messages based on the Advertiser Content and transmission of email messages on behalf of Advertiser. Advertiser will have the opportunity to review and approve all email marketing messages prior to the launch of an email marketing campaign under the applicable Order. Publisher will determine the transmittal date and time. The Order will specify (i) whether Publisher or Advertiser determines the recipient list and (ii) the number of recipients and the number of transmittals to the recipient list. Publisher does not make any representations or warranties about deliverability or open rates. Upon request of Publisher, Advertiser will provide its Do-Not-Email list for Publisher's use in deleting addresses on such list from the recipient list. Advertiser represents and warrants that its Do-Not-Email list includes addresses for all recipients who have opted out of receiving emails from Advertiser.

2.6. Social Media Service. Publisher's Social Media Service includes the creation and maintenance of Advertiser's social media accounts (e.g., Facebook, Twitter, Instagram, Pintrest etc.) on the sites as agreed upon by Publisher and Advertiser. To the extent Advertiser's social media accounts are already claimed by Advertiser or its representative, Advertiser will provide administrative credentials for such social media outlets to enable Publisher to provide the Social Media Service as contemplated herein. Advertiser shall have the opportunity to review and approve all social media posts, tweets, and other social media statements or content prior to publication of the post, tweet, statement or other content distributed by or on behalf of Advertiser via Advertiser's social media accounts. Advertiser will ensure that all such content complies with applicable law and applicable social media service's terms of service, as such terms of service may be modified from time to time. Advertiser further acknowledges that Publisher does not operate or otherwise control any third-party social media service. Publisher is not responsible or otherwise liable for any inaccuracy on, or unavailability of, any third-party social media service.

2.7. Web Design/Development/Hosting Service. [Desktop or Mobile]: Publisher will design, develop, and/or update the Advertiser's website as part of this service. Publisher's Services may include hosting a website for Advertiser, including performing maintenance and controlling the functionality and accessibility of the website. Publisher may perform these Services directly or through a subcontractor. Advertiser is required to provide Publisher with its terms of use and privacy policy to be displayed on its website.

3. Ancillary Services. In connection Advertiser's subscription to with one or more of the Marketing Services described above, Publisher may provide the following ancillary Services:

3.1. Proxy Sites. Publisher may provide a mirrored version of the Advertiser's website ("**Proxy Site**"). In order to use the proxy service, (i) Advertiser's website must be operational, functional, and accessible through the Internet, and (Ii) the URL visible above the Proxy Site to users clicking on the Advertiser's ad must reflect the website address for the Proxy Site and NOT that of the Advertiser's website. Advertiser agrees that Publisher is in no way responsible for the operation and functionality of the Advertiser's website. Advertiser agrees that it has all rights to the content on the Advertiser's existing website and Advertiser is able to grant the right to Publisher to use the content in connection with the Services.

3.2 Call Recording Services. If Advertiser elects to use the Call Recording Service in connection with one or more of the Marketing Services described in Section 1, above, Publisher will, on Advertiser's behalf, record (i) calls between Advertiser and its clients regarding the Services (the "**Service Calls**") and (ii) incoming calls to Advertiser from prospective clients of Advertiser (the "**Inbound Calls**") (collectively "**Call Recording**"). Advertiser acknowledges that the purpose for Call Recording is for auditing this Agreement and

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the Services in the Order. Advertiser grants specific permission to Publisher to administer, monitor, use and access Call Recording and the content of the recorded calls as Advertiser's agent. Publisher will provide prompt disclosure in Call Recording that the Service Call or Inbound Call may be recorded (**"Recording Notification"**). Advertiser acknowledges that it is responsible for notifying and/or obtaining the consent to Call Recording from its representatives (including employees, agents and Independent contractors) who may be recorded in a Service Call or Inbound Call. For clarity, Advertiser acknowledges and agrees that Publisher is not responsible to provide any notice in connection with Call Recording other than Recording Notification. Advertiser specifically acknowledges that Publisher is not responsible to provide notice of rights of the Advertiser's clients and prospective clients relating to potentially confidential or privileged communications. Any notice required by law other than Recording Notification Is the sole responsibility of the Advertiser.

4. **Indemnification for Call Recording.** Without limiting Advertiser's indemnification obligations under Section 8.1 of the Agreement, if Advertiser uses the Call Recording service, Advertiser agrees to indemnify and hold the Publisher Indemnitees harmless from and against any and all Losses arising out of a third-party claim resulting from (i) any failure by Advertiser to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996, or (ii) Advertiser's use or misuse of the Call Recording service. Advertiser shall not use the Call Recording service to intimidate, harass, or otherwise violate the privacy or other rights of a caller and a Recorded Person. If Publisher learns about any alleged misuse of the Call Recording service, Publisher reserves the right to terminate the totality of Advertiser use of the Call Recording service without notice or liability.

5. **Billing Cycle.** When the Advertiser cancels an order early, the Advertiser will be billed through the next billing cycle. For example, if the Advertiser cancels prior to the end of the month, the Advertiser will be billed through the end of the next calendar month.If the Advertiser cancels prior to the end of the four (4) month minimum commitment, the Advertiser will be billed for four (4) full months. Upon cancellation, the Advertiser must notify Publisher in writing if the online advertising should cease, if no notice is provided, advertising will be active through the end of the commitment.

☐
☐

ADDENDUM C
BRANDED CONTENT (Native Advertising)

Statement of Work

If Advertiser's Order includes Branded Content the following the terms and conditions set forth below will apply to each Order.

Content Distribution:
Media Company has a tiered distribution strategy to reach readers in multiple ways on desktop and mobile:

- *Editorial tiles on the homepage and section fronts throughout the promotional flight for each content piece.*
- *In-line article placements and run-of site display promotional units will run throughout the promotional flight .*
- *Promotion includes a thumbnail image and headline that drives readers to the Native Advertising. Media Company's team will create versions based on the approved Branded Content.*

Social: Recognizing the importance of social media in Branded Content campaign, the Media Company has a dedicated social media expert in-house who will manage all of Advertiser's social activity. Media Company will deliver social extensions for Advertiser's Branded Content acrossFacebook. . Media Company can review social Key Performance Indicators (KPI's) specific for Advertiser.

Campaign management:

- Targeted promotions & dynamic optimization: In order to drive audience engagement across all pieces of content, Media Company will have a measurement plan in place that includes real time analytics managed through your dedicated program manager. The program manager will seek to dynamically optimize all promotional tactics in real time toward the best possible performing placements across desktop and mobile. Ali promotional placements will run in relevant content sections (aside from homepage and section fronts) to drive reader response.
- Reporting: Media Company will provide content and social reporting.

Use of Branded Content by Advertiser:

- Advertiser may distribute the Branded Content (including videos if applicable) on the below channels as long as there is **either** attribution (which will be provided by Media Company) or a link back to the Branded Content. If there is a link to the Branded Content attribution is not required. Headlines and images that link back to Media Company do not require attribution. Only when the Branded Content is hosted in its entirety by Advertiser, Advertiser must provide attribution.
- Branded Content can only be hosted in its entirety after the first 30-days, and thereafter may be used on:
  1) any Advertiser digital owned asset (website, emails, Advertiser app);
  2) any non-owned platform where Advertiser has a presence (i.e., Facebook, Instagram, Twitter, social media sites, etc.); and
  3) as part of the content in its advertising brand media campaign.
- Distribution of the Branded Content (including videos) by Advertiser, is subject to the following conditions:
  1) Branded Content (including videos) shall be distributed and/or displayed without any edits or modifications; and
  2) Advertiser cannot attribute the Branded Content to USA TODAY or imply that the editorial or news staff of USA TODAY was involved in the creation of the articles or video. Advertiser can attribute the Branded Content to "GET Creative, a division of USA TODAY".

Labeling:
Media Company's legally approved label for custom content work is "Story From" which will be included in articles, listicles, video, infographics, Interactives, promotional units, and social media.

Cancellation Prior to Initial Campaign Launch Date:
Up to thirty (30) days prior to the first date of the campaign, Advertiser may cancel the campaign, with at least 30 days prior written notice to Media Company. Should the Advertiser cancel, it shall pay for any fees and costs associated with the Services completed up to the point of cancellation, and all non-cancellable costs and fees which are owed for third party contracts which cannot be cancelled.

Publicity
Advertiser agrees that Publisher may include Advertiser's name (including any trade name, trademark, service mark and logo) and any content produced by Publisher for Advertiser in case studies and for marketing purposes.

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ADDENDUM D
GET Creative

1. GET Creative Services, Include the following:

(i) **Assigned Creative Director**: Your campaign will include an assignedCreative Director who will partner closely with you and your team to understand your brand needs and turn them into compelling brand stories.

(ii) **Assigned Account Manager**: Your campaign will include a dedicated Account Manager to oversee the execution of all deliverables to fulfillment. The Account Manager will set up regular meetings (as needed) to discuss the status of all elements throughout the duration of the campaign.

(iii) **Timelines**: GET Creative will provide detailed timelines of each deliverable at the start of the campaign. These timelines will vary based on the deliverable type and client review times. All deliverables will be provided for client review and approval. Client will receive up to two rounds of revisions for each deliverable.

(iv) Reporting: USA TODAY will provide reporting on monthly basis.

2. Get Creative Intellectual Property: Client Content and Licensed Images

Any text, images, logos, trademarks, service marks, promotional materials, product or service information, comments, reviews, photos, audio and video clips and other information provided by Client ("Client Content") will remain the property of the Client and will be returned upon request, or no more than ten (10) days from the termination of Client's Marketing Services. Excluding Branded Content, if any, the results of any and all work performed by GET Creative for Client including original creative work, will be property of Client to the extent GET Creative has ownership of or applicable licenses to such content, such that it can transfer ownership or license such creative content to Client, provided that (i) GET Creative shall retain ownership of the design elements of such content, excluding any of Client's trade names, trademarks, service marks or logos or other proprietary elements that may be included within such content, but that predate the creation of the content, and (ii) Client shall receive only the license rights with respect to Licensed Images.

If and to the extent GET Creative provides any licensed graphics images, other than Client Materials in any of the resulting work product from the Marketing Services ("Licensed Images"), Client shall receive a limited, revocable license to use each such Licensed Image solely in the context of the resulting work product of the Marketing Services performed by GET Creative and may not otherwise copy, reproduce, republish, modify, upload, post, translate, distribute, transfer, transmit, display or otherwise distribute, assign, sublicense or transfer any rights in the Licensed Images in any way. Specific Licensed Images may be subject to additional restrictions or requirements, including disclaimers or attribution, or may require additional cost for sensitive uses that cast subjects in an unflattering manner that will be communicated to Client by GET Creative. Client further acknowledges and agrees that its rights in any Licensed Image are revocable, and GET Creative may withdraw such license(s) to any particular Licensed Image at any time, provided further, that so long as you continue to receive Marketing Services, GET Creative shall endeavor to replace any Licensed Image with a similar Licensed Image at no additional cost.

3. Publicity

Advertiser agrees that Publisher may include Advertiser's name (including any trade name, trademark, service mark and logo) and any creative produced by Publisher for Advertiser in case studies and for marketing purposes.

ADDENDUM E
EVENT SPONSORSHIP

If Advertiser is purchasing a Sponsorship of or receiving benefits in connection with a Publisher Event, as specified in the Advertising Commitment or the applicable Order, the terms and conditions below shall apply.

1. Cancellations. Sponsorship Fees (i.e., the amount listed on the Advertising Commitment) are non-refundable. Advertiser may not cancel or terminate its sponsorship. If an Event is cancelled by the Publisher and not rescheduled, the Advertiser may receive a refund of a portion of its Sponsorship Fee. The amount refunded will be determined after deducting (i) any non-refundable costs and expenses associated with the Event and (ii) any promotional advertising for the Event that has already been published or displayed. Any trade or complimentary advertising included in the Sponsorship Fee shall be forfeited.

2. Content and Creative. Publisher shall be solely responsible for creating all promotional materials (print and digital), signage, or program(s) for the Event or the Program. Advertiser shall be identified as a promotional sponsor of the Event or Program in the promotional materials, signage and program book (if applicable). Publisher has sole discretion to determine the volume, frequency, number of impressions of any advertising for the Event, placement of advertising (print and/or digital) and positioning of Advertiser's name. Publisher has sole discretion to determine if any radio, TV or billboard advertising will be provided.

3. Limit of Liability. Publisher is not liable for any interruption, error or omission regarding any advertising (print, online, or other media). Publisher Is not liable for cancellation or rescheduling of an Event, due to unavailability of the venue where the Event is being held or due to circumstances beyond its control.

4. Advertising Value. The advertising value being provided to Advertiser shall apply solely to advertising and promoting the Event. Unused advertising will expire on the expiration date the sponsorship and will be forfeited. Advertising value cannot be bartered, sold, transferred to, or used, in whole or in part, by any third party. The advertising value may not be used to fulfill any other advertising commitment between Advertiser and Publisher.

5. Renewal Option. If the Sponsorship is for an annual Event, program, product, or service, the parties must agree in writing upon the terms of the renewal at least thirty (30) days prior to the end of the current Sponsorship. The renewal terms shall be stated in a new Advertising Commitment or Order.

6. Insurance. If the Sponsorship includes the Advertiser attending the Event (as exhibitor or vendor) to market its products and services, the Advertiser shall maintain insurance issued by a company reasonably acceptable to Publisher, for the following insurance: (i) commercial general liability insurance, including coverage for property damage, personal injury, or death in an amount of not less than One Million Dollars ($1,000,000) per occurrence; (ii) automobile liability insurance in an amount of not less than One Million Dollars ($1,000,000) per occurrence; (iii) worker's compensation insurance in amounts as statutorily required; (iv) product liability insurance in an amount of not less than $1,000,000 per occurrence for bodily injury, illness, and property damage combined; and (v) professional liabillty insurance in amount of not less than One Million Dollars ($1,000,000) per occurrence. A copy of the certificate(s) of insurance, naming the Publisher, Gannett Co., Inc., and its subsidiaries and affiliates as additional insureds, shall be provided to Publisher prior to the Event.

7. Publicity. Any press releases or public announcements regarding the Sponsorship which will include Publisher's name, are subject to Publisher's prior review and approval. Such approval may be granted or denied In Publisher's sole discretion.

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RESOLUTION

Document No: SOL-W-1691
Product or Service: Advertising for Civil Service Position Openings
Requesting Department: Human Resources

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time, in Council Chambers located at Warren Community Center Auditorium, 5460 Arden Ave, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember _____.

Upon performing a diligent inquiry, the Human Resource Director has determined that it is necessary in the interest of the City, to award the advertisements of available City positions to the sole source provider, Gannett Detroit LocaliQ (formerly Michigan.com), P.O. Box 632097, Cincinnati, OH 45263, for the period September 15, 2025 through August 31, 2026, in an amount not to exceed $25,000.00.

The City utilizes Gannett Detroit LocaliQ, the only direct resource for advertising in the Detroit News and Detroit Free Press, in order to reach a wide area of qualified and diverse applicants.

The purchasing agent has conducted a review and concurs with the sole source purchase.

Funds are available in the following Account: 101-1220-90000.

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IT IS RESOLVED, that the award to Gannett Detroit LocaliQ (formerly Michigan.com) is hereby accepted for the period commencing September 15, 2025 and running through August 31, 2026, or upon City Council approval, whichever occurs later, in an amount not to exceed $25,000.00.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

☐ Cooperative Bid Document
X Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this_____day of_____, 2025.

_____
Mindy Moore
Secretary of the Council

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CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

_____
Sonja Buffa
City Clerk

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CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: OCTOBER 6, 2025

TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL

SUBJECT: SOL-W-1707; RECOMMENDATION TO INCREASE AWARD FOR THE PRINTING OF 37TH DISTRICT COURT ("COURT") FORMS THROUGH METCOM, INC.

The Purchasing Division concurs with the 37th District Court and recommends that City Council waive the bid process and increase the award for printing of Court forms from $14,000.00 to $55,000.00 (a $41,000.00 increase), to Metcom, Inc., 21643 E. Nine Mile Road, St. Clair Shores, MI 48080 for a one-year period, commencing on July 1, 2025.

The Purchasing Division approved a purchase order to Metcom for a one-year period in the amount of $14,000.00 for the printing of a variety of State Court Administrative Office (SCAO) forms. This purchase order became effective on July 1, 2025.

The request before you today is to increase the award amount from $14,000.00 to $55,000.00; a $41,000.00 increase. This increase requires the approval of City Council, where the initial $14,000.00 request did not, as it fell below the $20,000.00 threshold for council approval.

The Court is required to use specific forms per SCAO. Thus, the Court utilizes Metcom, SCAO's recommended vendor for these forms. Metcom works closely with SCAO and JIS (Judicial Information Systems), the City's case management vendor, to modify SCAO forms, as needed, per their specifications. Metcom has a direct line of communication with SCAO and JIS, which allows Metcom to make changes to the SCAO and JIS forms without the Court's intervention.

Due to the substantial increase in caseload over the past year, the Court has a higher need for these forms. The increase in the number of forms needed is associated directly with the Court's increased number of tickets and cases.

The Court also relies on other vendors to print forms, other SCAO forms, Non-JIS related forms, stationary, envelopes, and case binders.

Funds are available in the following Account: 101-1136-72700.

Respectfully Submitted,

Signed by:
Craig Treppa
E610E2D2FFE5449...
Craig Treppa
Purchasing Agent

Read and Concur,

Signed by:
F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
CF2C773236C54C9...
Richard Fox
Controller

Signed by:
Lori M. Stone
F040B73E57F248E...
Lori M. Stone
Mayor

Docusign Envelope ID: 16856147-9EEE-487E-AEB7-5D5660D0270C

State of Michigan

37th DISTRICT COURT

JOHN M. CHMURA
CHIEF JUDGE

SUZANNE L. FAUNCE
CHIEF JUDGE PRO TEM

MICHAEL C. CHUPA
DISTRICT JUDGE

STEVEN M. BIEDA
DISTRICT JUDGE

ANNETTE GATTARI-ROSS
COURT ADMINISTRATOR/MAGISTRATE

Warren Division
8300 Common Road
Warren, Michigan 48093-2380
Phone: (586)574-4900

Center Line Division
7070 East Ten Mile Road
Center Line, Michigan 48015-1100
Phone: (586)757-8333

October 3, 2025

Mr. Craig Treppa
Purchasing Agent, City of Warren
One City Square, Suite 425
Warren, MI 48093

RE: COURT FORMS VENDOR – SOLE SOURCE

Dear Mr. Treppa:

For its court forms, the 37th District Court ("Court") utilizes and relies heavily on Metcom by recommendation of the State Court Administrative Office (SCAO). Metcom works with SCAO to keep forms updated without intervention of the Court. With this, Metcom also supplies the Court with a variety of SCAO forms with pre-printed modifications as requested by the Court. For example, all the postcard notice forms the Court uses to send to court patrons are pre-printed and aligned to work with our case management vendor, Judicial Information Systems (JIS), and the printing needs for our software. In the past, the Court did not have to order these forms, as the previous case management vendor supplied them and in turn charged the court as part of the data processing agreement. When these forms are changed, as well as the other forms the Court uses in conjunction with JIS or its's own modifications, Metcom updates the forms per SCAO and the JIS software specifications without the Courts' involvement. The Court does however use another company, Image Printing, for other SCAO or and non-JIS related forms, such as case file binders, envelopes, stationary, etc.

In the past, the Court has utilized Metcom as an approved sole source vendor for these forms, however due to the significant increase in caseload over the past year, the Court has an increased need for these forms. This directly aligns with the increase of tickets and cases. Metcom has a direct link of contact regarding real time form updates which saves the court time, cost, and reduces liability on the court.

Due to these special circumstances, the court requests the bid process be waived, and the court be permitted to utilize Metcom as a sole source provider for specific SCAO approved and JIS forms. The Court agrees that costs are not to exceed $55,000 which will cover the increase in forms required to ensure the Court is in compliance with court notices and court processes and procedures.

Funding should be available in the court's office supply fund, 101-1136-72700.

If you have any questions, please contact me at your earliest convenience.

Respectfully submitted,

Signed by:
Annette Gattari-Ross
1AB150DECEDC466...

Annette Gattari-Ross
37th District Court Administrator/Magistrate

AGR/kmb
Attachment
C: file

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RESOLUTION REGARDING COURT FORMS
THE 37TH DISTRICT COURT
SOL-W-1707

At a Regular Meeting of the City Council of the City of Warren, Macomb County, Michigan held on _____ at 7 p.m. Eastern Time at the Warren Community Center, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

_____

The 37th District Court ("Court") is required to utilize specific forms per the State Court Administrative Office (SCAO). As a result, the Court relies heavily on Metcom by recommendation of the State Court Administrative Office (SCAO). Metcom works with SCAO to keep forms updated without intervention of the Court. With this, Metcom also supplies the Court with a variety of SCAO forms with pre-printed modifications as requested by the Court. For example, all the postcard notice forms the Court uses to send to court patrons are pre-printed and aligned to work with our case management vendor, Judicial Information Systems (JIS), and the printing needs for our software.

Metcom has been recognized an approved sole source vendor for these forms, however due to the significant increase in caseload over the past year, the Court has an increased need for these forms.

THEREFORE, IT IS RESOLVED, that the City Council authorizes the 37th District Court to utilize Metcom, Inc., 21643 E. Nine Mile Road, St. Clair Shores, MI 48080, as a sole source provider for specific SCAO approved and JIS forms in an amount not to exceed $55,000.00 effective retro-actively to July 1, 2025, for a one-year period.

Docusign Envelope ID: 16856147-9EEE-487E-AEB7-5D5660D0270C

Funds are available in the following account: 101-1136-72700.

AYES: Councilmembers: _____

_____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this_____ day of _____, 20___.

_____
MINDY MOORE
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, SONJA BUFFA, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a correct copy of the resolution adopted by the Warren City at its meeting held on_____, 2025.

_____
SONJA BUFFA
City Clerk

Certificate Of Completion

Envelope Id: 16856147-9EEE-487E-AEB7-5D5660D0270C
Status: Completed
Subject: SOL-W-1707 Increase of Award to Metcom - Printing of Court Forms - Council Item
Source Envelope:
Document Pages: 4
Signatures: 5
Certificate Pages: 6
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Craig Treppa
1 City Sq Ste 215
Warren, MI 48093
ctreppa@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/6/2025 12:14:56 PM
Holder: Craig Treppa
ctreppa@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Craig Treppa ctreppa@cityofwarren.org Purchasing Agent City of Warren Security Level: Email, Account Authentication (None)	Signed by: Craig Treppa E610E2D7FFE5449... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 12:23:43 PM Viewed: 10/6/2025 12:23:54 PM Signed: 10/6/2025 12:24:02 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Annette Gattari-Ross agattariross@37thdistrictcourt.org Security Level: Email, Account Authentication (None)	Signed by: Annette Gattari-Ross 1AB150DECEDC466... Signature Adoption: Pre-selected Style Using IP Address: 2607:fb91:1773:565a:3c71:ece7:eb3:102e Signed using mobile	Sent: 10/6/2025 12:24:03 PM Viewed: 10/6/2025 12:27:12 PM Signed: 10/6/2025 12:27:41 PM
Electronic Record and Signature Disclosure: Accepted: 10/6/2025 11:22:44 AM ID: 3f115da0-4169-4562-b98e-63d59caa5f92		
Kris Battle kbattle@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by: F6FDC83AE1C142B... Signature Adoption: Uploaded Signature Image Using IP Address: 24.127.1.78	Sent: 10/6/2025 12:27:42 PM Viewed: 10/6/2025 2:29:13 PM Signed: 10/6/2025 2:29:48 PM
Electronic Record and Signature Disclosure: Accepted: 9/11/2025 5:08:41 PM ID: dc18193c-ac2c-424c-9f48-c0daac7b9f4f		
Richard Fox rfox@cityofwarren.org Security Level: Email, Account Authentication (None)	DocuSigned by: Richard Fox CF2C773236C54C9... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/6/2025 2:29:50 PM Viewed: 10/7/2025 10:12:17 AM Signed: 10/7/2025 10:12:22 AM
Electronic Record and Signature Disclosure: Accepted: 10/7/2025 10:12:17 AM ID: ed4cf391-8898-4688-b0fd-b5238f3b77fb		

Signer Events	Signature	Timestamp
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 10:12:24 AM Viewed: 10/7/2025 1:58:27 PM Signed: 10/7/2025 2:04:20 PM

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Mayor Lori M. Stone mayor@cityowarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 2:04:21 PM
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 2:04:22 PM Viewed: 10/7/2025 2:11:29 PM
Judith Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 2:04:23 PM
Shanah Turner sturner@cityofwarren.org Assistant Buyer City of Warren Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/7/2025 2:04:24 PM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/6/2025 12:23:43 PM
Certified Delivered	Security Checked	10/7/2025 1:58:27 PM
Signing Complete	Security Checked	10/7/2025 2:04:20 PM
Completed	Security Checked	10/7/2025 2:04:24 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

Docusign Envelope ID: D7463665-9396-44D3-B446-946DB87EE88A

CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: SEPTEMBER 25, 2025

TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL

SUBJECT: STA-W-1654; AWARD FOR CISCO HARDWARE AND SOFTWARE MAINTENANCE UTILIZING THE STATE OF MICHIGAN COOPERATIVE CONTRACT #MA210000001333

The Purchasing Division concurs with the Information Systems Division and recommends that City Council award Cisco Hardware and Software Maintenance to Presidio Networked Solutions, 660 East 10 Mile Road, Suite 110, Ferndale, MI 48220, for a one-year period, utilizing the State of Michigan Contract #MA210000001333 (see attached), in an annual amount of $88,515.92.

This maintenance agreement, if approved by your honorable body, will cover the repair or replacement of any of the City's Cisco hardware. Presidio will also provide the City with software support and upgrades for all software and feature sets that reside within both the data and voice systems.

All hardware is covered via a 24 x 7 x 4 on-site contract. In other words, regardless of the time of day or day of week, Presidio will have a replacement part and engineer on-site within 4 hours.

Presidio installed all of the equipment and did the initial configuration of the CISCO system. They have the knowledge and expertise of the City of Warren data and voice network. This maintenance proposal will cover the period from November 1, 2025 through October 31, 2026.

Funds are available in the various Accounts as shown in the table below.

Court	1136-85300	$ 5,479.26
City Hall	1258-80100	$ 33,485.74
Police	1301-85300	$ 6,735.23
Fire	1336-85300	$ 13,145.72
DPW	1442-85300	$ 3,469.56
P&R	9208-85300	$ 7,708.27
Sanitation	9226-85300	$ 1,639.02
Communications	9250-85300	$ 1,568.40
Library	9271-85300	$ 1,141.93
Water	1540-85300	$ 8,097.21
WWTP	1580-85300	$ 3,471.55
Stilwell Manor	9536-85300	$ 644.68
Joseph Coach	9537-85300	$ 1,929.35
	GRAND TOTAL:	**$ 88,515.92**

Docusign Envelope ID: D7463665-9396-44D3-B446-946DB87EE88A

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:
F6EDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
CF2C773236C54C9...
Richard Fox
Controller

Signed by:
Lori M. Stone
F040B73E57F248E...
Lori M. Stone
Mayor

Docusign Envelope ID: D7463665-9396-44D3-B446-946DB87EE88A

STATE OF MICHIGAN
ENTERPRISE PROCUREMENT

Department of Technology, Management, and Budget
320 S. Walnut Street 2nd Floor Lansing, MI 48933
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **7**
to
Contract Number **MA210000001333**

CONTRACTOR	
	CISCO SYSTEMS INC
	170 West Tasman Drive
	San Jose CA 95314
	Gigi Feril
	408-424-0712
	nvp-help@cisco.com
	CV0063483

STATE			
	Program Manager	Meghan Penny	DTMB
		517-282-1272	
		PennyM2@michigan.gov	
	Contract Administrator	Lauren Stempek	DTMB
		(517) 243-4008	
		StempekL@Michigan.Gov	

CONTRACT SUMMARY			
Data Communications Products and Services			
INITIAL EFFECTIVE DATE	**INITIAL EXPIRATION DATE**	**INITIAL AVAILABLE OPTIONS**	**EXPIRATION DATE BEFORE**
August 14, 2021	September 30, 2024	2 - 12 Months	September 30, 2026
PAYMENT TERMS		**DELIVERY TIMEFRAME**	
n/a		Net 45	
ALTERNATE PAYMENT OPTIONS		**EXTENDED PURCHASING**	
☐ P-Card ☐ Direct Voucher (PRC) ☐ Other		☒ Yes ☐ No	
MINIMUM DELIVERY REQUIREMENTS			
n/a			

DESCRIPTION OF CHANGE NOTICE				
OPTION	**LENGTH OF OPTION**	**EXTENSION**	**LENGTH OF EXTENSION**	**REVISED EXP. DATE**
☐		☐		
CURRENT VALUE	**VALUE OF CHANGE NOTICE**	**ESTIMATED AGGREGATE CONTRACT VALUE**		
$75,000,000.00	$0.00	$75,000,000.00		

DESCRIPTION

Effective 11/15/2024, a Letter Agreement dated 11/1/2024 between Cisco Systems Inc., and the State of Michigan that is associated with the following orders under this Contract, incorporates the terms of, and is governed by, this Contract:

- Cisco Collab Flex EA Renewal for $7,366,596.60
- Cisco Contact Center EA Renewal for $874,102.80

In addition, for clarity, the parties acknowledge the State's separate Cisco Router purchase and 5 years of maintenance for $664,071.90 is governed by this Contract #210000001333.

All other terms, conditions, specifications, and pricing remain the same.

Docusign Envelope ID: D7463665-9396-44D3-B446-946DB87EE88A

STATE OF MICHIGAN PROCUREMENT
Michigan.gov/MiProcurement

IT CHANGE NOTICE

AUTHORIZED NVP FULFILLMENT PARTNERS:

Legal Company Name
1. CBTS Technology Solutions, LLC
2. CDW Government, LLC
3. Heartland Business Systems, LLC
4. Logicalis, Inc.
5. People Driven Technology, Inc.
6. Presidio Networked Solutions Group, LLC
7. Sentinel Technologies, Inc.
8. Trace3, LLC
9. World Wide Technology, LLC
10. Advizex Technologies, LLC
11. Ahead, Inc.

