



COMMUNITY DEVELOPMENT

ONE CITY SQUARE, SUITE 210
WARREN, MI 48093-5283
(586) 574-4686
Fax (586) 574-4685
www.cityofwarren.org

March 16, 2026

To: Mindy Moore, Council Secretary

RE: Amendments to 2024-2025 Housing and Community Development Action Plans - HOPWA Budgets

It is proposed that the following amendments be made to the allocations for HOPWA activities in the above referenced Housing and Community Development Action Plan HOPWA Budgets.

It is recommended that funds allocated to WA24-07 Rehab/ Acquisition be decreased by \$406,439.00. It is also recommended that funds from this activity in the amount of \$406,439.00 be transferred to WA24-03 Tenant Based Rental Assistance (TBRA).

The period of performance for these grant funds is set to expire on September 10, 2027. Approval of these amendments will ensure these HOPWA grant funds are spent before the deadline.

Please consider these amendments at the March 24, 2026 meeting. The appropriate resolution is attached. Should you have any questions, please call Community Development at (586) 574-4686.

Sincerely,

Signed by:

6FF2A3F825A947D...
Tom Bommarito
Community Development Director

Read and Concur:

Signed by:

F040B73E57F248E...
Lori M. Stone
Mayor

Read and Approved as to Form:

Signed by:

2FBDBAD6C3B94C0...
City Attorney's Office

**RESOLUTION
APPROVING AMENDMENTS TO THE
2024-2025 HOUSING AND COMMUNITY DEVELOPMENT
ACTION PLAN - HOPWA BUDGET TRANSFERS**

At a regular meeting of the City Council of the City of Warren, Macomb County, Michigan held on March 24, 2026 at 7:00 p.m. Eastern Time in 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 Council of the City of Warren previously adopted the Housing and Community Development Action Plans for the 2024-2025 program years that contains project descriptions and budgets for the Housing Opportunities for Persons with AIDS (HOPWA) program.

The Mayor and the Community Development staff recommend that the 2024-2025 Action Plans – HOPWA Budgets be amended as outlined below:

Amendment 1 – 2024-2025 Action Plan: Decrease funding allocated for Activity WA24-07 Rehab/ Acquisition by \$406,439.00

Amendment 2 – 2024-2025 Action Plan: Increase funding allocated for Activity WA24-03 Tenant Based Rental Assistance (TBRA) by \$406,439.00

IT IS RESOLVED, that the proposed amendments to the 2024-2025 Housing and Community Development Action Plans as stated above are adopted.

AYES: Councilmembers _____

NAYS: Councilmembers _____

RESOLUTION DECLARED ADOPTED THIS 24th day of March, 2026.

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 March 24, 2026.

SONJA BUFFA
City Clerk



DATE: MARCH 16, 2026
TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL
SUBJECT: RECOMMENDATION TO EXTEND AND INCREASE THE AWARD OF BID ITB-W-0781; REPLACEMENT OF LEAD SERVICES IN THE CITY'S WATER DISTRIBUTION SYSTEM.

The Purchasing Division concurs with the Water Division and recommends that the award of bid ITB-W-0781; to provide the Replacement of Lead Services in residential homes, to DPW & Son, LLC., 11390 Andersonville Road, Davisburg, MI 48350, be extended and increased for the first optional three (3) year period, from an annual amount not to exceed \$347,625.00 to an annual amount not to exceed \$425,000.00 (an increase of \$77,375.00), at the rates listed in the pricing table listed below.

On January 24, 2023, City Council awarded DPW & Son, LLC., for the replacement of lead services, for a three (3) year period, with options to extend for two (2) additional three (3) year periods, followed by one (1) final year (total award not to exceed ten (10) years), in an annual amount not to exceed \$347,625.00.

Article 10, Section 2, Change In Services, of the current agreement, allows the City to add additional services, at agreed upon rates, for services deemed necessary under the agreement. During the initial three (3) year period, while replacing over two-hundred thirty (230) lead water services, DPW & Son, LLC. and the Water Division encountered several challenging and unforeseen circumstances. Due to these circumstances, the Water Division is requesting to add five (5) additional services that thoroughly encompass the work that is being provided by DPW & Son, LLC. The Water Division explains the need for these additional services in the attached letter.

Furthermore, on February 10, 2026, DPW & Son, LLC. approached the City to request a price increase of 8.81%, which they are allowed to request prior to the start of the scheduled extension period. The City has been consistent in its approach in considering rate increases for its vendors. The City calculated the Consumer Price Index change using the "over-the-year percentage change" method, as detailed from the U.S. Bureau of Labor Statistics. This method determines the percent change over an entire year. The City has calculated this CPI change to be 8.81%, which is equal to the requested increase from DPW & Son, LLC.

Thus, the City is requesting that City Council approve the change in services as well as an 8.81% increase for the first optional three (3) year period, retro-actively, for the period of March 15, 2026 through March 14, 2029, from an annual amount not to exceed \$347,625.00 to an annual amount not to exceed \$425,000.00 (an increase of \$77,375.00), at the rates listed in the pricing table below (when factoring in the 8.81% CPI Increase and additional services).

Funds are available in the following Account: 592-1540-80254.

Respectfully Submitted,

Signed by:

D3220749F3AC487...
Shanah Turner

Assistant Buyer

ITEM	DESCRIPTION	EST. QTY.	UNIT COST INITIAL	UNIT COST 8.81% CPI INCREASE (ROUNDED)	UNIT COST ADDITIONAL SERVICES	EST. QTY.	UNIT COST	UNIT COST 8.81% CPI INCREASE (ROUNDED)	TOTAL COST
1	Replace lead service from curb stop to meter inside home, basement, crawl space or slab home to include meter connection, new 1 inch ball valve and meter bonding using boring, open cut method with limited access pits throughout the service area.	Boring Method				Open Cut Method			
		70	\$ 3,495.00	\$ 3,803.00		5	\$ 3,495.00	\$ 3,803.00	\$ 285,225.00
1A	Service replacement over 40 feet from curb stop to water meter	164			\$45 per foot				\$ 7,380.00
2	Replace lead service from water main to curb stop short side	25	\$ 800.00	\$ 870.00		5	\$ 800.00	\$ 870.00	\$ 26,100.00
3	Replace lead service from water main to curb stop long side, bore roadway to water main	40	\$ 1,100.00	\$ 1,197.00		5	\$ 1,100.00	\$ 1,197.00	\$ 53,865.00
4	Relocate meter basement short run up to 10 ft	45	\$ 50.00	\$ 54.00					\$ 2,430.00
4A	Relocate meter & service concrete slab floor style home	18			\$ 550.00				\$ 9,900.00
5	Relocate meter basement long run up to 30 ft	25	\$ 150.00	\$ 163.00					\$ 4,075.00
5A	Relocate meter & service crawl space style home	18			\$ 775.00				\$ 13,950.00
6	Remove meter box front yard, relocate meter inside home	6	\$ 1,200.00	\$ 1,306.00					\$ 7,836.00
7	Long side bore new service from water main to curb stop	5			\$ 2,500.00				\$ 12,500.00
8	Deplorable structure conditions requiring contractor to protect workers under hazardous conditions during service replacement interior of home. Disposal of protective suits	2			\$ 850.00				\$ 1,700.00
GRAND TOTAL:									\$ 424,961.00

Contract Amendment #1 (attached) has been prepared and approved as to form by Assistant City Attorney, Laura Sullivan.

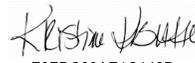
Signed by:

 D5AB6A2EE6F9412...
 Laura Sullivan
 Assistant City Attorney

Read and Concur,

Signed by:

 E610E2D7FFE5449...
 Craig Treppa
 Purchasing Agent

Signed by:

 F6FDC83AE1C142B...
 Kris Battle
 Budget Director

DocuSigned by:

 CF2C773236C54C9...
 Richard Fox
 Controller

Signed by:

 F040B73E57F248E...
 Lori M. Stone
 Mayor

**AMENDMENT AND EXTENSION OF
SERVICE AGREEMENT BETWEEN DPW & SON LLC AND
CITY OF WARREN TO FURNISH LEAD REPLACEMENT SERVICES**

This amendment and first extension of the Agreement (Amendment) between the City of Warren, a Michigan municipal corporation, whose address is One City Square, Warren, MI 48093 (the City) and DPW & SON LLC, a Michigan limited liability company, whose address is 11390 Andersonville Road, Davisburg, Michigan 48350 (DPW) (each a Party and collectively the Parties), is entered into and made effective as (Agreement).

Recitals.

1. On January 24, 2023, at a regular meeting of the Warren City Council, the Council authorized DPW to furnish lead replacement services throughout the City for a period of three (3) years with options to extend for two (2) additional three-year periods, followed by one (1) final option to extend for an additional year, in an annual amount not to exceed \$347,625.00.
2. The Parties entered into an agreement (Agreement) and intended the initial term to begin on March 15, 2023 and expire on March 14, 2026.
3. The Parties desire to extend the Agreement for three (3) years, on the terms set forth in the Agreement and those stated below.
4. On March 24, 2026, at a regular meeting of the Warren City Council, the Council authorized the first extension of the Agreement for three (3) years on the terms set forth in the Agreement and those stated in this Amendment.

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which are acknowledged, the Parties agree to be bound by the terms of this Amendment.

1. The Agreement is incorporated as if it was stated herein.
2. The following language shall be added to the end of **ARTICLE 4, CHANGE IN SERVICES**:

The Parties have renegotiated the scope of services and the amount of compensation as stated on Exhibit C, *Extension 1 of 3 Price Increase and Additional Services*, which is attached and incorporated by reference.

3. The following language shall be added to the end of **ARTICLE 10, PARAGRAPH 1, COMPENSATION AND REIMBURSEMENT**, **Compensation**:

DPW shall be compensated in an amount not to exceed \$425,000.00 annually.

4. The following language shall be added to the end of **ARTICLE 10, PARAGRAPH 2, COMPENSATION AND REIMBURSEMENT**, **Change in Services**:

The Parties have renegotiated the scope of services and the amount of compensation as stated on Exhibit C, *Extension 1 of 3 Price Increase and Additional Services*, which is attached and incorporated by reference.

5. **ARTICLE 23, EXECUTION**, shall be deleted and replaced with:

ARTICLE 23, 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) by e-mail (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 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.

WITNESS:

CITY OF WARREN, MICHIGAN

By:

mayor@cityofwarren.org

— Lori M. Stone, Mayor
lstone@cityofwarren.org
By:

Sonja Buffa, City Clerk
sbuffa@cityofwarren.org
DPW & SONS LLC
By:

Witness name
Witness email

— David Wesolowski, Owner
dave@dpwson.com



Water Division
12821 Stephens Road
Warren, MI 48089
(586) 759-9200

David Koss
Superintendent

March 9, 2026

Craig Treppa, Purchasing Agent
Purchasing Division
City of Warren

Re: ITB-W-0781 Lead Service Replacement Contract – DPW & Sons LLC Contract
Extension 1 of 3

Dear Mr. Treppa:

The Water Division is requesting approval for Contract Extension 1 of 3 for ITB-W-0781 with DPW & Sons LLC for the replacement of lead water services within the City’s water distribution system. This budgeted contract extension for service line replacement is in an amount not to exceed \$425,000.00, at the rates listed in the attached pricing table. This recommendation before you today is for the first optional three-year period, with the option to extend for one additional three-year extension followed by a final one-year extension, for a total contract period not to exceed ten years.

This contract will fulfill the City’s annual obligations under the Revised Lead and Copper Replacement Program, as regulated by the Safe Drinking Water Act 399 and administered by the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

During the first three-year period of this contract, DPW & Sons replaced over 230 lead water services based on the City’s annually budgeted amounts during this period. Throughout this construction work, the contractor and Water Division personnel encountered several challenging circumstances related to the replacement of these services. The renewal bid details include additional line items that address the following issues.

Item 1A – Service Replacement of 40 ft.

It has been found that numerous homes have larger setbacks that exceed the 40-foot limit specified in the original bid.

Item 4A – Relocate Meter and Service Slab Floor Home

There were numerous homes with no basements or crawl spaces where the water service is

located in the middle of the home, often beneath kitchen cabinets. In these cases, the contractor must make several attempts to relocate the service within the same general area.

Item 5A – Relocate Meter and Service Crawl Space

There were also numerous homes with little to no working space in the crawl area to access the water service. In many cases, the contractor must cut an access opening in the floor to replace the water service and relocate the meter inside the home.

Item 7 – Long Side Service Replacement from Water Main to Curb Stop

The original contract did not include provisions addressing this type of service replacement.

Item 8 – Hazardous Conditions / Employee Protection Methods

This condition was also not addressed in the original contract. In several homes, contractor employees were required to wear protective clothing and air respirators in order to complete the work safely. In most cases, this protective equipment had to be discarded after each job.

As of this correspondence, the City of Warren has replaced over 400 lead services since 2019 in compliance with the Lead and Copper Rule. DPW & Sons has demonstrated professionalism in replacing these lead water services while minimizing damage to residents' properties.

It is my recommendation to award Contract Extension 1 of 3 for ITB-W-0781 to DPW & Sons LLC for the Lead Service Replacement Program. Funds for this contract extension are budgeted in the Water and Sewer System Budget, Account No. 592-1540-80254.

I will be available to answer any questions City Council may have regarding the Revised Lead and Copper Rule and the lead service replacement program. I can be reached at my office at 586-759-9224 or on my cell phone at 586-610-1031.

If you concur with my recommendation, please forward this request to the Mayor and City Council for approval.

Sincerely,

Signed by:



BE6E471EC6B245B...

David Koss, Superintendent
City of Warren Water Division

RESOLUTION

Document No: ITB-W-0781 Extension 1 and Price Increase

Product or Service: Lead Replacement Services

Requesting Department: Water Division

At a regular meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2026, 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 January 24, 2023, City Council approved an award to DPW & Son, LLC., 11390 Andersonville Road, Davisburg, MI 48350, to provide lead replacement services, for a three (3) year period, with options to extend for two (2) additional three (3) year periods, followed by one (1) final year (total award not to exceed ten (10) years), in an annual amount not to exceed \$347,625.00.

The Water Division is seeking City Council approval for an extension and price increase for the first optional three (3) year period, from an annual amount not to exceed \$347,625.00 to an annual amount not to exceed \$425,000.00 (an increase of \$77,375.00), at the rates listed in the attached pricing table listed below. The Water Division is seeking to add five (5) additional services that thoroughly encompass the work that is currently being provided by DPW & Son, LLC.

Furthermore, on February 10, 2026, DPW & Son, LLC. approached the City to request a price increase of 8.81%, which is in their right, per the bid form and specifications, and

agreed upon by the Water Division Superintendent. Based on the “over-the-year percentage change” method, as detailed from the U.S. Bureau of Labor Statistics that is used by the City’s Purchasing Division to determine the change in CPI, it has been determined that an increase in the amount of 8.81% is equal to the change in CPI over the last year.

ITEM	DESCRIPTION	EST. QTY.	UNIT COST INITIAL	UNIT COST 8.81% CPI INCREASE (ROUNDED)	UNIT COST ADDITIONAL SERVICES	EST. QTY.	UNIT COST	UNIT COST 8.81% CPI INCREASE (ROUNDED)	TOTAL COST
1	Replace lead service from curb stop to meter inside home, basement, crawl space or slab home to include meter connection, new 1 inch ball valve and meter bonding using boring, open cut method with limited access pits throughout the service area.	Boring Method			Open Cut Method				
		70	\$ 3,495.00	\$ 3,803.00		5	\$ 3,495.00		\$ 3,803.00
1A	Service replacement over 40 feet from curb stop to water meter	164			\$45 per foot				\$ 7,380.00
2	Replace lead service from water main to curb stop short side	25	\$ 800.00	\$ 870.00		5	\$ 800.00	\$ 870.00	\$ 26,100.00
3	Replace lead service from water main to curb stop long side, bore roadway to water main	40	\$ 1,100.00	\$ 1,197.00		5	\$ 1,100.00	\$ 1,197.00	\$ 53,865.00
4	Relocate meter basement short run up to 10 ft	45	\$ 50.00	\$ 54.00					\$ 2,430.00
4A	Relocate meter & service concrete slab floor style home	18			\$ 550.00				\$ 9,900.00
5	Relocate meter basement long run up to 30 ft	25	\$ 150.00	\$ 163.00					\$ 4,075.00
5A	Relocate meter & service crawl space style home	18			\$ 775.00				\$ 13,950.00
6	Remove meter box front yard, relocate meter inside home	6	\$ 1,200.00	\$ 1,306.00					\$ 7,836.00
7	Long side bore new service from water main to curb stop	5			\$ 2,500.00				\$ 12,500.00
8	Deplorable structure conditions requiring contractor to protect workers under hazardous conditions during service replacement interior of home. Disposal of protective suits	2			\$ 850.00				\$ 1,700.00
GRAND TOTAL:									\$ 424,961.00

THEREFORE, IT IS RESOLVED, that the first optional three (3) year extension and price increase of bid ITB-W-0781 to DPW & Son, LLC., is hereby accepted by City Council, in an annual amount not to exceed \$425,000.00, at the rates listed in the pricing table above (when factoring in the 8.81% CPI increase and additional services), retroactively, for the period of March 15, 2026 through March 14, 2029.

Funds are available in the following Account: 592-1540-80254.

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
- X 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 _____, 2026.

Mindy Moore
Council Secretary



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: MARCH 9, 2026
TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL
SUBJECT: ITB-W-1319; INCREASE OF AWARD TO FURNISH FERRIC CHLORIDE

The Purchasing Division concurs with the Waste Water Treatment Plant (WWTP) and recommends that the award for Bid ITB-W-1319; to Furnish Ferric Chloride, to PVS Technologies, Inc., 10900 Harper Avenue, Detroit, MI 48213, be increased, retro-actively, for the final one (1) year period, from an annual amount not to exceed \$112,050.00 to an annual amount not to exceed \$268,920.00 (an increase of \$156,870.00).

On October 8, 2024, City Council awarded the purchase of Ferric Chloride to PVS Technologies, Inc., for a one (1) year period, commencing on November 24, 2024, with the option to extend the agreement for an additional one (1) year period, at the same terms and conditions, in an annual amount not to exceed \$112,050.00.

This recommendation before your honorable body today, is for an increase of award, retro-actively, for the final one (1) year period (November 24, 2025 through November 23, 2026), from an annual amount not to exceed \$112,050.00 to an annual amount not to exceed \$268,920.00 (an increase of \$156,870.00).

There has been an increase in the usage of ferric chloride by the WWTP due to the recently implemented increase of orthophosphate by Great Lakes Water Authority (GLWA) in the drinking water treatment process. The increase of orthophosphate requires the City's WWTP to increase its usage of ferric chloride in order to maintain compliance with the WWTP's NPDES permit requirements. Due to this increase, it is necessary that the City purchase an additional fourteen (14) loads of ferric chloride (4,500 gallons), for the current period through November 23, 2026, for wastewater treatment operations.

Funds are available in the following Account: 592-1580-74300.

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



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: Anthony Conigliaro, WWTP Division Head
SUBJECT: Increase of Award for ITB-W-1319, Ferric Chloride (PVS Technologies Inc.)
DATE: 3/6/2026

The existing 1-year agreement term with PVS Technologies Inc., (ITB-W-1319) for furnishing of ferric chloride that is being used by the WWTP in wastewater treatment operations, is expiring on 11/23/2026.

The actual usage of ferric chloride has substantially increased and is expected to exceed the amount specified in the currently awarded agreement term with PVS Technologies, Inc. The increase in usage of ferric chloride by the Warren WWTP is mainly attributed to the increase of orthophosphates in the drinking water treatment processes that were implemented by Great Lakes Water Authority (GLWA). Increased amount of orthophosphate in the drinking water treatment processes requires an increase in the amount of phosphate removal during the wastewater treatment process. In order to maintain compliance with the plant's NPDES permit requirements and to avoid permit violation, it was necessary to procure fourteen (14) additional loads of ferric chloride (4,500 gallons) needed for wastewater treatment operations thru the end of current agreement term with PVS, expiring on 11/23/2026.

Additional funding in the amount of \$156,870.00 is being requested to be added to the currently approved award amount of \$112,050.00, resulting in an amended award amount of \$268,920.00.

Please take the steps necessary to seek authorization of increase of the award for the current term that is expiring on 11/23/2026, in the amount of \$156,870.00, resulting in an amended award amount not to exceed \$268,920.00 for the agreement term ending on 11/23/2026.

Funds for the increase of award in the amount of \$156,870.00 for the remainder of the current agreement term expiring on 11/23/2026 are available in the 26 FY Budget, WWTP Account 592-1580-74300.

Should you have any questions regarding this request, please do not hesitate to contact me.

Respectfully,

DocuSigned by:



FCFF4B48450F471...
Anthony Conigliaro, P.E.
WWTP Division Head

Read and Concurred:

DocuSigned by:



A310AB08BBC84DD...
David Muzzarelli
Public Service Director

AC/dd

RESOLUTION

Document No: ITB-W-1319 Extension 1 of 1 Increase of Award
Product or Service: Furnish Ferric Chloride
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 _____, 2026 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 October 8, 2024, City Council awarded the purchase of Ferric Chloride to PVS Technologies, Inc., 10900 Harper Avenue, Detroit, MI 48213, for a one (1) year period, commencing on November 24, 2024, with the option to extend for one (1) additional year, at the same terms and conditions, in an annual amount not to exceed \$112,050.00.

The Waste Water Treatment Plant (WWTP) has determined, that in the best interest of the City, the award for furnishing ferric chloride shall be increased, retroactively, for the final one (1) year period (November 24, 2025 through November 23, 2026), from an annual amount not to exceed \$112,050.00 to an annual amount not to exceed \$268,920.00 (an increase of \$156,870.00).

Funds are available in the following Account: 592-1580-74300.

THEREFORE IT IS RESOLVED, that an increase of award for ITB-W-1319 is hereby accepted by City Council for PVS Technologies, Inc., retro-actively, for the final one (1) year period of the agreement (November 24, 2025 through November 23, 2026), from an annual amount not to exceed \$112,050.00 to an annual amount not to exceed \$268,920.00 (an increase of \$156,870.00).

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:

- Bid document
- Contract
- 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 _____, 2026.

MINDY MOORE
Secretary of the Council



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: MARCH 9, 2026
TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL
SUBJECT: ITB-W-1469; RECOMMENDATION TO INCREASE THE AWARD FOR THE PURCHASE OF SAND, SLAG, & AGGREGATE

The Purchasing Division concurs with the Water Division and the Department of Public Works (DPW) and recommends that the award for Bid ITB-W-1469; to Furnish Sand, Slag, & Aggregate, to Osburn Industries, Inc., 5850 Pardee Road, Taylor, MI 48180, be increased from an annual amount not to exceed \$143,550.00 to an annual amount not to exceed \$193,550.00 (an increase of \$50,000.00).

On March 25, 2025, City Council awarded the purchase of sand, slag, and aggregate to Osburn Industries, Inc., for a one (1) year period, commencing on March 12, 2025, in an annual amount not to exceed \$143,550.00.

Due to an increased number of broken water mains and digs, caused by the aggressive weather experienced in the City, the Water Division and Department of Public Works (DPW) have had to utilize more than expected amounts of these products. Thus, this recommendation is seeking an increase of award from an annual amount not to exceed \$143,550.00 to an annual amount not to exceed \$193,550.00 (an increase of \$50,000.00).

If approved by your honorable body, this award shall be increased, retro-actively, for the period of May 12, 2025 through May 11, 2026.

Funds are available in the following Accounts: 101-0000-10900 & 592-1540-74000.

Respectfully Submitted,

Signed by:

D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:

E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:

F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:

CF2C773236C54C9...
Richard Fox
Controller

Signed by:

F040B73E57F248E...
Lori M. Stone
Mayor



Water Division
12821 Stephens Road
Warren, MI 48089
(586) 759-9200

David Koss
Superintendent

March 6, 2026

Craig Treppa, Purchasing Agent
Purchasing Division of the City of Warren

Re: ITB-W-1469 Slag and Aggregates

Dear Mr. Treppa:

The Division of Public Works and the Water Department would like to increase the awarded amount by \$50,000.00 for slag and aggregates. As a result of the aggressive weather the City has endured this winter, both departments have used more than the expected amounts of slag and are requesting additional funds. Due to the near record amount of broken water mains and countless digs, our departments have utilized above average material usage. The Water Department and Division of Public Works are requesting a \$50,000.00 increase in ITB-W-1469 until the end of the term 5/11/2026 from \$143,550.00 to \$193,550.00.

Funds for this will be paid from DPW account 101-0000-10900 and Water Department account 592-1540-7400

We will be available for any questions you or the City Council may have in regards to this increase.

Sincerely,

Signed by:

A handwritten signature in black ink that reads "Derek Richter".

75F08CAD5C7D46F...

Derek Richter

Water Department Superintendent

Read and Concur

Signed by:

A handwritten signature in black ink that reads "Scott Raedel".

2848617D91374D2...

Scott Raedel

Superintendent

Division of Public Works

RESOLUTION

Document No: ITB-W-1469 Increase of Award
Product or Service: Furnish Sand, Slag, & Aggregate
Requesting Department: Various

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2026 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 March 25, 2025, City Council awarded the purchase of sand, slag, and aggregates to Osburn Industries, Inc., 5850 Pardee Road, Taylor, MI 48180, for a one (1) year period, commencing on March 12, 2025, in an annual amount not to exceed \$143,550.00.

The Water Division and the Department of Public Works (DPW) has determined, that in the best interest of the City, that the award be increased from an annual amount not to exceed \$143,550.00 to an annual amount not to exceed \$193,550.00 (an increase of \$50,000.00), retro-actively, for the period of May 12, 2025 through May 11, 2026.

Funds are available in the following Accounts: 101-0000-10900 & 592-1540-74000.

THEREFORE IT IS RESOLVED, that an increase of award for ITB-W-1469 is hereby accepted by City Council for Osburn Industries, Inc., from an annual amount not to exceed \$143,550.00 to an annual amount not to exceed \$193,550.00 (an increase of \$50,000.00), retro-actively, for the period of May 12, 2025 through May 11, 2026.

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
- 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 _____, 2026.

MINDY MOORE
Secretary of the Council



COMMUNITY DEVELOPMENT
 ONE CITY SQUARE, SUITE 210
 WARREN, MI 48093-5283
 (586) 574-4686
 Fax (586) 574-4685
www.cityofwarren.org

March 16, 2026

To: Mindy Moore, Council Secretary

RE: Award of Contract ITB-W-1587 to Construct Two New Single-Family Homes at the Parcel Currently Known as 21916 Panama

In 2015, the city acquired the tax-reverted lot at 21916 Panama from the Macomb County Treasurer. At their meetings on November 17 and December 10, 2025, respectively, the City’s Planning Commission and Zoning Board of Appeals approved the subdivision lot split request, a decision with which Council also approved at its February 24, 2026 meeting.

On February 25, 2026 at 1:00 p.m., via Zoom video conferencing, electronic bids (ITB-W-1587) for the construction of two new single-family homes with basements and detached garages at these lots were publicly opened. A pre-bid meeting was held on February 18, 2026, and only those in attendance were able to bid. The bids received are summarized as follows:

<u>Bidder</u>	<u>Bid Price</u>
Mando Construction, Inc.	\$ 568,888.00
Optimum Contracting Solutions	\$ 750,750.00
Sho Place, dba Anytime Restoration Services*	\$ 529,900.00
Structure Tec Restoration	\$ 888,474.00
Venture Building Company, Inc.	\$ 628,000.00
Vesta Companies, Inc.	\$ 598,000.00

*Bid disqualified – competency of bidder

The City’s Community Development staff, in conjunction with the Purchasing Agent, recommends that contract, ITB-W-1587; for the construction of two new single-family homes, be awarded to the low responsible and cost-effective bidder, Mando Construction, Inc., 75 Lafayette Street, Mt. Clemens, MI 48043, in an amount of \$568,888.00. Adequate funding for the award of contract is available in the HOME account. Mando is an active contractor for the City’s owner-occupied residential rehabilitation program and has built many homes for the city in the past, including the most recent pairs of units constructed with HOME funding. The Community Development Staff reviewed the references provided by Mando Construction, Inc. regarding new construction and is satisfied the bidder has the knowledge, experience, and resources to perform the specified work.

Please consider this at your March 24, 2026 meeting. The appropriate resolution is attached for your convenience. If you have any questions regarding this matter, please contact Community Development at 574-4686 or Craig Treppa at 574-4636.

Sincerely,

<i>Angela Tarasenko</i>	Signed by: <i>Craig Treppa</i> E610E2D7FFE5449...
Angela Tarasenko Community Development Supervisor	Craig Treppa Purchasing Agent

Read and Concur:

Signed by: <i>Tom Bommarito</i> 0F52A3F825A947D...	DocuSigned by: <i>Richard Fox</i> CF2C773236C54C9...	Signed by: <i>Lori M Stone</i> F040B73E57F248E...
Tom Bommarito Community Development Director	Richard Fox Controller	Lori M. Stone Mayor

Read and approved to form:

Signed by: <i>Jennifer Pierce</i> 2FBDBAD6C3B94C0...
Attorney's Office

**RESOLUTION
APPROVING BID AND CONTRACT
ITB-W-1587 FOR 21916 PANAMA
NEW CONSTRUCTION PROJECT**

A Regular meeting of the City Council of the City of Warren, Macomb County, Michigan held on March 24, 2026, at 7:00 p.m. Eastern Daylight Savings Time at 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 of Warren is the recipient of HOME Investment Partnerships (HOME) Funds under Title II of the Housing and Community Development Act of 1992 as amended. These funds must specifically be used to create affordable housing for income-eligible households.

The City Council of the City of Warren previously adopted a 2022-2026 Housing and Community Development Consolidated Plan which included the objectives of expanding the supply of decent and affordable housing for low- and moderate-income households and improving neighborhoods using HOME Program Funds.

HOME funding has been allocated for the creation of affordable single-family housing at the lot currently described as:

21916 Panama

Lot 31 of Supervisors Plat No. 5, as recorded in Liber 17 Page 41 of Plats, Macomb County Records, (Parcel ID No. 13-32-276-013)

At their November 17, 2025 meeting, the City’s Planning Commission approved the split of this lot into two equal parcels, upon each one single-family home and two-car detached garage shall be built. Addresses, parcel numbers, and legal descriptions for these resultant parcels are pending. Upon completion of the construction, the homes will be sold to a HOME-eligible homebuyer.