For more information on the Authorized NVP Fulfillment Partners, including contact information and offerings, please visit the link below:

NASPO ValuePoint DataCom Michigan - Cisco

Docusign Envelope ID: D7463665-9396-44D3-B446-946DB87EE88A

PRESIDIO®

Corporate Headquarters:
One Penn Plaza, Suite 2832, New York, NY 10119
Tristate - Long Island, NY Office
110 Parkway Drive South, Hauppauge, NY 11788
Main # 631.656.7600

SMARTnet Renewal Quotation

Quote Created for:

City of Warren

Sales Contacts:

Jake Campbell, Services & Subscription Specialist
jacobcampbell@presidio.com
Direct # 616-871-1522

Quotation #: 2003525114517-01

Quote Dated: 28-Aug-2025

Contract #	Service Level	Service Level Description	Product #	Product Description	Instance #	Serial #	Qty.	Site ID	Install Site Name	Location/Address	Begin Date	End Date	SMARTnet Service SKU	Unit Price	Ext Price
95375218	C4P	SNTC 24X7X4OS	C1-CISCO4321/K9	^Cisco ONE ISR 4321 (2GE,2NIM,4G FLASH,4G DRAM,IPB)	5123351371	FLM2122Y0R3	1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	CON-OSP-C14321K9	$ 564.00	$ 564.00
95375218	C4P	SNTC 24X7X4OS	C1-CISCO4321/K9	^Cisco ONE ISR 4321 (2GE,2NIM,4G FLASH,4G DRAM,IPB)	5123351441	FLM2122Y0R4	1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	CON-OSP-C14321K9	$ 564.00	$ 564.00
95375218	C4P	SNTC 24X7X4OS	C1-CISCO4321/K9	^Cisco ONE ISR 4321 (2GE,2NIM,4G FLASH,4G DRAM,IPB)	5123351512	FLM2122Y0QU	1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	CON-OSP-C14321K9	$ 564.00	$ 564.00
95375218	C4P	SNTC 24X7X4OS	C1-CISCO4321/K9	^Cisco ONE ISR 4321 (2GE,2NIM,4G FLASH,4G DRAM,IPB)	5123351619	FLM2122Y0R2	1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	CON-OSP-C14321K9	$ 564.00	$ 564.00
95375218	C4P	SNTC 24X7X4OS	C1-CISCO4331/K9	^Cisco ONE ISR 4331 (3GE,2NIM,1SM,4G FLASH,4G DRAM,IPB)	5122825046	FLM2122V1NW	1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	CON-OSP-C14331K9	$ 936.28	$ 936.28
95375218	C4P	SNTC 24X7X4OS	C1-CISCO4331/K9	^Cisco ONE ISR 4331 (3GE,2NIM,1SM,4G FLASH,4G DRAM,IPB)	5122910380	FLM2122V1NY	1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	CON-OSP-C14331K9	$ 936.28	$ 936.28
95375218	C4P	SNTC 24X7X4OS	C1-CISCO4331/K9	^Cisco ONE ISR 4331 (3GE,2NIM,1SM,4G FLASH,4G DRAM,IPB)	5123054982	FLM2122W1P4	1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	CON-OSP-C14331K9	$ 936.28	$ 936.28
95375218	C4P	SNTC 24X7X4OS	C1-CISCO4351/K9	^Cisco ONE ISR 4351 (3GE,3NIM,2SM,4G FLASH,4G DRAM,IPB)	5122824894	FLM2122W1QT	1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	CON-OSP-C14351K9	$ 2,220.88	$ 2,220.88
203846597	SSTC	EMBEDDED SUPPORT	C2960X-DNA-E-24=	C2960X DNA Essentials, 24-port Term license spare	5949495834		1	1028887114	CITY OF WARREN	ONE CITY SQUARE, SUITE 425 WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	C2960X-DNA-E-24-1R	$ 236.98	$ 236.98
95375218	SNT	SNTC 8X5XNBD	C9200-48P-E	Catalyst 9200 48-port PoE+, Network Essentials	5981205036	FVH28430W73	1	419093920	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	07-Feb-2026	31-Oct-2026	CON-SNT-C92048PE	$ 373.70	$ 373.70
New	SNT	SNTC 8X5XNBD	C9200-48P-E	Catalyst 9200 48-port PoE+, Network Essentials	5981205194	FVH28430W2F	1	419093920	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	28-Aug-2025	31-Oct-2026	CON-SNT-C92048PE	$ 601.84	$ 601.84
203318202	SNT	SNTC 8X5XNBD	C9200-48P-E	Catalyst 9200 48-port PoE+, Network Essentials	5988502363	FVH290518HT	1	419093920	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	03-Mar-2026	31-Oct-2026	CON-SNT-C92048PE	$ 340.10	$ 340.10
New	SNT	SNTC 8X5XNBD	C9200-48P-E	Catalyst 9200 48-port PoE+, Network Essentials	5988503470	FVH290518SC	1	419093920	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	28-Aug-2025	31-Oct-2026	CON-SNT-C92048PE	$ 601.84	$ 601.84
95375218	SNT	SNTC 8X5XNBD	C9200L-48P-4G-A	Catalyst 9200L 48-port PoE+, 4 x 1G, Network Advantage	5367804381	JAE23040DC0	1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	CON-SNT-C9200L48	$ 402.62	$ 402.62
95375218	SNT	SNTC 8X5XNBD	C9200L-48P-4G-A	Catalyst 9200L 48-port PoE+, 4 x 1G, Network Advantage	5367804383	JAE23040DBN	1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	CON-SNT-C9200L48	$ 402.62	$ 402.62
205687847	SNT	SNTC 8X5XNBD	C9200L-48P-4G-E	Catalyst 9200L 48-port PoE+, 4 x 1G, Network Essentials	5850982799	JAE23040QRZ	1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	CON-SNT-C92004GE	$ 402.62	$ 402.62
205048753	C4P	SNTC 24X7X4OS	C9200L-48P-4G-E=	Catalyst 9200L 48-port PoE+, 4 x 1G, NW-E, Spare	5386577775	JAE23310H17	1	1030318667	City of Warren	1 CITY SQ WARREN, MI 48093-5291 US	01-Nov-2025	31-Oct-2026	CON-OSP-C92004GE	$ 805.24	$ 805.24
200716648	SSTC	EMBEDDED SUPPORT	C9200L-DNA-A-48=	C9200L Cisco DNA Adv, 48-port Spare Term License	5949495725		1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	C9200L-DNA-A-48-1R	$ 1,490.44	$ 1,490.44
200716648	SSTC	EMBEDDED SUPPORT	C9200L-DNA-A-48=	C9200L Cisco DNA Adv, 48-port Spare Term License	5949495745		1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	C9200L-DNA-A-48-1R	$ 1,490.44	$ 1,490.44
200716648	SSTC	EMBEDDED SUPPORT	C9200L-DNA-A-48=	C9200L Cisco DNA Adv, 48-port Spare Term License	5949495871		1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	C9200L-DNA-A-48-1R	$ 1,490.44	$ 1,490.44
200716648	SSTC	EMBEDDED SUPPORT	C9200L-DNA-A-48=	C9200L Cisco DNA Adv, 48-port Spare Term License	5949495931		1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	C9200L-DNA-A-48-1R	$ 1,490.44	$ 1,490.44
200716648	SSTC	EMBEDDED SUPPORT	C9200L-DNA-A-48=	C9200L Cisco DNA Adv, 48-port Spare Term License	5949496074		1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	C9200L-DNA-A-48-1R	$ 1,490.44	$ 1,490.44
200716648	SSTC	EMBEDDED SUPPORT	C9200L-DNA-A-48=	C9200L Cisco DNA Adv, 48-port Spare Term License	5949496257		1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	C9200L-DNA-A-48-1R	$ 1,490.44	$ 1,490.44
203318202	SSTC	EMBEDDED SUPPORT	C9200L-DNA-E-48=	C9200L Cisco DNA Essentials, 48-port Term license spare	5949495879		2	1028887114	CITY OF WARREN	ONE CITY SQUARE, SUITE 425 WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	C9200L-DNA-E-48-1R	$ 447.00	$ 894.00
205048753	SNT	SNTC 8X5XNBD	C9300-24P-A	Catalyst 9300 24-port PoE+, Network Advantage	5617385651	FJC254011RS	1	1044640295	CITY OF WARREN	ONE CITY SQUARE WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	CON-SNT-C93002PA	$ 415.84	$ 415.84
95375218	SNT	SNTC 8X5XNBD	FPR1010-ASA-K9	Cisco Firepower 1010 ASA Appliance, Desktop	5882385441	JMX2802X0EM	1	1008864538	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	CON-SNT-FPR1010A	$ 92.66	$ 92.66
95375218	SNT	SNTC 8X5XNBD	FPR1010-NGFW-K9	Cisco Firepower 1010 NGFW Appliance, Desktop	5401474990	JMX2342X0MT	1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	CON-SNT-FPR1010N	$ 92.66	$ 92.66
95375218	SSSNC	SOLN SUPP NCD	ISR4321-V/K9	Cisco ISR 4321 Bundle, w/UC License	5721556416	FLM263910VY	1	1046021684	CITY OF WARREN	26600 BURG WARREN, MI 48089 US	01-Nov-2025	31-Oct-2026	CON-SSSNC-ISR4321V	$ 798.18	$ 798.18
206043181	L1NCD	CX LEVEL 1 8X7NCD	VG410-24FXS	Cisco Analog Voice Gateway VG410 24FXS	5910878381	FJC282017NL	1	419093920	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	CON-L1NCD-VG410FXS	$ 865.10	$ 865.10
206043181	L1NCD	CX LEVEL 1 8X7NCD	VG410-24FXS	Cisco Analog Voice Gateway VG410 24FXS	5910878395	FJC282017NN	1	419093920	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	CON-L1NCD-VG410FXS	$ 865.10	$ 865.10
206043181	L1NCD	CX LEVEL 1 8X7NCD	VG410-24FXS	Cisco Analog Voice Gateway VG410 24FXS	5910878402	FJC282017NU	1	419093920	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	CON-L1NCD-VG410FXS	$ 865.10	$ 865.10
206043181	L1NCD	CX LEVEL 1 8X7NCD	VG410-24FXS	Cisco Analog Voice Gateway VG410 24FXS	5910878403	FJC282017NS	1	419093920	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	CON-L1NCD-VG410FXS	$ 865.10	$ 865.10
206043181	L1NCD	CX LEVEL 1 8X7NCD	VG410-24FXS	Cisco Analog Voice Gateway VG410 24FXS	5910878404	FJC282017NQ	1	419093920	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Oct-2026	CON-L1NCD-VG410FXS	$ 865.10	$ 865.10
205048753	C4P	SNTC 24X7X4OS	WS-C3650-24PD-E	^^Cisco Catalyst 3650 24 Port PoE 2x10G Uplink IP Services	1718784905	FDO1932E2JF	1	2000760189	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Mar-2026	CON-OSP-WSC3652DE	$ 912.89	$ 912.89
205048753	C4P	SNTC 24X7X4OS	WS-C3650-24PS-E	^^Cisco Catalyst 3650 24 Port PoE 4x1G Uplink IP Services	1718924911	FDO1932P07W	1	2000760189	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Mar-2026	CON-OSP-WS6524PS	$ 774.41	$ 774.41
205048753	C4P	SNTC 24X7X4OS	WS-C3650-24PS-E	^^Cisco Catalyst 3650 24 Port PoE 4x1G Uplink IP Services	1718925007	FDO1932P0BB	1	2000760189	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Mar-2026	CON-OSP-WS6524PS	$ 774.41	$ 774.41
95375218	C4P	SNTC 24X7X4OS	WS-C3650-24PS-E	^^Cisco Catalyst 3650 24 Port PoE 4x1G Uplink IP Services	1718925089	FDO1932E0C5	1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Mar-2026	CON-OSP-WS6524PS	$ 774.41	$ 774.41
206285944	SNT	SNTC 8X5XNBD	WS-C3650-24PS-E	^^Cisco Catalyst 3650 24 Port PoE 4x1G Uplink IP Services	1718925169	FDO1932E0BU	1	2000760189	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Mar-2026	CON-SNT-WS6524PS	$ 387.20	$ 387.20
205048753	C4P	SNTC 24X7X4OS	WS-C3650-24PS-E	^^Cisco Catalyst 3650 24 Port PoE 4x1G Uplink IP Services	1718925297	FDO1932P0B9	1	2000760189	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Mar-2026	CON-OSP-WS6524PS	$ 774.41	$ 774.41
95375218	C4P	SNTC 24X7X4OS	WS-C3650-24PS-E	^^Cisco Catalyst 3650 24 Port PoE 4x1G Uplink IP Services	1718925370	FDO1932P077	1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Mar-2026	CON-OSP-WS6524PS	$ 774.41	$ 774.41
205048753	C4P	SNTC 24X7X4OS	WS-C3650-24PS-E	^^Cisco Catalyst 3650 24 Port PoE 4x1G Uplink IP Services	1718925446	FDO1932E0CT	1	2000760189	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Mar-2026	CON-OSP-WS6524PS	$ 774.41	$ 774.41
205048753	C4P	SNTC 24X7X4OS	WS-C3650-24PS-E	^^Cisco Catalyst 3650 24 Port PoE 4x1G Uplink IP Services	1718925681	FDO1932E0C8	1	2000760189	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Mar-2026	CON-OSP-WS6524PS	$ 774.41	$ 774.41
205048753	C4P	SNTC 24X7X4OS	WS-C3650-24PS-E	^^Cisco Catalyst 3650 24 Port PoE 4x1G Uplink IP Services	1718925754	FDO1932E08Z	1	2000760189	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Mar-2026	CON-OSP-WS6524PS	$ 774.41	$ 774.41
205048753	C4P	SNTC 24X7X4OS	WS-C3650-24PS-E	^^Cisco Catalyst 3650 24 Port PoE 4x1G Uplink IP Services	1718925828	FDO1932E0BX	1	2000760189	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Mar-2026	CON-OSP-WS6524PS	$ 774.41	$ 774.41
205048753	C4P	SNTC 24X7X4OS	WS-C3650-24PS-E	^^Cisco Catalyst 3650 24 Port PoE 4x1G Uplink IP Services	1767892502	FDO1952Q1F5	1	2000760189	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Mar-2026	CON-OSP-WS6524PS	$ 774.41	$ 774.41
95375218	C4P	SNTC 24X7X4OS	WS-C3650-48FD-E	^^Cisco Catalyst 3650 48 Port Full PoE 2x10G Uplink IPServices	1719331746	FDO1934E0S6	1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Mar-2026	CON-OSP-WS3654UA	$ 1,567.59	$ 1,567.59
95375218	C4P	SNTC 24X7X4OS	WS-C3650-48FD-E	^^Cisco Catalyst 3650 48 Port Full PoE 2x10G Uplink IPServices	1719331972	FDO1934E0SZ	1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Mar-2026	CON-OSP-WS3654UA	$ 1,567.59	$ 1,567.59
95375218	C4P	SNTC 24X7X4OS	WS-C3650-48FQ-E	^^Cisco Catalyst 3650 48 Port Full PoE 4x10G Uplink IPServices	1718777668	FDO1934P25W	1	1001666295	CITY OF WARREN	1 CITY SQ WARREN, MI 48093 US	01-Nov-2025	31-Mar-2026	CON-OSP-WC3654	$ 1,650.03	$ 1,650.03
205687846	SNT	SNTC 8X5XNBD	WS-C3650-24PS-E	^^Cisco Catalyst 3650 24 Port PoE 4x1G Uplink IP Services	1742493423	FDO1946E258	1	1044640295	CITY OF WARREN	.	01-Nov-2025	31-Oct-2026	CON-SNT-WS6524PS	$ 935.96	$ 935.96

Renewal Total | **$ 41,780.12**

** Total does NOT include Tax, Freight, VAT or Duties, where applicable, unless otherwise stated.*

- **Ask about our remote management offering.**
- **Interested in leasing? Please contact your Account Team for more details.**
- **Interested in a multi-year contract? Ask about additional discounts available.**

1. By signing this quotation you are agreeing to Presidio's terms & conditions.
2. This price quote is valid for thirty (30) days from date of issuance.

Authorized By

Docusign Envelope ID: D7463665-9396-44D3-B446-946DB87EE88A

PRESIDIO®

Change Request: **2013525001157-01**

DATE: 07/28/2025

TO:

City of Warren
Laura Wilson
lwilson@cityofwarren.org
(p) 586-574-4616
(f) (586) 258-2001

FROM:

Presidio Networked Solutions Group, LLC [Fulton,MD]

Subscription #: 5011222200069
Customer #: CITYW005
Account Manager: Ashleigh Greene
Inside Sales Rep: Teresa A Connors
Title: A-FLEX-3 Renewal Sub951108; 10/25/2025 - 10/24/2026
Comments By purchasing this quote customer agrees to the terms and conditions governing end user use located at: https://www.cisco.com/site/us/en/about/legal/contract-

Contract Vehicle: Michigan NASPO ValuePoint Cisco AR3227
MI# 210000001333

#	Part #	Description	Unit Price	Qty	Ext Price
A-FLEX-3		**Remaining Term:** 12 months **Billing Model:** Prepaid **Vendor Subscription ID:** Sub951108 **Auto-Renewal Term:** Do Not Renew **Requested Start Date:** 10/25/2025			
1	A-FLEX-3	Collaboration Flex Plan 3.0	$0.00	1	$0.00
Recurring Charges					
2	A-FLEX-P-ER	Emergency Responder Smart License (1)	$0.00	1500 Users for 12 months	$0.00
3	A-FLEX-P-UCXN	Unity Connection Smart License (1)	$0.00	600 Users for 12 months	$0.00
4	A-FLEX-P-CA	Common Area Smart License (1)	$0.00	250 Users for 12 months	$0.00
5	A-FLEX-EAPL	EntW On-Premises Calling	$5.91	500 Each for 12 months	$35,460.00
6	A-SW-EXPWY-15X-K9	Expressway Version 15 Restricted Software	$0.00	1 Each for 12 months	$0.00
7	SVS-FLEX-SUPT-BAS	Cisco Support Standard	$0.00	700 Each for 12 months	$0.00
8	A-FLEX-STD-CUBE	CUBE Standard Trunk Session License	$1.76	200 Each for 12 months	$4,224.00
9	A-FLEX-SRST-E	SRST Endpoints (1)	$0.00	1000 Users for 12 months	$0.00
10	A-FLEX-PROPACK-ENT	Pro Pack for Cisco Control Hub Entitlement	$0.00	600 Users for 12 months	$0.00

Docusign Envelope ID: D7463665-9396-44D3-B446-946DB87EE88A

11	A-FLEX-EXP-RMS-S	Expressway Rich Media Session included with Flex (1)	$0.00	100 Units for 12 months	$0.00
12	A-FLEX-CCUCS-EA	Cloud Connected UC EA Standard ENT	$0.00	600 Users for 12 months	$0.00
13	A-FLEX-MSG-ENT	Messaging Entitlement	$0.00	600 Users for 12 months	$0.00
14	A-FLEX-FILESTG-ENT	File Storage Entitlement	$0.00	12000 Users for 12 months	$0.00
15	A-FLEX-P-EA	On-Premises Smart License - EA (1)	$0.00	600 Users for 12 months	$0.00
16	A-FLEX-SME-S	Session Manager	$0.00	1 Users for 12 months	$0.00
17	A-FLEX-SW-15-K9	On-Premises SW Bundle v15	$0.00	1 Users for 12 months	$0.00
18	A-FLEX-P-ACC	Access Smart License (1)	$0.00	100 Users for 12 months	$0.00
19	A-FLEX-C-DEV-ENT	Cloud Device Registration Entitlement	$0.00	600 Users for 12 months	$0.00
20	A-FLEX-EXP-PAK	Expressway Product Authorization Key (1)	$0.00	0 Users for 0 months	$0.00

Sub Total:	**$39,684.00**	
Grand Total:	**$39,684.00**	

Docusign Envelope ID: D7463665-9396-44D3-B446-946DB87EE88A

PRESIDIO

Change Request: **2013525001157-01**

This quote is governed by Terms and Conditions of NASPO ValuePoint Cisco Contract AR3227 Michigan Contract Number 210000001333

Quote valid for 30 days from date shown above.

Pursuant to this contract your PO must reflect the following contract:
NASPO ValuePoint Cisco Contract AR3227 Michigan Contract Number 210000001333

Tax ID# 76-0515249; Size Business: Large; CAGE Code: 636L4; DUNS#11-436-9671

Credit: Net 30 days (all credit terms subject to prior Presidio credit department approval)

Delivery: FOB Terms Destination

Customer hereby authorizes and agrees to make timely payment for products delivered and services rendered, including payments for partial shipments

Customer Signature _____ Date _____

Docusign Envelope ID: D7463665-9396-44D3-B446-946DB87EE88A

PRESIDIO

Change Request: **2013525001169-01**

DATE: 08/06/2025

TO:

City of Warren
Laura Wilson
lwilson@cityofwarren.org
(p) 586-574-4616
(f) (586) 258-2001

FROM:

Presidio Networked Solutions Group, LLC [Fulton,MD]

Subscription #: 5011222200070
Customer #: CITYW005
Account Manager: Ashleigh Greene
Inside Sales Rep: Teresa A Connors
Title: A-FLEX-3-CC Renewal Sub1343357; 11/1/2025 - 10/31/2026
Comments

Contract Vehicle: Michigan NASPO ValuePoint Cisco AR3227
MI# 210000001333

#	Part #	Description	Unit Price	Qty	Ext Price
A-FLEX-3-CC		**Remaining Term:** 12 months **Billing Model:** Prepaid **Vendor Subscription ID:** Sub1343357 **Auto-Renewal Term:** Do Not Renew **Requested Start Date:** 11/01/2025			
1	A-FLEX-3-CC	Flex 3.0 for Contact Center	$0.00	1	$0.00
Recurring Charges					
2	A-FLEX-CCX-S-C	On-Premises UCCX Standard Concurrent Agent	$27.74	17 Agent for 12 months	$5,658.96
3	A-FLEX-CCX-P-AGT	On-Premises UCCX Premium Agent License Smart Licensing	$0.00	3 Each for 12 months	$0.00
4	A-FLEX-CCX-S-AGT	On-Premises UCCX Standard Agent License Smart Licensing	$0.00	17 Each for 12 months	$0.00
5	A-FLEX-CCX-P-C	On-Premises UCCX Premium Concurrent Agent	$38.69	3 Agent for 12 months	$1,392.84
6	SVS-FLEX-SUPT-BAS	Cisco Support Standard	$0.00	1 Each for 12 months	$0.00
7	A-FLEX-05-12.5-K9	On-Premises UCCX Std & Prem Media Kit v12.5	$0.00	1 Agent for 12 months	$0.00
8	A-FLEX-CCX-SVR	On-Premises UCCX Standard & Premium Server Smart Licensing	$0.00	1 Each for 12 months	$0.00

Sub Total:	**$7,051.80**	
Grand Total:	**$7,051.80**	

Docusign Envelope ID: D7463665-9396-44D3-B446-946DB87EE88A

PRESIDIO®

Change Request: **2013525001169-01**

This quote is governed by Terms and Conditions of NASPO ValuePoint Cisco Contract AR3227 Michigan Contract Number 210000001333

Quote valid for 30 days from date shown above.

Pursuant to this contract your PO must reflect the following contract:
NASPO ValuePoint Cisco Contract AR3227 Michigan Contract Number 210000001333

Tax ID# 76-0515249; Size Business: Large; CAGE Code: 636L4; DUNS#11-436-9671

Credit: Net 30 days (all credit terms subject to prior Presidio credit department approval)

Delivery: FOB Terms Destination

Customer hereby authorizes and agrees to make timely payment for products delivered and services rendered, including payments for partial shipments

Customer Signature _____ Date _____

Docusign Envelope ID: D7463665-9396-44D3-B446-946DB87EE88A

INFORMATION SYSTEMS
ONE CITY SQUARE, SUITE 420
WARREN, MI 48093-6726
(586) 574-4612
www.cityofwarren.org

To: Craig Treppa
From: Shumon Hakim
Date: September 19, 2025
Re: Cisco hardware and software maintenance

I am requesting approval to purchase hardware and software maintenance in the amount of $88,515.92 for our Cisco equipment with the Vendor Presidio utilizing the State of Michigan Contract MI# 210000001333.

If approved, the maintenance agreement will cover the period of November 1, 2025 through October 31, 2026. This maintenance contract allows for the repair or replacement of any of the Cisco hardware that the city uses. It also allows us to obtain software upgrades and support from Cisco.

Presidio has been our network vendor for many years. They were part of Netech, the company who originally set up our network infrastructure. They are very familiar with our setup and configurations. Switching vendors would incur additional unnecessary costs.

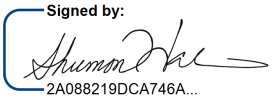
Funding will be allocated to the following city accounts:

1136-85300	Court
1258-80100	City Hall
1301-85300	Police
1336-85300	Fire
1442-85300	DPW
1540-85300	Water
1580-85300	WWTP

Docusign Envelope ID: D7463665-9396-44D3-B446-946DB87EE88A

9208-85300	P&R
9226-85300	Sanitation
9250-85300	Communications
9271-85300	Library
9536-85300	Stilwell
9537-85300	Joseph Coach

Thank You for your assistance in this matter.

Signed by:

2A088219DCA746A...
Shumon Hakim
Information Systems Manager

Docusign Envelope ID: D7463665-9396-44D3-B446-946DB87EE88A

RESOLUTION

Document No: STA-W-1654
Product or Service: CISCO Software and Hardware Maintenance
Requesting Department: I.S. Department

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember_____.

The I.S. Manager has determined that in the best interest of the I.S. Department, and the City, that the City continue utilizing Cisco Hardware and Software Maintenance from Presidio Networked Solutions, 660 East 10 Mile Road, Suite 110, Ferndale, MI 48220, utilizing the State of Michigan Cooperative Contract #MA210000001333, for a one (1) year period, commencing on November 1, 2025, in an annual amount of $88,515.92.

IT IS RESOLVED, that the Presidio Networked Solutions is hereby accepted by City Council in an annual amount not to exceed $88,515.92.

IT IS FURTHER RESOLVED that the award shall commence on November 1, 2025 and run through October 31, 2026.

Docusign Envelope ID: D7463665-9396-44D3-B446-946DB87EE88A

Funds are available in the following accounts:

Court	1136-85300	$ 5,479.26
City Hall	1258-80100	$ 33,485.74
Police	1301-85300	$ 6,735.23
Fire	1336-85300	$ 13,145.72
DPW	1442-85300	$ 3,469.56
P&R	9208-85300	$ 7,708.27
Sanitation	9226-85300	$ 1,639.02
Communications	9250-85300	$ 1,568.40
Library	9271-85300	$ 1,141.93
Water	1540-85300	$ 8,097.21
WWTP	1580-85300	$ 3,471.55
Stilwell Manor	9536-85300	$ 644.68
Joseph Coach	9537-85300	$ 1,929.35
	GRAND TOTAL:	**$ 88,515.92**

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

☐ Bid document
X Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this____ day of _____, 2025.

_____
Mindy Moore
Secretary of the Council

Docusign Envelope ID: D7463665-9396-44D3-B446-946DB87EE88A

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

_____
Sonja Buffa
City Clerk

Docusign Envelope ID: 4A255A12-155B-4141-8A25-8A758303F29F

CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: OCTOBER 8, 2025

TO: MINDY MOORE, WARREN CITY COUNCIL

SUBJECT: STA-W-1684: AWARD RECOMMENDATION TO AUCTION CITY VEHICLES AND EQUIPMENT UTILIZING THE STATE OF MICHIGAN CONTRACT #250000000054.

The Purchasing Division concurs with the Department of Public Works (DPW) and recommends that City Council waive the bid process and authorize the Auctioning Service of Chuck Cryderman & Associates, LLC., 15313 Bryce Road, Capac, MI 48014, through the State of Michigan Contract # 250000000054.

Each year, the City of Warren auctions its decommissioned City vehicles and equipment. The City is recommending the use of Chuck Cryderman & Associates to conduct an on-line auction this year, which will include marketing and conducting the actual auction. They handle the process, from start to finish, and help to streamline the entire process for the City. The City has used Chuck Cryderman & Associates for many years and has been pleased with their services.

A preliminary list of vehicles for auction is attached for your review. There are currently forty-nine (49) City vehicles, with thirteen (13) of them being Police vehicles, along with miscellaneous equipment. The City has tentative plans to have the vehicles available for inspection at the DPW parking lot prior to the on-line auction being conducted on November 1, 2025.

There will be no fees charged to the City of Warren. All fees will be charged to the winning buyer of each vehicle/equipment using the municipal rate established in the contract. Chuck Cryderman & Associates, LLC. utilizes the Live Auction Service Pricing (Item 2B from the Pricing Schedule) for all municipal accounts, which is 10% of Gross Sales for all items being auctioned. There is an additional 3% fee (buyer's premium) for all credit card transactions.

There are several de-commissioned Police vehicles that will be sold at auction, that were originally purchased utilizing drug forfeiture funds. State and Federal Forfeiture Programs mandate that all tangible property, including vehicles, purchased with forfeiture funds are to be used for Law Enforcement Purposes only. Once a vehicle is purchased with forfeiture funds (Local 82215, Justice 82214 or Treasury 82212), and is slated for auction, that any proceeds from the auction of said vehicles will be returned to the proper forfeiture account.

The City will pay a fair-market value for any Police vehicles (quantity of eleven (11)) that are being re-commissioned to a non-law enforcement City department with the proceeds being deposited into the appropriate forfeiture fund. The vehicle will then be transferred to the non-law enforcement department for use in its fleet.

Docusign Envelope ID: 4A255A12-155B-4141-8A25-8A758303F29F

Respectfully Submitted,

Signed by:
Craig Treppa
E610E2D7FFE5449...

Craig Treppa
Purchasing Agent

Read and Concur,

Signed by:
F6EDC83AE1C142B...

Kris Battle
Budget Director

DocuSigned by:
Richard Fox
CF2C773236C54C9...

Richard Fox
Controller

Signed by:
Lori M. Stone
F040B73E57F248E...

Lori M. Stone
Mayor

Docusign Envelope ID: 4A255A12-155B-4141-8A25-8A758303F29F

STATE OF MICHIGAN PROCUREMENT

Michigan Department of Treasury
7285 Parsons Dr., Dimondale, MI 48821

NOTICE OF CONTRACT

NOTICE OF CONTRACT NO. **250000000054**
between
THE STATE OF MICHIGAN
and

CONTRACTOR	
	Chuck Cryderman & Associates, LLC
	15313 Bryce Road
	Capac, MI 48014
	Chuck Cryderman
	586-784-8890
	charlespcryderman@yahoo.com
	CV0045535

STATE			
	Program Manager	Terry Stanton	TREAS
		517-636-5307	
		StantonT@michigan.gov	
	Contract Administrator	Kyle Elzinga	TREAS
		517-614-0956	
		ElzingaK1@michigan.gov	

CONTRACT SUMMARY			
DESCRIPTION: Auctioneering Services			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
October 29, 2024	December 31, 2027	Two, one-year	December 31, 2027
PAYMENT TERMS		DELIVERY TIMEFRAME	
Net 45		N/A	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
☐ P-card ☐ Payment Request (PRC) ☐ Other			☐ Yes ☒ No
MINIMUM DELIVERY REQUIREMENTS			
N/A			
MISCELLANEOUS INFORMATION			
N/A			
ESTIMATED CONTRACT VALUE AT TIME OF EXECUTION			**$180,000.00**

Docusign Envelope ID: 4A255A12-155B-4141-8A25-8A758303F29F

Chuck Cryderman & Associates LLC
Lake Williams - Auctioneer
Auctioneer-Certified Appraiser

To: Craig Treppa
Purchasing Agent City of Warren
ctreppa@cityofwarren.org

Re: City of Warren Auction

Subject: Auction Fee Schedule

Mr. Treppa

Following is a breakdown of fees charged by Chuck Cryderman & Associates LLC to Buyers.

10% Buyer's Premium
3% Surcharge for Credit Card Usage

No Charges to City of Warren

Above fees include:

Pre-sale Setup: Pictures, Lotting, Online Setup
Advertising, Email Blasts
Inspection Days
Check-Out

Anything further, please feel free to call our office at 586-784-8890.