On February 25, 2026 at 1:00 p.m., via Zoom Video Conferencing, electronic bids (ITB-W-1587) for the construction of two new single-family homes at the lot currently designated 21916 Panama were publicly opened. The bids received are summarized as follows:

<u>Bidder</u>	<u>Bid Price</u>
Mando Construction, Inc.	\$ 568,888.00
Optimum Contracting Solutions	\$ 750,750.00
Sho Place, dba Anytime Restoration Services*	\$ 529,900.00
Structure Tec Restoration	\$ 888,474.00
Venture Building Company, Inc.	\$ 628,000.00
Vesta Companies, Inc.	\$ 598,000.00

- Bid disqualified – competency of bidder

The Mayor, Community Development Staff, and Purchasing Agent recommend that the contract ITB-W-1587 for the construction of single-family homes at the lot currently designated 21916 Panama be awarded to Mando Construction, Inc., the low responsible and cost-effective bidder.

Adequate funding for the award of the contract to Mando Construction, Inc., is available in the HOME account.

THEREFORE, IT IS RESOLVED, that Bid No. ITB-W-1587 for the construction of two single-family homes at the lot currently designated 21916 Panama, is awarded to Mando Construction, Inc., as the low responsible and cost-effective bidder.

IT IS FURTHER RESOLVED, that the Mayor and City Clerk are authorized to execute an agreement with Mando Construction, Inc., in the total amount of FIVE HUNDRED SIXTY-EIGHT THOUSAND EIGHT HUNDRED EIGHTY-EIGHT AND 00/100 DOLLARS (\$568,888.00) for the construction of two single-family homes at the lot currently designated 21916 Panama, consistent with Bid No. ITB-W-1587, and in such form that meets with the approval of the City Attorney.

AYES: Councilperson _____

NAYS: Councilperson _____

RESOLUTION DECLARED ADOPTED this 24th day of March, 2026.

 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 March 24, 2026.

SONJA BUFFA
City Clerk

ITB-W-1587

**AGREEMENT FOR
CONSTRUCTION OF TWO SINGLE-FAMILY HOMES
AT LOT CURRENTLY DESIGNATED 21916 PANAMA
CITY-OWNED PROPERTY**

This Agreement, entered into this _____ day of _____, 2026, by and between Mando Construction, Inc. ("the CONTRACTOR"), whose address is 75 Lafayette St, Suite 100, Mt. Clemens, MI 48043, and the City of Warren, a Michigan municipal corporation ("the CITY"), whose address is One City Square, Suite 210, Warren, Michigan 48093.

The parties stipulate as follows:

1. The CITY is the grant recipient of funds from the HOME Investment Partnerships Program (HOME) made available under Title II of the Housing and Community Development Act of 1992 as amended.
2. The CITY has appropriated a portion of HOME funds for the construction of two new residential properties at the site currently known as described below:

21916 Panama

Lot 31 of Supervisors Plat No. 5, as recorded in Liber 17 Page 41 of Plats, Macomb County Records, Parcel ID No. 13-32-276-013.

NOTE: This site is in the process of being split in half, and the homes to be built on the resultant lots shall collectively be indicated herein as "the Properties."

4. The CITY issued a Request for Bids, ITB-W-1587 for the Construction of two Single-Family Homes (see Appendices I & J for specific building plans), each with its own detached garage, on the Properties.
5. The CONTRACTOR submitted the lowest qualified bid for the construction of both homes at the lot currently designated 21916 Panama, and is willing to complete the work in accordance with the Contract Documents defined in this Agreement.

Upon consideration of the mutual promises and covenants of the parties, the CITY and CONTRACTOR agree as follows:

1. WORK DESCRIPTION

The CONTRACTOR agrees to perform, in a good and professional manner, all work described in the Contract Documents (the Project) for the sum of FIVE HUNDRED SIXTY-EIGHT THOUSAND EIGHT-HUNDRED EIGHTY-EIGHT AND 00/100 DOLLARS (\$568,888.00). The Contract Documents shall consist of this Agreement, Specifications, Plot Plan, Building Plans, Landscape Plan, Request and Response to Bid ITB-W-1587 and any addenda to them, all of which are acknowledged as received by the parties and are incorporated by reference and made part of this Agreement. The parties acknowledge receipt of the above Contract Documents. The CONSTRUCTION work shall be performed at the lot currently designated 21916 Panama,

Warren, Michigan 48091. This lot is actively being split in half to make two equal-sized lots. Payment shall be based upon work performed in accordance with the Contract Documents.

2. PRE-CONSTRUCTION MEETING

Prior to the commencement of work, the CONTRACTOR shall attend a pre-construction meeting with the CITY. This meeting shall be held within ten (10) days of Notice of Award of Bid. The failure of the CONTRACTOR to meet with the CITY may result in termination of the Agreement upon written notice of the City's Community and Economic Development Director.

3. TIME FOR PERFORMANCE

After the pre-construction meeting, work shall not begin until the CITY issues a written Notice to Proceed to the CONTRACTOR. The CONTRACTOR shall begin work within ten (10) calendar days of the notice to proceed, and shall satisfactorily complete all work within 18 months of the issuance of the Notice of Proceed. All time limits in this Agreement are of the essence, and the failure of the CONTRACTOR to comply with the stated times may result in termination of this Agreement.

The City Representative as designated by the City's Community and Economic Development Director may grant one extension of time for an additional period not to exceed thirty (30) days if the delay is due to weather or other valid reasons. If the City's Representative denies an extension or if the work is not commenced or completed within the time allowed by the extension, the case shall be presented to the City of Warren Community Development Block Grant Technical Committee. The Committee may either grant an additional extension or determine that the contract has been abandoned and proceed with termination.

4. CHANGES

- A. The parties may not change, modify, or extend any term or condition of this Agreement unless in writing and mutually agreed upon by the CITY and the Contractor. Such Amendments shall not invalidate this Agreement, nor relieve or release the Contractor or the CITY from any of their obligations under this Agreement.
- B. When presented to the CITY, any proposed changes must include a written statement documenting the method used by the Contractor to determine that the proposed change was necessary and that the cost of the proposed change is reasonable. This documentation must accompany all change orders regardless of the net effect on the Agreement amount.
- C. Contractors are responsible for initial site inspections and determinations of work items involved to complete the project in compliance with all Contract Documents. The Contractor acknowledges that he or she is not entitled to any additional compensation by reason of failing to fully acquaint him or herself with the site and the conditions which affect the work or any of the requirements of the Contract Documents.

5. RESPONSIBILITY OF CONTRACTOR

- A. The CONTRACTOR shall be responsible for the execution of satisfactory and complete work in accordance with the true intent of the specifications and other Contract Documents. All measurements in the work specifications are approximate and are meant only as a bidding aid; exact measurements are the responsibility of the CONTRACTOR.
- B. Unless otherwise stipulated, the CONTRACTOR shall provide and pay for all materials, labor, services, tools, and equipment necessary for the completion of the Project.
- C. The CONTRACTOR shall provide, without charge, all incidental items required as part of the work, even though not particularly specified or indicated.
- D. Unless otherwise stipulated, the CONTRACTOR shall obtain and pay for all approvals, permits and licenses and shall give all notices, pay all fees, and comply with all applicable laws, ordinances, codes, rules, and regulations at all times in the performance of this Agreement.
- E. In addition to the construction standards and specifications in the Contract Documents, the CONTRACTOR shall comply with the standards of the City of Warren City Engineer, local building codes, regulations and ordinances, and any other applicable statute, regulation, or code. The CONTRACTOR shall require all its members, employees, agents, contractors, and subcontractors to comply with the same.
- F. The CONTRACTOR shall be responsible for scheduling the inspection for each permit and license and must obtain the inspection approvals accordingly.
- G. This Project is financed with Home Investment Partnerships (HOME) funds from the U.S. Department of Housing and Urban Development (HUD). The CONTRACTOR is responsible for complying with all implementing regulations as set forth in 24 CFR Part 92. The CONTRACTOR further agrees to comply with all subsequent revisions, modifications, and amendments to the above acts, laws, rules, regulations, and procedures which will become immediately effective in the Agreement upon their enactment or promulgation, upon notice thereof by the CITY.
- H. If the work of the CONTRACTOR shall be done contrary to such laws, ordinances, codes, rules or regulations, the CONTRACTOR shall bear all costs related to the correction of such work, and such costs will not be reimbursed by the CITY.
- I. The CONTRACTOR agrees that it is solely responsible, and it is not the responsibility of the CITY, to safeguard the Property and materials and equipment that are used in the development of the Project. The CONTRACTOR shall be responsible for the care, protection and condition of the work and all materials and equipment at the property until written final acceptance by the CITY and for the safety and protection of all persons performing work and/or service on the Property.

- J. All materials, equipment and furnishings incorporated into the work or otherwise provided under this Agreement shall be new and good quality. The CONTRACTOR shall ensure that the Project shall be good quality, professional and free from faults and defects.
- K. The CONTRACTOR shall comply with any list or request made by the CITY specifying the type, quantity, color, or grade of materials, fixtures, decorations, or equipment used. The CITY shall have the right to reject or order the replacement of, and to specify the type and kind of materials or equipment to be used to complete the Project.
- L. If the CONTRACTOR has good reasons for objecting to the use of any materials, appliances, or methods of construction as shown or specified, the CONTRACTOR shall make a report of such objections to the CITY and obtain written consent from the CITY to make any deviations from the specifications.
- M. The CONTRACTOR shall meet with the CITY to select exterior materials and colors prior to the framing of the house or garage. The Contractor must also meet with the CITY to select interior materials and colors prior to the ordering of any fixtures, cabinets, floor covering, paint, etc.
- N. The CONTRACTOR is responsible for the timely payment of all utility bills for the Property until written acceptance of the work and issuance of final payment by the CITY.
- O. The CONTRACTOR is responsible for maintaining the lawn and snow removal in accordance with City Ordinance for the Property until written acceptance of the work and issuance of final payment by the CITY.
- P. The CONTRACTOR may designate a Superintendent to supervise all work and operations to be performed under this Agreement and represent the CONTRACTOR for work under this Agreement and serve as the Contractor's contact to the City for work issues. The Superintendent shall have substantial experience and competency in the management and operation of construction projects like this Project.
- Q. The CONTRACTOR shall protect the Property from all liens, claims, assessments, or encumbrances from any person or entity, including without limitation, any subcontractor, laborer, supplier, or any governmental unit. The work shall be completed free of liens, or rights of liens of contractors, mechanics, material suppliers and laborers.
- R. It is understood that the CITY may, after seven (7) days' notice to the CONTRACTOR, deduct from any installment the amount necessary to remove a contractor, supplier, or laborer lien, or to repair or replace any damage caused by the CONTRACTOR, or its subcontractors, employees or agents, or to cure a default under this Agreement. Such monies withheld shall be in addition to the remedies or termination rights noted elsewhere in this Agreement.

6. PERSONNEL

- A. The CONTRACTOR shall supervise and direct all work on the site, including that of any subcontractors.
- B. The CONTRACTOR shall provide skilled and competent personnel necessary to perform, in a good and professional manner, all activities under this Agreement. The CONTRACTOR shall ensure that all work is performed by individuals licensed and qualified to do that particular work.
- C. The CONTRACTOR shall be solely responsible for all construction methods and materials and for coordinating all portions of the work. The designation of a Superintendent in no way limits the responsibility of the CONTRACTOR for all work performed under this Agreement.
- D. The CONTRACTOR acknowledges that it is responsible for all persons and operations on or about the work site, regardless of whether such work is performed by an employee, volunteer, or subcontractor.
- E. The CONTRACTOR shall ensure that no solicitations are made to any person by any of its employees, volunteers, or subcontractors, and shall not tolerate any disorderly or rude conduct by any person engaged in work under this Agreement to any other person either at the work site or in the surrounding neighborhood.
- F. The CONTRACTOR may not hire or engage any person, supplier, or subcontractor who is employed by or an agent of the CITY or is an elected official of the CITY, or related to an employee, agent, or elected official of the CITY. In addition, any person performing work under this Agreement shall not be considered an employee or independent contractor of the CITY.
- G. The CONTRACTOR shall restrict from the Property any person not engaged in work under this Agreement; any person who is not an employee or guest of, or hired by the CITY; or not viewing the home as a potential homebuyer.
- H. No liability or benefits such as worker's compensation, insurance or other rights or liabilities, or any other employment relationship shall be construed or accrue to the CITY for any personnel, or contract for hire, involved in performing work under this Agreement. It is understood that any involvement, supervision, or direction from the CITY or any of its agents, employees, boards, or commissions shall be for administrative purposes and to further the goals of the Project, and shall not give rise to any employment relationship with the CONTRACTOR, or any of the CONTRACTOR's officers, employees, agents, or subcontractors.

7. PROTECTION OF WORK AND PROPERTY

- A. The CONTRACTOR shall provide the necessary protection and take all necessary precautions to prevent damage, injury, or loss to the Property and all public and private property, which shall include but is not limited to, structures, fences, utilities, streets, sidewalks, driveways, adjacent trees, sod, shrubbery. The CONTRACTOR

shall, at its own expense, repair, replace or remedy any property which becomes destroyed, lost, or damaged as a result of the performance of this Agreement or from motor vehicles transporting materials or otherwise used in connection with this Agreement.

- B. The CONTRACTOR shall be responsible for the care, protection and condition of the work and all materials and equipment at the property until written final acceptance by the CITY.
- C. The CONTRACTOR shall take all necessary precautions for the safety of all persons and employees at or about the Property and shall comply with all applicable federal, state, and local safety laws to prevent accidents or injury. The CONTRACTOR shall erect and properly maintain, as required by the conditions and progress of the work, all necessary safeguards, barricades, and warning signs for the protection of workers and the public.
- D. The CONTRACTOR shall keep the property free from refuse, rodents, debris, rubbish, waste, and hazardous materials. All tools, construction materials, and machinery shall be removed promptly after the items are no longer necessary during the progress of the work. In the case of a dispute, the CITY may remove rubbish and debris and charge the cost to the CONTRACTOR, as the City's Representative shall determine to be just.

8. SECTION 3 & BABA CLAUSE

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- C. The CONTRACTOR agrees to send to each labor organization or representative of workers with which the CONTRACTOR has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the CONTRACTOR'S commitments under this Section 3 Clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

- D. The CONTRACTOR agrees to include this Section 3 Clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 Clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The CONTRACTOR will not subcontract with any subcontractor where the CONTRACTOR has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The CONTRACTOR will certify that any vacant employment positions, including training positions, that are filled (1) after the CONTRACTOR is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the CONTRACTOR'S obligations under 24 CFR Part 135.
- F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).
- H. The CONTRACTOR must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver. The CONTRACTOR will prioritize using domestically-manufactured materials when bidding on Federally funded infrastructure projects; essentially stating that all iron, steel, manufactured products, and construction materials used will be produced in the United States. Furthermore, throughout the work performance period, the awarded contractor must provide invoices confirming BABA compliance, as well as any other requested supporting materials, to the city in a timely manner. To document BABA compliance, manufacturer certification letters for each relevant product used in a project will be required. These letters should clearly state that the item meets BABA requirements, including the product description, country of origin, and signature from an authorized company representative. Additionally, the CONTRACTOR must maintain detailed records of all materials used, including their source and compliance status.

9. ENERGY CONSERVATION

All work specified in this Agreement shall be completed in compliance with the 2015 Michigan Residential Code (MRC) IECC.

10. INSPECTIONS

- A. The CITY will designate a City Representative at the site to serve as the City's contact for the Contract for any issues relating to progress or quality of work. The City Representative shall always have the right of entry during the Project to inspect the progress of the work. All work is subject to inspection and monitoring by the CITY. This is in addition to the inspections of the building inspector, trade inspectors, and engineering inspectors who will be performing inspections on behalf of the CITY specific to each permit and license.
- B. The CONTRACTOR, its employees, agents, and any subcontractors shall fully cooperate with the inspection of the Property and the investigation and enforcement of the provisions of this Agreement, ordinances, resolutions, and regulations. If, in the CITY's opinion, the work is not being done in accordance with the Contract Documents or is not otherwise satisfactory, the CITY shall have the right to require compliance and the remedying of all defects.
- C. The inspection or approval of the work and materials by the CITY shall not relieve the CONTRACTOR from any obligations under this Agreement. Defective work shall be remedied, unsuitable materials may be rejected, and any specification, code or regulation violations must be corrected, notwithstanding that such work or materials may have been previously overlooked or accepted. If any work or partially performed work is found to be defective or to contain defective materials, the CONTRACTOR shall make the correction.
- D. In the event the City Representative determines that the work is not consistent with the Contract Documents, he or she has the right to require correction of defective work or replacement of unsuitable materials. The CONTRACTOR shall make good such defects. The City Representative shall also have authority to stop work whenever necessary. In such event, the case will be automatically presented for disposition to the Community Development Block Grant Technical Committee, whose decision is final. It is understood and agreed that permit regulations and inspections are not conclusive as to the quality of the work. The work must be performed to the standards of the City Representative. In the event of a conflict between the City trade inspector and the City Representative, the decision of the City Representative will prevail.
- E. Final payment will be made only after final inspection and acceptance of all work by the City Representative, as well as all inspections for each permit and license. The CONTRACTOR is responsible for scheduling all inspections, including the inspections for each permit or license, and for scheduling the final inspection. The CONTRACTOR is responsible for having work completed at the time the inspections

are made. Failure to do so will result in the need for a re-inspection at the CONTRACTOR's expense.

- F. All work shall be performed during weekday business hours of 8:30 a.m. to 5:00 p.m., unless otherwise approved by the City Representative.

11. INSURANCE

- A. Prior to the commencement of any work under this Agreement, the CONTRACTOR, and all its subcontractors shall procure and keep in force at all times until final payment is made, insurance coverage in the following types and limits:

1. Worker's Compensation Insurance:
Insurance coverage in accordance with the Worker's Compensation Laws of the State of Michigan.
2. Comprehensive Commercial General Liability Insurance:
\$1,000,000 per occurrence of Combined Single Limit Coverage and \$2,000,000 general aggregate for bodily injury and property damage

The policy shall include the following extensions:

- a. Contractual Liability
 - b. Products and Completed Operations
 - c. Independent CONTRACTORS Coverage
 - d. Broad Form General Liability Extensions or equivalent
 - e. Coverage for X, C and U Hazards
3. Automotive Liability Insurance:
\$1,000,000 combined single limit for bodily injury and property damage for any auto, including hired autos and non-owned autos.

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."**

4. Excess Umbrella Coverage:
\$2,000,000 (not required of subcontractors unless they will be working in the right-of-way)
 5. Builder's Risk Insurance:
100 percent of Completed Value Form, including theft of building materials from the premises (not required of subcontractors)
- B. The certificates of insurance (or applicable renewal certificates) for the required coverage issued in the name of the CONTRACTOR shall be delivered to:

City of Warren
 c/o Community Development Program
 One City Square, Suite 210
 Warren, Michigan 48093

These certificates shall clearly indicate that the provisions of the applicable policy comply with the requirements of this section.

- C. The CONTRACTOR shall also obtain and have on file certificates of insurance for all subcontractors meeting the above requirements. These shall be made available to the CITY upon request.
- D. Insurance policies shall comply with the provisions of the Michigan No Fault Insurance Law and shall provide coverage for Personal Protection Insurance, Property Protection Insurance, and Umbrella Insurance coverage, if applicable. The liability insurance policies required under this Agreement shall name the City of Warren, City of Warren Municipal Building Authority, City of Warren Downtown Development Authority and all of their elected or appointed officers, employees, agents, boards and commissions as an additional insured.
- E. All insurance policies and certificates shall include a written provision providing 30 days prior written notice to the CITY of cancellation, non-renewal or material change or reduction of coverage. The CONTRACTOR shall cease operations on the occurrence of any such cancellation, material change or reductions, and shall not resume operations until new insurance is in force.
- F. The CONTRACTOR and any of its subcontractors shall maintain adequate insurance to cover any claims arising from or related to the performance of the work under this Agreement regardless of the limits imposed in this Agreement. The CONTRACTOR further agrees that the insurance coverage pursuant to this Agreement shall in no way limit the CONTRACTOR's liabilities and responsibilities specified in this Agreement.
- G. In addition to the above, sub-contractors used by the awarded bidder for asbestos abatement services must also have City of Warren, City of Warren Municipal Building Authority, City of Warren Downtown Development Authority and their elected and appointed officers, employees, boards, commissions, and agents as an additional named insured on their certificates **and** have the following additional coverage:

Pollution Liability coverage	\$1,000,000
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12. INDEMNITY

The CONTRACTOR, 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 the CONTRACTOR or any of its employees, volunteers, agents, or subcontractors.

The CONTRACTOR'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, property defects or conditions, supplier, contractor, laborer or other claims and liens, and any other injury arising from the performance under this Agreement, except those caused by the sole gross negligence of the CITY.

The CONTRACTOR shall also indemnify, defend, and hold the CITY harmless from and for any employment, worker's compensation, pension, insurance or other right or claim that may arise from an employment or contract for hire relationship that may be brought by any of the CONTRACTOR's employees, officers, agents, subcontractors or any other person or entity performing the CONTRACTOR's services or fulfilling the CONTRACTOR's obligations under this Agreement.

CONTRACTOR assumes for it and its employees and subcontractors all risks for any hazardous conditions and substances present on or about the Property and shall indemnify and hold harmless the CITY and its officers, employees, boards, commissions, and agents for and from injury, damage or death caused by or related to dangerous or hazardous conditions, whether known or unknown.

The indemnification obligation shall survive termination or expiration.

13. GUARANTEES AND WARRANTIES

- A. The Contractor must provide the City with a written warranty covering a twenty-four (24) month period from the date of written final approval of the work by the City's Community Development Program staff and issuance of final payment. Final approval will be based upon acceptable fulfillment of the Contract Documents. The certificates of final inspection or certificates of occupancy shall not be determinative in the final approval. Neither final payment nor any of the retained percentage will be paid until the Contractor furnishes the City with this written warranty in an acceptable form.
- B. Neither final payment nor final written approval of the work by the City's Community Development Program staff shall relieve the Contractor of responsibility for faulty materials or work, and unless otherwise specified, the Contractor shall repair or replace defective work or materials, or pay for any damage to other work resulting from faulty materials or work which shall appear within the 24-month warranty period. This warranty is fully transferable to any person who owns the work during the warranty period.
- C. The Contractor warrants to the CITY that all materials, equipment, and furnishings incorporated into the work or otherwise used in construction or provided under this Agreement will be new and that the work will be good quality, professional, and free from faults and defects. The Contractor, at its expense, shall correct or replace defective work or materials. The Contractor shall also be responsible for the repair or replacement of any private or public property damaged during the course of the work.

- D. The Contractor must provide written manufacturer guarantees or warranties in a form approved by the CITY and on such items of work and equipment as may be required by the CITY. Neither final payment nor any of the retained percentage will be paid until the Contractor furnishes the CITY with the manufacturers' and suppliers' written guarantees and warranties covering materials and equipment furnished under this Agreement.

14. SURETY BONDS

The Contractor shall procure, at his sole expense, the surety bonds as indicated below:

- A. The Contractor must obtain a Performance Bond in an amount equal to 100 percent of the Agreement Amount as security for the faithful performance of the Agreement and adherence to its requirements and obligations.
- B. The Contractor must obtain a Labor and Materials Bond in an amount equal to 100 percent of the Agreement Amount as security for the payment of all persons and entities performing labor on the project and furnishing materials and equipment in connection with the Agreement.
- C. The Contractor must obtain a Maintenance and Guarantee Bond in an amount equal to 100 percent of the Agreement Amount as security for the workmanship and materials for the work identified in the Agreement and said Bond shall cover a two-year period after completion of the homes and final written acceptance and issuance of final payment by the City of Warren.
- D. If, at any time, the City of Warren, for justifiable cause, shall be or become dissatisfied with any sureties pursuant to the Performance Bond, Labor and Materials Bond, and/or the Maintenance and Guarantee Bond, the Contractor shall within five (5) days after notice from the CITY so to do, substitute an acceptance bond (or bonds) in such form and sum signed by such other surety or sureties as may be satisfactory to the CITY. The premiums on such bonds shall be paid by the Contractor. No additional construction will be allowed or no further payments shall be deemed due nor shall be made until the new surety or sureties shall have furnished acceptable bonds to the CITY.
- E. All bonds shall be obtained from sureties authorized to do business in the State of Michigan and shall be for the benefit of the City of Warren in a form approved by the City of Warren City Attorney.
- F. The rights reserved by the CITY with respect to the bonds are in addition to all other rights of the CITY, whether reserved by the Agreement or authorized by law, and no such action, proceedings, or exercise of a right with respect to such bonds shall affect any other rights the CITY may have. In the event the CITY draws upon any bond, the Contractor shall restore the bond to the required amount and shall remain responsible for the costs of curing any violation not covered by the bond amount.

- G. The bonds shall be made in favor of the City of Warren, release of which is conditioned upon the faithful performance of the bonding company and the Contractor under the terms of the Agreement, and the bonds shall contain the following endorsement:

"It is hereby understood and agreed that this bond may not be canceled by the surety until sixty (60) days after receipt by the CITY, by registered mail, of written notice of such intent."

15. PROTECTION FROM LIENS AND CLAIMS

- A. The Contractor shall indemnify, defend, and hold harmless the City of Warren from and against all liens and claims for payment from subcontractors, laborers, and suppliers. The Contractor shall keep the work, materials, and Properties free and clear of all liens, claims, and encumbrances arising from the performance of this Agreement by the Contractor, and its subcontractors, laborers, and suppliers.
- B. The Contractor shall provide all notices and communications to subcontractors, suppliers, and laborers consistent with the Michigan Construction Lien Act, MCLA 570.1101, et seq., Act No 497 of Public Acts of 1980, to protect the CITY from claims for payment.
- C. If, at any time, there shall be evidence of any lien or claim for which the CITY may be held liable, the CITY shall have the right to retain out of any payments then due or to become due to the Contractor an amount sufficient to completely indemnify the CITY against the lien or claim. In the event of any dispute between the contractor and any laborer, supplier, or subcontractor which they are unable to resolve, the dispute shall be resolved by the City of Warren Community Development Block Grant Technical Committee. The CITY may make direct payment to the laborer, supplier, or subcontractor to settle any disputes, and the payment amount shall be deducted from payments due the Contractor.

16. 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 or to be provided under this Agreement shall always remain with the CONTRACTOR after the date of this Agreement until written final acceptance by the CITY. Should any of the work, goods, materials, equipment, or furnishings be destroyed, mutilated, defaced, or otherwise damaged, the CONTRACTOR shall repair or replace them at no extra cost to the CITY. Any insurance protection required by this Agreement shall in no way limit the responsibility of the CONTRACTOR under this section. The CONTRACTOR bears the responsibility of unforeseen circumstances, unusual weather conditions, disasters, acts of God or other *force majeure* causes.

17. WAIVER

Any payment for any part of the work under this Agreement, or any extension of the schedule, shall not operate as acceptance of the work or right to correction of defective work or

materials. Any waiver of any provision or breach of this Agreement shall not be construed as a waiver of any subsequent breach of the Agreement, and shall not be construed to invalidate or modify any of the terms of this Agreement.

18. DISBURSEMENT OF FUNDS

All payment requests shall be sent to the City of Warren, c/o Community Development Program, One City Square, Suite 210, Warren, Michigan, 48093.

- A. To request a progress payment, the Contractor shall submit a written request to the CITY. The CITY will approve an acceptable payment request form. Each payment request form shall be attached to an invoice which includes the name, payment address of the Contractor and the amount requested. A ten percent (10%) retainage will be held until final payment. A sworn statement and waivers of lien for any work performed to date shall accompany each payment request. There will be only one progress payment per month.
- B. The City's Community Development Program staff will examine and inspect all work, materials, and supplies for approval prior to issuing a progress payment. The progress payment will be issued within thirty (30) days after the CITY has received and approved the payment request.
- C. To request final payment, the Contractor shall submit all of the required information on the payment request form as specified above, certificates of final inspection for each trade issued by the City of Warren Building Division and the City Engineer accompanied by a certificate of occupancy, a cumulative sworn statement, executed **full unconditional** waivers of lien for **all** materials and for each subcontractor used, fully executed manufacturer and equipment warranties, including a written two-year warranty from the Contractor, and documentation from the utility companies indicating that the utility bills for each home are paid to date.
- D. The Section 3 Forms included in Appendix D must be submitted by Contractor and subcontractors with payment requests as indicated on the forms.
- E. The City's Community Development Program staff will examine and inspect all work, materials, and supplies for approval prior to issuing final payment. Approval of final payment will be based upon acceptable fulfillment of the Contract Documents. The certificates of final inspection or certificates of occupancy shall not be determinative in the final approval. The final payment will be issued within thirty (30) days after the CITY has received and approved the payment request. The retainage amount will be issued with the final payment.
- F. The CITY may retain and deduct from any payment the amount of any claim from subcontractors, suppliers, and laborers until the claim is resolved or for any work or materials not completed, repaired, or replaced after notice and an opportunity to cure has been provided to the Contractor by the CITY. The CITY may also deduct from any payment the amount of any utility bills that were not paid by the

Contractor, after notice and an opportunity to cure has been provided to the Contractor by the CITY.

- G. The CITY reserves the right to object to and withhold payment for unacceptable or unapproved work in addition to other remedies under this Agreement.

19. ASSIGNMENT OF CONTRACT AND SUBCONTRACTS

The CONTRACTOR may not assign this Agreement without the written consent of the CITY. The CONTRACTOR shall ensure that its contractors and subcontractors are performing work on the Project under a written contract that contains, at a minimum, the report keeping, record access and retention; indemnification; insurance; nondiscrimination – equal employment opportunity; termination; patent and copyright; and construction requirements contained in this Agreement.

20. TERMINATION FOR CAUSE

- A. The CITY may terminate this Agreement for cause for any of the following reasons:
- CONTRACTOR abandons the work, or refuses or fails to prosecute the work or any separable part, with diligence in accordance with the timeframe specified in the Agreement.
 - CONTRACTOR is adjudged bankrupt, makes an assignment for the benefit of its creditors, or is appointed a receiver on account of his or her insolvency.
 - CONTRACTOR fails to supply enough properly skilled workers or proper materials.
 - CONTRACTOR fails to make prompt payment to subcontractors or for material or labor.
 - CONTRACTOR persistently disregards laws, ordinances, or instructions of the CITY, or otherwise substantially violates any provision of this Agreement.
 - CONTRACTOR fails to properly perform work or to correct defective work.
- B. Prior to terminating this Agreement, the CITY shall give the CONTRACTOR seven (7) days' notice to cure the default. If the CONTRACTOR fails to correct the default within that time period or fails to diligently proceed to remedy the default within that time period, the termination will become effective with no further notice to the CONTRACTOR.
- C. The CITY may take possession of the premises and of all materials, tools and appliances on the premises and finish the work by whatever method the CITY may deem necessary. In such case, the CONTRACTOR will not be entitled to receive any further payment until the work is finished. All costs or expenses incurred by the CITY as a result of the default, together with the cost of completing the work, shall be deducted from the compensation due to the CONTRACTOR.