Thank You

Charles F Cryderman

Chuck Cryderman
Chuck Cryderman & Associates LLC
586-784-8890

Docusign Envelope ID: 4A255A12-155B-4141-8A25-8A758303F29F

CITY OF WARREN VEHICLE AUCTION LIST - 2025

Lot #	#	Year	Make	Model	VIN	Color	Mileage	Dept	Comments
1	X216	2010	Ford	Crown Vic	2FABP7BV2AX129775	Black	95,248	DPMI	Old
2	X241	2014	Chevy	Caprice	6G3NS5U20EL935035	Black	119,964	DPMI	Old
3	X243	2014	Chevy	Caprice	6G3NS5U21EL952281	Black	67,300	DPMI	Old
4	X523	2010	Jeep	Grand Cherokee	1J4PR4GK6AC104117	Blue	183,874	CM Develop	Old, Engine
5	X522	1999	Chevy	Savan 2500	1GTFG25R7X1156548	White	61,142	Clerk	Old
6	X605	2010	Ford	Crown Vic	2FABP7BVXAX129779	Black	143,198	DPMI	Old
7	X046	2016	Dodge	Charger	2C3CDXKT1GH259964	Black	46,978	Police	Old, Trans
8	X064	2012	Chevy	Malibu	1G1ZC5EU5CF307861	Blue	90,200	Police	Old
9	X102	2008	Pontiac	Torrent	2CKDL33FX86301834	Black	78,902	Police	Old
10	X940	2012	GMC	G3500	1GD372BG4C1201182	White	86,603	Water	Old
11	X559	2006	Chevy	H1500	1GCFH15T061189571	White	122,765	Egineering	Old
12	X114	2014	Ford	Edge	2FMDK4GC5EBB40890	Black	128,928	Police	Old
13	X711	2010	Ford	Crown Vic	2FABP7BV7AX129772	Black	N/A	P&R	Old
14	X244	2019	Chevy	Tahoe	1GNSKDEC4KR355451	Black	110,562	DPMI	Engine, Trans
15	X206	2017	Ford	Explorer	1FM5K8AT5HGB47050	Black	135,668	DPMI	Old, High Miles
16	XT31	2015	Xmark	Laser Z	314603135	Red	N/A	BLD Maint	Engine
17	X009	2023	Dodge	Durango	1C4SDJFT5PC675937	Black	A 23,000	Police	Accident
18	X013	2020	Chevy	Tahoe	1GNSKDEC4LR190017	Black	A 93,000	Police	Accident
19	N/A	Unknown	Brunco	Dumpers	1344EBA300H080496	Blue	N/A	Waste Water	Old, Dump TRL
20	N/A	Unknown	Brunco	Dumpers	1343EBA300H080496	Blue	N/A	Waste Water	Old, Dump TRL
21	X528	2016	Ford	Explorer	1FM5K8AT2GGB81137	Black	161,524	DPMI	Old, High Miles
22	XFD23	2007	Chevy	Tahoe	1GNEC03037R400298	Red	110,055	Fire	Old
24	X160	2015	Ford	Taurus	1FAHP2D89FG140788	Brown	85,859	Police	Engine
25	X903	2010	Chevy	H1500	1GCUHAD43A1115278	Blue	128,820	Water	Old
26	X203	2008	GMC	Yukon	1GKFC13C98J198794	Black	211,805	DPMI	Old, High Miles
27	X068	2013	Ford	Explorer	1FM5K8B84DGA31407	Silver	145,280	Police	Old, High Miles
28	X234	2014	Chevy	Caprice	6G3NS5U24EL952260	Black	63,986	DPMI	Old
29	XFD50	2018	Chevy	G4500	1HA6GUCG7JN008313	White	93,772	Fire	Old, High Miles
30	XFD51	2018	Chevy	G4500	1HA6GUCG5JN008097	White	135,394	Fire	Old, High Miles
31	XFD42	2014	Chevy	G4500	1GB6G5CL6E1157398	White	99,105	Fire	Old
32	XFD28	2019	Chevy	G3500	1HA6GUCG3KN011940	White	96,749	Fire	Old, High Miles

Docusign Envelope ID: 4A255A12-155B-4141-8A25-8A758303F29F

CITY OF WARREN VEHICLE AUCTION LIST - 2025

Lot #	#	Year	Make	Model	VIN	Color	Mileage	Dept	Comments
33	X718	2012	Chevy	Caprice	6G1MK5U21CL651530	Black	113,151	P&R	Old
34	X094	2017	Ford	Explorer	1FM5K8AT5HGB47047	Black	120,962	Police	Old, High Miles
35	X526	2017	Ford	Explorer	1FM5K8AT7HGB47051	Black	117,934	Planning	Old, High Miles
36	X401	2003	GMC	Sanoma	1GTCS19X738267302	Blue	63,142	Waste Water	Old
37	X375	1999	Chevy	C8500	1GBP7H1C4XJ107272	Yellow	55,756	DPW	Old
38	X215	2015	Chevy	Silverado 2500	1GC2KUEG0FZ513589	White	122,046	DPMI	Accident
39	X089	2014	Chevy	Equinox	2GNFLFE31E6112822	Black	99,895	Police	Accident
40	XTR68	2014	Spaulding	Hot Patch Trailer	4S9PH1622EM097844	Orange	N/A	DPW	Old
41	XTR67	2014	Spaulding	Hot Patch Trailer	4S9PH1726EM097845	Orange	N/A	DPW	Old
42	X039	2023	Dodge	Charger	2C3CDXAT7PH560563	Black	2,039	Police	Accident
43	X015	2025	Ford	Explorer	1FM5K8AC9SGA76250	Black	16,815	Police	Accident
44	XS1	2023	Dodge	Durango	1C4SDJFT6PC675932	Black	17,318	Police	Accident, no key
45	X951	2006	GMC	H1500	1GTFH15T661272731	Black	134,835	Water	Old
46	X329	2015	Chevy	Silverado 3500	1GB3KYC81FF523125	Yellow	50,969	DPW	Accidnet
47	X359	2002	Sterling	L8500	2FZAAWAK82AJ72890	Yellow	63,083	DPW	Old
48	X361	2001	Sterling	L8500	2FZHAWAK91AJ46005	Yellow	87,751	DPW	Old
49	X364	2002	Sterling	L8500	2FZAAWAKX2AJ72891	Yellow	66,152	DPW	Old
50	X363	2002	Sterling	L8500	2FZHAWAK01AJ46006	Yellow	79,286	DPW	Old
51	XFD27	2020	Chevy	G4500	1HA6GUCG3LN003547	Red	98,712	Fire	Old, High Miles

Docusign Envelope ID: 4A255A12-155B-4141-8A25-8A758303F29F

City of Warren 2025 Auction, Tools, Equipment, Parts

Lot #	Manufactue	Model	Part Numbert	Descriptiopn	Comments
1	GM	Pickup Truck		Pickup Truck Tailgates, quantity 4	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
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32					

Docusign Envelope ID: 4A255A12-155B-4141-8A25-8A758303F29F

POLICE VEHICLES RECOMMISSIONED TO CITY DEPATMENTS 2025

Police #	Year	Make/Model	VIN Number	New Department	New #	Mileage	Condition	Date	$ Value
X125	2015	GMC Yukon	1GKS2AKC1FR504114	DPW	333	151,752	Fair/Poor	12/20/2024	7,000.00
X014	2021	Ford Explorer	1FM5K8AB3MGA42833	DPMI	216	104,758	Fair/Poor	1/24/2025	12,200.00
X015	2021	Ford Explorer	1FM5K8AB3MGA65352	DPMI	241	116,624	Fair/Poor	1/24/2025	11,400.00
X110	2014	Chevy Tahoe	1GNSC4E02ER149701	DPW	305	157,067	Fair/Poor	1/31/2025	2,900.00
X070	2018	Ford Explorer	1FM5K8AT9JGA44073	P&R	711	92,418	Fair/Poor	3/21/2025	7,700.00
X077	2019	Dodge Charger	2C3CDXKT2KH547873	Public Service	224	40,012	Fair/Poor	4/17/2025	12,700.00
X026	2021	Ford Explorer	1FM5K8AB6MGA65359	DPMI	244	77,884	Fair/Poor	4/17/2025	14,300.00
X017	2021	Ford Explorer	1FM5K8AB7MGA65354	DPMI	203	103,602	Fair/Poor	6/3/2025	12,300.00
X079	2018	Ford Explorer	1FM5K8AT0JGA44074	Water	950	92,417	Fair/Poor	6/3/2025	7,700.00
X044	2018	Ford Explorer	1FM5K8AT7JGA44072	Water	960	69,237	Fair/Poor	6/3/2025	8,900.00
X045	2016	Dodge Charger	2C3CDXKT3GH259965	P&R	718	66,534	Fair/Poor	6/26/2025	7,600.00

Docusign Envelope ID: 4A255A12-155B-4141-8A25-8A758303F29F

Date: September 8, 2025

To: Craig Treppa, Purchaser, Controller's Office

From: Russel Galorneau, Associate Manager, DPW Fleet Maintenance

The Department of Public Works Fleet Maintenance division would like to conduct an online auction of decommissioned vehicles and shop equipment this fall. The date of the online auction would be November 1, 2025. All the vehicles will be staged in the DPW parking lot for inspection prior to the auction. The auction will be entirely online on November 1, 2025. Fleet Maintenance recommends using the State of Michigan contract #250000000054, which has been awarded to Chuck Cryderman & Associates, LLC. Chuck Cryderman & Associates have performed the auctions for the City of Warren the past six years.

There are several vehicles which have been decommissioned from the police department that have been originally purchased with drug forfeiture dollars. State and Federal Forfeiture Programs mandate all tangible property, including vehicles, purchased with forfeiture funds are for LAW ENFORCEMENT PURPOSES ONLY. We have determined that once a police vehicle (purchased with forfeiture funds Local 82215, Justice 82214 or Treasury 82212) is slated for auction that any proceeds from the auction on those vehicles be returned to the proper forfeiture account. Any vehicles that may be of use to a non-law enforcement City department - the City will pay a fair market value for the vehicle, the proceeds deposited into the appropriate forfeiture fund, and then the vehicle may be transferred to the non-law enforcement department for use in their fleet.

Attached is a list of decommissioned police vehicles that were purchased with forfeiture dollars that we would like to transfer to different city departments. We have determined a fair market value of these vehicles by using resources obtained from vehicle appraisal websites and would like to pay for these vehicles from proceeds of the general auction into the proper forfeiture accounts.

Chuck Cryderman & Associates will market and conduct the auction from start to finish. There will be no fees charged to the City of Warren, all fees will be charged to the buyers of the auction vehicles or equipment.

I have attached a preliminary list of auction vehicles for review, items may be added or removed from the auction list up to the date of the auction.

Sincerely,

Russel Galorneau
Associate Manager
DPW Fleet Maintenance

Sign and Concur,

Scott Raedel
Superintendent
Division of Public Works

Docusign Envelope ID: 4A255A12-155B-4141-8A25-8A758303F29F

RESOLUTION

Document No: STA-W-1684
Product or Service: Auction of City-Owned and De-Commissioned Police Vehicles
Requesting Department: DPW

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember _____.

Pursuant to Section 2-344 of the Code of Ordinances, the City may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, equipment, goods or services with one (1) or more public procurement units.

Upon performing a diligent inquiry, the DPW Superintendent has determined that it is necessary in the interests of the City**,** to sell its de-commissioned City-owned vehicles via an auction through the services of Chuck Cryderman & Associates, LLC, 15313 Bryce Road, Capac, MI 48014, utilizing the State of Michigan MiDeal Contract (State Bid # 250000000054).

Chuck Cryderman & Associates, LLC. has been selected to conduct on-line auction services for the City's de-commissioned vehicles and equipment. The auction is tentatively scheduled for November 1, 2025. There are currently forty-nine (49) City vehicles, with thirteen (13) of them being Police vehicles, along with miscellaneous equipment. There are also eleven (11) Police vehicles that will be re-commissioned to City Departments.

The purchasing agent has conducted a review and concurs with the cooperative purchase.

There will be no fees charged to the City of Warren. All fees will be charged to the winning buyer of each vehicle/equipment. The current fees will be 10% of Gross Sales

Docusign Envelope ID: 4A255A12-155B-4141-8A25-8A758303F29F

for vehicles and equipment being auctioned. There will be an additional 3% fee (buyer's premium) for all credit card transactions.

IT IS RESOLVED, that the cooperative purchase from Chuck Cryderman & Associates, LLC, through the State of Michigan contract, is hereby accepted by City Council.

There are several de-commissioned Police vehicles that will be sold at auction, that were originally purchased utilizing drug forfeiture funds. State and Federal Forfeiture Programs mandate that all tangible property, including vehicles, purchased with forfeiture funds are to be used for Law Enforcement Purposes only. Once a vehicle is purchased with forfeiture funds (Local 82215, Justice 82214 or Treasury 82212), and is slated for auction, that any proceeds from the auction of said vehicles will be returned to the proper forfeiture account.

The City will pay a fair-market value for any Police vehicles (quantity of eleven (11)) that are being re-commissioned to a non-law enforcement City department with the proceeds being deposited into the appropriate forfeiture fund. The vehicle will then be transferred to the non-law enforcement department for use in its fleet.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

X Cooperative Bid Document

☐ Contract

☐ Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

Docusign Envelope ID: 4A255A12-155B-4141-8A25-8A758303F29F

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this_____day of_____, 2025.

_____
Mindy Moore
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on _____, 2025.

_____
Sonja Buffa
City Clerk

Docusign Envelope ID: A21C4898-5318-4726-8EB2-783056CEBF1A

CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: SEPTEMBER 11, 2025

TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL

SUBJECT: STA-W-1690; RECOMMENDATION TO AWARD THE PURCHASE OF TWO (2) POLICE VEHICLES

The Purchasing Division concurs with the Police Department and recommends that the purchase of two (2) 2025 Ford Interceptor with EcoBoost Police vehicles, be awarded to Gorno Ford, Inc., 22025 Allen Road, Woodhaven, MI 48183, utilizing the State of Michigan Contract (#MA240000001193), in a total amount of $97,574.00 ($48,787.00 each).

If the City Council approves this purchase, payment shall be authorized to be made immediately upon successful delivery from the recommended vendor.

The City is utilizing the State of Michigan contract #MA240000001193 (see attached) with Gorno Ford, Inc. for the purchase of two (2) 2025 Ford Interceptor with EcoBoost Police Vehicles, in the amount of $97,574.00 ($48,787.00 each).

If approved by your honorable body, the vehicles will be for the Police Department's marked patrol fleet, replacing older, high-mileage vehicles into the bureaus and divisions, as needed.

Funds are available in the following Account: 261-9261-82214.

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Approved By:	Signature	Date
Budget Director:	Signed by: F6FDC83AETC142B...	9/13/2025
Controller:	DocuSigned by: Richard Fox CF2C773236C54C9...	9/15/2025
MAYOR:	Signed by: Lori M. Stone 76FABF22E3214B9...	9/15/2025

Docusign Envelope ID: A21C4898-5318-4726-8EB2-783056CEBF1A

STATE OF MICHIGAN
ENTERPRISE PROCUREMENT

Department of Technology, Management, and Budget
320 S. Walnut Street 2nd Floor Lansing, MI 48933
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **3**
to
Contract Number **MA240000001193**

CONTRACTOR	
	GORNO FORD INC
	22025 Allen Rd
	Woodhaven MI 48183
	Patrick Southward
	(734) 671-4033
	psouthward@gornoford.com
	CV0019327

STATE			
	Program Manager	Erin Reincke	MDOT
		517-855-1986	
		ReinckeE@michigan.gov	
	Contract Administrator	Alannah Doak	DTMB
		517-230-9424	
		doaka@michigan.gov	

CONTRACT SUMMARY			
Domestic Vehicle Dealers – Patrol, Passenger, Trucks, and Vans Prequalification.			
INITIAL EFFECTIVE DATE	**INITIAL EXPIRATION DATE**	**INITIAL AVAILABLE OPTIONS**	**EXPIRATION DATE BEFORE**
September 1, 2024	August 31, 2029	2 - 12 Months	August 31, 2029
PAYMENT TERMS		**DELIVERY TIMEFRAME**	
45 Days			
ALTERNATE PAYMENT OPTIONS		**EXTENDED PURCHASING**	
☐ P-Card ☐ Direct Voucher (PRC) ☐ Other		☒ Yes ☐ No	
MINIMUM DELIVERY REQUIREMENTS			
F.O.B. Destination			

DESCRIPTION OF CHANGE NOTICE				
OPTION	**LENGTH OF OPTION**	**EXTENSION**	**LENGTH OF EXTENSION**	**REVISED EXP. DATE**
☐		☐		
CURRENT VALUE	**VALUE OF CHANGE NOTICE**	**ESTIMATED AGGREGATE CONTRACT VALUE**		
$600,000.00	$0.00	$600,000.00		

DESCRIPTION

Effective 2/14/2025, Patrick Southward is now the primary vendor contact for this contract. Please note the Contract Administrator has been changed to Alannah Doak. All other terms, conditions, specifications and pricing remain the same. Per contractor request, and DTMB Procurement approval.

Docusign Envelope ID: A21C4898-5318-4726-8EB2-783056CEBF1A

Preview Order F454 - K8A - Police Inter Utility AWD : Order Summary Time of Preview: 09/10/2025 14:29:23 Receipt: 5/23/2025

Dealership Name : Gorno Bros Inc **Sales Code :** F48022

Dealer Rep.	patrick southward	**Type**	Fleet	**Vehicle Line**	Explorer	**Order Code**	F454
Customer Name	WAYNE CNTY	**Priority Code**	H4	**Model Year**	2025	**Price Level**	520

DESCRIPTION	DESCRIPTION
K8A0 POLICE INTER UTILITY AWD	50 STATE EMISSIONS
.119 INCH WHEELBASE	DRIVER AND PASS LED SPOT LAMP
TOTAL BASE VEHICLE	KEYED ALIKE -KEY CODE B
AGATE BLACK METALLIC	REAR DR HNDL AND LOCKS INOPR
CLOTH BUCKETS/VINYL REAR SEATS	PRICE CONCESSION INDICATOR
ONYX INTERIOR	REMARKS TRAILER
EQUIPMENT GROUP 500A	SPECIAL DEALER ACCOUNT ADJUSTM
.FM STEREO	SPECIAL FLEET ACCOUNT CREDIT
3.0L ECOBOOST V6 ENGINE	FUEL CHARGE
10-SPEED AUTO TRANSMISSION	NET INVOICE FLEET OPTION (B4A)
JOB #3 ORDER	PRICED DORA
FORD FLEET SPECIAL ADJUSTMENT	ADVERTISING ASSESSMENT
GLOBAL LOCK/UNLOCK	DESTINATION & DELIVERY

TOTAL BASE AND OPTIONS

DISCOUNTS

TOTAL

MI Deal # MA240000001193

MI Deal Price Delivered $48,787.00 Per Vehicle

Total For 2 $97,574.00

This is not an invoice.

Docusign Envelope ID: A21C4898-5318-4726-8EB2-783056CEBF1A

WARREN POLICE DEPARTMENT
29900 CIVIC CENTER BLVD.
WARREN, MI 48093
(586) 574-4700
FAX (586) 574-4862
www.cityofwarren.org

September 11, 2025

Mr. Craig Treppa, Purchasing Agent, City of Warren

RE: VEHICLE PURCHASE REQUEST UTILIZING STATE OF MICHIGAN CONTRACT #240000001193

Dear Mr. Treppa:

The Police Department regularly requests appropriation of funds in our yearly budget to supplement the unmarked, investigative and patrol fleet vehicles. The vehicles listed below will be utilized in the marked patrol fleet. In an effort to remain fiscally responsible and continue our operational effectiveness, we will rotate the older, high-mileage vehicles out of the fleet and place the new ones into the bureaus and divisions as needed. Funding for this purchase is available in the 2025-2026 budget, under GL #261-9261-82214.

Quantity	Vehicle	Unit Cost	Total Cost
2	**2025 Ford Interceptor w EcoBoost**	**$48,787.00** Michigan State Contract #240000001193 Purchased at Gorno Ford	**$97,574.00**

Gorno Ford Inc.
22025 Allen Rd.
Woodhaven, MI 48183
734-671-4033

Vehicle pricing comes from the State of Michigan State contract pricing bid referenced above.

Thank you in advance for your assistance. If you have any questions, please contact me at 574-4825.

Professionally,

Brent Chisolm, Captain
Adminstartive Services Bureau

Docusign Envelope ID: A21C4898-5318-4726-8EB2-783056CEBF1A

RESOLUTION

Document No: STA-W-1690
Product or Service: Two (2) 2025 Ford Interceptor with EcoBoost Police Vehicles
Requesting Department: Police Department

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____ 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember _____.

Pursuant to Section 2-344 of the Code of Ordinances, the City may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, equipment, goods or services with one (1) or more public procurement units.

Upon performing a diligent inquiry, the Police Department has determined that it is necessary in the interest of the Police Department and the City, to acquire supplies, equipment, or goods pursuant to cooperative purchasing.

The Police Department recommends awarding the purchase of two (2) 2025 Ford Interceptor with EcoBoost Police Vehicles, to Gorno Ford, Inc., 22025 Allen Road, Woodhaven, MI 48183, utilizing the State of Michigan Contract #MA240000001193, in the total amount of $97,574.00 ($48,787.00 each).

Docusign Envelope ID: A21C4898-5318-4726-8EB2-783056CEBF1A

The purchasing agent has conducted a review and concurs with the cooperative purchasing.

Funds are available in the following Account: 261-9261-82214.

IT IS RESOLVED, that the cooperative purchase is hereby accepted by City Council to Gorno Ford, Inc. in the total amount of $97,574.00 ($48,787.00 each).

IT IS FURTHER RESOLVED, that City Council authorizes payment to be made to the awarded vendor immediately upon City acceptance of the vehicles.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

X Cooperative Bid Documents
☐ Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this_____day of_____, 2025.

_____
Mindy Moore
Secretary of the Council

Docusign Envelope ID: A21C4898-5318-4726-8EB2-783056CEBF1A

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

_____
Sonja Buffa
City Clerk

Docusign Envelope ID: 7CFD8A95-0712-4004-9550-AC73D9F26154

CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: SEPTEMBER 30, 2025

TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL

SUBJECT: STA-W-1701; PURCHASE OF APX 6500 RADIOS AND E5 RADIO CONTROL HEADS, UTILIZING THE STATE OF MICHIGAN CONTRACT #MA190000001544

The Purchasing Division concurs with the Police Department and recommends that City Council authorize the purchase of Five (5) APX 6500 In-Vehicle Radios, Eight (8) E5 Radio Control Heads with accessories, programming and activation fees from the vendors listed below, in the total amount not to exceed $41,470.00.

VENDOR	DESCRIPTION	GL ACCOUNT	TOTAL COST
Motorola Solutions, Inc. 500 West Monroe Chicago, IL 60661	Five (5) APX-6500 Radios Eight (8) ES Radio Heads & Accessories	101-1301-98402	$ 39,845.00
State of Michigan Department of Management and Budget P.O. Box 30681 Lansing, MI 48909	Five (5) Radio Activations to the State-wide system ($250.00 per device)	101-1301-80100	$ 1, 250.00
Macomb County Finance Department 120 N. Main Street, 2nd Floor Mt. Clemens, MI 48043	Five (5) Radio configuration & implementation ($75.00 per device)	101-1301-85300	$ 375.00
		GRAND TOTAL:	**$ 41,470.00.00**

The Police Department is requesting approval to purchase:

- Five (5) APX-6500 Mobile Radios;
- Eight (8) ES Radio Heads for Patrol Vehicles;
- Related supporting equipment, accessories, and software upgrades;
- Configuration of five (5) radios;
- Activation of the five (5) radios.

If approved by your honorable body, these new radios will be utilized in newly marked vehicles, while older radios from decommissioned vehicles will be moved to detective bureau, special operations,

Docusign Envelope ID: 7CFD8A95-0712-4004-9550-AC73D9F26154

and special investigations vehicles. In addition, these new radios will be essential for maintaining reliable and secure communications between officers in the field, dispatch, and other agencies, ensuring officer safety, public safety, and effective coordination during emergency responses.

This purchase will be made utilizing the State of Michigan Contract #MA190000001544 (see attached).

Funds are available in the accounts listed in the table above.

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by: Craig Treppa E610E2D7FFE5449...	Signed by: F6FDC83AE1C142B...	DocuSigned by: Richard Fox CF2C773236C54C9...	Signed by: Lori M. Stone F040B73E57F248E...
Craig Treppa	Kris Battle	Richard Fox	Lori M. Stone
Purchasing Agent	Budget Director	Controller	Mayor

Docusign Envelope ID: 7CFD8A95-0712-4004-9550-AC73D9F26154

STATE OF MICHIGAN
ENTERPRISE PROCUREMENT

Department of Technology, Management, and Budget
320 S. Walnut Street 2nd Floor Lansing, MI 48933
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **12**
to
Contract Number **MA190000001544**

CONTRACTOR	
	MOTOROLA SOLUTIONS INC
	500 W. Monroe St.
	Chicago IL 60661
	Melanie Leenhouts
	616-706-1723
	melanie.leenhouts@motorolasolutions.com
	CV0016903

STATE			
	Program Manager	Various	Various
	Contract Administrator	Nichole Harrell	DTMB
		517-449-9245	
		Harrelln@michigan.gov	

CONTRACT SUMMARY			
MPSCS Continued System Updates, Equipment, Maintenance and Upgrades, and Ancillary Systems Products			
INITIAL EFFECTIVE DATE	**INITIAL EXPIRATION DATE**	**INITIAL AVAILABLE OPTIONS**	**EXPIRATION DATE BEFORE**
October 1, 2019	December 31, 2029	0 - 0 Months	December 31, 2029
PAYMENT TERMS		**DELIVERY TIMEFRAME**	
Net 45		As per Delivery Order.	
ALTERNATE PAYMENT OPTIONS		**EXTENDED PURCHASING**	
☒ P-Card ☐ Direct Voucher (PRC) ☐ Other		☒ Yes ☐ No	
MINIMUM DELIVERY REQUIREMENTS			
No Minimum Delivery Requirements.			

DESCRIPTION OF CHANGE NOTICE				
OPTION	**LENGTH OF OPTION**	**EXTENSION**	**LENGTH OF EXTENSION**	**REVISED EXP. DATE**
☐		☐		
CURRENT VALUE	**VALUE OF CHANGE NOTICE**	**ESTIMATED AGGREGATE CONTRACT VALUE**		
$211,232,622.44	$0.00	$211,232,622.44		

Docusign Envelope ID: 7CFD8A95-0712-4004-9550-AC73D9F26154

MOTOROLA SOLUTIONS

QUOTE-3301179

Billing Address:
WARREN POLICE DEPT, CITY OF
29900 CIVIC CTR BLVD
WARREN, MI 48093
US

Quote Date:09/16/2025
Expiration Date:11/15/2025
Quote Created By:
Martin Omalley
Marty.OMALLEY@
motorolasolutions.com

End Customer:
WARREN POLICE DEPT, CITY OF
Brandon Roy
broy@warrenpd.org
(586) 574-4822

Contract: 35115 - STATE OF MICHIGAN, MA# 190000001544

Line #	Item Number	Description	Qty	List Price	Ext. List Price	Sale Price	Ext. Sale Price
	APX™ 6500 / Enh Series	ENHANCEDAPX6500					
1	M25URS9PW1BN	MOBILE RADIO APX6500 ENHANCED 7/800 MHZ	5	$3,764.00	$18,820.00	$2,634.80	$13,174.00
1a	GA00318AF	ENH: 5 YEAR ESSENTIAL SVC	5	$480.00	$2,400.00	$480.00	$2,400.00
1b	GA00580AA	ADD: TDMA OPERATION	5	$530.00	$2,650.00	$371.00	$1,855.00
1c	G66BJ	ADD: DASH MOUNT E5 APXM	5	$148.00	$740.00	$103.60	$518.00
1d	G51AU	SOFTWARE LICENSE ENH: SMARTZONE OPERATION APX6500	5	$1,412.00	$7,060.00	$988.40	$4,942.00
1e	GA01606AA	ADD: NO BLUETOOTH/ WIFI/GPS ANTENNA NEEDED	5	$0.00	$0.00	$0.00	$0.00
1f	W432AG	ADD: AUXILIARY SPKR 13W (3.2OHM)	5	$85.00	$425.00	$59.50	$297.50
1g	G444AH	ADD: APX CONTROL HEAD SOFTWARE	5	$0.00	$0.00	$0.00	$0.00
1h	G806BL	SOFTWARE LICENSE ENH: ASTRO DIGITAL CAI OP APX	5	$607.00	$3,035.00	$424.90	$2,124.50
1i	GA01670AA	ADD: APX E5 CONTROL HEAD	5	$767.00	$3,835.00	$536.90	$2,684.50
1j	W22BA	ADD: STD PALM MICROPHONE APX	5	$85.00	$425.00	$59.50	$297.50

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Docusign Envelope ID: 7CFD8A95-0712-4004-9550-AC73D9F26154

Line #	Item Number	Description	Qty	List Price	Ext. List Price	Sale Price	Ext. Sale Price
1k	QA09113AB	ADD: BASELINE RELEASE SW	5	$0.00	$0.00	$0.00	$0.00
1l	W969BG	SOFTWARE LICENSE ENH: MULTIKEY OPERATION	5	$388.00	$1,940.00	$271.60	$1,358.00
1m	G174AD	ADD: ANT 3DB LOW-PROFILE 762-870	5	$50.00	$250.00	$35.00	$175.00
1n	G361AH	SOFTWARE LICENSE ENH: P25 TRUNKING SOFTWARE APX	5	$353.00	$1,765.00	$247.10	$1,235.50
1o	G851AG	ADD: AES/DES-XL/DES-OFB ENCRYP APX AND ADP	5	$941.00	$4,705.00	$658.70	$3,293.50
	APX™ Control Head/ Mounting Kits/DEK BOX/Multiplexers						
2	H1930A	MOBILE RADIO E5 CH	8	$767.00	$6,136.00	$575.25	$4,602.00
2a	G90AC	ADD: NO MICROPHONE NEEDED APX	8	$0.00	$0.00	$0.00	$0.00
2b	GA01754AA	ADD: E5 DASH MOUNT	8	$148.00	$1,184.00	$111.00	$888.00
2c	G142AD	ADD: NO SPEAKER APX	8	$0.00	$0.00	$0.00	$0.00
2d	GA01301AA	ADD: NO PWR CBL	8	$0.00	$0.00	$0.00	$0.00
2e	GA01297AA	ADD: NO ACCESSORY CABLE	8	$0.00	$0.00	$0.00	$0.00

Subtotal $55,370.00

Total Discount Amount $15,525.00

Grand Total $39,845.00(USD)

Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Docusign Envelope ID: 7CFD8A95-0712-4004-9550-AC73D9F26154

WARREN POLICE DEPARTMENT
29900 CIVIC CENTER BLVD.
WARREN, MI 48093
(586) 574-4700
FAX (586) 574-4862
www.cityofwarren.org

September 24, 2025

Craig Treppa
Warren City Hall
Purchasing
One City Square
Warren, Michigan 48093

RE: Request to Purchase Motorola In-vehicle Radios and Radio heads using State of Michigan Contract# 190000001544

Dear Mr. Treppa,

The Warren Police Department is requesting approval to purchase Motorola in-vehicle radios and radio heads to support daily patrol operations and specialty units. These radios are essential to maintaining reliable and secure communications between officers in the field, dispatch, and other agencies. Reliable in-vehicle radio communication in critical to ensuring officer safety, public safety, and effective coordination during emergency responses.

This request is being made to up-fit additional vehicles that are in the police fleet. These new radios will be rotated into use in newly marked vehicles, while older radios from decommissioned vehicles will be moved to detective bureau, special operations, and special investigations vehicles.

The requested purchase includes five (5) complete sets of APX 6500 radios with supporting software, mounts, speakers, and antenna. It also includes eight (8) E5 radio control heads with mounts. The total cost of all items is $39,845.00 through State of Michigan Contract #190000001544. Funding for this purchase is available in the Police Equipment Account GL#101-1301-98402.

A blanket purchase order with the Macomb County Finance Department for programming fees of $75 per radio, $375 total and a blanket purchase order with the State of Michigan for activation fees of $250 per radio, $1,250 total will be submitted for these costs.

Docusign Envelope ID: 7CFD8A95-0712-4004-9550-AC73D9F26154

Motorola Solutions
1301 E Algonquin Road
Schaumburg, IL 60196

Professionally,

Signed by:
Brent Chisolm
9203B4FAD4AC476...

Brent Chisolm, Captain
Police Administration

Docusign Envelope ID: 7CFD8A95-0712-4004-9550-AC73D9F26154

RESOLUTION

Document No: STA-W-1701
Product or Service: Purchase of In-Vehicle Radios & Control Heads
Requesting Department: Police Department

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember _____.

Pursuant to Section 2-344 of the Code of Ordinances, the City may participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, equipment, goods or services with one (1) or more public procurement units.

Upon performing a diligent inquiry, the Police Department has determined that it is necessary in the interests of the Police Department and the City**,** to acquire five (5) APX 6500 In-Vehicle Radios, eight (8) E5 Radio Control Heads with accessories, programming and activation fees, utilizing the State of Michigan Contract #MA190000001544, in the total amount not to exceed $41,470.00.

Funds are available in the accounts listed in the table below.

The purchasing agent has conducted a review and concurs with the cooperative purchase.

Docusign Envelope ID: 7CFD8A95-0712-4004-9550-AC73D9F26154

THEREFORE, IT IS RESOLVED, that the purchase of five (5) APX 6500 In-Vehicle Radios, eight (8) E5 Radio Control Heads with accessories, programming and activation fees, as shown in the table below, are hereby accepted by City Council.

VENDOR	DESCRIPTION	GL ACCOUNT	TOTAL COST
Motorola Solutions, Inc. 500 West Monroe Chicago, IL 60661	Five (5) APX-6500 Radios Eight (8) ES Radio Heads & Accessories	101-1301-98402	$ 39,845.00
State of Michigan Department of Management and Budget P.O. Box 30681 Lansing, MI 48909	Five (5) Radio Activations to the State-wide system ($250.00 per device)	101-1301-80100	$ 1, 250.00
Macomb County Finance Department 120 N. Main Street, 2nd Floor Mt. Clemens, MI 48043	Five (5) Radio configuration & implementation ($75.00 per device)	101-1301-85300	$ 375.00
		GRAND TOTAL:	**$ 41,470.00.00**

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

X Cooperative Bid Document
☐ Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this_____day of_____, 2025.

_____
Mindy Moore
Secretary of the Council

Docusign Envelope ID: 7CFD8A95-0712-4004-9550-AC73D9F26154

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

Sonja Buffa
City Clerk

Docusign Envelope ID: B84BFC28-4BEB-4C11-B81C-3719D4EF498F

CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: SEPTEMBER 25, 2025

TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL

SUBJECT: TRI-W-1221; RECOMMENDATION TO INCREASE THE AWARD TO FURNISH AND INSTALL PLAYGROUND EQUIPMENT FOR LICHT PARK UTILIZING THE SOURCEWELL COOPERATIVE CONTRACT #010521-LTS

The Purchasing Division concurs with the Parks and Recreation Department and recommends that City Council approve an increase of award for Furnishing and Installing Playground Equipment at Licht Park, to webuildfun, Inc., P.O. Box 29, Allen, TX 75013, utilizing the Sourcewell Cooperative Contract #010521-LTS with PlayPower, Inc., 11515 Vanstory Drive #100, Huntersville, NC 28078 (Miracle Recreation), from a total amount of $597,469.90 to a total amount of $603,469.90 (an increase of $6,000.00).