21. 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 the CONTRACTOR. The CITY may also terminate this Agreement in the event grant funds from the U.S. Department of Housing and Urban Development are recaptured or otherwise no longer made available. Upon written notice that this Agreement shall terminate for convenience or loss of funding the CONTRACTOR shall immediately cease all work, and terminate any order, commitment, or subcontract. The CONTRACTOR shall be entitled to payment of its costs and work performed up to termination.

22. 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:

Bob Weidner
City of Warren
Community Development Program
One City Square, Suite 210
Warren, MI 48093

and addressed to the CONTRACTOR as follows:

Nicholas DelGreco
Mando Construction, Inc.
75 Lafayette St, Suite 100
Mt. Clemens, MI 48043

All notices shall be deemed given on the day of personal delivery or mailing. Either party to this Agreement may change its address for the receipt of Notices at any time by giving written notice to the other as provided and signed by the authorized representative of such party. Notwithstanding the requirement above as to the use of first-class mail, termination notices, change of address notices, or other notices of legal nature, shall be sent by registered or certified mail, postage prepaid, return receipt requested.

23. CONFLICT RESOLUTION - ARBITRATION

In the event of any dispute between the parties arising under this Agreement including any dispute relating to the extent and character of the activities performed, the CONTRACTOR and CITY consent to the mediation of such dispute by the Community Development Block Grant Technical Committee. The parties further agree that the determination of the Committee shall be final and binding, to the extent of the law, and the parties agree to abide by the decision of the Committee.

The decision of the City of Warren Community Development Block Grant Technical Committee may be entered as a judgment in an appropriate court of competent jurisdiction as permitted

by statutes of the State of Michigan concerning arbitrations and arbitration agreements as well as the Michigan Court Rules.

24. NONDISCRIMINATION – EQUAL EMPLOYMENT OPPORTUNITY

The CONTRACTOR must abide by Federal and local regulations pertaining to equal employment as set forth in Executive Order 11246 if applicable. During this Agreement, the CONTRACTOR agrees they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, height, weight, marital status, familial status, or handicap.

The CONTRACTOR will take affirmative action to ensure nondiscrimination in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provision of this nondiscrimination clause.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest ("the contractor") agrees as follows:

- A. **Compliance with Regulations:** The contractor shall comply with Regulations relative to non-discrimination 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 ("Regulations"), which are 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, 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 Regulations, 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 it, the contractor shall certify to the State Highway Department or the Federal Highway Administration what efforts it made to obtain the information.

- E. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the non-discrimination provisions of this contract, the City shall impose such sanctions as it or the Federal Highway Administration deem appropriate, including, but not limited to:
- a. Withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. 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.

25. CONFLICT OF INTEREST - LOBBYING

The Contractor 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. The Contractor 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 the Contractor, the amount of any such commission, percentage, brokerage, or contingent fee.

26. 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.

27. REPORTS, RECORD ACCESS AND RETENTION

- A. The CONTRACTOR shall furnish the CITY with such reports relating to the work, services or statistics as the CITY may request to account for the Project activities and which are customary and reasonable for the Project.
- B. The CONTRACTOR shall provide the CITY, the U.S. Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representative's access to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract or subcontract for the purpose of making audit, examination, excerpts, and transcriptions.
- C. The CONTRACTOR shall retain all required records for a minimum of three years after final payment is issued and the contract is closed out, whichever occurs later.

28. SEPARATE CONTRACTS

The CITY reserves the right to perform work related to the Project, but which is not a part of this Agreement, and to award separate contracts in connection with other portions of the work not covered under this Agreement. The Contractor shall permit other contractors the right to use and store their materials on the Properties, to perform their work at the Property, and will cooperate with other contractors in the coordination of work.

29. DOCUMENT INTERPRETATION

If any part of the Contract Documents conflicts with any other part, the decision of the CITY as to which shall prevail shall be conclusive and binding.

30. 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.

31. 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.

32. EXECUTION

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) by e-mail (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 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.

The CONTRACTOR, to the best of its knowledge, represents and warrants to the CITY that all corporate actions and all governmental approvals necessary to the authorization, execution, delivery, and performance of this Agreement have been taken and that it is ready and capable to perform its obligations. The CONTRACTOR further warrants that the person signing this Agreement is authorized to do so on behalf of the CONTRACTOR and is empowered to bind the CONTRACTOR to this Agreement. The CITY and the CONTRACTOR, by and through their duly authorized officers and representatives, have executed this Agreement as of the date first written above.

This AGREEMENT shall be binding upon the parties hereto and upon their respective heirs, executors, administrators, or assigns.

33. ELECTRONIC SIGNATURES/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.

SIGNATURES:

Witnessed by:

CITY: CITY OF WARREN

Lori M. Stone, Mayor

Sonja Buffa, City Clerk

**CONTRACTOR:
Mando Construction, Inc.**

Nicholas DelGreco

Title: Owner & President

ITB-W-1587

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ITB-W-1587

CITY OF WARREN

APPENDIX A
FLOORING SCHEDULE
PARCEL A & PARCEL B - 21916 PANAMA

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CITY OF WARREN

APPENDIX B
LANDSCAPE PLANS
PARCEL A & PARCEL B - 21916 PANAMA

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CITY OF WARREN

APPENDIX C
FENCING PLANS
PARCEL A & PARCEL B - 21916 PANAMA

APPENDIX D

ALARM REQUIREMENTS

ALARM EQUIPMENT AND MONITORING SERVICES CITY-OWNED PROPERTIES MINIMUM SPECIFICATIONS

SCOPE OF SERVICES

The City of Warren Community Development Program receives federal funds from the Department of Housing and Urban Development (HUD) to purchase, build, rehabilitate and sell single-family homes. The City of Warren is requesting alarm equipment and monitoring services for these properties when appropriate during the construction.

DESCRIPTION OF WORK

The work contemplated by these specifications consists of furnishing new equipment and providing alarm equipment and monitoring service for City-owned homes.

Equipment for one home

The price quoted is to include the following equipment:

- Honeywell ProSeries PROA7 all-in-one home and business control system only
- Battery Back-up
- Control Panel/Keypad
- 2 Wireless Door and 2 Motion Sensors
- Cellular Card/Communicator
- Advanced Protection Logic/Smash and Grab Feature

THE CITY WILL ACCEPT THE HONEYWELL LYNX TOUCH 5210 ALL IN-ONE HOME AND BUSINESS CONTROL SYSTEM OR EQUAL. (CITY TO APPROVE PRIOR TO INSTALLATION)

Monitoring Service

The price quoted is to include the following service

- 24 hour a day alarm monitoring service pre-paid for two (2) years.
- Total connect service feature that allows remote control operating from a smart phone pre-paid for two (2) years.

GENERAL INFORMATION

Equipment installed in the home will remain the property of the City.

ITB-W-1587

CITY OF WARREN

APPENDIX E
SECTION 3 FORMS

CITY OF WARREN SECTION 3
CONTRACT WORKSHEET
Page 1 of 3

Company Name	
Company Address	
Project Name	
Solicitation Number	ITB-W-1587
Date Submitted	

- First Submittal After Notice of Intent to Award but prior to Award
- Final Submittal with Request for First Payment

Instructions for completing this worksheet:

- A. List each subcontractor (anticipated or used) and the type of work it is for. List yourself as the general contractor for work you or your employees will perform and for contract supervision.
- B. List the dollar value of the subcontracts (the sum must equal the total bid/contract amount).
- C. Indicate whether the type of work is Construction (C) or Professional (P). Examples of professional work include but are not limited to: architects, land surveyors, providers of environmental services such as lead-based paint evaluations and asbestos/hazardous material surveys, and providers of payroll services.
- D. Indicate whether this contract will be/was awarded to a Section 3 Business Concern. (A certification form for each Section 3 Business Concern must be included with the request for final payment).

Definitions:

- **Section 3 Business Concern** – as defined in 24CFR75.5 is a business entity formed in accordance with State law, and which is licensed under State, county or municipal law to engage in the type of business activity for which it was formed that meets one of the following criteria, documented within the last six-month period:
 1. At least 51 percent owned and controlled by low or very low-income persons; or
 2. More than 75% of the labor hours performed for the business over the previous 3-month period are performed by Section 3 workers; or
 3. At least 25% of the business is owned by public housing residents or Section 8 residents (either tenant-based or project based).

CITY OF WARREN SECTION 3
CONTRACT WORKSHEET
Page 2 of 3

- **Section 3 Worker** – means an individual hired within the past 5 years who meets one of the following:
 1. Is employed by a Section 3 business Concern as described above; or
 2. Is a YouthBuild participant. YouthBuild is a community-based pre-apprenticeship program administered by the U.S. Department of Labor that provides job training and educational opportunities for at-risk youth ages 16-24 who have previously dropped out of high school.; or
 3. The worker's household income for the pervious calendar year is less than or equal to 80% of the median income (see table below)
- **Targeted Section 3 Worker** – A worker who meets the definition of a Section 3 worker plus one of the following:
 1. A worker employed by a Section 3 business concern
 2. A worker who currently fits or, when hired, fit at least one of the following categories, as documented within the past five years:
 - a. Living within the service area or the neighborhood of the project
 - b. A Youthbuild participant

(80% of Median Area Income)

Household Size	Income Limit	Household Size	Income Limit
1	\$56,600	5	\$87,300
2	\$64,650	6	\$93,750
3	\$72,750	7	\$100,200
4	\$80,800	8	\$106,700

CITY OF WARREN SECTION 3
CONTRACT WORKSHEET
Page 3 of 3

Type of Work	Name of Subcontractor	Dollar Value of Subcontract (Estimated for 1 st Submittal. Actual for Final Submittal)	(C) or (P)	Section 3 Business Concern (yes or no)
Balance of Contract	General Contractor			
Total	(Must equal bid/contract amount)			

**CITY OF WARREN SECTION 3
PROJECT LABOR HOURS REPORT**

Company Name	
Company Address	
Project Name	
Solicitation Number	ITB-W-1587

Contractor is responsible for collecting total labor hours data from all contractors and subcontractors it hires to complete the project. Upon project completion, please report labor hours for the following categories of workers: all workers, Section 3 workers, and Targeted Section 3 workers.

Definitions:

- **Labor Hours** – The number of paid hours worked by persons on a Section 3 project or by persons employed with funds that include public housing financial assistance in accordance with 24 CFR 75.5
- **Section 3 Worker** – An individual hired within the past 5 years who meets one of the following:
 1. Is employed by a Section 3 business Concern as described above; or
 2. Is a YouthBuild participant. YouthBuild is a community-based pre-apprenticeship program administered by the U.S. Department of Labor that provides job training and educational opportunities for at-risk youth ages 16-24 who have previously dropped out of high school.; or
 3. The worker's household income for the pervious calendar year is less than or equal to 80% of the median income (see table below)
- **Targeted Section 3 Worker** – A worker who meets the definition of a Section 3 worker plus one of the following:
 1. A worker employed by a Section 3 business concern
 2. A worker who currently fits or, when hired, fit at least one of the following categories, as documented within the past five years:
 - a. Living within the service area or the neighborhood of the project
 - b. A Youthbuild participant

Total Labor Hours		Calculated Percentage	(For City Use) Safe Harbor Benchmark Met- Yes or No
Section 3 Worker Hours			
Targeted Section 3 Worker Hours			

Signature of Chief Executive Officer

DATE

ITB-W-1587

CITY OF WARREN

**CITY OF WARREN SECTION 3
EMPLOYMENT OUTREACH**

Company Name	
Company Address	
Project Name	
Solicitation Number	ITB-W-1587
Date Submitted	

To be submitted with request for first payment.

Outreach

To the greatest extent feasible the contractor must provide employment opportunities for Section 3 Residents. A good faith effort must be made to meet this requirement. The Contractor will be considered to be compliance with this requirement if 30 percent of new employees hired during each year over the duration of the Contract were Section 3 Residents (this may include laid off employees called back to work). Employment goals apply to all jobs (administration, management, professional, and clerical as well as construction).

Efforts to make Section 3 Residents aware of employment opportunities may include but not be limited to:

- Publication of opportunities in local newspapers,
- Use of signage at the project site,
- Flyers posted in the neighborhood and surrounding areas,
- Notification of:
 - U.S. and State of Michigan Departments of Labor
 - Macomb Community College and MTEC
 - Michigan Works!
 - Employment Agencies
 - Youth build Organizations
 - Career Centers
 - Other Apprenticeship Programs or Trade Organizations

Using a separate sheet:

Indicate the efforts made to notify Section 3 Residents of employment opportunities. All efforts must be documented. Attach copies of all publications and notifications; pictures of posted signage and flyers; and any other outreach material utilized. Provide a list of all Section 3 Residents applying for available employment opportunities.

ITB-W-1587

CITY OF WARREN

CITY OF WARREN SECTION 3
BUSINESS OUTREACH

Company Name	
Company Address	
Project Name	
Solicitation Number	ITB-W-1587
Date Submitted	

To be submitted with request for first payment.

Outreach

To the greatest extent feasible the contractor must provide contracting opportunities for Section 3 Business Concerns. A good faith effort must be made to meet this requirement.

The Contractor will be considered to be in compliance with this requirement if 10 percent of the total dollar amount of the contract is awarded to subcontractors, performing construction or building trades work, who are Section 3 Business Concerns and 3 percent of the contract amount is awarded to subcontractors, performing professional work, who are Section 3 Business Concerns.

Efforts to make Section 3 Business Concerns aware of contracting opportunities may include but not be limited to:

- The City will require companies receiving Section 3 Covered Contracts to provide the notice of subcontracting opportunities to all companies on the City's list of certified Section 3 Business Concerns capable of providing the required services,
- The City will require companies receiving Section 3 Covered Contracts to advertise for subcontractors in a local newspaper of general circulation (either the Warren Weekly or Macomb Daily),
- Use of signage at the project site,
- Flyers posted in the neighborhood and surrounding areas, and

Using a separate sheet:

Indicate the efforts made to notify Section 3 Business Concerns of employment opportunities. All efforts must be documented. Attach copies of all publications and notifications; pictures of posted signage and flyers; and any other outreach material utilized. Provide a list of all Section 3 Business Concerns that responded to your outreach efforts. Indicate if any of responding Section 3 Business Concerns will be used for this project and if not indicate why.

ITB-W-1587

CITY OF WARREN

CITY OF WARREN SECTION 3
RESIDENT CERTIFICATION
Page 1 of 2

Name of Section 3 Resident _____

Address of Permanent Residence (Attach a copy of Drivers License or State ID) _____

Phone Number _____

Last 4 digits of SS# _____

Number of persons including yourself who reside at the above address: _____

Fill in the table below providing information on the current gross (before taxes) income of each household member. For children less than 18 years of age, do not report wages.

Name of Household Member (Start with Person Seeking Section 3 Resident Status)	Source of Income (Name of Employer, Unemployment, Child Support etc.) A household member may have more than one source of income	Amount of Income (Indicate if this is weekly, every two weeks, monthly, etc)	Is Optional Supporting Documentation of Income Attached (Y or N)
Example	ABC Construction	\$1000/two weeks	Y – Pay Stub

Examples of optional supporting documentation: social security statement, pay stub, unemployment check stub, last year's W-2.