On May 28, 2024, City Council awarded the purchase and installation of Playground Equipment for Licht Park to webuildfun, Inc., utilizing the Sourcewell Cooperative Contract #010521-LTS with PlayPower, Inc. for a total amount of $597,469.90.

The play structure was vandalized during installation, which required the vendor to re-install the sub-base and to also provide cleanup services to remove graffiti on the new equipment. Thus, the Parks and Recreation Department is seeking an increase of $6,000.00 to cover the unforeseen additional costs.

Funds are available in the following Account: 208-9208-97400.

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:
F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
CF2C773236C54C9...
Richard Fox
Controller

Signed by:
Lori M. Stone
F040B73E57F248E...
Lori M. Stone
Mayor

Docusign Envelope ID: B84BFC28-4BEB-4C11-B81C-3719D4EF498F

CONTRACT EXTENSION

Contract Number: #010521-LTS

Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and PlayPower, Inc. (Vendor) 11515 Vanstory Drive, Huntersville, NC 28078 have entered into Contract #010521-LTS for the procurement of Playground and Water Play Equipment with Related Accessories and Services. The Contract has an expiration date of February 17, 2025, but the parties may extend the Contract by mutual consent.

Sourcewell and Vendor acknowledge that extending the Contract benefits the Vendor, Sourcewell and Sourcewell's Members. Vendor and Sourcewell agree to extend the Contract listed above for an additional period, with a new Contract expiration date of February 17, 2026. All other terms and conditions of the Contract remain in full force and effect.

Sourcewell

DocuSigned by:
By: Jeremy Schwartz
C0FD2A139D06489...

Jeremy Schwartz

Title: Chief Procurement Officer

Date: 9/23/2023 | 10:52 AM CDT

PlayPower, Inc.

DocuSigned by:
By: W. Todd Brinker
B286C633F68749C...

W. Todd Brinker

Title:

Date: 9/25/2023 | 4:14 PM CDT

Docusign Envelope ID: B84BFC28-4BEB-4C11-B81C-3719D4EF498F

DocuSign Envelope ID: 8B246166-34EE-4716-964C-507EB16CF8CD

Proposal Evaluation
Playground and Water Play Equipment with Related Accessories and Services RFP #010521

	Possible Points	ABC WATER PRODUCTS INC	AquaWorx, Inc.	BCI Burke Company, LLC	Berliner Seilfabrik Play Equipment Corporation	Columbia Cascade Company	CXT Inc	Ecore International	Henderson Recreation Equipment Limited	Industrial Shadeports Inc.	Keystone Ridge Designs, Inc.	Landscape Structures Inc.	North West Rubber	PlayPower
Conformance to RFP Requirements	50	32	39	42	37	37	35	37	41	35	43	44	41	43
Pricing	400	322	335	329	278	308	344	323	322	334	336	330	325	342
Financial Viability and Marketplace Success	75	49	54	66	54	51	61	60	57	52	62	66	56	68
Ability to Sell and Deliver Service	100	69	81	83	71	65	78	78	78	65	81	83	80	87
Marketing Plan	50	36	42	43	35	37	39	38	37	38	42	43	37	44
Value Added Attributes	75	45	59	65	57	57	63	60	61	62	63	67	56	67
Warranty	50	42	43	44	42	39	38	40	44	43	42	42	41	43
Depth and Breadth of Offered Equipment, Products, or Services	200	156	155	166	147	148	123	141	154	135	144	177	138	178
Total Points	1,000	751	808	838	721	742	781	777	794	764	813	852	774	872
Rank Order		20	10	5	23	22	14.5	16	13	19	8	2	17	1

	Possible Points	Prophet Corp.	Public Restroom Company	Raindrop Products LLC	Rubbercycle LLC	Ry-Lecia Corp	Saris Cycling Group	SofSurfaces, Inc	The Fountain People	The Recreational Group	TLMV Inc dba American Fence Company	Vortex USA	Waterplay Solutions
Conformance to RFP Requirements	50	42	38	41	37	36	36	43	36	41	37	41	44
Pricing	400	332	316	343	330	259	328	333	311	346	307	299	341
Financial Viability and Marketplace Success	75	58	62	64	60	51	56	62	60	57	49	64	64
Ability to Sell and Deliver Service	100	78	73	83	80	60	74	85	76	76	62	84	82
Marketing Plan	50	44	43	45	36	30	40	44	40	42	37	43	43
Value Added Attributes	75	62	61	66	60	34	60	65	58	58	52	62	67
Warranty	50	45	43	43	43	37	41	46	43	42	42	40	42
Depth and Breadth of Offered Equipment, Products, or Services	200	158	130	166	151	136	115	148	157	147	134	166	164
Total Points	1,000	819	766	851	797	643	750	826	781	809	720	799	847
Rank Order		7	18	3	12	25	21	6	14.5	9	24	11	4

DocuSigned by:
Kim Austin
6830543C58384D1...
Kim Austin, MBA, CPPB, Procurement Lead Analyst

DocuSigned by:
0B0204E40D3E445...
Michael Muñoz, CPPB, Procurement Analyst

DocuSigned by:
Carol Jackson
6EE63AEDED5F46E...
Carol Jackson, Procurement Analyst

DocuSigned by:
Beverly Hoemberg
36394C13F1E94C7...
Beverly Hoemberg, Procurement Analyst

Docusign Envelope ID: B84BFC28-4BEB-4C11-B81C-3719D4EF498F

Brands

PlayPower is a family of brands that believe in the power of play. Each wholly-owned subsidiary is dedicated to providing fun, safe play solutions that put smiles on people's faces. The exceptional design and durability of our products are unmatched in the industry. Explore our brands' full capabilities below.

EZDOCK · HAGS · little tikes COMMERCIAL · Miracle · NF surfaces

PLAYTIME · PLAYWORLD · Soft Play · Tayplay · USASHADE A Fabric Structures. · VPS

WABASH VALLEY

Docusign Envelope ID: B84BFC28-4BEB-4C11-B81C-3719D4EF498F



Miracle Recreation Equipment is a leading producer of innovative, durable, and inclusive play spaces for a variety of commercial needs. Our experience shines through in our broad range of customized and themed commercial systems designed to thrill children of all ages and abilities. Meeting high standards of quality, safety and accessibility, Miracle is where everyone can go when they're ready to play. **Find your right choice at the right price by following the link below.**

miracle-recreation.com

Miracle Recreation Equipment Company
878 E Highway 60
Monett, MO 65708
P 888-458-2752 • F 417-235-3551

Docusign Envelope ID: B84BFC28-4BEB-4C11-B81C-3719D4EF498F

Find a Sales Representative

United States of America

United States of America

48093

Search

webuildfun, Inc.

P.O. Box 29,
Allen, TX 74013

https://www.webuildfun.com/

Contact Us

Docusign Envelope ID: B84BFC28-4BEB-4C11-B81C-3719D4EF498F

Miracle Recreation Representative Listing
United States and Canada

MIRACLE RECREATION EQUIPMENT COMPANY LINK

2024 MIRACLE CATALOG LINK

WHY CHOOSE MIRACLE RECREATION VIDEO - SHAPING THE FUTURE OF PLAY

REP ORGANIZATIONS	TERRITORIES SERVICED	REP PRINCIPLE	MAILING ADDRESS	PHONE #	FAX #	E-MAIL ADDRESS	COMPANY WEBSITE
ASH RECREATION & DESIGN	AR; OK	Brian Ash	931 Monterey Court Monett, MO 65708	800-933-6484 417-393-5788 cell	N/A	brian@ashrecreation.com	https://www.miracle-recreation.com/
BOLAND RECREATION, INC.	IA , WI	Mark Boland	2347 Oak Park Rd. Marshalltown, Ia. 50158	641-752-7589 641-751-5338 cell	641-752-6604	iowaparkplace@mchsi.com	http://www.bolandrecreation.com/
CHURCHICH RECREATION & DESIGN (CRD OF HILTON HEAD)	SC; S. NC	Jeff Churchich	20 Towne Dr., PMB 186 Bluffton, SC 29910	843-757-3156 843-368-8170 cell	843-757-3150	jeff@churchichrecreation.com	https://churchichrecreation.com/
CHURCHICH RECREATION, LLC	CO; E WY; NE,	Kit Steven	PO Box 263 Alamo, CA 94507	510-893-2162 510-295-9507 cell	510-893-2163	kit@miracleplaygroup.com	https://www.miracleplaygroup.com/
CREATIVE RECREATION, LLC	CT; RI; S. E. MA	John Hollerbach	PO Box 330235 W Hartford, CT 06133-0235	860-953-5336	860-953-5337	john@creativerec.com	https://www.creativerec.com/
CUSTOM PLAY SYSTEMS, INC.	KS; W. MO	Greg Stein	5901 NE Diamond Circle Lee's Summit, MO 64064	816-795-7795	816-350-0080	gstein@customplaysystems.com	https://www.customplaysystems.com/
DENZAK RECREATIONAL DESIGN AND SUPPLY	W. NY	Joe Denzak	PO Box 15517 Syracuse, NY 13215	315-492-2631	315-492-2633	drecreat@twcny.rr.com	https://www.denzakrec.com/
GARRETT & COMPANY, INC	ID; UT; W. WY, MT	Vern Garrett	PO Box 57426 Murray, UT 84157	801-265-8443 801-232-4576 cell	801-263-1254	vern@garrettandcompany.com	https://garrettandcompany.com/
HASLEY RECREATION, INC	AL; GA	Eric Hasley	P.O. Box 489 Flowery Branch, GA 30542	770-965-4042	770-936-1970	ehasley@hasley-recreation.com	https://hasley-recreation.com/
HUTCHINSON RECREATION & DESIGN	E. MO; S. IL	Brad & Curt Hutchinson		314-436-5000	636-528-8413	brad@hutchinson-recreation.com curt@hutchinson-recreation.com	https://www.hutchinson-recreation.com/
MIRACLE RECREATION - REGIONAL SALES DIRECTOR	MS	Anthony Cordova	878 E Highway 60 Monett, MO 65708	801-674-0464	N/A	anthony.cordova@playpower.com	https://www.miracle-recreation.com/
KINCADE RECREATION	LA	Tracey Kincade	PO Box 1762 Livingston, TX 77351	936-328-9733 936-328-9733 cell	N/A	kincaderecreation@eastex.net	http://kincaderecreation.net/
LIBERTY PARKS & PLAYGROUNDS	DE; NJ	Joel Lyons	P.O. Box 53 Stratford, NJ 08084	877-808-1583 856-264-4008	888-324-3929	joel@lyonsrecreation.com	https://www.lyonsrecreation.com/
LYONS RECREATION	E. PA	Joel Lyons	P.O. Box 53 Stratford, NJ 08084	877-808-1583 856-264-4008	888-324-3929	joel@lyonsrecreation.com	https://www.lyonsrecreation.com/
MAINE RECREATION & DESIGN	ME	Eric Welzel	347 Lunt Rd. Brunswick, ME 04011	207-729-9368 207-751-4323 cell	N/A	eric@maine-playgrounds.com	https://www.maine-playgrounds.com/
MAY RECREATION EQUIPMENT & DESIGN	S.E. TX	Randy May	3 Sunspree Place The Woodlands, TX 77382	281-363-1908 800-964-6301	281-310-8812	randy@mayrecreation.com	https://mayrecreation.com/
METRO RECREATION	District of Columbia; MD; WV	Michael Slifer	4907 Camden Place N Jefferson, MD 21755	240-409-2870	240-490-5162	mike@metrorecreation.com	https://metrorecreation.com/
MILLER RECREATION EQUIPMENT & DESIGN	W. & C. FL	Joe & Susan Miller	2017 91st Street N.W. Bradenton, FL 34209	941-792-4580	941-794-2909	mrecfla@tampabay.rr.com	https://www.millerrecreation.com/

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MIRACLE OF KY & TN	KY; TN	Tami Phillips	931 Commerce Drive Leitchfield, KY 42754	270-230-0221	270-230-0210	tami@miraclekytn.com	https://miraclekytn.com/
MIRACLE OF SOUTH FLORIDA	S. FL	Connie Brown	14451 Lexington Place Davie, FL 33325	954-520-4523 cell	954-473-1964	connieb@miracleofsouthflorida.com	https://www.facebook.com/people/Miracle-of-South-Florida/100057472839055/
Miracle Playgrounds of Indiana	IN	Megan Miller	PO Box 4045 Lawrenceburg, IN 47025	877-220-6705	N/A	megan@miracleofindiana.com	https://www.miracleindiana.com/
MIRACLE PLAYGROUND SALES, INC.	S. CA	Kelly Spence	9106 Pulsar Ct, Suite C Corona, CA 92883	951-695-4515	877-215-3869	kelly.spence@miracleplayground.com	https://www.miracleplayground.com/
MIRACLE PLAYGROUND SALES OF SOUTHERN CALIFORNIA LLC	S. & C. CA	Robert Fryhoff	9106 Pulsar Ct, Suite C Corona, CA 92883	951-695-4515 714-267-7457 cell	877-215-3869	rfryhoff@miracleplayground.com	https://www.miracleplayground.com/
MIRACLE PLAYGROUND SALES SW	AZ; NV	Monte Corley	9106 Pulsar Ct, Suite C Corona, CA 92883	951-695-4515 602-315-5144 cell	877-215-3869	monte@miracleplayground.com	https://www.miracleplayground.com/
MIRACLE PLAYSYSTEMS INCORPORATED	N. & C. CA , OR , WA	Kit Steven	PO Box 263 Alamo, CA 94507	510-893-2162 510-295-9507 cell	510-893-2163	kit@miracleplaygroup.com	https://www.miracleplaygroup.com/
PARK & RECREATION SUPPLY / TEAM REIL	N. IL	John Cederlund	17421 Marengo Road Union, IL 60180	815-923-2099 815-482-2510 cell	815-923-2204	john@getreil.com	https://getreil.com/
PARK PLACE RECREATION DESIGNS	S. TX	Bob Ahrens	PO Box 18186 San Antonio, TX 78218	210-821-5878 210-416-6482 cell	210-832-0115	bob@miracleparkplace.com	https://miracleparkplace.com/
PETTINELLI & ASSOCIATES, INC	NH; VT	Robert Pettinelli	PO Box 5814 Burlington, VT 05402	802-862-3002	802-862-3112	playgrdbob@aol.com	http://pettinelliandassociates.com/
PETTINELLI RECREATION, INC	S. NY; Long Island NY, NYC	Robert K. Pettinelli, Jr	199 Blessings Road Slingerland, NY 12159	518-461-5917	518-326-9859	robertk@pettinelliandassociates.com	https://pettinellirecreation.com/
PLAYGROUND EQUIPMENT SERVICES	OH	Eric Schmidt	3460 Oakmeadow Lane Cincinnati, OH 45239	513-923-2333	513-923-2444	eric@playgroundequipmentservices.com	https://www.playgroundequipmentservices.com/
REC AND ROLL, LLC	HI	Rory Otto	580 Dillingham Blvd. Honolulu, HI 96817	808-485-8885 808-630-1064 cell	N/A	Rory@nylawn.com	https://www.recandrollhawaii.com/
SITE CONCEPTS	VA; N. NC	Jack Huffman	PO Box 9309 Chesapeake, VA 23321	757-465-5701 757-383-8405 cell	757-465-5739	jack@siteconceptsva.com	http://www.siteconceptsva.com/
SITE SPECIFICS	N, W, C MA	Cindy Maak	PO BOX 325 Rochester, MA 02770	508-763-0207 508-633-0722 cell	508-763-0208	cindy@sitespecifics.net	https://www.sitespecifics.net/
SPORTS AND RECREATION ASSOCIATES, LLC	W. PA	Mark Ford	1950 Shady Plain Road Apollo, PA 15613	724-478-1775	724-478-1785	mford46928@aol.com	http://www.sportsrecassoc.com/
TRUE NORTH RECREATION	N. & Panhandle FL	Rich & Kim Falkowski	500 Alfani St Davenport, FL 33896	407-883-8463	N/A	miracle@truenorthrecreation.com	https://www.miracle-recreation.com/
WEBBER RECREATIONAL DESIGN	MN, ND, SD	Jay Webber	1442 Brooke Court Hastings, MN 55033	651-438-3630 612-581-4704 cell	651-438-3939	jwebber@webberrec.com	https://webberrec.com/
WEBUILDFUN, INC	C. TX, W TX, Tx Panhandle, NM, MI	Vince Allen	PO Box 29 Allen, TX 75013	972-727-0653 214-869-2197 cell	972-396-4994	va@webuildfun.com	https://www.webuildfun.com/

CANADA REP AGENCIES							
CANADIAN RECREATION SOLUTIONS	AB; BC; SK	Robert McCoy	#74, 52328 Hwy 21 Sherwood Park, AB T8B 1J9	780-465-0123	N/A	robert@canadianrecreationsolutions.com	
COASTLINE SPECIALTIES LIMITED	NL	John Pike & Seth Pike	46 Robin Hood Bay Road St. John's, NL A1A 5V3	709-726-9155	N/A	john@coastlinespecialties.ca seth@coastlinespecialties.ca	

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PLAYGROUND PLANNERS	E. ON	Maryanne & Shannon Swinimer	14 Laurentide Road Nepan ON K2H 6T5	613-828-5502	N/A	shannon@playgroundplanners.com maryanne@playgroundplanners.com	
CRCS	N. ON & MB	Melissa Sheridan	103 Napa Valley Dr Sudbury, ON P3E 0G8	705-522-5555	N/A	Melissa@crcsrecreation.ca	
KETZA CONSTRUCTION	YT & NT	Eric Brohman	107 Platinum Road Whitehorse, YT Y1A 5M3	647-386-6447	N/A	ebrohman@ketza.ca	
PPLT CANADA	C. ON	Robb Wilson	P. O. Box 125 Paris ON N3L 3E7	519-757-7573	N/A	robb.wilson@playpower.com	
PPLT CANADA	S.W. ON	Loreen Warner	P. O. Box 125 Paris ON N3L 3E7	519-732-0072	N/A	loreen.warner@playpower.com	
PPLT CANADA	W. ON	Steve Howes	P. O. Box 125 Paris ON N3L 3E7	519-770-7717	N/A	steve.howes@playpower.com	
PPLT CANADA	S. & C. ON	Jake Hoogstraten	P. O. Box 125 Paris ON N3L 3E7	519-761-7752	N/A	jake.hoogstraten@playpower.com	
PPLT CANADA	Maritime Provinces; NS; PE; NB	Scott O'Reilly	76 Astour Drive Eastern Passage, NS B3G 1M7	902-471-1415	N/A	scott.oreilly@playpower.com	
TECHSPORT	QC	Casey Cameron	4994 Route 125 Rawdon, Quebec. J0K 1S0	514-796-3222	N/A	casey@techsport.ca	
PPLT CANADA	Any other Eastern territories	Michael Lovering	P. O. Box 125 Paris ON N3L 3E7	519-757-2767	N/A	michael.lovering@playpower.com	
PPLT CANADA	Any other Western territories	Lorraine Friesen	861 Raymer Road, Kelowna, British Columbia, Canada V1W 1J7	250-681-5117	N/A	lorraine.friesen@playpower.com	

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PARKS AND RECREATION
5460 Arden
Warren, MI 48092
(586) 268-8400
www.cityofwarren.org

September 10, 2025

Craig Treppa
Purchasing Agent
City of Warren

Subject: Request for an increase of award to webuildfun. Inc. bid # TRI-W-1221.

The Parks & Recreation Department is requesting an increase of award to webuildfun Inc. for Licht Park Play Structure. The amount of the original bid is $597,469.90 but due to vandalism during installation the contractor had to take extra days to redo the sub-base for the playground turf and also had to clean paint off of different pieces of equipment. The cost of this extra unforeseen work is an additional $6,000.00 for a total cost of $603,469.90. The total amount of $603,469.90 be applied to Parks & Recreation account #9208-97400.

Attached is the invoice. If you have any questions, please contact me.

.

Sincerely,

Signed by:
David Klein
54DD4A1A50F8421...

David Klein
Assistant Director
Parks & Recreation

Read and Concur:

DocuSigned by:
David Muzzarelli
A310AB08BBC84DD...

David Muzzarelli
Public Service Director

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RESOLUTION

Document Number: TRI-W-1221 Increase of Award
Product or Service: Furnish and Install Licht Park Playground Equipment
Requesting Department: Parks and Recreation

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____ 2025 at 7 p.m., Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember_____.

Pursuant to Section 2-344 of the Code of Ordinances, the City may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, equipment, goods or services with one (1) or more public procurements units.

On May 28, 2024, City Council awarded the purchase and installation of Playground Equipment for Licht Park to webuildfun, Inc., P.O. Box 29, Allen, TX 75013, utilizing the Sourcewell Cooperative Contract #010521-LTS with PlayPower, Inc., 11515 Vanstory Drive #100, Huntsville, NC 28078 (Miracle Recreation), for a total amount of $597,469.00.

The Parks and Recreation Department has determined that it is in the best interest of the City, that, due to necessary cleanup services and the re-installation of the sub-base, the award be increased from a total amount of $597,469.90 to a total amount of $603,469.90 (an increase of $6,000.00).

Funds are available in account number: 208-9208-97400.

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IT IS RESOLVED, that the increase of award to webuildfun, Inc., utilizing the Sourcwell Cooperative Contract #010521-LTS with PlayPower, Inc., (Miracle Recreation), is hereby accepted by City Council, from a total amount of $597,469.00 to a total amount of $603,469.90 (an increase of $6,000.00).

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

X Cooperative Bid document
☐ Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this___ day of _____, 2025.

_____
Mindy Moore
Secretary of the Council

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CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

_____
Sonja Buffa
City Clerk

Certificate Of Completion

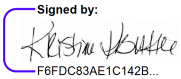
Envelope Id: B84BFC28-4BEB-4C11-B81C-3719D4EF498F
Status: Completed
Subject: TRI-W-1221 Increase of Award for Licht Park Playground Equipment- Council Item
Source Envelope:
Document Pages: 13
Signatures: 7
Certificate Pages: 6
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Shanah Turner
1 City Sq Ste 215
Warren, MI 48093
sturner@cityofwarren.org
IP Address: 24.127.1.78

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David Klein dklein@cityofwarren.org P & R Assistant Director City of Warren Security Level: Email, Account Authentication (None)	Signed by: David Klein 54DD4A1A50F8421... Signature Adoption: Pre-selected Style Using IP Address: 174.162.55.121	Sent: 9/25/2025 1:02:31 PM Viewed: 9/25/2025 1:22:42 PM Signed: 9/25/2025 1:22:54 PM
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Electronic Record and Signature Disclosure: Accepted: 6/10/2024 1:31:24 PM ID: ef599500-0987-453f-ae6a-ac6d790161ae		
Shanah Turner sturner@cityofwarren.org Assistant Buyer City of Warren Security Level: Email, Account Authentication (None)	Signed by: Shanah Turner D3220749F3AC487... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 9/25/2025 1:38:35 PM Viewed: 9/25/2025 1:48:43 PM Signed: 9/25/2025 1:49:21 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Craig Treppa ctreppa@cityofwarren.org Purchasing Agent City of Warren Security Level: Email, Account Authentication (None)	Signed by: Craig Treppa E610E2D7FFE5449... Signature Adoption: Pre-selected Style Using IP Address: 2a04:4e41:3407:84c::15f:f84c Signed using mobile	Sent: 9/25/2025 1:49:24 PM Viewed: 9/25/2025 3:24:42 PM Signed: 9/25/2025 3:25:22 PM
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Signer Events	Signature	Timestamp
Kris Battle kbattle@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by:  F6FDC83AE1C142B... Signature Adoption: Uploaded Signature Image Using IP Address: 24.127.1.78	Sent: 9/25/2025 3:25:24 PM Viewed: 9/26/2025 2:51:00 PM Signed: 9/26/2025 2:52:24 PM
Electronic Record and Signature Disclosure: Accepted: 9/11/2025 5:08:41 PM ID: dc18193c-ac2c-424c-9f48-c0daac7b9f4f		
Richard Fox rfox@cityofwarren.org Security Level: Email, Account Authentication (None)	DocuSigned by: Richard Fox CF2C773236C54C9... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 9/26/2025 2:52:25 PM Viewed: 9/26/2025 2:58:48 PM Signed: 9/26/2025 2:59:40 PM
Electronic Record and Signature Disclosure: Accepted: 9/26/2025 2:58:48 PM ID: 39d6ed46-f421-478d-bad2-236bc7d37481		
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 9/26/2025 2:59:41 PM Viewed: 10/7/2025 2:59:27 PM Signed: 10/7/2025 3:00:05 PM
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Editor Delivery Events	Status	Timestamp

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Notary Events	Signature	Timestamp

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Signing Complete	Security Checked	10/7/2025 3:00:05 PM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	10/7/2025 3:00:07 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

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CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: SEPTEMBER 11, 2025

TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL

SUBJECT: TRI-W-1565; AWARD RECOMMENDATION FOR THE PURCHASE OF ONE (1) TAPE LIBRARY STORAGE UNIT, UTILIZING THE SOURCEWELL COOPERATIVE CONTRACT #121923-GVC

The Purchasing Division concurs with the Communications Department and recommends that City Council waive the bid process and award the purchase of One (1) Tape Library Storage Unit from GovConnection, Inc., 732 Milford Road, Merrimack, NH 03054, utilizing the Sourcewell Cooperative Contract #121923-GCV (see attached), in the total amount not to exceed $23,694.40.

If approved by your honorable body, the Tape Library will allow the Communications Department to archive and access the City's video collection, ensuring the long-term preservation of the City's video assets.

Funds for this purchase is available in the following Account: 250-9250-98412.

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Approved By:	Signature	Date
Budget Director:	Signed by: F6FDC83AE1C142B...	9/13/2025
Controller:	DocuSigned by: Richard Fox CF2C773236C54C9...	9/15/2025
MAYOR:	Signed by: Lori M. Stone 76FABF22E3214B9...	9/15/2025

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Proposal Evaluation
Technology Products and Services with Related Solutions RFP #121923
Category 1

	Possible Points	Apple, Inc.	Axelliant, LLC	ByteSpeed, LLC	CDW Government, LLC	Converge Technology Solutions US, LLC	Diverse Tech Services, Inc.	GovConnection, Inc.	HP Inc.	iBenzer, Inc.	Ideal System Solutions, Inc.	Marco Technologies, LLC
Conformance to RFP Requirements	50	14	33	40	45	41	42	43	44	-	45	40
Pricing	400	126	161	314	349	303	354	340	309	-	339	263
Financial Viability and Marketplace Success	75	27	47	53	66	63	56	65	69	-	62	57
Ability to Sell and Deliver Service	100	18	60	76	90	85	78	83	86	-	83	74
Marketing Plan	50	11	33	37	44	43	41	43	45	-	43	36
Value Added Attributes	75	21	57	59	65	58	60	63	66	-	65	59
Warranty	50	28	33	42	42	40	41	41	43	-	41	38
Depth and Breadth of Offered Equipment, Products, or Services	200	83	142	147	185	173	175	175	170	-	173	150
Total Points	1,000	328	566	768	886	806	847	853	832	0	851	717
Rank Order		17	16	13	1	11	4	2	7.5	19.5	3	14

	Possible Points	New Tech Solutions, Inc.	Premier Wireless Business Technology Solutions	Presidio	Renaissance Learning, Inc.	SHI International Corp	Sigma Consultants Group, Inc.	Software Information Resource Corp	Strategic Communications	WorldWide Technology	Zones, LLC
Conformance to RFP Requirements	50	42	-	42	-	44	-	35	43	43	38
Pricing	400	326	-	299	-	324	-	244	338	313	285
Financial Viability and Marketplace Success	75	65	-	64	-	66	-	52	62	67	57
Ability to Sell and Deliver Service	100	81	-	83	-	85	-	70	73	84	83
Marketing Plan	50	41	-	39	-	43	-	41	43	41	39
Value Added Attributes	75	62	-	61	-	66	-	57	64	64	65
Warranty	50	42	-	41	-	40	-	38	40	41	40
Depth and Breadth of Offered Equipment, Products, or Services	200	173	-	178	-	178	-	129	174	173	171
Total Points	1,000	832	0	807	0	846	0	666	837	826	778
Rank Order		7.5	19.5	10	19.5	5	19.5	15	6	9	12

DocuSigned by:
Kim Austin
6830543C58384D1...
Kim Austin, MBA, CPPB, NIGP-CPP, Procurement Manager

DocuSigned by:
0B0204E40D3E445...
Michael Munoz, CPPB, Senior Procurement Analyst

DocuSigned by:
Nick Scholer
4513A60DCA01467...
Nick Scholer, Procurement Analyst

DocuSigned by:
Nicde Lueth
357BE3B136A34E1...
Nicole Lueth, Procurement Analyst

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Proposal Evaluation
Technology Products and Services with Related Solutions RFP #121923
Category 2

	Possible Points	22nd Century Technologies, Inc.	A3 Communications, Inc.	Access 2 Networks, Inc.	American Signal Corporation	Carahsoft Technology Corp	Castellan Information Security Services	Centrix Technologies, LLC	Computer Aid, Inc.	Core BTS, Inc.	Data Center Warehouse, LLC	Data House Consulting, Inc.	DGR Systems	Extreme Networks, Inc.	Fortinet	FOR VIS, LLP
Conformance to Terms/ Conditions to Include Documentation	50	42	40	37	31	40	37	36	45	39	37	39	40	42	42	38
Pricing	400	280	316	285	275	333	323	290	311	278	295	299	316	320	337	263
Financial, Industry and Marketplace Successes	75	89	85	55	51	88	59	82	68	83	81	83	82	89	68	59
Bidder's Ability to Sell/ Service Contract Nationally	100	86	85	78	89	86	88	89	86	87	75	80	79	87	85	83
Bidder's Marketing Plan	50	43	39	35	33	42	37	36	44	42	40	39	41	41	40	39
Value Added Attributes	75	66	57	54	48	64	61	48	64	82	61	52	83	64	66	60
Warranty Coverages and Information	50	41	39	38	38	42	37	37	43	40	38	39	38	42	39	38
Selectionand Variety of Products and Services Offered	200	173	161	166	123	166	145	124	174	155	171	151	164	189	176	170
Total Points	1,000	800	800	745	665	838	767	700	834	765	776	782	802	833	853	746
Rank Order		8	7	24	34	2	15	31	3	18	12	19	6	4	1	23

	Possible Points	Genetec, Inc.	GoApron, Inc.	GOMAIN EV, Inc.	Guide Soft, Inc	Imagine IT, Inc.	ITAudit Labs, LLC	M9 Solutions, LLC	MaiaLearning	Nutri-Link Technologies.com	Nuvalence, LLC	OpenGov, Inc.	Quality and Assurance Technology Corporation	Sena Technologies, Inc.	Sky line Technology Solutions, LLC	Spruce Technology
Conformance to Terms/ Conditions to Include Documentation	50	41	37		41	37	39	40			37	39	41	33	37	40
Pricing	400	300	317		299	304	310	264			249	288	273	247	248	299
Financial, Industry and Marketplace Successes	75	60	55		81	58	57	57			81	57	58	54	83	60
Bidder's Ability to Sell/ Service Contract Nationally	100	80	73		83	70	68	80			82	83	74	72	79	79
Bidder's Marketing Plan	50	39	35		39	38	37	40			36	42	35	33	35	40
Value Added Attributes	75	60	59		83	58	82	83			56	57	53	48	57	61
Warranty Coverages and Information	50	41	39		40	41	37	42			37	40	36	33	38	34
Selection and Variety of Productsand Services Offered	200	135	130		156	158	152	167			141	151	157	158	189	175
Total Points	1,000	756	744		780	765	761	753			698	756	727	677	726	767
Rank Order		20	25		11	17	18.5	22			32	21	27	33	28	9

	Possible Points	TALAS Security, LLC	Tango Networks, Inc.	The Pearl Dream, Inc.	Toxic Suppression, LLC	TrueNorth Consulting Group	US TelePacific Corp	vCloud Tech, Inc.	Vertosoft	White Rock Security Group, LLC	Xello, Inc.	xFact, Inc.
Conformance to Terms/ Conditions to Include Documentation	50	35	33	29		37	42	36	39	34		38
Pricing	400	288	259	243		314	320	304	306	299		320
Financial, Industry and Marketplace Successes	75	49	55	52		58	83	82	64	58		82
Bidder's Ability to Sell/ Service Contract Nationally	100	67	64	60		78	83	89	81	65		64
Bidder's Marketing Plan	50	33	28	29		37	35	41	38	29		40
Value Added Attributes	75	52	49	47		49	81	49	56	49		58
Warranty Coverages and Information	50	33	34	30		33	43	31	37	34		38
Selectionand Variety of Products and Services Offered	200	145	128	127		185	173	151	182	149		148
Total Points	1,000	701	648	617		770	819	742	783	715		788
Rank Order		31	35	36		13	5	26	10	29		9

DocuSigned by:
Craig West
7F41572C858B4BA...
Craig West, Procurement Analyst II

DocuSigned by:
Ginger Line
851994C8DEB1414...
Ginger Line, MPA, NIGP-CPP, CPPB, Senior Procurement Analyst

DocuSigned by:
Scott Dobereiner
AF205E09437943D...
Scott Dobereiner, Procurement Analyst

DocuSigned by:
Ashley Powers
FC1E850FA8DF4AC...
Ashley Powers, Procurement Analyst

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Proposal Evaluation
Technology Products and Services with Related Solutions RFP #121923
Category 3

	Possible Points	22nd Century Technologies, Inc.	Carahsoft Technology Corp	Computer Aid, Inc.	EW Recovery	Imagine IT, Inc.	iTAD Solutions	Spruce Technology	The Pearl Dream, Inc.	XS International, LLC
Conformance to RFP Requirements	50	44	38	43	29	39	39	40	30	35
Pricing	400	293	285	284	285	316	319	288	254	226
Financial Viability and Marketplace Success	75	63	59	67	35	55	52	56	53	51
Ability to Sell and Deliver Service	100	84	78	83	48	72	69	77	61	74
Marketing Plan	50	42	37	43	28	35	39	41	34	34
Value Added Attributes	75	63	58	62	44	51	57	54	47	51
Warranty	50	41	37	41	25	39	37	37	33	26
Depth and Breadth of Offered Equipment, Products, or Services	200	176	154	174	113	158	161	159	114	149
Total Points	1,000	806	746	797	607	765	773	752	626	646
Rank Order		1	6	2	9	4	3	5	8	7

DocuSigned by:
Kim Austin
6830543C58384D1...
Kim Austin, MBA, CPPB, NIGP-CPP, Procurement Manager

DocuSigned by:
0B0204E40D3E445...
Michael Munoz, CPPB, Senior Procurement Analyst

DocuSigned by:
Nick Scholer
4513A60DCA01467...
Nick Scholer, Procurement Analyst

DocuSigned by:
Nicole Lueth
357BE3B136A34E1...
Nicole Lueth, Procurement Analyst

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Sourcewell

Solicitation Number: RFP #121923

CONTRACT

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and GovConnection, Inc. dba Connection – Public Sector Solutions, 732 Milford Road, Merrimack, NH 03054 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Technology Products and Services with Related Solutions from which Supplier was awarded a contract in Category 1.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

A. EFFECTIVE DATE. This Contract is effective upon the date of the final signature below.

EXPIRATION DATE AND EXTENSION. This Contract expires February 27, 2028, unless it is cancelled sooner pursuant to Article 22. This Contract allows up to three additional one-year extensions upon the request of Sourcewell and written agreement by Supplier. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

B. SURVIVAL OF TERMS. Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

Connection PUBLIC SECTOR SOLUTIONS we solve IT

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Daniel Loofe
Phone: (800) 800-0019 ext. 75530
Fax: 603-683-0834
Email: daniel.loofe@connection.com

 # 25798854.03

PLEASE REFER TO THE ABOVE QUOTE # WHEN ORDERING

Date: 9/8/2025
Valid Through: 10/8/2025
Account #: S02598

Customer Contact: Patrick Conlin **Phone:** (586) 258-2014
Email: pconlin@cityofwarren.org **Fax:** (810) 759-9222

QUOTE PROVIDED TO:	SHIP TO:
AB#: 19758 **CITY OF WARREN** PURCHASING DEPT SUITE 425 1 CITY SQUARE WARREN, MI 48093 US (586) 574-4600	AB#: 15583726 **CITY OF WARREN** COMMUNICATIONS DEPT. 5460 ARDEN AVE 5460 Arden WARREN, MI 48092 US (586) 574-4912

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Heavy Weight Ground	113.00 lbs	Net 30	SOURCEWELL #121923

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our Sourcewell Contract # 121923. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

*	Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
	1	1	41588813	Q6Q62C	StoreEver MSL 3040 Scalable Library Base Module -	HP StorageWorks	$ 3,243.18	$ 3,243.18
	2	1	30987731	N7P37A	StoreEver MSL LTO-7 Ultrium 15000 SAS Drive Upgrade Kit -	HP StorageWorks	$ 4,177.46	$ 4,177.46
	3	1	41544582	R6Q75A	MSL LTO-9 45000 SAS PL-3C Internal Tape Drive Upgrade Kit -	HP StorageWorks	$ 5,980.80	$ 5,980.80
	4	1	470161	HA113A1	CP Installation -	Hp Enterprise Storageworks	$ -	$ -
	5	2	41289655	HA113A1#5DU	CTO ENT HPE StoreEver Driv PwrSupCrd Install SVC -	Hp Openview	$ 452.74	$ 905.48
	6	1	41388966	P35176-B21	External 12Gb Mini SAS High Density to Mini SAS High Density 4-lane Fanout Cable, 2m -	HP Server Accessories	$ 254.99	$ 254.99
	7	1	380321	C7978A	Ultrium x 1 - cleaning cartridge -	HP Storage Media	$ 38.00	$ 38.00
	8	20	41314812	Q2079A	45TB LTO-9 RW Tape Cartridge -	HP StorageWorks	$ 93.13	$ 1,862.60
	9	1	13415213	HA114A1#5AM	CTO Enterprise Startup Prol Storage -	Hp Enterprise Storageworks	$ -	$ -
	10	1	41289657	HA114A1#5UE	CTO ENT HPE StoreEver MSL3040 / 6480 BM Stup SVC -	Hp Openview	$ 4,029.71	$ 4,029.71
	11	1	41322219	HU4A6A5#699	For HPE Internal Entitlement Purposes -	Hp Enterprise Storageworks	$ -	$ -
	12	1		HU4A6A5#YJR	HPE MSL 3040 BASE MODULE SUPPORT		$ 3,102.18	$ 3,102.18

Subtotal	**$ 23,594.40**
Fee	**$ 0.00**
Shipping and Handling	**$ 100.00**
Tax	**Exempt!**
Total	**$ 23,694.40**

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Connection™
PUBLIC SECTOR SOLUTIONS
we solve IT™

ORDERING INFORMATION

GovConnection, Inc. DBA Connection
SOURCEWELL Contract # 121923
Contract Expiration: 27 February 2028

Please contact your account manager with questions.

Ordering Address	Remittance Address
GovConnection, Inc.	GovConnection, Inc.
732 Milford Road	PO Box 536477
Merrimack, NH 03054	Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
Delivery Time:	1-30 DAYS ARO
FEIN:	52-1837891
DUNS Number:	80-967-8782
Cage Code:	OGTJ3
Business Size:	LARGE

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our Sourcewell Contract # 121923. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: **https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm**

Notice on Tariff Tax Impacts: Please be aware that the pricing shown in this quote is potentially subject to change at time of order placement due Federal Government tax law changes resulting in increases in Tariff's assessed on imports and exports, which are outside our control and the control of our suppliers. Please confirm pricing with your Account Manager prior to order placement. We apologize for this inconvenience.

Please forward your Contract or Purchase Order to:
SLEDOPS@connection.com
QUESTIONS: Call 800-800-0019
FAX: 603.683.0374

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COMMUNICATIONS DEPARTMENT
5460 ARDEN AVE.
WARREN, MI 48092
(586) 258-2012
www.cityofwarren.org

August 29, 2025

Mr. Craig Treppa, Purchasing Agent
Ms. Kristina Battle, Budget Director
One City Square, Suite 425
Warren, MI 48093

RE: REQUEST TO PURCHASE TAPE LIBRARY

Dear Craig & Kristina:

I am writing to request your approval for the purchase of a Tape Library Storage Unit for the Communications Department through GovConnection, utilizing Cooperative Contract #121923 with Sourcewell.

As a government entity, we have specific specifications for our tape library. The product we wish to purchase from Sourcewell is exclusively created for and sold to government entities. This tape library will allow us to archive and access our video collection, ensuring the long-term preservation of our video assets. By purchasing this unit through Sourcewell via GovConnection for the amount of $23,694.40, we anticipate saving approximately $25,000. Funds for this purchase can be found in account # 250-9250-98412.

I have attached the quote and contract for your review and consideration.

Sincerely,

Clarissa Cayton

Clarissa Cayton
Communications Director
City of Warren

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RESOLUTION

Document No: TRI-W-1565
Product or Service: One (1) Tape Library
Requesting Department: Communications

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember _____.

Pursuant to Section 2-344 of the Code of Ordinances, the City may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, equipment, goods or services with one (1) or more public procurement units.

Upon performing a diligent inquiry, the Police Department has determined that is it necessary in the best interest of the Police Department and the City**,** to acquire one (1) Tape Library Storage Unit, pursuant to cooperative purchasing.

The purchase will be made from GovConnection, Inc., 732 Milford Road, Merrimack, NH 03054, utilizing the Sourcewell Cooperative Contract #121923-GVC, in the total amount not to exceed $23,694.40.

The purchasing agent has conducted a review and concurs with the cooperative purchasing.

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Funds are available in Account: 250-9250-98412.

IT IS RESOLVED, that the purchase of one (1) Tape Library, utilizing the Sourcewell Cooperative Contract #121923-GVC, in the total amount not to exceed $23,694.40, is hereby accepted by City Council.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

X Cooperative Bid Document
□ Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this_____day of_____, 2025.

_____
Mindy Moore
Secretary of the Council

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CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

_____
Sonja Buffa
City Clerk

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CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: SEPTEMBER 29, 2025

TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL

SUBJECT: TRI-W-1679; RECOMMENDATION TO APPROVE PARK IMPROVEMENT PROJECTS UTILIZING OMNIA COOPERATIVE CONTRACT #201700134

The Purchasing Division concurs with the Parks and Recreation (P&R) Department and recommends that City Council authorize the purchase of Park Improvements to the vendor listed in the table below, utilizing OMNIA Cooperative Contract #201700134, in the total amount for all three (3) parks not to exceed $813,553.51.

VENDOR	COOPERATIVE CONTRACT	PARK	EXTENDED PRICE
GameTime c/o Sinclair Recreation 176 E. Lakewood Blvd. Holland, MI 49424	OMNIA #201700134	Altermatt	$ 278,791.12
		Jaycee	$ 267,528.58
		Rentz	$ 267,233.81
		GRAND TOTAL:	**$ 813,553.51**

The Parks and Recreation Department is seeking to replace existing playground equipment that is unsafe for use with new structures located at the parks listed in the table above.

Pricing and Layout details are attached for your review.

Funds are available in the following Account: 208-9208-98446.

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:
Kris Battle
F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
CF2C773236C54C9...
Richard Fox
Controller

Signed by:
Lori M. Stone
E040B73E57F248E...
Lori M. Stone
Mayor

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STATE OF NORTH CAROLINA
COUNTY OF MECKLENBURG

CONTRACT TO PROVIDE
PLAYGROUND AND OUTDOOR FITNESS EQUIPMENT, SITE ACCESSORIES, SURFACING, AND RELATED PRODUCTS AND SERVICES

This Contract (the "Contract") is entered into as of this 1st day of July 2017 (the "Effective Date"), by and between Playcore Wisconsin, Inc. d/b/a GameTime, a corporation doing business in North Carolina (the "Company"), and the City of Charlotte, a North Carolina municipal corporation (the "City").

RECITALS

WHEREAS, the City issued a Request For Proposals (RFP #269-2017-028) for Playground Equipment, Outdoor Fitness Equipment, Surfacing, Site Accessories and Related Products and Services dated January 25, 2017. This Request for Proposals together with all attachments and addenda, is referred to herein as the "RFP"; and

WHEREAS, the Company submitted a Proposal in response to RFP #269-2017-028 on March 16, 2017. This Proposal, together with all attachments and separately sealed confidential trade secrets, is referred to herein as the "Proposal" and is incorporated into this Contract by reference.

WHEREAS, the City awarded this Contract on May 8, 2017 to Company to provide Playground Equipment, Outdoor Fitness Equipment, Surfacing, Site Accessories and Related Products and Services to the City all in accordance with the terms and conditions set forth herein.

WHEREAS, the City of Charlotte, on behalf of itself and all states, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and nonprofit organizations (herein "Participating Public Agencies"), competitively solicited and awarded the Contract to the Company. The City has designated U.S. Communities as the administrative and marketing conduit for the distribution of the Contract to Participating Public Agencies.

The City is acting as the "Contracting Agent" for the Participating Public Agencies, and shall not be liable or responsible for any costs, damages, liability or other obligations incurred by the Participating Public Agencies. The Company (including its subsidiaries) shall deal directly with each Participating Public Agency concerning the placement of orders, issuance of purchase orders, contractual disputes, invoicing, payment and all other matters relating or referring to such Participating Public Agency's access to the Contract.

Each Participating Public Agency enters into a Master Intergovernmental Cooperative Purchasing Agreement (MICPA) outlining the terms and conditions that allow access to the Lead Public Agencies' Master Agreements. Under the terms of the MICPA, the procurement by the Participating Public Agency shall be construed to be in accordance with, and governed by, the laws of the state in which the Participating Public Agency resides.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and in further consideration of the covenants and representations contained herein, the parties agree as follows:

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CONTRACT

1. EXHIBITS.

The Exhibits below are hereby incorporated into and made a part of this Contract. In interpreting this Contract and resolving any ambiguities, the main body of this Contract will take precedence over the Exhibits, and any inconsistency between the Exhibits will be resolved in the order in which the Exhibits appear below. Each reference to GameTime in the Exhibits and Appendices shall be deemed to mean the Company.

EXHIBIT A:	Discount Schedule, Price Lists, and Incentives
EXHIBIT B:	Installation Fees
EXHIBIT C:	National Network of Distributors and Installers
EXHIBIT D:	Freight Rate Schedules
EXHIBIT E:	Product Warranties
EXHIBIT F:	Scope of Work
EXHIBIT G:	U.S. Communities Administrative Agreement

2. DEFINITIONS.

As used in this Contract, the following terms shall have the meanings set forth below:

Acceptance:	Refers to receipt and approval by the City of a Deliverable or Service in accordance with the acceptance process and criteria in this Contract.
Affiliates:	Refers to all departments or units of the City and all other governmental units, boards, committees or municipalities for which the City processes data or performs Services.
Biodegradable:	Refers to the ability of an item to be decomposed by bacteria or other living organisms.
Charlotte Business Inclusion (CBI):	Refers to the Charlotte Business Inclusion office of the City of Charlotte.
Charlotte Combined Statistical Area (CSA):	Refers to the Charlotte-Gastonia-Salisbury Combined Statistical Area consisting of; (a) the North Carolina counties of Anson, Cabarrus, Cleveland, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly, and Union; and (b) the South Carolina counties of Chester, Lancaster, and York; a criteria used by Charlotte Business INClusion to determine eligibility to participate in the program.
City:	Refers to the City of Charlotte, North Carolina.
Company:	Refers to a company that has been selected by the City to provide the Products and Services of this Contract.
Company Project Manager:	Refers to a specified Company employee representing the best interests of the Company for this Contract.
Contract:	Refers to a written agreement executed by the City and Company for all or part of the Services.

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Deliverables:	Refers to all tasks, reports, information, designs, plans, and other items that the Company is required to deliver to the City in connection with the Contract.
Documentation:	Refers to all written, electronic, or recorded works that describe the use, functions, features, or purpose of the Deliverables or Services or any component thereof, and which are provided to the City by the Company or its subcontractors, including without limitation all end user manuals, training manuals, guides, program listings, data models, flow charts, and logic diagrams.
Environmentally Preferable Products:	Refers to Products that have a lesser or reduced effect on human health and the environment when compared with competing Products that serves the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.
Lead Public Agency:	Refers to the City of Charlotte, North Carolina.
Master Agreement:	Refers to the Agreement that is made available by the Lead Public Agency after the successful completion of the competitive solicitation and selection process, wherein Participating Public Agencies may utilize the agreement to purchase Products and Services.
Minority Business Enterprise/MBE:	Refers to a business enterprise that: (a) is certified by the State of North Carolina as a Historically Underutilized Business (HUB) within the meaning of N.C. Gen. Stat. § 143-128.4; (b) is at least fifty-one percent (51%) owned by one or more persons who are members of one of the following groups: African American or Black, Hispanic, Asian, Native American or American Indian; and (c) is headquartered in the Charlotte Combined Statistical Area.
MWSBE:	Refers to SBEs, MBEs and WBEs, collectively.
Participating Public Agency:	Refers to all states, local governments, school districts, and higher education institutions in the United States of American, and other governmental agencies and nonprofit organizations that elect to purchase Products and Services under the Master Agreement.
Products:	Refers to all Products that the Company agrees to provide to the City as part this Contract.
Services:	Refers to the Playground Equipment, Outdoor Fitness Equipment, Surfacing, Site Accessories and Related Products and Services as requested in this RFP.

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Specifications and Requirements:	Refers to all definitions, descriptions, requirements, criteria, warranties, and performance standards relating to the Deliverables and Services that are set forth or referenced in: (i) this RFP, including any addenda; (ii) the Documentation; and (iii) any functional and/or technical specifications that are published or provided by the Company or its licensors or suppliers from time to time with respect to all or any part of the Deliverables or Services.

3. **TERM**. The initial term of this Contract will be for five (5) years from the Effective Date with an option to renew for two (2) additional two-year terms. This Contract may be extended only by a written amendment to the contract signed by both parties.

4. **AGREEMENT TO PROVIDE PRODUCTS AND SERVICES.**

4.1 The Company shall provide the Products and Services in accordance with the terms and conditions set forth in this Contract and the attached Exhibits when ordered from time to time by the City. Except as set forth Exhibit A, the prices set forth in Exhibit A constitute all charges payable by the City for the Products and Services, and all labor, materials, equipment, transportation, facilities, storage, information technology, permits, and licenses necessary for the Company to provide the Products and Services. The Company shall perform any Services for the City on site at the City's facilities in Charlotte, North Carolina, except as otherwise stated in this Contract or agreed in writing by the City.

4.2 Placement of Orders: All orders will be placed by personnel designated by the City on an as needed basis for the quantity required at the time during the term of the Contract.

5. **OPTIONAL PRODUCTS AND SERVICES:** The City may in its discretion purchase from the Company optional Products and Services beyond what is called for in the Specifications, provided that such purchase does not create unfairness so as to defeat the purpose of the bid statutes, and provided the City is authorized by law to make such purchases without a formal bid process.

6. **DOCUMENTATION:** the Company will provide for all products purchased under this contract written or electronic documentation that is complete and accurate, and sufficient to enable City employees with ordinary skills and experience to utilize such products for the purpose for which the City is acquiring them.

7. **COMPENSATION.** The City shall pay the company for the products and services delivered in compliance with the specifications at the prices set forth in Exhibit A. This amount constitutes the maximum fees and charges payable to the company in the aggregate under this contract and will not be increased except by a written amendment duly executed by both parties in compliance with the price adjustment provisions set forth in Exhibit c. The company shall not be entitled to charge the City any prices, fees or other amounts that are not listed in Exhibit A.

8. **PRICE ADJUSTMENT.**

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IN WITNESS WHEREOF, and in acknowledgment that the parties hereto have read and understood each and every provision hereof, the parties have caused this Contract to be executed on the date first written above.

PLAYCORE WISCONSIN, INC. D/B/A GAMETIME:

BY: Robert V. Barron

PRINT NAME: ROBERT V. BARRON

TITLE: SENIOR V. P. of SALES

DATE: 05-03-2017

CITY OF CHARLOTTE
CITY MANAGER'S OFFICE:

BY: Randy J. Harrington

PRINT NAME: Randy Harrington

TITLE: CTO

DATE: 5/15/17

CITY OF CHARLOTTE
RISK MANAGEMENT DIVISION:

BY:

PRINT NAME: Christie Gibson

TITLE: Ins Mgr

DATE: 5/11/17

STATE OF NORTH CAROLINA
COUNTY OF MECKLENBURG

SIXTEENTH AMENDMENT TO THE AGREEMENT TO PROVIDE PLAYGROUND AND OUTDOOR FITNESS EQUIPMENT, SITE ACCESSORIES, SURFACING, AND RELATED PRODUCTS AND SERVICES

THIS SIXTEENTH AMENDMENT TO THE AGREEMENT TO PROVIDE PLAYGROUND AND OUTDOOR FITNESS EQUIPMENT, SITE ACCESSORIES, SURFACING, AND RELATED PRODUCTS AND SERVICES (this "Sixteenth Amendment") is made and entered into this ____22_____ of __January_____ 2025, by and between Playcore Wisconsin, Inc., dba GameTime an Alabama corporation doing business in North Carolina (the "Company"), and the City of Charlotte, a North Carolina municipal corporation (the "City").

Statement of Background and Intent

A. The City of Charlotte and the Company entered into an Agreement for Playground and Outdoor Fitness Equipment, Site Accessories, Surfacing, and Related Products and Services dated July 1, 2017 (the "Contract") pursuant to which the Company agreed to provide Playground and Outdoor Fitness Equipment, Site Accessories, Surfacing, and Related Products and Services for the City of Charlotte.

B. The parties amended the Contract on January 1, 2018, to incorporate unit price adjustments and freight rate adjustments.

C. The parties amended the Contract on July 1, 2018, to incorporate unit price adjustments due to tariffs on steel and aluminum.

D. The parties amended the Contract on September 1, 2018, to incorporate federal contract terms and conditions.

E. The parties amended the Contract on January 1, 2019, to incorporate unit price adjustments and freight rate adjustments.

F. The parties amended the Contract on April 1, 2019, to incorporate new products and pricing.

G. The parties amended the Contract on January 1, 2020, to incorporate unit price adjustments and freight rate adjustments.

H. The parties amended the Contract on January 1, 2021, to incorporate new products, unit price adjustments, and freight rate adjustments.

I. The parties amended the Contract on March 16, 2021, to incorporate a [redacted] material surcharge.

J. The parties amended the Contract on May 17, 2021, to incorporate a [redacted] material surcharge.

K. The parties amended the Contract on July 14, 2021, to incorporate a [redacted] material surcharge.

L. The parties amended the Contract on December 1, 2021, to add new Products and Services and to incorporate the 2022 Master Price List and Freight Rate Schedule.

M. The parties amended the Contract on July 1, 2022, to extend the Term of the Contract by the first of two (2) two-year renewal terms and to incorporate certain other changes.

N. The parties amended the Contract on December 5, 2022, to add new Products and Services and to incorporate the 2023 Master Price List and Freight Rate Schedule, the 2022 Network of Distributors, and incorporate certain other changes.

O. The parties amended the Contract to extend the Term of the Contract by the second of two (2) two-year renewal terms and to incorporate certain other changes.

P. The amended the Contract to add new Products and Services and, incorporate the 2024 Master Price List and Freight Rate Schedule and incorporate certain other changes.

Q. The parties now desire to amend the Contract to add new Products and Services, and incorporate the 2025 Master Price List and Freight Rate Schedule and incorporate certain other changes.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties hereby agree to the following:

AGREEMENT

1. The terms of the Contract are restated by and incorporated into this Sixteenth Amendment by reference.
2. Defined terms used in this Sixteenth Amendment shall have the same meaning as are assigned to such terms in the Contract.
3. The Pricing Sheets in Exhibit A of the Contract are hereby replaced in their entirety to the adjustments in the 2025 Master Price List which are attached hereto as Exhibit A.3.
4. The Freight Rate Schedules in Exhibit D of the Contract are hereby replaced in their entirety to the adjustments in the 2025 GameTime OMNIA Contract Freight Rates which are attached hereto as Exhibit D.3.
5. Except to the extent specifically provided above, this amendment shall not be interpreted or construed as waiving any rights, obligations, remedies, or claims the parties may otherwise have under the Contract.
6. In all other respects and except as modified herein, the terms of the Contract shall remain in force and effect.

[Signature Page Follows]

IN WITNESS WHEREOF, and in acknowledgment that the parties hereto have read and understood each and every provision hereof, the parties have caused this Sixteenth Amendment to be executed as of the date first written above.

PLAYCORE WISCONSIN INC.
DBA GAMETIME:

BY: 
(Signature)

PRINT NAME: Clint Whiteside

TITLE: Director of Sales

DATE: 12/20/2024

CITY OF CHARLOTTE:
CITY MANAGER'S OFFICE

BY: See attachment below
(Signature)

PRINT NAME: _____

TITLE: _____

DATE:
_____

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ALTERMATT PARK

PLAYGROUND EQUIPMENT

TRI-W-1679

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GameTime is the only manufacturer to have a lab partnership with an Institute for children with special needs, so that we can develop and test our accessible products for superiority before bringing them to market. GameTime is also the only manufacturer to meet accessibility guidelines on all of its pre-designed PowerScape Plus and PrimeTime playground plans

Altermatt Park:

2-5 Area:

- Sensory Wave Seat
- Swings
- Expression Swing Seat
- Little Foot Slide
- Single Seat
- Bongos
- Single Thunder Ring
- Fun Seat
- Wave Climber
- Ashiko Drum
- Djembe Drum
- Ridge Climber
- Clover Leaf Climber
- Leaning Wall Climber
- Challenge Canyon Bridge
- How Tall Am I
- River Rock Climber
- Double Up Fun-L Crawl Tube
- Zip Swerve Slide Left
- Bells Panel
- Sloped Funnel Climber
- Sensory Wave Transfer Climber

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Altermatt Park (continued):

5-12 Area:

- Sensory Wave Panels
    - Bells
    - 3-in-a-row
- Gizmo Panel
    - Answer Wheel
- Swings
- Orchard Climber
- Fun Seat
- Crunch Bar
- Train Whistle
- River Rock Climber
- Splitter with Crag Climber
- Flower Spinner Half Panel
- Thunderring Panel
- Altus Tower Spiral Slide

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ntellectual property of Game me a Playcore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.

Rendered in Forester Palette

GameTime
A PLAYCORE Company
www.gametime.com

City of Warren
Altermatt Park

SINCLAIR RECREATION
www.sinclair-rec.com

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

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www.gametime.com

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1408 SF

Blue is to be Removed

3150 SF

2–5

3296 SF

5–12

Altermatt Park

N

0 8' 16' 24'

GameTime
A PLAYCORE Company

ISO 9001 ISO 14001
150 PlayCore Drive SE
Fort Payne, AL 35967
www.gametime.com

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614

Minimum Area Required:

DATE: 08/11/2025

This play equipment is recommended for children ages 2-5 and 5-12

DRAWING NO:

DRAWN BY: JBS

PROJECT TITLE:
City of Warren - Altermatt Park - Option 2
Warren, Mi

REPRESENTATIVE:
Sinclair Recreation

SHEET NO:

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

Playcore Wisconsin Inc, dba GameTime
150 Playcore Drive SE
Fort Payne, AL 35967
Ph: 800-444-4954
Fax: 616-392-8634

08/11/2025
Quote #
107947-03-02

City of Warren - Altermatt Park

City of Warren
Attn: Dave Klein
Purchasing Department, One City Square, Ste 425
Warren, MI 48093
United States
dklein@cityofwarren.org

Ship to ip 48093

Quantity	Part #	Description	Unit Price	Amount
6446	EWF	GT-Impax - Supply and install of Engineered Wood Fiber	$2.55	$16,437.30
1	INSTALL	Installation - Installation of Game Time Pieces	$67,000.00	$67,000.00
1	R/D	GT-Impax - Removal and Disposal of Existing Equipment	$22,500.00	$22,500.00
7854	Excavation	GT-Impax - Excavation of Pit to a depth of 12"	$4.03	$31,651.62
1	R/D	GT-Impax - Removal and Disposal of Stand Alone Swing Set and Pit	$2,500.00	$2,500.00
1		5-12 Pit		
1	RDU	GameTime - Custom Game Time 2 Bay Swing	$5,232.00	$5,232.00
		(4) 5287 -- Belt Seat for 8' Toprail		
		(1) 5320 -- 8' ADA Primetime Swing Frame		
		(1) 5321 -- 8' ADA Primetime Swing Add-A-Bay		
1	RDU	GameTime - Custom Game Time Power Scape Unit	$106,785.22	$106,785.22
		(1) 3905 -- Bells 12" 1S		
		(1) 3959 -- 3-in-A-Row 20" Sensor		
		(1) 4956 -- Answer Wheel		
		(1) 5370 -- Orchard Climber		
		(2) 5409RP -- ENTRYWAY (MODERN)		
		(1) 5485RP -- Transfer Platform 3' (Modern)		
		(1) 6049RP -- Altus X Tower Base		
		(5) 80001 -- 49"Tri Punched Steel Deck		
		(1) 80602 -- 2'-0"Entrance Barrier		
		(1) 80931 -- Single Gizmo Panel		
		(1) 81666 -- Fun Seat		
		(1) 81670 -- Crunch Bar		
		(1) 81695 -- Train Whistle		
		(1) 90369 -- River Rock Climber		
		(1) 90868 -- Splitter 6'		
		(1) 91139 -- Entryway - Barrier		
		(1) 91364 -- Sensory Wave Panel w/ chimes		

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150 Playcore Drive SE
Fort Payne, AL 35967
Ph: 800-444-4954
Fax: 616-392-8634

08/11/2025
Quote #
107947-03-02

City of Warren - Altermatt Park

Quantity	Part #	Description	Unit Price	Amount
		(1) 91365 -- Sensory Wave Panel w/ stainled glass		
		(1) 91563 -- Flower Spinner Half Panel		
		(1) 91602 -- HDPE Vertical Ladder 3'0"		
		(6) 91687 -- Umbra Roof Cap		
		(1) 91761 -- Altus ModernTower Thunderring Panel		
		(1) 91763 -- AltusTower Modern Overlook		
		(2) 91765 -- Altus ModernTower Slide Panel		
		(2) 91766 -- Altus X Tower Spiral Slide		
		(1) 91772 -- Umbra Roof Hex (Tower)		
		(1) 91829 -- 5" Upright Extension w/ Cap 6'		
		(6) 91830 -- 5" Upright Extension w/o Cap 6'		
		(7) G90273 -- 15' Upright, Galv		
2	28009	GT-Site - 6' P/S Bench W/Back Inground	$1,061.00	$2,122.00
1				
		2-5 Pit		
1	3274	GameTime - Sensory Wave Seat	$2,753.00	$2,753.00
1	RDU	GameTime - Custom Game Time Prime Time Unit	$69,027.34	$69,027.34
		(1) 12023 -- 3 1/2" Uprt Ass'Y Alum 8'		
		(18) 12069 -- 3 1/2"Uprt Ass'Y Alum 14'		
		(1) 12502 -- Lil Foot Slide Attachment		
		(1) 12728 -- Single Seat P/T		
		(1) 18337 -- 36" Tri Transfer Platform		
		(1) 18679 -- Bongos		
		(1) 18692 -- Single Thunder Ring		
		(1) 18766 -- Fun Seat 36"		
		(1) 19057 -- Wave (Standard)		
		(1) 19084 -- Ashiko		
		(1) 19085 -- Djembe		
		(1) 19104 -- Ridge Climber		
		(1) 19105 -- Clover Leaf (2' & 2'-6")		
		(1) 19169 -- Leaning Wall (2')		
		(1) 19213 -- Challenge Canyon (2 Deck Span)		
		(1) 19247 -- How Tall Am I		
		(1) 19287 -- River Rock Climber		

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150 Playcore Drive SE
Fort Payne, AL 35967
Ph: 800-444-4954
Fax: 616-392-8634

08/11/2025
Quote #
107947-03-02

City of Warren - Altermatt Park

Quantity	Part #	Description	Unit Price	Amount
		(3) 19289 -- Two Piece Hex Deck		
		(1) 19362 -- 3'-6"/4'-0" ip Swerve Slide Left		
		(1) 19416 -- Crawl-In Double Fun-L Up		
		(1) 19456 -- Bells Panel (Roto)		
		(1) 19698 -- Sloped Funnel Climber Barrier (Dbl)		
		(1) 19743 -- PT Sensory Wave Challenge Transfer 2'		
		(3) 19758 -- Umbra Hex roof		
		(18) 19762 -- Umbra Roof Plug		
1	RDU	GameTime - Custom Game Time 2 Bay Swing	$8,634.00	$8,634.00
		(2) 5287 -- Belt Seat for 8' Toprail		
		(1) 5320 -- 8' ADA Primetime Swing Frame		
		(1) 5321 -- 8' ADA Primetime Swing Add-A-Bay		
		(2) 5295 -- Expression Swing 8' Toprail Height		
2	28009	GT-Site - 6' P/S Bench W/Back Inground	$1,061.00	$2,122.00
1	BOND	GameTime - Bond	$4,155.00	$4,155.00
1	DRAWINGS	GameTime - Signed and Sealed Drawings for playground unit foundations	$1,750.00	$1,750.00
Contract: OMNIA #2017001134			Sub Total	$342,669.48
			Discount	($67,478.36)
			Freight	$3,600.00
			Total	$278,791.12

Comments

Sinclair Recreation will be responsible for pulling required permits as required by the city with fees waived.