I certify that the above information is correct to the best of my knowledge and that I qualify as a Section 3 Resident as defined on the following page.

 Signature of Section 3 Resident

 Date

CITY OF WARREN SECTION 3
RESIDENT CERTIFICATION
Page 2 of 2

- **Section 3 Resident** – means an individual who resides in the **Detroit-Warren-Livonia Metropolitan Statistical Area (MSA) (Lapeer, Livingston, Macomb, Oakland, St. Clair, or Wayne County)** who is a member of a moderate income household whose income level falls into HUD's "Moderate Income" classification, which is less than or equal to 80% of the median income for MSA.

CITY OF WARREN
SECTION 3 RESIDENT
MODERATE INCOME LIMITS (80% OF MEDIAN AREA INCOME)

HOUSEHOLD SIZE	INCOME
1	\$56,600
2	\$64,650
3	\$75,750
4	\$80,800
5	\$87,300
6	\$93,750
7	\$100,200
8	\$106,700

ITB-W-1587

CITY OF WARREN

CITY OF WARREN SECTION 3
BUSINESS CONCERN CERTIFICATION
Page 1 of 2

Contract Name: _____

General Contractor's Name: _____

Certifying Business Concern
Company Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

I certify that _____ (company name) meets the following definition of a Section 3 Business Concern

51% or more of this company is owned by Section 3 Residents, (attach Section 3 Resident Certification) or

Over 75% of the labor hours performed for the business over the previous 3-month period are performed by Section 3 workers, or

At least 51% owned and controlled by current residents of public housing or Section 8-assisted housing.

Signature of Chief Executive Officer

Date

CITY OF WARREN SECTION 3
BUSINESS CONCERN CERTIFICATION

Page 2 of 2

- **Section 3 Resident** – means an individual who resides in the **Detroit-Warren-Livonia Metropolitan Statistical Area (MSA) (Lapeer, Livingston, Macomb, Oakland, St. Clair, or Wayne County)** who is a member of a moderate income household whose income level falls into HUD's "Moderate Income" classification, which is less than or equal to 80% of the median income for the MSA.

ITB-W-1587

CITY OF WARREN

APPENDIX F

WATER MAIN, SANITARY, AND STORM SEWER LOCATIONS

PARCEL A & PARCEL B - 21916 PANAMA

ITB-W-1587

CITY OF WARREN

APPENDIX G

ENGINEERING DIVISION BOND FORM

ENGINEERING INSPECTION PERMIT REQUIREMENTS & SUPPLEMENTAL SPECIFICATIONS

ENGINEERING SIDEWALK AND DRIVEWAY DETAIL

ITB-W-1587

CITY OF WARREN

APPENDIX H

PLOT PLANS

PARCEL A & PARCEL B - 21916 PANAMA

ITB-W-1587

CITY OF WARREN

APPENDIX I

ENGINEERING REVIEW

PARCEL A & PARCEL B - 21916 PANAMA

ITB-W-1587

CITY OF WARREN

APPENDIX J

BUILDING PLANS

Download as a separate document via the MITN system.

(Print on 11" x 17" paper size)

ITB-W-1587

CITY OF WARREN

APPENDIX K

GARAGE PLANS

Download as a separate document via the MITN system.

(Print on 24" x 36" paper size)

APPENDIX L

RADON TEST INFORMATION

Radon testing will be performed using two short-term tests left side-by-side (roughly 6" apart) in the units' basements for no fewer than the minimum test duration time period (typically 48-72 hours). Should either test indicate a radon level equal to or greater than 4 pCi/L, a change order will be initiated to cover mitigation controls. Test results must be achieved through EPA-approved lab methods.

Free radon test kits may be available through the Macomb County Health Department. For more information, please visit the link below, or call (586) 469-5236.

<https://www.macombgov.org/departments/health-department/environmental-health-services/environmental-management-3>

END



COMMUNITY DEVELOPMENT

ONE CITY SQUARE, SUITE 210

WARREN, MI 48093-5283

(586) 574-4686

Fax (586) 574-4685

www.cityofwarren.org

March 16, 2026

Mindy Moore
Council Secretary

RE: Resolution Accepting Lead Based Paint Hazard Reduction Grant with the Healthy Homes Supplement

The City of Warren Community Development Office received a competitive grant award from the U.S. Department of Housing and Urban Development Office of Lead Hazard Control and Healthy Homes (OLHCHH) in the amount of \$5,000,000 along with a supplemental grant award for Healthy Homes in the amount of \$750,000.

The Lead Hazard Control (LHC) funds will be used to assist in removing lead-based paint hazards in low-income homes, many occupied by small children and/or pregnant women. The Healthy Homes funding will be used as a supplement to make the homes receiving the LHC work healthy by identifying and removing other hazards that are not related to lead based paint. The funding will also be used to educate the public and train and certify contractors in safe work practices for lead based paint removal.

Attached for consideration by Council is the appropriate resolution accepting the award. Please submit to Council for consideration at its March 24, 2026 meeting. If you have any questions regarding this matter, please contact Community Development at (586) 574-4686.

Sincerely,

Signed by:

6F52A3F825A947D...

Tom Bommarito
Community Development Director

Read and Concur:

Signed by:

F040B73E57F248E...

Lori M. Stone
Mayor

DocuSigned by:

CF2C773236C54C9...

Richard Fox
City Controller

Read and Approved as to Form:

Signed by:

2FBDBAD8C3B94C0...

Jennifer Pierce
Assistant City Attorney

**RESOLUTION TO ADOPT
CITY OF WARREN 2026 LEAD BASED PAINT HAZARD REDUCTION GRANT**

At a regular meeting of the City Council of the City of Warren, Macomb County, Michigan held on March 24, 2026 at 7:00 p.m. Eastern Time in the Council Chambers of 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 of Warren has been awarded a grant from US Department of Housing and Urban Development’s Office of Lead Hazard Control and Healthy Homes (OLHCHH) as authorized by Title X of the Housing and Community Development Act of 1992, as amended.

The mission of the OLHCHH is to provide safe and healthy homes for at-risk families and children by promoting and funding housing repairs to address conditions that threaten the health of residents. The Lead Based Paint Hazard Reduction Grant requires that the funding be used to repair houses where families with children under six years old or pregnant women reside, as well as for education of the public and training contractors. Only homes utilizing Lead Based Paint Hazard Reduction funds can receive the Healthy Homes Supplemental funding for removing other hazards in the home that are not related to lead based paint.

The city intends to achieve the objectives with the following revenues:

2026 Revenues	
<u>Source</u>	<u>Amount</u>
2026 Lead Hazard Reduction Grant	\$5,000,000.00
2026 Healthy Homes Supplemental Grant	750,000.00
Matching Funds	500,000.00
Total	\$6,250,000.00

The city intends to undertake the following activities with the 2026 available resources:

2026 Activities			
Activity Name	Grant Funds	Match	Total Funds
Lead Hazard Reduction – Direct Service	4,500,000.00	409,185.00	4,909,185.00
Healthy Homes – Direct Service	750,000.00		750,000.00
Administration	500,000.00	90,815.00	590,815.00
Total	5,750,000.00	500,000.00	6,250,000.00

The Lead Based Paint Hazard Reduction Grant requires a match. The City is pledging funding from Community Development Block Grant and or other private funds as match. The Healthy Homes Supplemental Grant does not require any matching funds.

The Mayor, Controller and the Community Development staff recommend the acceptance of 2026 Lead Based Paint Hazard Reduction Grant funding in the amount of \$5,000,000.00, the matching requirement of \$500,000.00 and Healthy Homes Supplemental Grant in the amount of \$750,000.00 in accordance with the grant requirements for revenues and activities as set forth above.

IT IS RESOLVED, that the City of Warren approves the additional revenues and appropriation of funds in the amount of \$6,250,000.00.

IT IS FURTHER RESOLVED, that the Community Development Committee is authorized to adopt policies and procedures as necessary to administer activities in the 2026 Lead Based Paint Hazard Reduction and Healthy Homes Supplemental Grants, in such form that meets with the approval of the City Attorney.

IT IS FURTHER RESOLVED, that the Mayor of the City of Warren is authorized to perform the following responsibilities in connection with the *2026 Lead Based Paint Hazard Reduction and Health Homes Supplemental Grants*:

1. Act as the official representative and administrative authority on behalf of the Grantee, the City of Warren;
2. Execute the application to participate in the *Lead Based Paint Hazard Reduction and Health Homes Supplemental Grants* under Title X of the Housing and Community Development Act of 1992, as amended.
3. Sign any documents in connection with the applications;
4. Sign and submit 2026 Lead Based Paint Hazard Reduction and Health Homes Supplemental documents, including all understandings, assurances, and certifications contained therein; and to otherwise act in connection with the submission of the Grants and to provide such additional information, or modification, or amendments, as may be required.



COMMUNITY DEVELOPMENT

ONE CITY SQUARE, SUITE 210

WARREN, MI 48093-5283

(586) 574-4686

Fax (586) 574-4685

www.cityofwarren.org

March 18, 2026

TO: Mindy Moore, Council Secretary

RE: Request to Schedule Public Hearing to Receive Comments on the Proposed Application for Community Development Block Grant Disaster Recovery (CDBG-DR) Funds

Dear Ms. Moore:

At the March 24, 2026 Council Meeting, please schedule a public hearing for April 28, 2026 to receive input on a proposed application for CDBG-DR funding from the Michigan Economic Development Corporation (MEDC). This funding has been made available to qualifying communities affected by the Federally-recognized storm, tornado, and flood disaster event from August 2023.

Members of the public must be allowed to appear before Council to comment on the proposed use of these funds (written comments must also be accepted). The deadline to submit comments on the proposed plan is May 1, 2026. The public hearing must be scheduled this far in advance so the appropriate public notice can be made.

Sincerely,

Read and Concur:

DocuSigned by:

Angela Tarasenko

BC9B7387E8FF495...

Angela Tarasenko
Community Development Supervisor

Signed by:

Lori M Stone

F040B73E57F248E...

Lori M. Stone
Mayor



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: MARCH 16, 2026
TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL
SUBJECT: RFP-W-0342; RECOMMENDATION OF AWARD EXTENSION FOR FURNISHING BACKGROUND INVESTIGATION SERVICES.

The Purchasing Division concurs with the Department of Human Resources and recommends that the award for RFP-W-0342; for furnishing Background Investigation Services, be extended for the second optional two (2) year period, for services April 2, 2026 through April 1, 2028, to Fifer Investigations, LLC., 31564 Schoolcraft Road, Livonia, MI 48150, in an annual amount not to exceed \$40,000.00.

On February 23, 2021, City Council awarded RFP-W-0342; for furnishing Background Investigation Services, for a three (3) year period, with options to renew the agreement for three (3) additional two (2) year periods, followed by one (1) final year (not to exceed a ten (10) year term), in an annual amount not to exceed \$40,000.00, commencing on April 2, 2021.

On April 9, 2024, City Council awarded the first optional two (2) year extension, for furnishing Background Investigation Services, to Fifer Investigations, LLC., in an annual amount not to exceed \$40,000.00.

Fifer Investigations, LLC. has provided numerous detailed investigative reports to the City of Warren that include up to the last fifteen (15) years of an applicant's life. The Department of Human Resources has been pleased with the work provided and is therefore seeking City Council approval for the second optional two (2) year period, in an annual amount not to exceed \$40,000.00, for the period of April 2, 2026 through April 1, 2028.

The terms remain the same, except for professional liability insurance, which has been changed from \$3 million to \$2 million and the automotive liability policy will be subject to review and approval by the City's Risk Manager.

If approved by your honorable body, this extension allows the City to continue services utilized while hiring within the Police and Fire Departments, with most recently, the hiring of appointed positions as well.

Funds are available in the following Account: 101-1220-80100.

Respectfully Submitted,

Signed by:

A handwritten signature in black ink that reads "Shanah Turner".

D3220749F3AC487...

Shanah Turner
Assistant Buyer

Contract Amendment #1 (attached) has been prepared and approved as to form by the Acting City Attorney, Mary Michaels.

Signed by:

1198068FE52344A1...
Mary Michaels
Acting City Attorney

Read and Concur,

Signed by:

E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:

F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:

CF2C773236C54C9...
Richard Fox
Controller

Signed by:

F040B73E57F248E...
Lori M. Stone
Mayor

**SECOND BACKGROUND INVESTIGATION SERVICE AGREEMENT BETWEEN
THE CITY OF WARREN AND FIFER INVESTIGATIONS, LLC**

This Amendment is made on _____, 2026 between the City of Warren, (“the City”), whose address is One City Square, Warren, MI 48093, and Fifer Investigations, LLC, a Michigan limited liability company (“Fifer”) with a registered address at 31564 Schoolcraft Rd., Livonia, Michigan 48150 (“Fifer”).

STIPULATIONS

1. The City and Fifer entered into an agreement entitled, “Background Investigation Service Agreement” dated on or about April 2, 2021 (“the Agreement”), which is incorporated by reference into this Amendment.
2. Council authorized the agreement for a three-year term, with the option to renew for three additional two-year terms, and an additional one-year term, subject to approval of Council. The Agreement is incorporated by reference and made a part of this Amendment.
3. The parties mutually agree to renew the agreement for the second renewal term from April 2, 2026 to April 1, 2028.
4. This amendment will also correct the initial term to be consistent with the RFP, and an amendment to the insurance requirements.

Therefore, in consideration of the mutual promises of the parties and other consideration, receipt of which is acknowledged, the City and Fifer agree, as follows:

1. The Agreement is renewed for the second two-year period, effective from April 2, 2026 to April 1, 2028.
2. Article 7 of the Agreement, entitled Term shall be corrected to memorialize the term approved by the local governing body:

The term of the Agreement shall commence upon execution of this document by both parties, and shall remain in effect for a period of three years with an option to renew for three additional two- year periods, followed by a final option to renew for one year period in an annual amount not to exceed \$40,000, unless otherwise agreed by the City. All renewal terms are subject to approval of the City’s Mayor and Council

3. The parties agree that Section Article 12(f) of the Agreement is amended to change the Professional Error and Omissions Liability insurance amount from \$3,000,000 per occurrence to \$2,000,000 aggregate per occurrence, and such coverage shall remain in effect during the contract term and three years after expiration. All other parts of Article 12 (f) shall remain unchanged except as amended and supplemented in this provision.
4. Article 12 (b) shall be amended to allow for personal automotive policies in such form and limits required by the City’s Risk Manager.

5. Article 10 will be amended to update the contact for the City of Warren to:

Jared Gajos
One City Square, Suite 410
Warren, Michigan
(586) 574-4654
jgajos@cityofwarren.org

6. It is acknowledged that the Agreement terms shall apply to the first renewal term from April 2, 2022 to April 1, 2026.

7. 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.

8. Except as amended, the remaining terms of the Agreement shall remain unchanged and in effect except as provided in this document.

Witnessed by:

CITY OF WARREN:

Lori M. Stone
Mayor

Sonja Buffa
City Clerk

FIFER INVESTIGATIONS, LLC

By:

Timothy K. Fifer, President

Mr. Jared Gajos
Director of Human Resources

March 16, 2026

Mindy Moore
City Council Secretary

Re: Fifer Investigations, LLC

The City of Warren has contracted with Fifer Investigations, LLC, our background investigation company, since April 2021. In the time since the award, Fifer has provided numerous investigative reports for the Department of Human Resources within the City of Warren. These reports have ranged from a simple document covering an applicant / employee's past five years of employment outside of the City of Warren, to a detailed history of an applicant or employee, spanning across fifteen years of their life.