This quotation is subject to policies in the current GameTime Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases to be supported by your written purchase order made out to GAMETIME C/O SINCLAIR RECREATION. A 2.5% PROCESSING FEE WILL BE ADDED TO ALL ORDERS PAID VIA CREDIT CARD.

Pricing: f.o.b. factory, firm for 30 days from date of quotation unless otherwise noted on quotation. Sales tax will be added at time of invoicing unless a tax exemption certificate is provided at time of order entry.

Payment terms: Net 45 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: Order shall ship within 6-8 weeks after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.

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Playcore Wisconsin Inc, dba GameTime
150 Playcore Drive SE
Fort Payne, AL 35967
Ph: 800-444-4954
Fax: 616-392-8634

08/11/2025
Quote #
107947-03-02

City of Warren - Altermatt Park

Installation: Shall be by a Certified GameTime Installer. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs. Payment terms for installation is Net 10 Days.

NOTE: PRICING DOES INCLUDE DAVIS BACON OR PREVAILING WAGE RATES. THERE WILL BE A BACKCHARGE FOR THE INSTALLATION TO BE DONE THROUGH FELT, PEASTONE, SURFACING, OR WOODCHIPS, UNLESS SPECIFICALLY LISTED IN ABOVE QUOTE.
Submittals: Our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. We shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

Exclusions: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders, drainage provisions, or any local/municipal/state/federal permits or paperwork that may be required.

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Playcore Wisconsin Inc, dba GameTime
150 Playcore Drive SE
Fort Payne, AL 35967
Ph: 800-444-4954
Fax: 616-392-8634

08/11/2025
Quote #
107947-03-02

City of Warren - Altermatt Park

Acceptance of quotation:

Accepted By (printed):

P.O. No:
Please make P.O.s out to Playcore Wisconsin dba GameTime

Signature:

Title:

Date:

Facsimile:

Phone:

Email:

Purchase Amount: $278,791.12

REQUIRED ORDER INFORMATION:

Bill To:

Ship To:

Contact:

Contact:

Address:

Address:

Address:

Address:

City, State, ip:

City, State, ip:

Tel:
(For Accounts Payable)

Tel:
(To call before delivery)

Email:

Email:

COLOR SELECTIONS:

SALES TAX EXEMPTION CERTIFICATE #:

(PLEASE PROVIDE A COPY OF CERTIFICATE)

NOTE: IF INSTALLATION IS BEING QUOTED, THERE WILL BE A BACKCHARGE FOR THE INSTALLATION TO BE DONE THROUGH FELT, PEASTONE, SURFACING, OR WOODCHIPS. PRICING VALID FOR 30 DAYS FROM THE DATE OF QUOTATION UNLESS OTHERWISE NOTED. ANY MODIFICATIONS TO AN ACCEPTED QUOTATION MUST BE DOCUMENTED IN WRITING OR WITH A NEW OR SEPARATE QUOTE. VERBAL MODIFICATIONS TO PREVIOUSLY SIGNED QUOTES WILL NOT BE ACCEPTED.

Quote prepared by: Alison Wiegerink

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

PARKS AND RECREATION
5460 Arden
Warren, MI 48092
(586) 268-8400
www.cityofwarren.org

September 15, 2025

Craig Treppa
City of Warren
One City Square
Suite 425
Warren, MI. 48093

Re: Altermatt Park Playground Equipment

Dear Mr. Treppa,

The Parks & Recreation Department is requesting to purchase new playground equipment for Altermatt Park. The new equipment will be replacing old equipment that is unsafe for use. The Parks & Recreation Department needs this new equipment to best suit the needs of the residents and ADA compliance. The Department was diligent on searching for the proper type and manufacturer of this equipment. Attached is quote #107947-03-02 from Gametime, Inc. for a cost of $278,791.12.

The City relied on Omnia Contract #2017001134 amendment #16, customer id # 121531 for pricing. The funding for this new equipment is part of a Community Enhancement Grant and is available in account #9208-98446.

The Parks & Recreation Department recommends awarding the attached bid to Gametime. Inc., 150 PlayCore Drive SE, Fort Payne, AL 35967. The total bid price of this equipment is $278,791.12. The specifications of the equipment, the Omnia contract and bid is attached.

If you have any questions or require any additional information, please contact me.

Sincerely,

Signed by:
David Klein
54DD4A1A50F8421...

David Klein
Assistant Director,
Parks & Recreation

Read and Concur:

DocuSigned by:
David Muzzarelli
A310AB08BBC84DD...

David Muzzarelli
Public Service Director

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

JACEE PARK

PLAYGROUND EQUIPMENT

TRI-W-1679

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

GameTime is the only manufacturer to have a lab partnership with an Institute for children with special needs, so that we can develop and test our accessible products for superiority before bringing them to market. GameTime is also the only manufacturer to meet accessibility guidelines on all of its pre-designed PowerScape Plus and PrimeTime playground plans

Jaycee Park:

- Catalina Climber
- Avalon Climber
- Kai Climber
- Falcons Nest Climber
- Swings
- Expression Swing Seat
- Orchard Climber
- Pod Climber
- Trinet
- Leaf Seat
- Single Thunderring
- Double Zip Slide
- Space Race Panel
- Altus Tube Slide
- Altus Spire Overlook
- Sentiero Climber

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Rendered in Custom Forester Pallette

GameTime
a PlayCore Company
www.gametime.com

City of Warren
Jaycee Park

SINCLAIR RECREATION
www.sinclair-rec.com

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

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City of Warren
Jaycee Park

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City of Warren
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SINCLAIR RECREATION
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GameTime
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www.gametime.com

City of Warren
Jaycee Park

SINCLAIR RECREATION
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Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

Intellectual Property © GameTime a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions

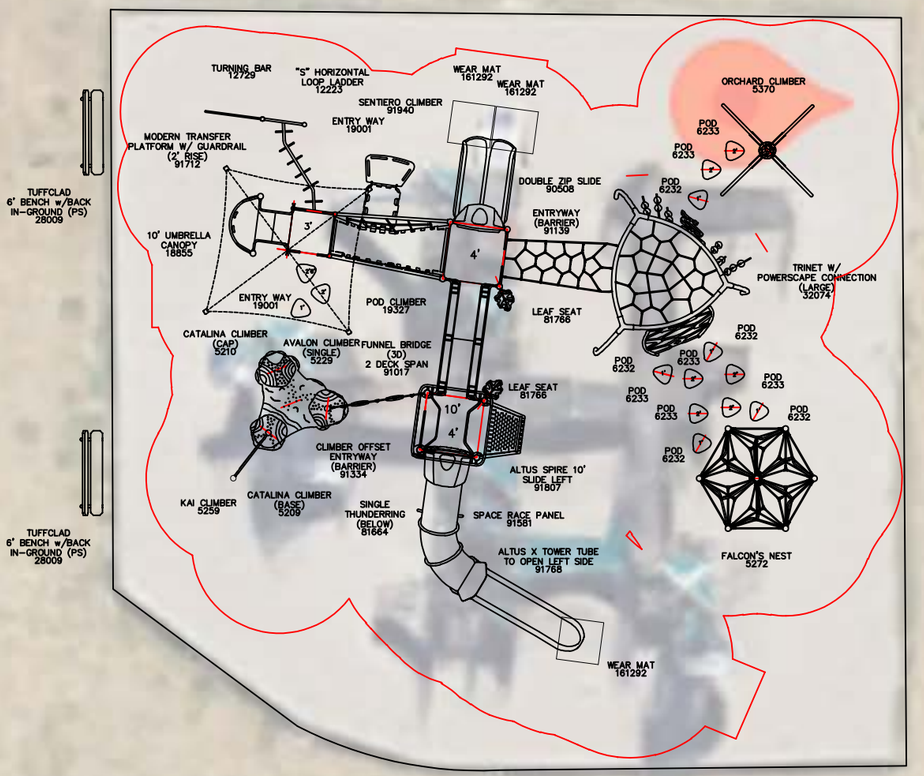
Rendered in Custom Forester Palette

GameTime
A PLAYCORE Company
www.gametime.com

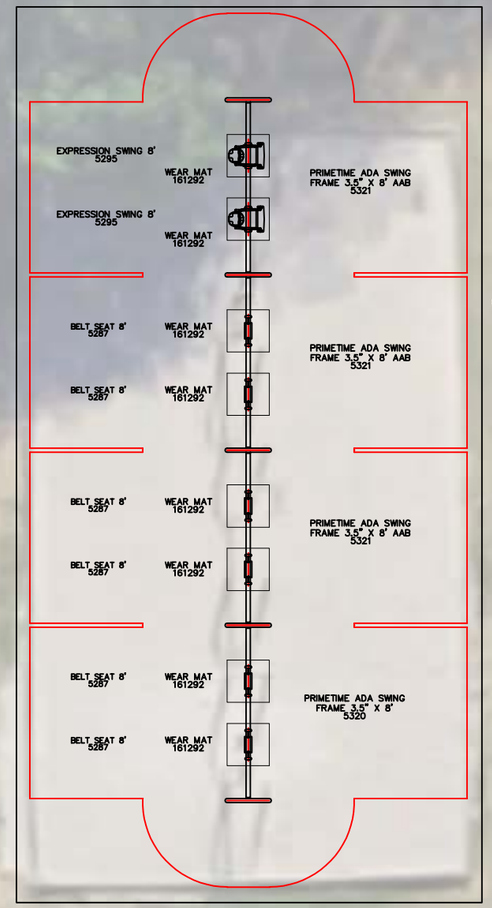
City of Warren
Jaycee Park

SINCLAIR RECREATION
www.sinclair-rec.com

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497



2893 SF



New Swing Pit

2098 SF

N

0 5' 10' 15' 20'

GameTime
A PLAYCORE Company

ISO 9001 ISO 14001

150 PlayCore Drive SE
Fort Payne, AL 35967
www.gametime.com

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614

Minimum Area Required:

This play equipment is recommended for children ages 5-12

DATE: 08/11/2025

DRAWING NO:

DRAWN BY: JBS

PROJECT TITLE: Warren - City of Warren - Jaycee Park - Option 2
Warren, Mi

REPRESENTATIVE: Sinclair Recreation

SHEET NO:

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

Playcore Wisconsin Inc, dba GameTime
150 Playcore Drive SE
Fort Payne, AL 35967
Ph: 800-444-4954
Fax: 616-392-8634

08/11/2025
Quote #
107947-02-02

City of Warren - aycee Park

City of Warren
Attn: Dave Klein
Purchasing Department, One City Square, Ste 425
Warren, MI 48093
United States
dklein@cityofwarren.org

Ship to ip 48093

Quantity	Part #	Description	Unit Price	Amount
4991	EWF	GT-Impax - Supply and install of Engineered Wood Fiber	$2.55	$12,727.05
1	INSTALL	Installation - Installation of Game Time Pieces	$67,000.00	$67,000.00
1	R/D	GT-Impax - Removal and Disposal of Existing Equipment	$19,000.00	$19,000.00
4991	Excavation	GT-Impax - Excavation of Pit to a depth of 12"- Including Swing Pit Expansion	$4.03	$20,113.73
1	RDU	GameTime - Custom Game Time 4 Bay Swing	$15,824.00	$15,824.00
		(8) 161292 -- Wear Mat 36" x 36"		
		(6) 5287 -- Belt Seat for 8' Toprail		
		(2) 5295 -- Expression Swing 8' Toprail Height		
		(1) 5320 -- 8' ADA Primetime Swing Frame		
		(3) 5321 -- 8' ADA Primetime Swing Add-A-Bay		
4	28009	GT-Site - 6' P/S Bench W/Back Inground	$1,061.00	$4,244.00
1	RDU	GameTime - Custom Game Time Power Scape Unit	$175,008.00	$175,008.00
		(1) 5209 -- Catalina Climber Base		
		(1) 5210 -- Catalina Climber Cap		
		(1) 5229 -- Avalon Climber Single 2' Pedestal		
		(1) 5259 -- Kai Climber 1' Pedestal FS		
		(1) 5272 -- Falcon's Nest		
		(1) 5370 -- Orchard Climber		
		(5) 6232 -- Pod (1'-0")		
		(6) 6233 -- Pod (2'-0")		
		(1) 12025 -- 3 1/2" Uprt Ass'Y Alum 10'		
		(3) 12026 -- 3 1/2" Uprt Ass'Y Alum 11'		
		(1) 12223 -- 2'-6"/3'-0"S"Hor Loop Att		
		(1) 12729 -- Turning Bar P/T		
		(1) 18200 -- 36" Sq Punched Deck P/T 1.3125		
		(1) 18855 -- 10' Sunblox Umbrella Canopy		
		(2) 19001 -- Entry Way		
		(1) 19327 -- Pod Climber		
		(1) 32074 -- Trinet (Lg) W/Ps Connection		

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

Playcore Wisconsin Inc, dba GameTime
150 Playcore Drive SE
Fort Payne, AL 35967
Ph: 800-444-4954
Fax: 616-392-8634

08/11/2025
Quote #
107947-02-02

City of Warren - aycee Park

Quantity	Part #	Description	Unit Price	Amount
		(1) 80000 -- 49" Sq Punched Steel Deck		
		(1) 81664 -- Single Thunderring		
		(2) 81766 -- Leaf Seat		
		(2) 90266 -- 8' Upright, Alum		
		(2) 90267 -- 9' Upright, Alum		
		(2) 90268 -- 10' Upright, Alum		
		(2) 90269 -- 11' Upright, Alum		
		(1) 90508 -- 4' Double ip Slide, Std Dk		
		(1) 91017 -- Funnel Bridge (3D) 2 Deck Span		
		(1) 91139 -- Entryway - Barrier		
		(1) 91334 -- Climber Offset Entryway (Barrier)		
		(1) 91581 -- Space Race Panel		
		(1) 91712 -- Modern Transfer w/Guardrail 2' Rise		
		(1) 91768 -- Altus X Tower Tube To Left		
		(1) 91807 -- Altus Spire 10' - Slide Left		
		(1) 91940 -- Sentiero Climber		
		(3) 161292 -- Wear Mat 36" x 36"		
		(1) G12026 -- 3 1/2" Uprt Ass'Y Galv 11'		
		(1) G90268 -- 10' Upright, Galv		
		(4) G90273 -- 15' Upright, Galv		
		(1) H12077 -- 15' Heavy Wall Upright		
1	BOND	GameTime - Payment and Performance Bond	$4,015.00	$4,015.00
1	DRAWINGS	GameTime - Signed and Sealed Drawings for playground unit foundations	$1,750.00	$1,750.00
Contract: OMNIA #2017001134			Sub Total	$319,681.78
			Discount	($56,443.20)
			Freight	$4,290.00
			Total	$267,528.58

Comments

Sinclair Recreation will be responsible for pulling required permits as required by the city with fees waived.

This quotation is subject to policies in the current GameTime Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases to be supported by your written purchase order made out to GAMETIME C/O SINCLAIR RECREATION. A 2.5% PROCESSING FEE WILL BE ADDED TO ALL ORDERS PAID VIA CREDIT CARD.

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

Playcore Wisconsin Inc, dba GameTime
150 Playcore Drive SE
Fort Payne, AL 35967
Ph: 800-444-4954
Fax: 616-392-8634

08/11/2025
Quote #
107947-02-02

City of Warren - aycee Park

Pricing: f.o.b. factory, firm for 30 days from date of quotation unless otherwise noted on quotation. Sales tax will be added at time of invoicing unless a tax exemption certificate is provided at time of order entry.

Payment terms: Net 45 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: Order shall ship within 6-8 weeks after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.

Installation: Shall be by a Certified GameTime Installer. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs. Payment terms for installation is Net 10 Days.

NOTE: PRICING DOES INCLUDE DAVIS BACON OR PREVAILING WAGE RATES. THERE WILL BE A BACKCHARGE FOR THE INSTALLATION TO BE DONE THROUGH FELT, PEASTONE, SURFACING, OR WOODCHIPS, UNLESS SPECIFICALLY LISTED IN ABOVE QUOTE.
Submittals: Our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. We shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

Exclusions: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders, drainage provisions, or any local/municipal/state/federal permits or paperwork that may be required.

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

Playcore Wisconsin Inc, dba GameTime
150 Playcore Drive SE
Fort Payne, AL 35967
Ph: 800-444-4954
Fax: 616-392-8634

08/11/2025
Quote #
107947-02-02

City of Warren - aycee Park

Acceptance of quotation:

Accepted By (printed):

P.O. No:
Please make P.O.s out to Playcore Wisconsin dba GameTime

Signature:

Title:

Date:

Facsimile:

Phone:

Email:

Purchase Amount: $267,528.58

REQUIRED ORDER INFORMATION:

Bill To:	Ship To:
Contact:	Contact:
Address:	Address:
Address:	Address:
City, State, ip:	City, State, ip:
Tel: (For Accounts Payable)	Tel: (To call before delivery)
Email:	Email:

COLOR SELECTIONS:

SALES TAX EXEMPTION CERTIFICATE #: (PLEASE PROVIDE A COPY OF CERTIFICATE)

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Quote prepared by: Alison Wiegerink

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

PARKS AND RECREATION
5460 Arden
Warren, MI 48092
(586) 268-8400
www.cityofwarren.org

September 15, 2025

Craig Treppa
City of Warren
One City Square
Suite 425
Warren, MI. 48093

Re: Jaycee Park Playground Equipment

Dear Mr. Treppa,

The Parks & Recreation Department is requesting to purchase new playground equipment for Jaycee Park. The new equipment will be replacing old equipment that is unsafe for use. The Parks & Recreation Department needs this new equipment to best suit the needs of the residents and ADA compliance. The Department was diligent on searching for the proper type and manufacturer of this equipment. Attached is quote #107947-02-02 from Gametime, Inc. for a cost of $267,528.58.

The City relied on Omnia Contract #2017001134 amendment #16, customer id # 121531 for pricing. The funding for this new equipment is part of a Community Enhancement Grant and is available in account #9208-98446.

The Parks & Recreation Department recommends awarding the attached bid to Gametime. Inc., 150 PlayCore Drive SE, Fort Payne, AL 35967. The total bid price of this equipment is $267,528.58. The specifications of the equipment, the Omnia contract and bid is attached.

If you have any questions or require any additional information, please contact me.

Sincerely,

Signed by:
David Klein
54DD4A1A50F8421...

David Klein
Assistant Director,
Parks & Recreation

Read and Concur:

DocuSigned by:
David Muzzarelli
A310AB08BBC84DD...

David Muzzarelli
Public Service Director

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

RENTZ PARK

PLAYGROUND EQUIPMENT

TRI-W-1679

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

GameTime is the only manufacturer to have a lab partnership with an Institute for children with special needs, so that we can develop and test our accessible products for superiority before bringing them to market. GameTime is also the only manufacturer to meet accessibility guidelines on all of its pre-designed PowerScape Plus and PrimeTime playground plans

Rentz Park:

- Swings
- Expression Swing Seat
- Vista Tree Top 3 Net
- Deco Spring Rider Double
- Sitting See Saw
- Rockscape Arch Wall Climber
- Web Wall Climber
- Vista Nova Connect 5 Net
- Udus Panel
- Toad Stool Climber
- Scramble Up Climber
- Straight Crawl Tube
- Bubble Panel
- Zip Swerve Slide Left
- Apple Tree Half Panel
- Modern Overlook Climber
- WilderTube Straight Slide
- WilderTube “S” Slide

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

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GameTime
a PLAYCORE Company
www.gametime.com

City of Warren
Rentz Park

SINCLAIR RECREATION
www.sinclair-rec.com

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

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City of Warren
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Rendered in Rolling Wave Palette

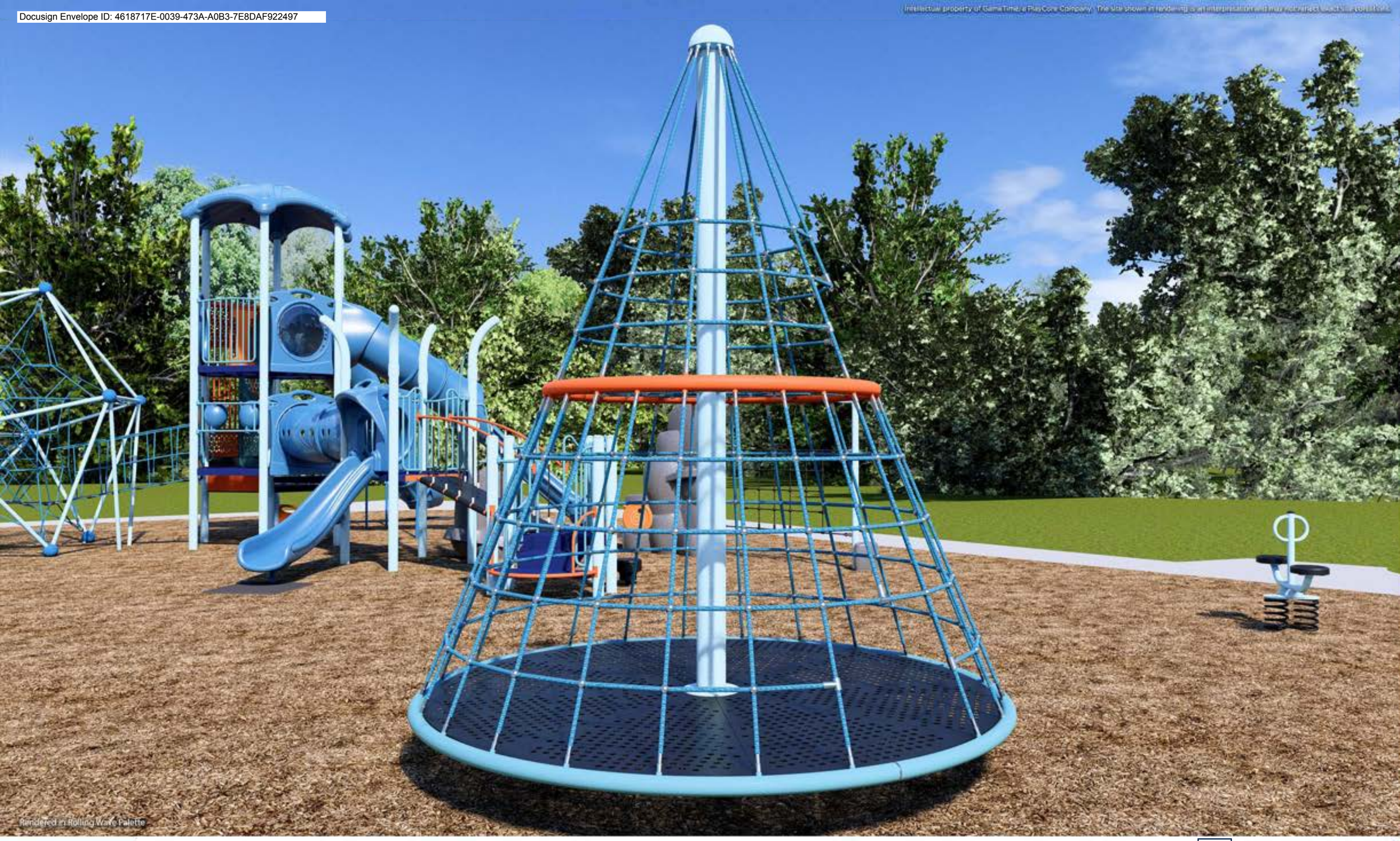
GameTime
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City of Warren
Rentz Park

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City of Warren
Rentz Park

SINCLAIR RECREATION
www.sinclair-rec.com

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

6524 SF

Rentz Park

WILDERTUBE STRAIGHT SLIDE 9' 91637
WEAR MAT 161292
ENTRYWAY (BARRIER) 91139
HANDHOLD PACKAGE w/KICKPLATE 80587
WILDERTUBE 9' 91642
HEX UMBRA ROOF 91684
SCRAMBLE UP 90572
WEAR MAT 161292
MODERN OVERLOOK 91611
RUNG ENCLOSURE (BARRIER) 90218
ENTRYWAY (BARRIER) 91139
APPLE TREE HALF PANEL BELOW 91569
POD 6232
POD 6232
ARCH ROCK CLIMBER 7087
BUBBLE PANEL 90631
NOODLE TOP 80100
POD 6232
STRAIGHT CRAWL TUBE (2 DECK SPAN) 90594
ROCKSCAPE WEB WALL 7091
ROCKSCAPE 90091
ROCKSCAPE ROCK STEP ATTACHMENT 7095
UDUS 90190
ROCKSCAPE ARCHWAY PACKAGE 90416
RUNG ENCLOSURE (BARRIER) 90218
NOODLE TOP 80100
NOODLE TOP 80100
TUFFCLAD 6' BENCH w/BACK IN-GROUND (PS) 28009
ENTRYWAY (BARRIER) 91139
BONGOS (BELOW) 91696
HI-LINE CLIMBING LINK (2 DECK SPAN 2' RISE) 91621
ENTRYWAY (GUARDRAIL) 91146
BUBBLE PANEL 90631
ENTRYWAY (BARRIER) 91139
ENTRYWAY (GUARDRAIL) 91146
ENTRYWAY (BARRIER) 91139
TOAD STOOL CLIMBER 90317
VISTA NOVA CONNECT 5 7430SP
SWERVE ZIP SLIDE (LEFT) 91620
NOODLE TOP 80100
HAND CYCLER 91699
WEAR MAT 161292
MODERN TRANSFER PLATFORM W/ GUARDRAIL (1' RISE) 91711
SEE SAW 6259
DECO SPRING RIDER (DOUBLE) 6248
TUFFCLAD 6' BENCH w/BACK IN-GROUND (PS) 28009
BELT SEAT 8' 5287
BELT SEAT 8' 5287
TUFFCLAD 6' BENCH w/BACK IN-GROUND (PS) 28009
WEAR MAT 161292
BELT SEAT 8' 5287
WEAR MAT 161292
PRIMETIME ADA SWING FRAME 3.5" X 5' 5320
BELT SEAT 8' 5287
WEAR MAT 161292
VISTATREE TOP 3 5960SP
WEAR MAT 161292
BELT SEAT 8' 5287
PRIMETIME ADA SWING FRAME 3.5" X 8' AAB 5321
BELT SEAT 8' 5287
WEAR MAT 161292
EXPRESSION SWING 8' 5295
TUFFCLAD 6' BENCH w/BACK IN-GROUND (PS) 28009
WEAR MAT 161292
EXPRESSION SWING 8' 5295
PRIMETIME ADA SWING FRAME 3.5" X 8' AAB 5321
WEAR MAT 161292
WEAR MAT 161292
PRIMETIME ADA SWING FRAME 3.5" X 8' AAB 5321

N

0 5' 10' 15' 20'

GameTime
A PLAYCORE Company
ISO 9001 ISO 14001
150 PlayCore Drive SE
Fort Payne, AL 35967
www.gametime.com

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614

Minimum Area Required:

DATE: 08/11/2025

This play equipment is recommended for children ages 5-12

DRAWING NO:

DRAWN BY: JBS

PROJECT TITLE:
City of Warren - Rentz Park - Option 2
Warren, Mi

REPRESENTATIVE:
Sinclair Recreation

SHEET NO:

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

Playcore Wisconsin Inc, dba GameTime
150 Playcore Drive SE
Fort Payne, AL 35967
Ph: 800-444-4954
Fax: 616-392-8634

08/11/2025
Quote #
107947-01-02

City of Warren - Rentz Park

City of Warren
Attn: Dave Klein
Purchasing Department, One City Square, Ste 425
Warren, MI 48093
United States
dklein@cityofwarren.org

Ship to ip 48093

Quantity	Part #	Description	Unit Price	Amount
6524	EWF	GT-Impax - Supply and install of Engineered Wood Fiber	$2.55	$16,636.20
1	INSTALL	Installation - Installation of Game Time Pieces	$67,000.00	$67,000.00
1	R/D	GT-Impax - Removal and Disposal of Existing Equipment	$16,500.00	$16,500.00
6524	Excavation	GT-Impax - Excavation of Pit to a depth of 12"	$4.03	$26,291.72
1	5960SP	GameTime - VistaTree Top 3	$20,634.00	$20,634.00
1	6248	GameTime - Deco Spring Rider Double	$3,258.00	$3,258.00
1	6259	GameTime - Sitting See Saw	$3,095.00	$3,095.00
1	RDU	GameTime - Custom Game Time 4 Bay Swing	$13,136.00	$13,136.00
		(6) 5287 -- Belt Seat for 8' Toprail		
		(2) 5295 -- Expression Swing 8' Toprail Height		
		(1) 5320 -- 8' ADA Primetime Swing Frame		
		(3) 5321 -- 8' ADA Primetime Swing Add-A-Bay		
1	RDU	GameTime - Custom Game Time Power Scape Unit	$148,153.22	$148,153.22
		(3) 6232 -- Pod (1'-0")		
		(1) 7087 -- Rockscape Arch Wall		
		(1) 7091 -- Web Wall		
		(1) 7095 -- Rock Step Attachment		
		(1) 7435SP -- Vista Nova Connect 5		
		(1) 80000 -- 49" Sq Punched Steel Deck		
		(7) 80001 -- 49"Tri Punched Steel Deck		
		(4) 80100 -- Noodle Top		
		(1) 80687 -- Handhold/Kick Plate Pkg		
		(1) 81669 -- Hand Cycler		
		(1) 81699 -- Bongos		
		(1) 90091 -- 4' Rockscape Climber		
		(1) 90190 -- Udus Panel		
		(2) 90216 -- Rung Enclosure W/Barrier, Above Dk		
		(2) 90266 -- 8' Upright, Alum		
		(1) 90268 -- 10' Upright, Alum		

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

Playcore Wisconsin Inc, dba GameTime
150 Playcore Drive SE
Fort Payne, AL 35967
Ph: 800-444-4954
Fax: 616-392-8634

08/11/2025
Quote #
107947-01-02

City of Warren - Rentz Park

Quantity	Part #	Description	Unit Price	Amount
		(4) 90269 -- 11' Upright, Alum		
		(4) 90273 -- 15' Upright, Alum		
		(1) 90317 -- Toad Stool Climber		
		(1) 90416 -- Rockscape Archway Package (4' & 6')		
		(1) 90572 -- Scramble Up (3'-0")		
		(1) 90594 -- Straight Crawl Tube (2 Deck Span)		
		(2) 90631 -- Bubble Panel (Above)		
		(1) 90653 -- 3'-6"/4'-0" ip Swerve Slide Left		
		(5) 91139 -- Entryway - Barrier		
		(2) 91146 -- Entryway - Guardrail		
		(1) 91569 -- Apple Tree Half Panel		
		(1) 91611 -- Modern Overlook Climber		
		(1) 91621 -- Hi-Line Climbing Link 2' Rise		
		(1) 91637 -- WilderTube Straight 9'		
		(1) 153653 -- 49" Tube Section		
		(1) 203582 -- Tube Entrance Section		
		(1) 205962 -- Straight Section		
		(1) 207601 -- Double Straight Section		
		(1) 207601 -- Double Straight Section		
		(1) 207772 -- Wilder Tube Section		
		(1) 211303 -- LONG EXIT SECTION		
		(1) 220806 -- Support Assy 100 13/16" lg		
		(1) 223226 -- Slide Footbuck Mounting Plate C/O		
		(1) 223452 -- Footbuck Tube 34 1/4"Lg.C/O		
		(1) 224894 -- Hardware Complete for 91637		
		(1) 312634 -- Support Assy 70 13/16"Lg		
		(1) 91642 -- 9' WilderTube "S"		
		(1) 153651 -- 24" St Section 30"Dia		
		(1) 153655 -- 30 Deg Elbow Sec 30" Dia		
		(1) 153655 -- 30 Deg Elbow Sec 30" Dia		
		(1) 203582 -- Tube Entrance Section		
		(1) 205964 -- Curved Right Section		
		(1) 206179 -- Exit Section		
		(1) 207601 -- Double Straight Section		

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

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City of Warren - Rentz Park

Quantity	Part #	Description	Unit Price	Amount
		(1) 207772 -- Wilder Tube Section		
		(1) 220816 -- Support Assy 65 3/8" lg		
		(1) 220849 -- Support Assembly 87 13/16" Lg. C/O		
		(1) 220851 -- LONG FORMED FOOTBUCK 116 1/2"LG		
		(1) 220853 -- FOOTBUCK SADDLE 19"		
		(1) 223226 -- Slide Footbuck Mounting Plate C/O		
		(1) 223374 -- Hardware Complete for 91642/91643		
		(1) 223452 -- Footbuck Tube 34 1/4"Lg.C/O		
		(1) 91661 -- Two Piece Hex Deck 9'		
		(1) 91664 -- Umbra Hex Roof		
		(6) 91687 -- Umbra Roof Cap		
		(6) 91701 -- Umbra Roof Extension 3'-0"		
		(6) 91708 -- 2'-0"In-Ground Ext. For 9' Platform		
		(1) 91711 -- Modern Transfer w/Guardrail 1' Rise		
		(2) G12026 -- 3 1/2" Uprt Ass'Y Galv 11'		
		(3) G90266 -- 8' Upright, Galv		
		(2) G90273 -- 15' Upright, Galv		
11	161292	GameTime - Wear Mat 36" x 36"	$336.00	$3,696.00
4	28009	GT-Site - 6' P/S Bench W/Back Inground	$1,061.00	$4,244.00
1	BOND	GameTime - Bond	$4,005.00	$4,005.00
1	DRAWINGS	GameTime - Signed and Sealed Drawings for playground unit foundations	$1,750.00	$1,750.00
Contract: OMNIA #2017001134			Sub Total	$328,399.14
			Discount	($66,615.33)
			Freight	$5,450.00
			Total	$267,233.81

Comments

Sinclair Recreation will be responsible for pulling required permits as required by the city with fees waived.