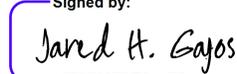
With the quality of work they have provided the Department of Human Resources since our agreement first began, I am in favor of requesting for our first renewal with the company, consisting of the first two-year term extension. This extension allows us to continue the services they have been able to provide to us, which primarily are utilized for hiring within the Police and Fire Departments, with most recently, the hiring of appointed positions as well.

Based on this information, I respectfully request City Council's approval to move forward with the acceptance of a two-year extended term.

Item: Fifer Investigations, LLC (RFP-W-0342)

Annual Cost: \$40,000.00 Term: 04/02/2026 – 04/01/2028 Account: 101-1220-80100

Thank you for consideration,

Signed by:

4879539F8E344BB...

Jared Gajos
Director of Human Resources

RESOLUTION

Document No: RFP-W-0342 Extension 2
Product or Service: Background Investigation Services
Department: Human Resources

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2026 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 February 23, 2021, City Council awarded RFP-W-0342; for furnishing Background Investigation Services for the City to Fifer Investigations, LLC, 31564 Schoolcraft Road, Livonia, MI 48150 for a three (3) year period with options to renew for three (3) additional two (2) year periods followed by an option to renew for one (1) final year, with approval from the Mayor and Council, in an annual amount not to exceed \$40,000.00, commencing on April 2, 2021.

On April 9, 2024, City Council awarded the first optional two (2) year extension, in an annual amount not to exceed \$40,000.00.

The Director of Human Resources is seeking an extension of award for the second optional two (2) year period, an annual amount not to exceed \$40,000.00, commencing on April 2, 2026 through April 1, 2028, at the terms of the included addendum and renewal document.

Funds are available in the following Account: 101-1220-80100.

THEREFORE, IT IS RESOLVED, that the proposal of Fifer Investigations, is hereby accepted by City Council for the second optional two (2) year period, an annual amount not to exceed \$40,000.00, commencing on April 2, 2026 through April 1, 2028, at the terms of the included addendum and renewal document.

IT IS FURTHER RESOLVED, that all renewal options shall be approved by the Mayor and 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:

- Proposal Documents
- Contract
- 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 _____, 2026.

Mindy Moore
Secretary of the Council



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: MARCH 18, 2026
TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL
FROM: RFP-SH25-006 REVIEW PANEL
SUBJECT: RFP REVIEW PANEL RECOMMENDATION TO APPROVE A CONSULTING AGREEMENT FOR A DEFENSE INDUSTRY ECONOMIC DEVELOPMENT ADVISOR

RECOMMENDATION:

The RFP-SH25-006 Review Panel unanimously recommends that City Council approve a Consulting Agreement for a Defense Industry Economic Development Advisor with AECOM Great Lakes, Inc., 4219 Woodward Avenue, Suite 200, Detroit, MI 48201, at an estimated cost of \$1,328,644.00 over a three-year period, funded through the three (3) year Defense Initiative Interlocal Agreement with the City of Sterling Heights, with 50% being offset by the City of Sterling Heights, and authorize the Mayor and Clerk to sign the Consulting Agreement on behalf of the City of Warren.

EXECUTIVE SUMMARY:

The cities of Warren and Sterling Heights, together with their respective Downtown Development Authority and Local Finance Development Finance Authority, entered into a Defense Initiative Interlocal Agreement in April, 2025. This collaboration, branded as the "Arsenal Alliance," dedicates significant economic development efforts and resources to support the defense corridor spanning the two municipalities. The Arsenal Alliance will play a vital role in leading and executing a long-term strategy for defense industry sustainability and growth within the defense corridor.

Key responsibilities of the economic development team will include:

- A. Analyzing local, national, and global defense trends to benchmark performance and identify areas for growth.
- B. Support existing workforce development programs and ensure the defense community has access to STEM education efforts, workforce training, and talent pipeline programs.
- C. Promoting policies at all levels of government that support the defense sector and emphasize its economic and technological contributions.
- D. Strengthening connections and collaboration among those in the defense industry, government agencies, educational institutions, and non-profits by regularly uniting regional partners to address challenges, identify attraction opportunities, and enhance military readiness.
- E. Developing a forward-looking strategy to keep the region competitive amid evolving technologies and global defense market dynamics.

To implement the Arsenal Alliance goals and objectives, both cities created the Arsenal Alliance Advisory Committee made up of appointees from both communities that conducted a search for a Defense Industry Economic Development Advisor to drive the Arsenal Alliance.

The recommended advisor will shape, develop, implement, and manage a unified strategy to expand the region's defense footprint, identify federal and private investment opportunities, and convene public-private partners across both cities. The role also includes leading the development of a comprehensive Defense Industry Strategic Plan – a first-of-its-kind regional blueprint designed to secure Southeast Michigan's place at the forefront of national defense readiness and innovation.

This initiative will leverage the region's long-standing legacy as the "Arsenal of Democracy" to drive economic growth, enhance workforce development, secure defense contracts, and foster innovation in the defense sector. The region's defense sector is anchored by the Detroit Arsenal located in Macomb County and includes: the U.S. Army's Tank-automotive and Armaments Command (TACOM), Program Executive Office Ground Combat Systems (PEO GCS), Program Executive Office Combat Support and Combat Support Systems (PEO CS&CSS), Army Contracting Command – Detroit Arsenal (ACC-DTA) and the Ground Vehicle Systems Center (GVSC). Key facts about the regional defense industry include:

- Over \$61 billion in defense contracts awarded to Macomb County businesses since 2000.
- 63% of all federal defense contracts awarded in Michigan in 2023 were secured by Macomb County firms, most of which are in Warren and Sterling Heights.
- The defense industry contributes \$30 billion annually to Michigan's economy, supporting over 116,000 jobs statewide.
- In 2023 alone, over 4,800 defense contracts were awarded, totaling \$3.56 billion in value.

RFP PROCESS:

On August 8, 2025, the City of Sterling Heights and Warren collaborated to issue a Request For Proposals (RFP) on the BidNet® (MITN) system, with the goal of onboarding a Defense Industry Economic Development Advisory Partner to assist the Alliance. On September 16, 2025, electronic proposals were publicly opened for RFP-SH025-006. Eleven (11) firms responded with proposals. They were;

- | | |
|--|---|
| <ul style="list-style-type: none"> • 5 Star Security Solutions, LLC. • AECOM Great Lakes, Inc. • Café Iman West, LLC. • Emergency Mgt. Commission Collective • Hickey Global Economic Development Consulting • JetCo Solutions, LLC. | <ul style="list-style-type: none"> • LSI Business Development, Inc. • Matrix Design Group, Inc. • Morant McLeod • Regents of the University of Michigan • The National Advanced Mobility Consortium, Inc. (NAMC) |
|--|---|

After thorough evaluation, four (4) proposals were considered for in-depth interviews conducted by the five (5) member body of the Arsenal Alliance Executive Committee (see the attached Evaluation Committee Scoring Table). Once interviews were completed and final scoring tabulated, AECOM Great Lakes, Inc. stood out as the top firm for this initiative.

AECOM Great Lakes, Inc proposed the following plan with the assistance of BasedOn and the McKeon Group:

- The AECOM team for this effort will be anchored by Project Director Chris Brewer, who brings 30 years of combined experience across economic development and defense industry adjustment. He has completed numerous defense adjustment strategies, including significant work in St. Louis focused on defense aerospace and the possible loss of production linked to the F-15, C-17, and F/A-18. AECOM's effort will be led by

Project Manager Sarah Murphy, who has 10 years of professional experience delivering economic development services for the City and County of Denver and can speak to the day-to-day realities and opportunities of running an economic development organization.

- BasedOn is a brand strategy, identity design, and strategic content studio firm located in Detroit, with a dedicated practice group that serves leading economic development organizations, innovation clusters, and chambers of commerce. Their effort for this submittal will be led by Matthew Clayson, whose background spans 20 years in results-driven economic development, digital marketing, international privacy compliance, and national security.
- The McKeon Group is a D.C. based public affairs consultancy whose industry focus spans defense, rare earth/critical minerals, and federal appropriations. Representing McKeon Group will be Adam Raezler, whose 20 years of extensive lobbying, legislative, and public policy experience in Washington, D.C., cover a broad portfolio of large and complex policy and regulatory issues in national security, military, defense, Veterans' affairs, terrorism, and international relations.

The recommendation before your honorable body is to accept the proposal from AECOM Great Lakes, Inc., as the professional agency to further the goals of the Arsenal Alliance. AECOM's proposal received the highest score, including pricing of \$1,328,644 for the 36-month initial term of the contract.

FINDINGS:

Please see the attached Staff Report completed by the Sterling Height Purchasing Manager.

The City's share of this contract (50% of the annual expense) is funded through the three (3) year Defense Initiative Interlocal Agreement with the City of Sterling Heights.

The City of Sterling Heights approved the agreement on March 17, 2026.

Respectfully Submitted,

Signed by:

E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

The attached contract has been prepared by the Acting City Attorney, Mary Michaels, with the assistance of the Sterling Heights City Attorney, Mark Kaszubski.

Signed by:

119806BF52344A1...
Mary Michaels
Acting City Attorney

Read and Concur,

DocuSigned by:

874B09CBFD6E4E8...
Mark Knapp
Asst. City Controller

DocuSigned by:

CF2C773236C54C9...
Richard Fox
City Controller

Signed by:

F040B73E57F248E...
Lori M. Stone
Mayor

ADVISORY EXECUTIVE COMMITTEE:

Kristina Lodovisi
Patrick Green
Luke Bonner
Haley Bradley
Mark Pasik

LEGAL ADVISORS:

Mary Michaels, Warren City Attorney
Mark Kaszubski, Sterling Heights City Attorney

PROCUREMENT ADVISORS:

Erik Skurda, Purchasing Manager, Sterling Heights
Craig Treppa, Purchasing Agent, Warren

CITY OF STERLING HEIGHTS**STAFF REPORT**

March 17, 2026

Prepared By: Erik Skurda, Purchasing Manager

Ext. No. 2741

GENERAL INFORMATION:

A Request for Proposals (RFP) was solicited in fall of 2025 in an effort to onboard a Defense Industry Economic Development Advisory Partner to assist the Arsenal Alliance. The RFP received eleven (11) responses and after thorough evaluation, four (4) proposals were considered for interviews to be conducted by the five (5) member appointed body of the Arsenal Alliance Executive Committee.

STAFF ANALYSIS AND FINDINGS:

Southeast Michigan—and specifically the Sterling Heights/Warren corridor—is uniquely positioned because the Detroit Arsenal concentrates Army ground-systems R&D, acquisition, and sustainment stakeholders. This is paired with major regional industrial/engineering anchors, including General Dynamics Land Systems and BAE Systems in Sterling Heights among other large engineering/manufacturing employers that can support dual-use innovation and supply chain depth. The evaluation committee comprising of members appointed by City of Sterling Heights and Warren completed an in-depth RFP and interview process over a several month period to select the advisory services of AECOM Great Lakes, Inc. (AECOM). AECOM is proposing the following plan to gain market share and promote the goals of the Arsenal Alliance over the next three year period:

AECOM structures the scope around six integrated workstreams, each with tangible outputs:

1. Initiative stand-up and governance (program office discipline, cadence, decision-making framework, and data readiness). Evidence includes an approved scope/schedule/deliverables, stakeholder engagement plan, initial data request list, communications calendar and gathering of meeting minutes.
2. Stakeholder intelligence + market signal capture (SE MI + D.C.) to build a shared fact base that informs strategy, brand, and federal "asks." AECOM anticipates approximately 20–30 local interviews and up to 10 D.C. interviews, plus workshops and an engagement summary.
3. Brand and identity that "credentials" the Arsenal Alliance with the Department of Defense, primes suppliers and talent. BasedOn (marketing firm) leads positioning, naming/architecture, and initial brand guidelines.
4. Analytics baseline + KPI dashboard to quantify strengths/gaps, track wins/jobs/capital investment/pipeline, and support an ROI narrative to attract additional funding. Deliverables include KPI reporting framework(s), dashboard wireframe, and an initial executive dashboard implementation plan.
5. Federal capture of funding that blends appropriations/community project support, programmatic requests, competitive grants, and a government affairs to drive near-term submissions and wins
6. McKeon (D.C. Lobbyist) leads appropriations/government affairs; AECOM supports grants/economics; BasedOn supports communications toolkits and content strategy for D.C. engagement.

7. Implementation and market conversion focused on supplier readiness, workforce MOUs, site readiness packages, and high-visibility convenings (including an annual Arsenal Defense Summit).

Phasing and Timeline (Up to 36 Months)

Phase 1 (Months 1–7) is described as contingent on timely stakeholder input/approval and emphasizes rapid stand-up: kickoff and bi-weekly status meetings, initial stakeholder engagement planning, early brand discovery, ecosystem and peer benchmarking, workforce and industrial real estate/infrastructure conditions assessment, and early federal opportunity framing. Deliverables include items such as a stakeholder engagement plan, initial data request list, KPI/dashboards framework, and a “30-Day Arsenal Alliance Blueprint” featuring initial market analysis with peer benchmarking and an initial federal opportunity matrix.

Phase 2 (Months 9–12) focuses on refining the strategy and addressing foundational operational questions (champion/partners, sustainable business plan, organizational model), updating KPI dashboards, formalizing committees/working groups, pursuing grants (including agencies such as EDA/OEA referenced in the proposal), and implementing the inaugural Arsenal Defense Summit. Phase 2 deliverables include a Comprehensive Strategic Plan and supporting Industry Analysis Report for a defense cluster strategy for Warren and Sterling Heights, an updated KPI dashboard, and draft transition/progress/impact reporting. The proposal identifies intent to submit at least three federal-funding applications or earmark proposals aligned with Alliance goals during this period.

Phase 3 (Months 13–24) and Phase 4 (Months 25–36) are implementation-heavy: sustaining dashboards/KPIs, expanding presentation/communications content to support the corridor narrative, supporting industry meetings and innovation ecosystem growth, maintaining Washington, D.C. engagement, developing grant opportunities, and planning subsequent annual Arsenal Defense Summits (Phase 3 supports the second summit; Phase 4 supports the third).



Date: March 9, 2026

To: Erik Skurda, Purchasing Manager

From: *Luke Bonner*
Luke Bonner, Senior Economic Development Advisor

CC: Arsenal Alliance Executive Committee
Dylan Clark, Economic Development Manager

Subject: Arsenal Alliance Advisor Recommendation

Following the issuance of the Request for Proposals, the Arsenal Alliance reviewed five proposals from qualified teams interested in serving as the Defense Industry Economic Development Advisor.

The proposals represented a range of approaches, including federal advocacy and government relations, strategic planning and research, branding and marketing strategies, and traditional economic development advisory services. Each proposal demonstrated valuable experience and capabilities relevant to advancing the mission of the Arsenal Alliance.

After reviewing the proposals and evaluating the teams based on experience, strategic approach, and their ability to position the Arsenal Alliance within the national defense industrial ecosystem, the review team determined that the proposal submitted by AECOM Technical Services, Inc. offered the most comprehensive and integrated approach.

AECOM combines economic development strategy, federal engagement, and place-based branding to position the Arsenal Alliance as a leading center for defense innovation and manufacturing. Their proposal outlines a structured process for developing a regional strategy, engaging defense industry stakeholders and federal decision-makers, and building a cohesive identity for the corridor to support long-term investment and partnership opportunities.