This quotation is subject to policies in the current GameTime Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases to be supported by your written purchase order made out to GAMETIME C/O SINCLAIR RECREATION. A 2.5% PROCESSING FEE WILL BE ADDED TO ALL ORDERS PAID VIA CREDIT CARD.

Pricing: f.o.b. factory, firm for 30 days from date of quotation unless otherwise noted on quotation. Sales tax will be added at time of invoicing unless a tax exemption certificate is provided at time of order entry.

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

Playcore Wisconsin Inc, dba GameTime
150 Playcore Drive SE
Fort Payne, AL 35967
Ph: 800-444-4954
Fax: 616-392-8634

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City of Warren - Rentz Park

Payment terms: Net 45 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: Order shall ship within 6-8 weeks after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.

Installation: Shall be by a Certified GameTime Installer. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs. Payment terms for installation is Net 10 Days.

NOTE: PRICING DOES INCLUDE DAVIS BACON OR PREVAILING WAGE RATES. THERE WILL BE A BACKCHARGE FOR THE INSTALLATION TO BE DONE THROUGH FELT, PEASTONE, SURFACING, OR WOODCHIPS, UNLESS SPECIFICALLY LISTED IN ABOVE QUOTE.
Submittals: Our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. We shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

Exclusions: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders, drainage provisions, or any local/municipal/state/federal permits or paperwork that may be required.

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

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150 Playcore Drive SE
Fort Payne, AL 35967
Ph: 800-444-4954
Fax: 616-392-8634

08/11/2025
Quote #
107947-01-02

City of Warren - Rentz Park

Acceptance of quotation:

Accepted By (printed):

P.O. No:
Please make P.O.s out to Playcore Wisconsin dba GameTime

Signature:

Title:

Date:

Facsimile:

Phone:

Email:

Purchase Amount: $267,233.81

REQUIRED ORDER INFORMATION:

Bill To:	Ship To:
Contact:	Contact:
Address:	Address:
Address:	Address:
City, State, ip:	City, State, ip:
Tel: (For Accounts Payable)	Tel: (To call before delivery)
Email:	Email:

COLOR SELECTIONS:

SALES TAX EXEMPTION CERTIFICATE #: (PLEASE PROVIDE A COPY OF CERTIFICATE)

NOTE: IF INSTALLATION IS BEING QUOTED, THERE WILL BE A BACKCHARGE FOR THE INSTALLATION TO BE DONE THROUGH FELT, PEASTONE, SURFACING, OR WOODCHIPS. PRICING VALID FOR 30 DAYS FROM THE DATE OF QUOTATION UNLESS OTHERWISE NOTED. ANY MODIFICATIONS TO AN ACCEPTED QUOTATION MUST BE DOCUMENTED IN WRITING OR WITH A NEW OR SEPARATE QUOTE. VERBAL MODIFICATIONS TO PREVIOUSLY SIGNED QUOTES WILL NOT BE ACCEPTED.

Quote prepared by: Alison Wiegerink

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

PARKS AND RECREATION
5460 Arden
Warren, MI 48092
(586) 268-8400
www.cityofwarren.org

September 15, 2025

Craig Treppa
City of Warren
One City Square
Suite 425
Warren, MI. 48093

Re: Rentz Park Playground Equipment

Dear Mr. Treppa,

The Parks & Recreation Department is requesting to purchase new playground equipment for Rentz Park. The new equipment will be replacing old equipment that is unsafe for use. The Parks & Recreation Department needs this new equipment to best suit the needs of the residents and ADA compliance. The Department was diligent on searching for the proper type and manufacturer of this equipment. Attached is quote # 107947-01-02 from Gametime, Inc. for a cost of $267,233.81.

The City relied on Omnia Contract #2017001134 amendment #16, customer id # 121531 for pricing. The funding for this new equipment is part of a Community Enhancement Grant and is available in account #9208-98446.

The Parks & Recreation Department recommends awarding the attached bid to Gametime. Inc., 150 PlayCore Drive SE, Fort Payne, AL 35967. The total bid price of this equipment is $267,233.81. The specifications of the equipment, the Omnia contract and bid is attached.

If you have any questions or require any additional information, please contact me.

Sincerely,

Signed by:
David Klein
54DD4A1A50F8421...

David Klein
Assistant Director,
Parks & Recreation

Read and Concur:

DocuSigned by:
David Muzzarelli
A310AB08BBC84DD...

David Muzzarelli
Public Service Director

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

RESOLUTION

Document No: TRI-W-1679
Product or Service: Park Improvements
Requesting Department: Parks & Recreation

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember_____.

Pursuant to Section 2-344 of the Code of Ordinances, the City may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, equipment, goods, or services with one (1) or more public procurement units.

Upon performing a diligent inquiry, the Parks & Recreation (P&R) Department has determined that it is necessary in the interest of the P&R Department and the City to furnish and install new playground equipment at three City parks (Altermatt, Jaycee, and Rentz), utilizing the OMNIA Cooperative Contract #201700134, to GameTime c/o Sinclair Recreation, 176 E. Lakewood Blvd., Holland, MI 49424, pursuant to cooperative purchasing, in a total amount not to exceed $813,553.51.

The purchasing agent has conducted a review and concurs with the cooperative purchasing.

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

Funds are available in the following Account: 208-9208-98446.

IT IS RESOLVED, that the cooperative purchase with GameTime c/o Sinclair Recreation, utilizing the OMNIA Cooperative Contract #201700134, for Altermatt Park ($278,791.12), Jaycee Park ($267,528.58), and Rentz Park ($267,233.81), is hereby accepted by City Council at a total cost of $813,553.51.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

X Cooperative Bid document
☐ Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this____ day of _____, 2025.

_____
Mindy Moore
Secretary of the Council

Docusign Envelope ID: 4618717E-0039-473A-A0B3-7E8DAF922497

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

_____
Sonja Buffa
City Clerk

Certificate Of Completion

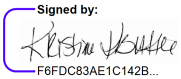
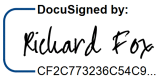
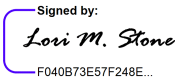
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Subject: TRI-W-1679 Park Improvement Projects - Council Item
Source Envelope:
Document Pages: 61
Signatures: 11
Certificate Pages: 6
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Shanah Turner
1 City Sq Ste 215
Warren, MI 48093
sturner@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
9/29/2025 4:23:54 PM
Holder: Shanah Turner
sturner@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
David Klein dklein@cityofwarren.org P & R Assistant Director City of Warren Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	Signed by: David Klein 54DD4A1A50F8421... Signature Adoption: Pre-selected Style Using IP Address: 50.4.248.130	Sent: 9/29/2025 4:31:28 PM Viewed: 9/29/2025 5:25:56 PM Signed: 9/29/2025 5:26:31 PM
David Muzzarelli dmuzzarelli@cityofwarren.org Public Service Director CITY OF WARREN Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 6/10/2024 1:31:24 PM ID: ef599500-0987-453f-ae6a-ac6d790161ae	DocuSigned by: David Muzzarelli A310AB08BBC84DD... Signature Adoption: Pre-selected Style Using IP Address: 2607:fb90:8d06:560c:d190:f87a:b945:6b69 Signed using mobile	Sent: 9/29/2025 5:26:33 PM Viewed: 9/29/2025 6:25:08 PM Signed: 9/29/2025 6:26:36 PM
Shanah Turner sturner@cityofwarren.org Assistant Buyer City of Warren Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	Signed by: Shanah Turner D3220749F3AC487... Signature Adoption: Pre-selected Style Using IP Address: 68.51.144.116 Signed using mobile	Sent: 9/29/2025 6:26:39 PM Viewed: 9/29/2025 7:47:27 PM Signed: 9/29/2025 7:49:25 PM
Craig Treppa ctreppa@cityofwarren.org Purchasing Agent City of Warren Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	Signed by: Craig Treppa E610E2D7FFE5449... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 9/29/2025 7:49:28 PM Viewed: 9/30/2025 7:17:24 AM Signed: 9/30/2025 7:18:27 AM

Signer Events	Signature	Timestamp
Kris Battle kbattle@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by:  F6FDC83AE1C142B... Signature Adoption: Uploaded Signature Image Using IP Address: 24.127.1.78	Sent: 9/30/2025 7:18:30 AM Viewed: 9/30/2025 5:46:28 PM Signed: 9/30/2025 5:51:47 PM
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Richard Fox rfox@cityofwarren.org Security Level: Email, Account Authentication (None)	DocuSigned by:  CF2C773236C54C9... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 9/30/2025 5:51:50 PM Viewed: 10/1/2025 10:02:00 AM Signed: 10/1/2025 10:02:45 AM
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Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by:  F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/1/2025 10:02:47 AM Viewed: 10/2/2025 10:46:10 AM Signed: 10/2/2025 10:46:18 AM
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Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

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Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

Docusign Envelope ID: 84113EEE-ED2B-43D2-AD2B-EA9E7B460918

CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: OCTOBER 2, 2025

TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL

SUBJECT: TRI-W-1695; AWARD RECOMMENDATION FOR THE PURCHASE, INSTALLATION, AND PROGRAMMING OF FOUR (4) CISCO SWITCHES, UTILIZING THE MIDWESTERN HIGHER EDUCATION COMPACT (MHEC) COOPERATIVE CONTRACT #MHEC-08012021

The Purchasing Division concurs with the Waste Water Treatment Plant (WWTP) and recommends that City Council waive the bid process and award the purchase, installation, and programming of four (4) Cisco Switches from Presidio Networked Solutions Group, LLC., 660 East 10 Mile Road, Suite 110, Ferndale, MI 48220, utilizing the Midwestern Higher Education Compact (MHEC) cooperative contract #MHEC-08012021 (see attached), in the total amount of $51,594.96.

Due to the existing Cisco switches that support the WWTP SCADA operations reaching the end of their warranty in October 2025, WWTP is seeking City Council approval for the purchase and installation of four (4) Catalyst 9300 switches (24-port PoE+) and related accessories, in the amount of $41,194.96, which includes three (3) years of support, as well as the purchase of necessary Network Engineering services for the installation and programming of the four (4) Catalyst 9300 switches, in the amount of $10,400.00, for a total amount of $51,594.96

If approved by your honorable body, the purchase, installation, and programming of the four (4) new Cisco switches will provide improved performance, reliability, and scalabililty for critical SCADA operations.

Funds for this purchase is available in the following Account: 592-9047-98080.

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:
Kris Battle
F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
CF2C773236C54C9...
Richard Fox
Controller

Signed by:
Lori M. Stone
F040B73E57F248E...
Lori M. Stone
Mayor

Docusign Envelope ID: 84113EEE-ED2B-43D2-AD2B-EA9E7B460918

Amendment #1
Between
Presidio Networked Solutions Group, LLC
And
The Midwestern Higher Education Compact
Contract Number: MHEC-08012021

Whereas, this Amendment #1 ("Amendment") to Master Price Agreement, Contract No. MHEC-08012021 ("Agreement") is entered into by the Parties to the Agreement to amend and modify the Agreement by and between the Midwestern Higher Education Compact ("MHEC") and Presidio Network Solutions Group, LLC ("Presidio"), as follows:

Whereas, the Parties entered into the Master Agreement dated August 2, 2021 (the "Agreement") and the Parties now desire to amend the terms of the Agreement.

Now, therefore:

Section 5. Contract Term. Shall be deleted in its entirety and replaced with the following:

> **"5. Contract Term.** This Agreement shall be effective on August 1, 2021 and shall remain in effect until July 31, 2028 (Term Ending Date) or unless otherwise terminated pursuant to the terms of the Agreement. Eligible Participants may procure products and services from Presidio under the terms of the MHEC Master Agreement at any time during the duration of the Agreement or any renewal thereof. A valid Order's period of performance can extend beyond the last day of the term of this Agreement as long the Order was issued (and executed by mutual parties) on a date within the effective contract term."

Except as set forth above, the Agreement shall remain as stated. In the event of a conflict between the terms found elsewhere in the Agreement and this Amendment #1, this Amendment #1 shall control.

This Amendment #1 is hereby executed by the Parties' authorized representatives set forth below, and effective upon the later date of signatures hereto ("Effective Date").

Midwestern Higher Education Compact	**Presidio Networked Solutions Group, LLC.**
DocuSigned by: Susan Heegaard F12C8485BF0B4B5...	DocuSigned by: Jackie Arnett 2C01D93E3F5C4AD...
Signature	Signature
Susan Heegaard	Jackie Arnett
Name	Name
President	Contract Director
Title	Title
July 5, 2024 | 12:05 PM PDT	July 3, 2024 | 1:09 PM CDT
Date	Date

Docusign Envelope ID: 84113EEE-ED2B-43D2-AD2B-EA9E7B460918

PRESIDIO

QUOTE: 2003025002061-03

DATE: 09/25/2025

TO:

City of Warren
Laura Wilson
Attn Payables One City Square, Suite 425, Purchasing
Warren, MI 48093

lwilson@cityofwarren.org
(p) 586-574-4616
(f) (586) 258-2001

FROM:

Presidio Networked Solutions Group, LLC
Ashleigh Greene
660 E. 10 Mile Road
Suite 110
Ferndale, MI 48220

ashleighgreene@presidio.com
(p) +1.248.513.8254

Customer#: CITYW005

Contract Vehicle: MHEC-08012021 Presidio

Account Manager: Ashleigh Greene

Inside Sales Rep: Teresa Connors

Title: Warren - WWTP Headend Hardware Replacement-- WWTP SCADA Option 2
24P Sw SFP Modules

Comments: Presidio reserves the right to update any existing customer quote to reflect updated pricing in the event any Presidio vendors change the price that Presidio must pay for any software, goods or services resold, whether due to new taxes, tariffs or for any other governmentally imposed reason.

#	Part #	Description	Unit Price	Qty	Ext Price
C9300-24P-A					
1	C9300-24P-A	Catalyst 9300 24-port PoE+, Network Advantage	$3,161.34	2	$6,322.68
2	CON-L14OS-C93002PA	CX LEVEL 1 24X7X4OSCatalyst 9300 24port PoE Network Adva	$948.66	2 for 36 mo(s)	$5,691.96
3	C9300-DNA-A-24	C9300 DNA Advantage, 24-port Term Licenses	$0.00	2	$0.00
4	CON-L1SWT-C93A24	CX LEVEL 1 SW SUB C9300 DNA Advantage	$96.82	2 for 36 mo(s)	$580.92
5	C9300-DNA-A-24-3Y	C9300 DNA Advantage, 24-Port, 3 Year Term License	$1,398.59	2	$2,797.18
6	D-DNAS-EXT-S-T	Cisco DNA Spaces Extend Term License for Catalyst Switches	$0.00	2	$0.00
7	D-DNAS-EXT-S-3Y	Cisco DNA Spaces Extend for Catalyst Switching - 3Year	$0.00	2	$0.00
8	TE-EMBEDDED-T	Cisco ThousandEyes Enterprise Agent IBN Embedded	$0.00	2	$0.00
9	TE-EMBEDDED-T-3Y	ThousandEyes - Enterprise Agents	$0.00	2	$0.00
10	C9300-NW-A-24	C9300 Network Advantage, 24-port license	$0.00	2	$0.00
11	SC9300UK9-1712	Cisco Catalyst 9300 XE 17.12 UNIVERSAL	$0.00	2	$0.00
12	PWR-C1-715WAC-P	715W AC 80+ platinum Config 1 Power Supply	$0.00	2	$0.00
13	PWR-C1-715WAC-P/2	715W AC 80+ platinum Config 1 SecondaryPower Supply	$869.78	2	$1,739.56
14	CAB-TA-NA	North America AC Type A Power Cable	$0.00	4	$0.00
15	C9300-SSD-NONE	No SSD Card Selected	$0.00	2	$0.00
16	STACK-T1-50CM	50CM Type 1 Stacking Cable	$69.59	2	$139.18
17	CAB-SPWR-30CM	Catalyst Stack Power Cable 30 CM	$66.11	2	$132.22
18	TE-C9K-SW	TE agent for IOSXE on C9K	$0.00	2	$0.00
19	C9K-ACC-RBFT	RUBBER FEET FOR TABLE TOP SETUP 9200 and 93xx	$0.00	2	$0.00
20	C9K-ACC-SCR-4	12-24 and 10-32 SCREWS FOR RACK INSTALLATION, QTY 4	$0.00	2	$0.00
21	CAB-GUIDE-1RU	1RU CABLE MANAGEMENT GUIDES 9200 and 9300	$0.00	2	$0.00

Docusign Envelope ID: 84113EEE-ED2B-43D2-AD2B-EA9E7B460918

PRESIDIO

QUOTE: 2003025002061-03

DATE: 09/25/2025

22	C9300-NM-8X	Catalyst 9300 8 x 10GE Network Module	$1,596.89	2	$3,193.78
23	NETWORK-PNP-LIC	Network Plug-n-Play Connect for zero-touch device deployment	$0.00	2	$0.00
				Total:	**$20,597.48**
C9300-24P-A					
24	C9300-24P-A	Catalyst 9300 24-port PoE+, Network Advantage	$3,161.34	2	$6,322.68
25	CON-L14OS-C93002PA	CX LEVEL 1 24X7X4OSCatalyst 9300 24port PoE Network Adva	$948.66	2 for 36 mo(s)	$5,691.96
26	C9300-DNA-A-24	C9300 DNA Advantage, 24-port Term Licenses	$0.00	2	$0.00
27	CON-L1SWT-C93A24	CX LEVEL 1 SW SUB C9300 DNA Advantage	$96.82	2 for 36 mo(s)	$580.92
28	C9300-DNA-A-24-3Y	C9300 DNA Advantage, 24-Port, 3 Year Term License	$1,398.59	2	$2,797.18
29	D-DNAS-EXT-S-T	Cisco DNA Spaces Extend Term License for Catalyst Switches	$0.00	2	$0.00
30	D-DNAS-EXT-S-3Y	Cisco DNA Spaces Extend for Catalyst Switching - 3Year	$0.00	2	$0.00
31	TE-EMBEDDED-T	Cisco ThousandEyes Enterprise Agent IBN Embedded	$0.00	2	$0.00
32	TE-EMBEDDED-T-3Y	ThousandEyes - Enterprise Agents	$0.00	2	$0.00
33	C9300-NW-A-24	C9300 Network Advantage, 24-port license	$0.00	2	$0.00
34	SC9300UK9-1712	Cisco Catalyst 9300 XE 17.12 UNIVERSAL	$0.00	2	$0.00
35	PWR-C1-715WAC-P	715W AC 80+ platinum Config 1 Power Supply	$0.00	2	$0.00
36	PWR-C1-715WAC-P/2	715W AC 80+ platinum Config 1 SecondaryPower Supply	$869.78	2	$1,739.56
37	CAB-TA-NA	North America AC Type A Power Cable	$0.00	4	$0.00
38	C9300-SSD-NONE	No SSD Card Selected	$0.00	2	$0.00
39	STACK-T1-50CM	50CM Type 1 Stacking Cable	$69.59	2	$139.18
40	CAB-SPWR-30CM	Catalyst Stack Power Cable 30 CM	$66.11	2	$132.22
41	TE-C9K-SW	TE agent for IOSXE on C9K	$0.00	2	$0.00
42	C9K-ACC-RBFT	RUBBER FEET FOR TABLE TOP SETUP 9200 and 93xx	$0.00	2	$0.00
43	C9K-ACC-SCR-4	12-24 and 10-32 SCREWS FOR RACK INSTALLATION, QTY 4	$0.00	2	$0.00
44	CAB-GUIDE-1RU	1RU CABLE MANAGEMENT GUIDES 9200 and 9300	$0.00	2	$0.00
45	C9300-NM-8X	Catalyst 9300 8 x 10GE Network Module	$1,596.89	2	$3,193.78
46	NETWORK-PNP-LIC	Network Plug-n-Play Connect for zero-touch device deployment	$0.00	2	$0.00
				Total:	**$20,597.48**

Sub Total:	**$41,194.96**
Grand Total:	**$41,194.96**

Docusign Envelope ID: 84113EEE-ED2B-43D2-AD2B-EA9E7B460918

PRESIDIO™

QUOTE: 2003025002061-03

DATE: 09/25/2025

THIS QUOTE IS GOVERNED BY THE TERMS AND CONDITIONS OF PRESIDIO MIDWESTERN HIGHER EDUCATION COMPACT (MHEC) CONTRACT 08012021

QUOTE IS VALID FOR 30 DAYS FROM DATE SHOWN ABOVE.

PURSUANT TO THIS CONTRACT YOUR PO MUST REFLECT THE FOLLOWING CONTRACT:
PRESIDIO MIDWESTERN HIGHER EDUCATION COMPACT (MHEC) CONTRACT 08012021

Tax ID# 58-1667655; Size Business: Large; CAGE Code: 0KD05; DUNS#15-405-0959

Credit: Net 45 days (all credit terms subject to prior Presidio credit department approval)

Delivery: FOB Terms Destination

Customer hereby authorizes and agrees to make timely payment for products delivered and services rendered, including payments for partial shipments

Customer Signature _____ Date _____

Docusign Envelope ID: 84113EEE-ED2B-43D2-AD2B-EA9E7B460918

1. GENERAL INFORMATION

Client Name	City of Warren	**Account Manager**	Cassie Damer
Contact Name	Laura Wilson	**Solution Architect**	Jake Montgomery
Contact Phone	586-574-4616	**Opportunity #**	1003025001114.2
Contact Address	Attn Payables One City Square, Suite 425, Purchasing Warren MI 48093	**Date**	September 24 2025
Contact Email	lwilson@cityofwarren.org	**Service Title**	**WWTP SCADA Refresh**

2. PROJECT INTRODUCTION

Presidio is pleased to propose the following solution to City of Warren ("Client"). This Service Request ("SR") defines the tasks to be performed and the responsibilities of Presidio and Client.

The Professional Services as stated within this SR are subject to and shall be governed by Presidio's Terms of Service Agreement (https://presidio.com/presidio-terms-of-service-agreement) which are incorporated into and made a part of this SR by this reference; unless a valid Master Services Agreement ("MSA") between the parties, if any, for professional services has been executed and is in force at the time any SR is executed; in which case the terms of the Master Services Agreement shall govern to the extent that they are inconsistent with this SR.

2.1. Project Overview

Warren WWTP would like (2) devices (refreshed) with an additional (2) warm spares for the SCADA systems. The (4) new devices will be designed and configured to allow the staff to swap connections for IOS updates without introducing any site-wide downtime.

2.2. Solution and Approach Overview

Presidio will design and deploy a core refresh with a new warm-spare using up to (4) Cisco 9300 and/or 9300x switches. Presidio then will Image, Configure, Rack, Power, Test and cutover to those new switches. Finally, Presidio will update the necessary documentation and provide up to 4 hours or on-site FDIS (First Day In Service) support.

In the event that an after-hours cutover is required, additional "OT" hours have been allocated.

2.3. Locations

All Services outlined in this SR will be performed and delivered remotely unless otherwise specified. Services described in this SR may be performed or will impact the following locations.

Location	Address	City State ZIP
WWTP Main Campus	32360 Warkop, Warren, MI 48093	Warren, MI 48093

Docusign Envelope ID: 84113EEE-ED2B-43D2-AD2B-EA9E7B460918

3. SCOPE OF WORK

3.1. Planning and design

3.1.1. Network Planning & Design

Presidio will need to evaluate the current network setup and configuration and create a new design plan. Presidio will hold a collaborative session with the Client to identify the crucial components needed for a successful solution.

3.2. Deployment

3.2.1. Cisco Catalyst Campus Switch Deployment

Presidio will configure a standalone Local Area Network (LAN) switch or stack using a Client-Provided Configuration or a standardized template. Base configuration may include functional testing.
As part of this configuration, Presidio will perform the following activities:

- Upgrade IOS software to Client standard, or Presidio recommended version
- Apply a Client-provided configuration template with switch-specific parameters

Included Service Option: Cisco Catalyst Campus Switch - Configure Switch Stacking:

- Configure stacking- stackmaster and member switch parameters

Included Service Option: Cisco Catalyst Campus Switch - Apply Converted Cisco Configuration:

- Review the client-provided sample of the Cisco switch configuration and create a new configuration with the same functionality.

Included Service Option: Cisco Switch Physical Install (during business hours):

- Rack, stack, and cross-connect uplink cabling for up to quantity four (4) switches into two stacks.
- Access port cabling not included

Assumptions

Client's environment includes sufficient:

- Rack Space
- Cooling and Heating
- Electrical Power
- Uninterruptible Power Supply (UPS)
- Cabling and Cable Management
- Environment Conditions

Out of Scope / Client Responsibilities

The following items fall outside the scope and will be the client's responsibility to address, if necessary:

Client will:

- Provide on-site administrative access or means of remote access to the console's new switch(es).
- Provide a sample of switch configuration or template (if applicable)

Docusign Envelope ID: 84113EEE-ED2B-43D2-AD2B-EA9E7B460918

3.2.2. Switch Migration Event (1 RU, After Hours)

Hours provided encase an after-hours cutover is required.

3.3. Support and Documentation

3.3.1. Networking Miscellaneous Documentation Time

Update existing design and/or as-built documentation.

3.3.2. Networking Migration Event Remote First Day In Service (FDIS) Support (4 hr)

Presidio will provide up to four (4) hours of remote Networking engineering support during an agreed-upon migration or go-live event window.

Out of Scope / Client Responsibilities

The following items fall outside the scope and will be the client's responsibility to address, if necessary:

1) Ensure that Presidio has remote administrator access, preferably through VPN, to all the devices required to perform the configuration and troubleshooting tasks for the project.

4. OUTCOMES AND DELIVERABLES

Documentation may be created by Presidio and provided as part of the Project Deliverables. Some of these deliverables may be delivered as a single document. The specific documentation to be provided depends on your chosen solution(s).

Client's acceptance of all deliverables described in this agreement and of the completion of the project shall be in writing. Deliverable acceptance shall be in the form of an email or signature (as applicable), and final project acceptance shall be in the "Project Completion Signoff" form provided by the Project Manager or Project Coordinator. If acceptance is refused, the Client shall provide, in writing to Presidio, a reason for refusal. Presidio shall address the issue before subsequent work is undertaken.

For any documentation provided, it shall be reviewed and approved by the Client in accordance with the following procedure:

- If a written list of requested changes is received within five (5) business days, the Presidio Project Team will make the agreed-upon revisions and re-submit the updated version to the client within five (5) business days.
- At that time, the Client has five (5) business days to review and request changes for the final document. If no written response is received from the Client within five (5) business days, either accepting or requesting changes, then the deliverable material shall be deemed accepted.

4.1. Project Change Request Process

Any Items that are determined to be outside of this Scope of Work and deliverables defined must be submitted with a Project Change Request Form. No work outside of this Scope of Work will be undertaken without written approval and processing of a Project Change Request.

In the event that both Presidio and Client agree to a change in this Service Request, a written description of the agreed-upon change will be prepared using a Project Change Request (PCR) form, which both parties must sign. The PCR form will be used to describe the change, the rationale for the change, and to specify any change in the scope, schedule, or budget.

Docusign Envelope ID: 84113EEE-ED2B-43D2-AD2B-EA9E7B460918

The terms of a mutually agreed upon Change Authorization will prevail over those of this Service Request or any previous Change Authorization.

Modifications in project scope, including but not limited to the following, will require a Project Change Request:

- Client-requested changes in outcome, approach, features, or capabilities.
- Additional required tasks discovered through the planning and design review but not mentioned in this SR or changes to the design after the signoff of the design phase and/or during the implementation phase.
- Upgrade, modification, or repair of equipment or applications to effectively deploy this scope.
- Defective equipment provided by the Client and integrated into the solution requiring additional diagnostic troubleshooting and/or remediation.
- Troubleshooting issues due to Client changes to configurations made “after” releasing the system or “after” a specific milestone completion in a multi-site phased deployment.
- Delays due to issues relating to site preparation that result in delays to the project.
- Delays in responding to scheduling requests, acceptance requests, and requests for information.
- Insufficient notice of a schedule change. If 24-hour notice is not provided, charges may be applied.
- Changes required to existing infrastructure components, not called out in this Service Request, including patching and/or reconfiguration.
- Remedial work to resolve issues that existed before the installation (bad cables, lost passwords, third-party solutions, and so forth).

5. ASSUMPTIONS & RESPONSIBILITIES

Presidio makes the following assumptions and has identified the following Client responsibilities in developing this Service Request. These assumptions and responsibilities serve as the foundation on which the project estimate, approach, and timeline were developed. By signing this SR, Client agrees that these assumptions and responsibilities are correct and valid. Any changes to the following assumptions and responsibilities must be processed using the Presidio Change Management Process and may impact the project duration and labor requirements.

5.1. Engagement Assumptions

The following project assumptions are made and will be verified as part of the engagement:

- Client has read and agrees with all Items contained or omitted within this Service Request.
- This SR supersedes all prior written or oral agreements, representations, and understandings related to the subject matter hereof. Any purchase order submitted pursuant to this SR shall be subject to the terms herein and shall not be subject to any new or different terms, including pre-printed terms on such order. All changes to this agreement must be executed in writing and accepted by both parties, as indicated by authorized signature, prior to the execution of work.
- Presidio will hold no responsibility for any changes made "after" releasing the system to the Client. Presidio expressly disclaims any liability for non-performance or the delivery of poor quality of services resulting from errors or omissions in information provided to Presidio by Client, whether Presidio knew or should have known of any such errors or omissions, or whether Presidio was responsible for or participated in the gathering of such information. Significant delays, revisits, or cancelled changes outside of Presidio’s control may necessitate a change order to account for rescheduling.
- Working Hours: Presidio and Client will jointly agree on the location of the resources, onsite requirements, and what time the services will be provided. By default:
    - Services delivered by resources working in North America and Europe will be provided from 8 AM to 5 PM, relative to the local time zone of the assigned resources, Monday through Friday, excluding standard Presidio holidays specific to the resources’ location.

Docusign Envelope ID: 84113EEE-ED2B-43D2-AD2B-EA9E7B460918

  - Services delivered by resources working in India will be provided from 11 AM to 8 PM IST, Monday through Friday, excluding standard Presidio holidays specific to the resources' location.
  - Resources may work hours other than those defined as normal business hours to accommodate their travel schedules and time zones.
- Any Items or tasks not explicitly listed as in-scope within this SR are considered to be outside of the scope and not associated with this SR and price.
- If integration of the product is performed at a Presidio facility, then transfer of ownership (acceptance) occurs upon the receipt and integration of goods at Presidio, regardless of shipment, as manufacturers will not accept returns of opened products.
- Presidio will not be held responsible for troubleshooting networks, applications, and/or hardware if Client has no formal change management documented processes and policies.
- Presidio may engage subcontractors and third parties in performing a portion of this work.
- Presidio will not make changes to the configuration of any network equipment after it has been installed and tested.
- Some activities included in this project may be performed on Presidio's premises.
- Not all features or functions of the installed system are included in the scope of this engagement.
- Presidio reserves the right to modify the approach outlined within this SR if it does not alter the timeline or overall outcome of the engagement.
- Presidio will configure the systems outlined within this Service Request with a unique set of authentication credentials unless otherwise provided by the Client. Upon the completion of the engagement, Presidio will provide Client with all usernames, passwords, and additional authentication information that were implemented during the engagement. Presidio strongly recommends that these credentials be changed upon the completion of the engagement.
- Any documentation will be delivered in Presidio format unless otherwise stated in this SR.
- Project success criteria will be defined by the Client and jointly agreed to with Presidio.
- Client staff will participate throughout the implementation.
- Time and Materials engagements do not provide defined deliverables unless explicitly stated in this SR. To the extent that documentation or other task-related materials or deliverables are required, time to prepare, deliver, and review those deliverables will accrue against the hours purchased.
- Hours for Time and Material services are best-effort estimates; additional hours may be required to satisfy the request. If the client's objectives are not met at the end of the allotted hours, a new Purchase Order and agreement must be submitted.
- For Time and Materials services, it is the Client's responsibility to direct the Presidio consultant's activities by creating a prioritized Task List or similar documented instructions. It is recommended that this be provided to the Presidio Engineer 48 hours prior to the first day of services.
- Time and Materials Services will be invoiced monthly and based on actual hours incurred. For hourly service, a 4-hour daily minimum applies for remote services, and an 8-hour daily minimum applies for on-site services.
- Services to be performed in this engagement assume the execution of outcome-based work with defined deliverables and, as such, require Presidio resources' time to be scheduled to deliver said outcomes and deliverables. As part of the engagement kickoff ("Client Kickoff" or "CKO"), Presidio will present Client with the "Resource Schedule" for the engagement, outlining expectations (by resource and by month) for the consumption of billable hours.
- For ad-hoc/unscheduled work, Presidio will engage on a best-effort basis but cannot commit to defined response times. Billable hours associated with unscheduled work will be applied to the monthly minimum billable hours per resource as described below.
- To pause work or delay the project, the Client must give Presidio written notice of pause or delay no less than two weeks before the requested date of pause or delay. If the Client does not give adequate notice of pause or delay under this section, the Client is responsible for the monthly minimum billable hours per

Docusign Envelope ID: 84113EEE-ED2B-43D2-AD2B-EA9E7B460918

resource as described below. A pause or delay in the project may result in temporarily or indefinitely losing allocated resources, depending on resource availability when work resumes. Client can retain the originally allocated resource(s) and/or team by paying the hourly bill rate of eight hours per day for each resource retained each business day until work resumes or the project begins.

Presidio will work during business hours with the intent of migrating to the new switch stack link by link, without needing to bring the entire site down. Hours have been included in the event that a technical or procedural barrier exists that requires an outside of business hours cutover window.

5.2. Client Responsibilities

The following Items are listed as the Client's responsibilities for this engagement. Client is responsible for performing the Items and activities listed in this section or arranging for them to be performed by a third party if appropriate.

- Provide a primary contact and a secondary contact when the primary is unavailable with the authority and the responsibility of issue resolution and the identification, coordination, and scheduling of Client personnel to participate in the implementation of the SR. Without a single Client point of contact, a Project Change Request may be required for the additional effort by Presidio.
- Be responsible for having in place active manufacturer support contracts on all devices that are the subject of this SR.
- If on-site services are required and authorized, Client will:
  - Provide all required physical access to Client’s facility (identification badge, escort, parking decal, etc.), as required by Client’s policies.
  - Validate the site readiness prior to the dispatch of Presidio personnel to perform the services being contracted.
- If system access is required:
  - Provide all required functional access (passwords, IP address information, etc.), as required for Presidio to complete the tasks.
  - Provide high-speed access to the Internet for verification of device support requirements and for software downloads.
  - Provide VPN remote access for troubleshooting and configurations related to the project, as necessary. Utilizing Webex, Microsoft Teams, or other similar screen-sharing/meeting technology as opposed to independent VPN access or virtual desktop is out of scope. If there is no other option, Presidio will issue a Change Request to add additional funds to the project to accommodate the increase in time and effort.
- Provide required and requested documentation or information needed for the project within two (2) business days unless otherwise agreed to by all parties.
- Provide Presidio with access to their systems, appropriate processes, and personnel as reasonably necessary for Presidio to fulfill its obligations.
- Where appropriate, knowledgeable resources will be made available for functional questions and for making business decisions. It is also expected that Client staff will participate throughout the implementation.
- Participate in all working sessions as required to produce the success and efficacy of the services rendered.

Docusign Envelope ID: 84113EEE-ED2B-43D2-AD2B-EA9E7B460918

6. PRICING

6.1. Time & Materials

Services will be provided on a time, materials, and expenses basis. The estimated time and material price for this engagement, which includes labor, estimated expenses, and travel labor, is as follows: **$10400**. Client Purchase Order should match this amount, plus any Fix Fee amounts shown in this pricing section.

Resource Name	Hours	OT Hours	Sell Rate	OT Rate	Total Sell Price
Network Eng - Sr.	34	4	$260.00	$390.00	$10,400.00
				Total	**$10,400.00**

- Presidio provides cost estimates that are not guaranteed and do not serve as the basis for a Fixed Price or a Not-to-exceed transaction.
- Client will receive invoices upon completion of the project and/or at the end of each calendar month, regardless of engagement status, for the actual hours worked, subject to applicable minimums and expenses.
- It is possible that additional hours may be required to complete the outlined scoped work.
- This is an estimate and not a final price.

6.2. Additional Expenses

There are no anticipated travel or incidental expenses to be incurred by Presidio in association with the execution of this Service Request, and therefore, no expenses will be billed to Client.

7. APPROVAL SIGNOFF

The scope and pricing are valid for 60 days unless otherwise noted.

Authorized Client Signature	**Title**	**Date**
Authorized Presidio Signature	**Title**	**Date**

Docusign Envelope ID: 84113EEE-ED2B-43D2-AD2B-EA9E7B460918

PUBLIC SERVICE DEPARTMENT
WASTE WATER TREATMENT PLANT
32360 Warkop
Warren, Michigan 48093
(586) 264-2530
www.cityofwarren.org

MEMO TO: Mr. Craig Treppa, Purchasing Agent
Office of the Controller

FROM: Anfrila Gjini, Information & Control Systems Manager
Division of Waste Water Treatment

SUBJECT: **TRI-W-1695: Recommendation to Award the Furnishing and Installation of Replacement of Four (4) SCADA Headend Cisco Switches at WWTP, to Presidio Networked Solutions Group, LLC, in the amount not to exceed $51,594.96 utilizing cooperative contract MHEC-08012021**

DATE: October 1, 2025

Presidio Networked Solutions Group, LLC has been providing infrastructure support and equipment for the City of Warren, allowing reliable and efficient network operations.

Following a detailed review of the fiber optic and Ethernet infrastructure at the City's Waste Water Treatment Plant (WWTP), which supports SCADA operations, it was determined that the existing Cisco switches will reach end of warranty and vendor support in October 2025.

Current Setup:

- Fiber Switches (2) – Configured in a redundant/mirrored pair. If one fails, the other continues to operate. However, if both fail, all connectivity to the remote buildings is lost, and the operators would have to run the plant in manual mode.
- Ethernet Switches (2) – Currently, there aren't enough ports to configure them as a mirrored pair. If either of these switches fails, data flow into SCADA stops entirely, resulting in a loss of visibility and control.

Risks & Timeline:

- The current switches will be no longer be supported after October 2025, creating both operational and cybersecurity risks.
- Any failure at the headend layer would cause a major disruption to plant operations.

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Proposed Solution:

- Replace and upgrade the existing switches with Cisco Catalyst 9300 series hardware, as detailed in the attached quote.
- Includes Cisco TAC 24/7x4 support, ensuring expedited replacement and troubleshooting within four hours of a reported failure.
- Provides improved performance, reliability, and scalability for critical SCADA operations.

To accommodate the necessary upgrades, an approval for the procurement of both the required physical equipment and the engineering services necessary for installation and programming of the switches is being requested. The procurement includes:

- Physical Equipment: Four (4) Catalyst 9300 switches (24-port PoE+) and related accessories as detailed in Presidio Quote #2003025002061-03, in the total amount of $41,194.96. A three (3) year support is included in the aforementioned total cost of equipment.
- Network Engineering Services: Installation and programming of Four (4) Catalyst 9300 switches, as outlined in Presidio Pricing Quote #1003025001114.2, in the total amount of $10,400.00.

The total requested amount for the procurement of the requested equipment and its installation is $51,594.96.

Please take the steps necessary to seek approval for procurement and installation of four (4) Catalyst 9300 switches at the City of Warren WWTP, in the total amount not to exceed $51,594.96, to Presidio Networked Solutions Group, LLC, as detailed in the Presidio's pricing Quote #2003025002061-03, dated 9/25/2025 and pricing Quote #1003025001114.2 dated 9/24/2025.

Funding for this work is available in the FY2026 Budget, Capital Outlays, account 592-9047-98080.

Should you have any questions, please feel free to reach me at ext. 8110 or Ms. Donna Dordeski at ext. 8103.

Sincerely,

DocuSigned by:
Anfrila Gjini
F8787637801B429...

Anfrila Gjini
Information & Control Systems Manager

Read and Concurred

Signed by:
Donna Dordeski
31ADDE96B061415...

Donna Dordeski, P.E.
WWTP Division Head

AG/DD

Attachments: Presidio Pricing Quotes #2003025002061-03 & #1003025001114.2
Contract MHEC-08012021

Docusign Envelope ID: 84113EEE-ED2B-43D2-AD2B-EA9E7B460918

RESOLUTION

Document No: TRI-W-1695
Product or Service: Four (4) Cisco Switches
Requesting Department: Waste Water Treatment Plant

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember _____.

Pursuant to Section 2-344 of the Code of Ordinances, the City may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, equipment, goods or services with one (1) or more public procurement units.

Upon performing a diligent inquiry, the Waste Water Treatment Plant (WWTP) has determined that is it necessary in the best interest of the WWTP and the City**,** for the purchase, installation, and programming of four (4) Cisco switches, pursuant to cooperative purchasing, from Presidio Networked Solutions Group, LLC., 660 East 10 Mile Road, Suite 110, Ferndale, MI 48220, utilizing the Midwestern Higher Education Compact (MHEC) cooperative contract #MHEC-08012021, in the total amount of 51,594.96.

Docusign Envelope ID: 84113EEE-ED2B-43D2-AD2B-EA9E7B460918

The purchasing agent has conducted a review and concurs with the cooperative purchasing.

Funds are available in the following Account: 592-9047-98080.

IT IS RESOLVED, that the purchase, installation, and programming of four (4) Cisco switches from Presidio Networked Solutions Group, LLC., utilizing the MHEC cooperative contract #MHEC-08012021, in the total amount of $51,594.96, is hereby accepted by City Council.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

X Cooperative Bid Document
☐ Contract
X Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this_____day of_____, 2025.

_____
Mindy Moore
Secretary of the Council

Docusign Envelope ID: 84113EEE-ED2B-43D2-AD2B-EA9E7B460918

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

_____, 2025.

_____
Sonja Buffa
City Clerk

Certificate Of Completion

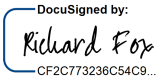
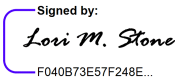
Envelope Id: 84113EEE-ED2B-43D2-AD2B-EA9E7B460918
Status: Completed
Subject: TRI-W-1695 Cisco Switches - Council Item
Source Envelope:
Document Pages: 17
Signatures: 7
Certificate Pages: 6
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Shanah Turner
1 City Sq Ste 215
Warren, MI 48093
sturner@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/2/2025 2:57:17 PM
Holder: Shanah Turner
sturner@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Shanah Turner sturner@cityofwarren.org Assistant Buyer City of Warren Security Level: Email, Account Authentication (None)	Signed by: Shanah Turner D3220749F3AC487... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/2/2025 3:02:53 PM Viewed: 10/2/2025 3:03:13 PM Signed: 10/2/2025 3:03:19 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Craig Treppa ctreppa@cityofwarren.org Purchasing Agent City of Warren Security Level: Email, Account Authentication (None)	Signed by: Craig Treppa E610E2D7FFE5449... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/2/2025 3:03:21 PM Viewed: 10/3/2025 11:24:42 AM Signed: 10/3/2025 11:24:52 AM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Anfrila Gjini agjini@cityofwarren.org ICS Tech Security Level: Email, Account Authentication (None)	DocuSigned by: Anfrila Gjini E8787637801B429... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/3/2025 11:24:53 AM Viewed: 10/3/2025 12:20:00 PM Signed: 10/3/2025 12:20:24 PM
Electronic Record and Signature Disclosure: Accepted: 10/3/2025 12:20:00 PM ID: f730810e-3f58-4ec6-baf6-ee55dbcfb873		
Donna Dordeski ddordeski@cityofwarren.org WWTP Division Head City of Warren Security Level: Email, Account Authentication (None)	Signed by: Donna Dordeski 31ADDE96B061415... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/3/2025 12:20:26 PM Viewed: 10/3/2025 12:27:32 PM Signed: 10/3/2025 12:31:15 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

Signer Events	Signature	Timestamp
Kris Battle kbattle@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by:  F6FDC83AE1C142B... Signature Adoption: Uploaded Signature Image Using IP Address: 24.127.1.78	Sent: 10/3/2025 12:31:17 PM Viewed: 10/3/2025 2:28:56 PM Signed: 10/3/2025 2:30:15 PM
Electronic Record and Signature Disclosure: Accepted: 9/11/2025 5:08:41 PM ID: dc18193c-ac2c-424c-9f48-c0daac7b9f4f		
Richard Fox rfox@cityofwarren.org Security Level: Email, Account Authentication (None)	DocuSigned by:  CF2C773236C54C9... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/3/2025 2:30:17 PM Viewed: 10/3/2025 2:33:02 PM Signed: 10/3/2025 2:33:17 PM
Electronic Record and Signature Disclosure: Accepted: 10/3/2025 2:33:02 PM ID: ec7ab9a5-7b7d-48a8-87f8-b957102660d5		
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None)	Signed by:  F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/3/2025 2:33:19 PM Viewed: 10/6/2025 11:32:31 AM Signed: 10/6/2025 11:33:11 AM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Mayor Lori M. Stone mayor@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 9/24/2025 12:19:03 AM ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c	COPIED	Sent: 10/6/2025 11:33:13 AM
Judith Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/6/2025 11:33:14 AM

Carbon Copy Events	Status	Timestamp
Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/6/2025 11:33:15 AM Viewed: 10/6/2025 11:45:23 AM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/2/2025 3:02:53 PM
Certified Delivered	Security Checked	10/6/2025 11:32:31 AM
Signing Complete	Security Checked	10/6/2025 11:33:11 AM
Completed	Security Checked	10/6/2025 11:33:15 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Warren (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.

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CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
PHONE (586) 574-4600
FAX (586) 574-4614
www.cityofwarren.org

DATE: SEPTEMBER 30, 2025

TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL

SUBJECT: TRI-W-1697; AWARD OF CITY VEHICLE UP-FITTING THROUGH THE CITY OF STERLING HEIGHTS COOPERATIVE AWARD (ITB-SH24-024)

The Purchasing Division concurs with the Department of Public Works (DPW), the Police Department, and the Fire Department, and recommends that City Council award the purchase of Vehicle Up-Fitting, to Canfield Equipment, 21533 Mound Road, Warren, MI 48091, commencing on December 6, 2025 through October 14, 2027, with options to renew for two (2) additional one (1) year periods, to be split as shown in the table below, utilizing the Sterling Heights Cooperative Award (ITB-W-SH24-024).

DEPARTMENT	GL ACCOUNTS	AWARD AMT FROM 12-6-25 THRU 10-14-26	AWARD AMT FROM 10-15-26 THRU 10-14-27	2-YEAR NOT TO EXCEED AMOUNT
DPW	101-1442-86300	$ 66,600.00	$ 80,000.00	$ 146,600.00
FIRE	101-1336-74000	$ 100,000.00	$ 100,000.00	$ 200,000.00
POLICE	101-1301-98402 261-9261-82214 261-9261-82251 260-9260-82211	$ 550,000.00	$ 550,000.00	$ 1,100,000.00
TOTALS:		**$ 716,600.00**	**$ 730,000.00**	**$ 1,446,600.00**

The City of Sterling Heights, Michigan solicited proposals through the BidNet (MITN) system for a vendor to furnish vehicle up-fitting.

On September 17, 2024 proposals were publicly opened for Sterling Heights bid ITB-W-SH24-024; for Vehicle Up-fitting. An award was made to Canfield Equipment commencing on October 15, 2024, for a three (3) year period with options to extend for two (2) additional one (1) year periods, upon mutual consent (see attached).

Canfield is one of the largest police car builders in North America. They currently service Sterling Heights, Dearborn, The Michigan State Police, Detroit Police Department and police departments across numerous counties.

Canfield Equipment provides a lifetime warranty on their labor and also provides the DPW with wiring diagrams and maintenance references materials for every piece of equipment that they install.

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Canfield is a Warren-based business and is located across the street from the Fiat Chrysler Warren Truck Assembly Plant. By utilizing Canfield Equipment, the DPW will be able to invest more labor, time and effort into performing preventative maintenance schedules, which will, in turn, lower life-cycle costs of the City's entire fleet.

Canfield Equipment will be able to up-fit one police vehicle in approximately ten (10) hours and can build up to five (5) vehicles at a time, compared to the City's current method, which can take from ten (10) to twelve (12) working days per vehicle.

If approved by your honorable body, the City may also purchase miscellaneous equipment from Canfield Equipment in order to outfit existing vehicles with replacement parts.

Funds are available in the accounts shown in the table above.

Respectfully Submitted,

Signed by:
Shanah Turner
D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by: Craig Treppa E610E2D7FFE5449...	Signed by: F6FDC83AE1C142B...	DocuSigned by: Richard Fox CF2C773236C54C9...	Signed by: Lori M. Stone F040B73E57F248E...
Craig Treppa	Kris Battle	Richard Fox	Lori M. Stone
Purchasing Agent	Budget Director	Controller	Mayor

Docusign Envelope ID: 282641E8-F354-4DDE-AE16-EF2125953BCA

Business of the City Council
Sterling Heights, Michigan

Meeting: 10/15/2024
Item No: 6-G

AGENDA STATEMENT

Item Title: To award a bid for police vehicle upfitting services at unit pricing bid (Estimated annual expenditure of $218,408).

Submitted By: Office of Purchasing

Contact Person/Telephone: Erik Skurda, Purchasing Manager - 586.446.2741

Administration Approvals:

MR City Clerk **JV** Finance & Budget Director **MK** City Attorney **MV** City Manager

Executive Summary

Annually, the city of Sterling Heights Police Department (SHPD) budgets for and acquires new police pursuit vehicles (PPVs). Upon delivery of the new PPVs from the dealerships, each one must undergo an extensive aftermarket "upfitting" with wiring and parts necessary for in the field functionality. Since 2019, the City has used a vendor for upfitting services. This was done to ease the workload on mechanics in the Department of Public Works' Fleet Maintenance Division due to the increasing complexity associated with upfitting. Outsourcing has proven to be both efficient and cost effective as the SHPD has diversified the makes/models comprising the PPV inventory and increased the amount of technology going into each PPV. With the expiration of the current vendor pricing for upfitting services, the Office of Purchasing and DPW collaborated on an invitation to bid (ITB) for police vehicle upfitting.

On September 17, 2024, two (2) bids were received in response to the ITB. After a careful review of the bids received, recommendation is being made to award the bid to Canfield Equipment Service, Inc. at the unit pricing bid. Canfield Equipment Service is the incumbent vendor and has provided excellent upfitting services to the City in the past. Per the attached bid tabulation, Canfield Equipment Service's bid offers the lowest overall pricing for the specified upfitting services. It is anticipated that ten (10) police vehicles will be upfitted by Canfield Equipment Service in the first year of the bid term, including the first EV PPV in the history of the SHPD, at a cumulative cost of $218,408.

Funding for upfitting services is budgeted in the fiscal year 2024/2025 budget at account no. 401-315.301 (Police Operations) 984.001 (Vehicles – Police Upfitting).

Please refer to the attached supporting documentation for additional information.

Suggested Action:

Resolved, to award the bid for police vehicle upfitting to Canfield Equipment Service, Inc., 21533 Mound Road, Warren, MI 48091, at unit pricing bid for a three (3) year period and authorize the City Manager to extend the bid term two (2) additional one (1) year terms upon mutual consent.

Docusign Envelope ID: 282641E8-F354-4DDE-AE16-EF2125953BCA

SUMMARY OF ITB-SH24-024 APPROVAL

CITY OF STERLING HEIGHTS
MINUTES OF REGULAR MEETING OF CITY
COUNCIL OCTOBER 15, 2024
IN CITY HALL

1. Mayor Taylor called the meeting to order at 7:00 p.m.

2. Mayor Taylor led the Pledge of Allegiance to the Flag and Melanie D. Ryska, City Clerk, gave the Invocation.

3. Council Members present at roll call: Deanna Koski, Michael V. Radtke, Jr., Maria G. Schmidt, Liz Sierawski, Michael C. Taylor, Henry Yanez, Barbara A. Ziarko

Also Present: Mark Vanderpool, City Manager; Marc D. Kaszubski, City Attorney; Melanie D. Ryska, City Clerk; Carol Sobosky, Recording Secretary.

4. APPROVAL OF AGENDA

Moved by Koski, seconded by Ziarko, **RESOLVED**, to approve the agenda as presented.

Councilman Radtke requested that Consent Agenda Item 8-H be moved off of the Consent Agenda and made Consideration Item A.

Mayor Taylor stated Communications from Citizens will become Item 8 on the agenda, and Consent Agenda Item 6-H will become Consideration Item 7-A. Yes: All (on amended agenda). The motion carried (7/0).

G. RESOLVED, to award the bid for police vehicle upfitting to Canfield Equipment Service, Inc., 21533 Mound Road, Warren, MI 48091, at unit pricing bid for a three (3) year period and authorize the City Manager to extend the bid term two (2) additional one (1) year terms upon mutual consent.

Docusign Envelope ID: 282641E8-F354-4DDE-AE16-EF2125953BCA

DATE: September 26, 2025
TO: Craig Treppa, Purchasing Agent
FROM: Scott Raedel, Superintendent, Division of Public Works
RE: TRI-W-1697 Vhicle Upfitting

Craig,

The Division of Public Works is recommending Canfield Equipment for Police and Fire vehicle upfitting. This award will be utilizing a cooperative contract through Sterling Heights

Canfield Equipment is a Warren base business, and has always provided excellent service and turn-around-time.

This award will be for two (2) concurrent periods: 12/6/25 thru 10/14/26, for $66,600 and 10/15/26 thru 10/14/27 for $80,000, for a total of $146,600. These funds cover the labor cost for upfitting existing city vehicles.

Funds for this will be paid from DPW account 101-1442-86300.

I will be available to you or City Council for any questions in regards to this award by the Division of Public Works.

Respectfully,

Signed by:
Scott Raedel
946D6DE83C0D407...
Scott Raedel
Superintendent
Division of Public Works

Docusign Envelope ID: 282641E8-F354-4DDE-AE16-EF2125953BCA

September 26, 2025

Craig Treppa
Purchasing Agent

Subject: Upfitting of Fire Department Vehicles – Canfield Equipment Services Inc.

Craig

The Fire Department would like to establish blanket purchase orders with Canfield Equipment Services Inc for the upcoming two (2) periods. The department currently utilizes Canfield Equipment to install emergency lighting, radios, antennas, sirens and related equipment and accessories on our fleet of fire apparatus and administrative vehicles. Additionally, the department also uses Canfield to perform emergency repairs to those apparatus and vehicles whether Canfield or the original manufacturer installed these types of systems or equipment. The department anticipates spending up to $100,000.00 for the period December 6, 2025, through October 14, 2026, and $100,000.00 for the period October 15, 2026, through October 14, 2027. It should be noted that the department anticipates retrofitting most of our fleet of fire apparatus and administrative vehicles with traffic signal preemption technology that will improve firefighter safety when responding to emergency incidents and traveling through intersections equipped with signal preemption technology.

The department has utilized Canfield Equipment since 2012, and we are very satisfied with the services the company provides the department. Additionally, whenever we have had an electrical problem with an apparatus or light duty vehicle the company has prioritized our repair allowing the department to return the apparatus or vehicle to front-line service minimizing the need to use a reserve vehicle.

Therefore, the department is requesting that City Council approve the establishment of spending authorizations of **$100,000.00** for the period December 6, 2025, through October 14, 2026, and October 15, 2026, through October 14, 2027.

Funds are available in General Ledger Account 101-1336-74000.

Professionally,

DocuSigned by:
Wilburt McAdams
6EE857E59A9D4BD...

Wilburt McAdams
Fire Commissioner

Docusign Envelope ID: 282641E8-F354-4DDE-AE16-EF2125953BCA

WARREN POLICE DEPARTMENT
29900 CIVIC CENTER BLVD.
WARREN, MI 48093
(586) 574-4700
FAX (586) 574-4862
www.cityofwarren.org

September 26, 2025

Craig Treppa, Purchasing
City of Warren Controller's Office
One City Square
Warren, MI 48093

RE: Canfield Equipment Services Inc.

Dear Mr. Treppa,

The Police Department would like to establish a blanket purchase order with Canfield Equipment Service Inc. The department utilizes this company to install emergency lighting, radios, antennas, sirens and related electrical equipment on all vehicles utilized by department personnel. The department anticipates spending approximately $550,000 per contractual period.

Canfield is a Warren based company that has contracts with numerous departments including Sterling Heights and Michigan State Police. We have utilized the services of this company for many years and Canfield has exceeded the expectations with their quality of work, turnaround time and cost.

The Warren Police Department humbly recommends Council approve the establishment of a blanket purchase order with Canfield Equipment Services Inc. in an amount not to exceed $550,000.00 per contractual period. The dates for these contractual periods would be December 6, 2025 thru October 14, 2026 and October 15, 2026 thru October 14, 2027.

The funds for this blanket purchase order are available in general ledger accounts: #101-1301-98402, #261-9261-82214, #261-9261-82215 and #260-9260-82211.

Respectfully,

Signed by:
Brent Chisolm
9203B4EAD4AC476...

Brent Chisolm, Captain
Warren Police Administration

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RESOLUTION

Document No: TRI-W-1697
Product or Service: Up-fitting City Vehicles
Requesting Department: Various

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: _____

_____

ABSENT: Councilmembers: _____

The following preamble and resolution were offered by Councilmember _____ and supported by Councilmember _____.

Pursuant to Section 2-344 of the Code of Ordinances, the City may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, equipment, goods or services with one (1) or more public procurement units.

Upon performing a diligent inquiry, the Department of Public Works (DPW), Fire Department, and Police Department have determined that it is necessary in the interests of the DPW, Fire Department, Police Department and the City**,** to have a vendor furnish and install equipment to up-fit City vehicles, pursuant to cooperative purchasing.

A cooperative Invitation to Bid (ITB-SH24-024) to Up-fit vehicles was administered by the City of Sterling Heights, MI in 2024 and approved an award to Canfield Equipment,

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21533 Mound Road, Warren, MI 48091, to up-fit City vehicles for a three (3) year period, commencing on October 15, 2024, with the option to renew for two (2) additional one (1) year periods, upon mutual consent of both parties.

DEPARTMENT	GL ACCOUNTS	AWARD AMT FROM 12-6-25 THRU 10-14-26	AWARD AMT FROM 10-15-26 THRU 10-14-27	2-YEAR NOT TO EXCEED AMOUNT
DPW	101-1442-86300	$ 66,600.00	$ 80,000.00	$ 146,600.00
FIRE	101-1336-74000	$ 100,000.00	$ 100,000.00	$ 200,000.00
POLICE	101-1301-98402 261-9261-82214 261-9261-82251 260-9260-82211	$ 550,000.00	$ 550,000.00	$ 1,100,000.00
	TOTALS:	**$ 716,600.00**	**$ 730,000.00**	**$ 1,446,600.00**

The purchasing agent has conducted a review and concurs with the cooperative purchasing.

Funds are available in the accounts shown in the table above.

IT IS RESOLVED, that the cooperative purchase through Canfield Equipment is hereby accepted by City Council for a period commencing on December 6, 2025 through October 14, 2027, with the option to renew for two (2) additional one (1) year periods, contingent upon Sterling Heights, to be split in the amounts shown in the table above.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

X Cooperative Bid Document
☐ Contract
X Resolution

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and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: _____

_____

NAYS: Councilmembers: _____

RESOLUTION DECLARED ADOPTED this_____day of_____, 2025.

_____
Mindy Moore
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF MACOMB)

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on _____, 2025.

_____
Sonja Buffa
City Clerk

Certificate Of Completion

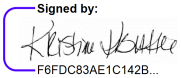
Envelope Id: 282641E8-F354-4DDE-AE16-EF2125953BCA
Status: Completed
Subject: TRI-W-1697 Purchase of Vehicle Up-fitting - Council Item
Source Envelope:
Document Pages: 10
Signatures: 8
Certificate Pages: 6
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Shanah Turner
1 City Sq Ste 215
Warren, MI 48093
sturner@cityofwarren.org
IP Address: 24.127.1.78

Record Tracking

Status: Original
10/1/2025 8:33:18 AM
Holder: Shanah Turner
sturner@cityofwarren.org
Location: DocuSign

Signer Events	Signature	Timestamp
Scott Raedel sraedel@cityofwarren.org Security Level: Email, Account Authentication (None)	Signed by: Scott Raedel 946D6DE83C0D407... Signature Adoption: Pre-selected Style Using IP Address: 50.223.37.38	Sent: 10/1/2025 8:38:48 AM Viewed: 10/1/2025 8:52:26 AM Signed: 10/1/2025 8:54:14 AM
Electronic Record and Signature Disclosure: Accepted: 10/1/2025 8:52:26 AM ID: 38019bae-2e7e-4be0-8bf2-96b1144dd42f		
Wilburt McAdams wmcadams@warrenfiredept.org Security Level: Email, Account Authentication (None)	DocuSigned by: Wilburt McAdams 6EE857E59A9D4BD... Signature Adoption: Pre-selected Style Using IP Address: 67.149.154.242	Sent: 10/1/2025 8:54:15 AM Viewed: 10/1/2025 12:17:46 PM Signed: 10/1/2025 12:18:11 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Brent Chisolm bchisolm@warrenpd.org Captain- Administrative Services Bureau City of Warren Security Level: Email, Account Authentication (None)	Signed by: Brent Chisolm 9203B4FAD4AC476... Signature Adoption: Pre-selected Style Using IP Address: 2607:fb91:1749:d9f9:d9a3:c93b:d3d4:52e6 Signed using mobile	Sent: 10/1/2025 12:18:13 PM Viewed: 10/1/2025 1:17:55 PM Signed: 10/1/2025 1:18:53 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Shanah Turner sturner@cityofwarren.org Assistant Buyer City of Warren Security Level: Email, Account Authentication (None)	Signed by: Shanah Turner D3220749F3AC487... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/1/2025 1:18:54 PM Viewed: 10/1/2025 2:20:15 PM Signed: 10/1/2025 2:20:31 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

Signer Events	Signature	Timestamp
Craig Treppa ctreppa@cityofwarren.org Purchasing Agent City of Warren Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	Signed by: Craig Treppa E610E2D7FFE5449... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/1/2025 2:20:32 PM Viewed: 10/1/2025 2:22:57 PM Signed: 10/1/2025 2:23:05 PM
Kris Battle kbattle@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 9/11/2025 5:08:41 PM ID: dc18193c-ac2c-424c-9f48-c0daac7b9f4f	Signed by:  F6FDC83AE1C142B... Signature Adoption: Uploaded Signature Image Using IP Address: 24.127.1.78	Sent: 10/1/2025 2:23:06 PM Viewed: 10/2/2025 8:22:21 AM Signed: 10/2/2025 8:23:36 AM
Richard Fox rfox@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 10/7/2025 2:30:24 PM ID: 43d7a197-0404-42ad-9643-3605de012ae9	DocuSigned by: Richard Fox CF2C773236C54C9... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/2/2025 8:23:38 AM Resent: 10/3/2025 4:32:12 PM Resent: 10/6/2025 11:52:21 AM Resent: 10/7/2025 11:53:02 AM Viewed: 10/7/2025 2:30:24 PM Signed: 10/7/2025 2:30:30 PM
Lori M. Stone lstone@cityofwarren.org Mayor City of Warren Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	Signed by: Lori M. Stone F040B73E57F248E... Signature Adoption: Pre-selected Style Using IP Address: 24.127.1.78	Sent: 10/7/2025 2:30:32 PM Viewed: 10/7/2025 2:43:06 PM Signed: 10/7/2025 2:43:30 PM

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Mayor Lori M. Stone mayor@cityofwarren.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 9/24/2025 12:19:03 AM ID: f9cf9ab9-b942-4050-80c8-7aa906922f9c	COPIED	Sent: 10/7/2025 2:43:31 PM Viewed: 10/7/2025 4:29:37 PM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/1/2025 8:38:48 AM
Certified Delivered	Security Checked	10/7/2025 2:43:06 PM
Signing Complete	Security Checked	10/7/2025 2:43:30 PM
Completed	Security Checked	10/7/2025 2:43:31 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Warren:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: dclark@cityofwarren.org

To advise City of Warren of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dclark@cityofwarren.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Warren

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dclark@cityofwarren.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Warren

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to dclark@cityofwarren.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Warren as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Warren during the course of your relationship with City of Warren.