Based on the evaluation of the proposals, the Executive Committee recommends entering into a contract with AECOM Technical Services, Inc. to serve as the Arsenal Alliance's Defense Industry Economic Development Advisor.

Evaluation Committee Scoring
RFP-SH25-006
Defense Industry Economic Development Advisor

Criteria	Weighted Value	JetCo										NAMC										AECOM										Matrix									
		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5																				
1 Work Experience	30%	90	27.0	90	27.0	65	19.5	90.0	27.0	75.0	22.5	90	27.0	90	27.0	80	24.0	90.0	27.0	70.0	21.0	75	22.5	85	25.5	80	24.0	85.0	25.5	90.0	27.0	95	28.5	85	25.5	80	24.0	90.0	27.0	60.0	18.0
2 Capacity - Project Timetable	25%	60	15.0	50	12.5	60	15.0	65.0	16.3	60.0	15.0	90	22.5	90	22.5	70	17.5	85.0	21.3	60.0	15.0	85	21.3	90	22.5	100	25.0	85.0	21.3	95.0	23.8	70	17.5	70	17.5	70	17.5	65.0	16.3	70.0	17.5
3 Methodology - Work Plan	20%	60	12.0	55	11.0	60	12.0	60.0	12.0	60.0	12.0	90	18.0	90	18.0	70	14.0	80.0	16.0	60.0	12.0	95	19.0	90	18.0	90	18.0	95.0	19.0	95.0	19.0	80	16.0	75	15.0	70	14.0	80.0	16.0	60.0	12.0
4 References	15%	90	13.5	90	13.5	100	15.0	90.0	13.5	70.0	10.5	85	12.8	90	13.5	100	15.0	90.0	13.5	60.0	9.0	90	13.5	90	13.5	100	15.0	90.0	13.5	95.0	14.3	90	13.5	85	12.8	100	15.0	90.0	13.5	60.0	9.0
5 Cost Proposal	10%	100	10.0	45	4.5	75	7.5	75.0	7.5	60.0	6.0	100	10.0	85	8.5	75	7.5	75.0	7.5	50.0	5.0	100	10.0	80	8.0	75	7.5	75.0	7.5	90.0	9.0	100	10.0	80	8.0	75	7.5	75.0	7.5	60.0	6.0
Total	100%		77.5		68.5		69.0		76.3		66.0		90.3		89.5		78.0		85.3		62.0		86.3		87.5		89.5		86.8		93.0		85.5		78.8		78.0		80.3		62.5

AVERAGE SCORES	
JetCo	71.45
NAMC	81.00
AECOM	88.60
Matrix	77.00

**RESOLUTION APPROVING CONSULTING AGREEMENT FOR DEFENSE INDUSTRY
ECONOMIC DEVELOPMENT WITH AECOM GREAT LAKES, INC., CITY OF STERLING
HEIGHTS AND CITY OF STERLING HEIGHTS
LOCAL DEVELOPMENT FINANCING AUTHORITY**

At a regular meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on March 24, 2026 _____ Time, in the Auditorium of the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Council members _____

ABSENT: Council members _____

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

The City of Warren and City of Sterling Heights collaboratively created an economic development initiative to expand the defense sector industry within their respective communities, primarily along Van Dyke and Mound Roads from 11 Mile to Hall Roads (“Defense Corridor”). The collaboration branded “Arsenal Alliance” is advised by an Arsenal Alliance Advisory Committee which makes recommendations to member communities.

On April 16, 2025, the City of Sterling Heights and the Warren City Council approved a Defense Initiative Interlocal Agreement, which provided, in part, for the engagement of a professional advisor, with the consent of the member communities.

Following a jointly issued Request for Proposal (RFP-SH25-006) (“the RFP), the Advisory Committee recommended AECOM Great Lakes, Inc., to serve as the Arsenal Alliance advisor for a three-year term to develop and implement the strategy for the initiative.

The contract cost for the three-year term is \$1,328,644, to be shared equally among Sterling Heights and Warren. The Warren share will be funded by City of Warren Downtown Development Authority, pursuant to its funding approval for the initiative on June 4, 2025.

The City of Sterling Heights approved the agreement on March 17, 2026.

THEREFORE, IT IS RESOLVED, that the Council accepts the recommendation of the Arsenal Alliance Advisory Executive Committee to engage the services of AECOM Great Lakes, Inc., as the consultant to advance the Arsenal Alliance initiatives.

IT IS FURTHER RESOLVED, that the Mayor and Clerk are authorized to execute the Consulting Agreement for a Defense Industry Economic Development Advisor with AECOM Great Lakes, Inc.

IT IS FURTHER RESOLVED, that The City's share of this contract (50% of the annual expense) is funded through the three (3) year Defense Initiative Interlocal Agreement with the City of Sterling Heights.

AYES: Council members: _____

NAYS: Council members: _____

RESOLUTION DECLARED ADOPTED this 24th day of March, 2026.

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 special meeting held on March 24, 2026.

SONJA BUFFA
City Clerk

Notification List:

AECOM Great Lakes, Inc
4219 Woodward Ave, Suite 200
Detroit, MI 48201
Christopher Brewer , Vice President Advisory
Chris.brewer@aecom.com
(312) 373-6931



REQUEST FOR PROPOSALS

RFP-SH25-006

The Cities of Sterling Heights and Warren, Michigan are accepting proposals for a **DEFENSE INDUSTRY ECONOMIC DEVELOPMENT ADVISOR** until **TUESDAY, SEPTEMBER 16, 2025 AT 2:30 P.M.** Please refer to the attached for instructions, specifications, and proposal submission procedures.

Erik Skurda
Purchasing Manager

Office of Purchasing
586-446-2740

VI. SCOPE OF WORK

The Cities of Sterling Heights and Warren ("Cities") are jointly issuing this Request for Proposal (RFP) to select a qualified individual or organization with extensive experience in defense industry economic development to support the Arsenal Alliance Defense Economic Development Initiative ("Arsenal Alliance"). The selected consultant or firm will be responsible for providing strategic planning, industry research, stakeholder engagement, and policy advocacy to strengthen the defense industry cluster within the two cities.

The Arsenal Alliance aims to position Sterling Heights and Warren as the premier defense corridor in the United States, leveraging the region's long-standing legacy as the "Arsenal of Democracy." The initiative will focus on driving economic growth, enhancing workforce development, securing defense contracts, and fostering innovation within the defense sector. See press release here: [The Arsenal Alliance](#)

A. Historical Legacy and Regional Strength

Sterling Heights and Warren have been at the forefront of the U.S. defense industry since World War II. The region's defense sector is anchored by the Detroit Arsenal located in Macomb County to include: the U.S. Army's Tank-automotive and Armaments Command (TACOM), Program Executive Office Ground Combat Systems (PEO GCS), Program Executive Office Combat Support and Combat Support Systems (PEO CS&CSS), Army Contracting Command – Detroit Arsenal (ACC-DTA) and the Ground Vehicle Systems Center (GVSC). Key facts about the regional defense industry include:

- Over **\$61 billion in defense contracts** awarded to Macomb County businesses since 2000.
- **63% of all federal defense contracts** awarded in Michigan in 2023 were secured by Macomb County firms, most of which are in Warren and Sterling Heights.
- The defense industry contributes **\$30 billion annually** to Michigan's economy, supporting over **116,000 jobs** statewide.
- In 2023 alone, over **4,800 defense contracts** were awarded, totaling **\$3.56 billion** in value.

B. Defense Industry Cluster

The region hosts a highly concentrated and specialized defense industry cluster:

- Major defense contractors such as **BAE Systems** and **General Dynamics** have significant operations in the region.
- A strong ecosystem of smaller manufacturers and suppliers supports military vehicle production, cybersecurity, and autonomous systems.
- The cluster also includes specialized research facilities and innovation hubs, including **Velocity**, **DC3S**, and the **Advanced Manufacturing Commercialization Center**.

C. Challenges and Opportunities

Despite the region's strengths, there are several challenges:

- Fragmented stakeholder coordination.

- Gaps in workforce training for defense-related careers.
- Limited federal and state funding for defense cluster development.
- Inadequate infrastructure and manufacturing capacity.

The Arsenal Alliance aims to address these issues through a coordinated, strategic approach.

PROJECT OBJECTIVES

The selected consultant or firm will be expected to provide leadership and strategic direction to achieve the following objectives:

- 1. Strengthen the Defense Industry Collaboration**
 - Develop a unified defense cluster strategy for Warren and Sterling Heights.
 - Enable collaboration between the cities and the Detroit Arsenal, defense manufacturers, technology companies, and state/federal agencies.
- 2. Amplify Regional Workforce Development and Innovation Initiatives**
 - Consolidate training programs and certifications at local universities, trade schools, and defense companies.
 - Enhance STEM education to foster a talent pipeline for high-demand defense sector jobs.
- 3. Promote Economic Growth**
 - Market the regional ecosystem to attract new defense-related businesses and contractors.
 - Develop local and national technology focused business collaborations with research institutions and organizations..
- 4. Develop or Enhance Local Programs That Boost National Security and Readiness**
 - Provide recommended mitigation measures (or strategies) to reduce barriers to entry for organizations conducting research, development and manufacture of advanced defense technologies in the region. Communicate and promote any current services and programs that strengthen supply chain resilience for military production.
- 5. Increase Public and Private Partnerships**
 - Organize an annual Arsenal Alliance Defense Summit.
 - Engage stakeholders through advisory councils and working groups.

SCOPE OF WORK

The selected consultant or firm will be responsible for the following:

A. Strategic Planning and Execution

- Develop a comprehensive strategic plan for the Arsenal Alliance to meet the above objectives.
- Identify key market opportunities and industry trends.
- Benchmark the region's defense industry against other national clusters.

B. Stakeholder Engagement

- Establish formal agreements (MOUs) with supporting organizations, defense contractors and government agencies.
- Organize and lead industry forums and working groups.
- Build relationships with state and federal lawmakers to secure funding.

C. Economic Development

- Identify grant and funding opportunities from the Department of Defense (DoD), DARPA, and state/federal agencies that can be leveraged for collaboration opportunities amongst the defense industry, research and development institutions, manufacturers, and technology companies.
- Promote private sector investment and venture capital engagement whenever necessary to advance company growth and partnerships.
- Support infrastructure improvements to enhance manufacturing capacity.

D. Workforce Development

- Catalog training programs and certifications at local universities, trade schools, and defense companies.
- Facilitate apprenticeship and internship programs with local schools and defense firms.
- Support STEM outreach programs.

E. Marketing and Branding

- Develop and manage the Arsenal Alliance's public identity (website, social media, etc.).
- Promote the region's defense capabilities through media, conferences, and events.
- Organize the first Arsenal Alliance Defense Summit.

5. DELIVERABLES

The consultant or firm is expected to deliver within the contract period:

- Comprehensive strategic plan.
- Industry analysis report.
- List of secured funding and grants.
- Monthly report on performance metrics and KPIs.
- Branding and marketing strategy.
- Regular stakeholder reports and progress updates.

QUALIFICATIONS

The ideal candidate or organization should have:

- At least **15 years of experience** in defense industry economic development.
- Proven success in securing defense funding

- Proven success in delivering programs in support of the defense industry.
- Senior stakeholder engagement and policy advocacy.
- Strong analytical and strategic planning skills.
- Existing relationships in the national and international defense sectors.

VII. PROPOSAL DELIVERABLES

As a prerequisite to any award, the contractor shall provide the following information, as a minimum standard, as part of their respective proposal to be considered a qualified proposer under this specification.

Your proposal should outline the work you are able to perform, and any additional information not included in our qualification questionnaire or within this solicitation, which will assist the City with this selection.

PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include:

- Cover Letter
- Company Profile or Resume
- Detailed Work Plan and Timeline that addresses Challenges and Opportunities, Project Objectives, and Scope of Work as identified within this request for proposals. Detailed work plan shall be limited to no more than 25 pages and the Cities anticipated timelines are as follows and will be subject to final negotiations:
 - **Month 1**
 - Set up KPI tracking system
 - Establish stakeholder engagement and reporting framework
 - Conduct project kickoff with key partners
 - Begin outreach to core defense industry and institutional stakeholders
 - **Months 2–3**
 - Deliver **Industry Analysis Report** (benchmarking, gaps, and opportunities)
 - Convene initial industry working groups and advisory council
 - Map existing workforce programs and initiate collaboration with universities, trade schools, and defense employers
 - Begin planning branding/messaging strategy
 - Monthly performance and stakeholder reports
 - **Months 4–5**
 - Draft **Comprehensive Strategic Plan** (including defense cluster strategy, workforce initiatives, business attraction/retention roadmap)
 - Launch marketing platform development (website, messaging, social media)
 - Formalize initial tech and business collaboration opportunities (e.g., roundtables, MOUs)
 - Begin coordination of regional business recruitment strategy
 - Ongoing monthly reporting
 - **Month 6**
 - Finalize and deliver **Branding and Marketing Strategy**
 - Implement marketing campaign to promote regional defense ecosystem
 - Launch pilot workforce development programs (apprenticeships, certifications, etc.)
 - Host mid-year industry forum or convening
 - Monthly performance and stakeholder reports

- **Months 7–8**
 - Finalize and deliver **Comprehensive Strategic Plan**
 - Execute ongoing industry-based collaboration efforts (defense, tech, R&D institutions)
 - Expand marketing and outreach to national audiences
 - Support implementation of business retention visits and recruitment leads
 - Monthly performance and stakeholder reports
- **Months 9–12**
 - Deliver **Summary Report of Business and Industry Engagement Outcomes**
 - Host inaugural **Arsenal Alliance Defense Summit**
 - Continue workforce program support and industry coordination
 - Finalize **Annual KPI & Impact Report**
 - Deliver final **Stakeholder Progress Report and Strategic Transition Plan**
- **Months 13 – 36**
 - After the initial 12 months be prepared to explain programs that will continue over the final 24 months to support economic growth.
- Cost Proposal (including breakdown of expenses and detailed rate table/schedule of fees)
- References

Submission Deadline: TUESDAY, SEPTEMBER 16, 2025 at 2:30 pm via MITN system

CONTRACT TERMS

- The contract is anticipated to be awarded for an initial period of **36 months** with additional 12 month terms upon mutual consent of both parties.
 - Payments will be made on a monthly basis.
-

VIII. SELECTION PROCESS

- A. **Proposal Criteria:** This document is a Request for Proposal. It differs from an Invitation to Bid/Quotation in that the City is seeking a solution as described herein, not a bid/quotation meeting firm specifications for the lowest price. As such, the lowest proposed cost will not guarantee an award recommendation. Competitive sealed proposals will be evaluated based upon criteria formulated around the most important features of the service, of which qualifications, experience, capacity and methodology, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards, which measure how well a vendor's approach meets the desired requirements and needs of the City. Those criteria that will be used and considered in evaluation for award are set forth in this document. The City will thoroughly review all proposals to identify those selected for interviews. The City shall recommend a qualified vendor submitting the best proposal. The selected vendor shall be required to enter into a contract approved by both the City of Sterling Heights City Council and the City of Warren City Council. The City reserves the right to select, and subsequently recommend for acceptance, the proposal which best meets its required needs, quality levels and budget constraints.

Do not assume the City has any knowledge about your organization and the services you have to offer, nor should you assume the City will conduct any preliminary research into your organization. It is the proposer's responsibility to completely and thoroughly document their proposal.

- B. **Award of Proposal:** All proposals will be thoroughly reviewed. However, this is a competitive process, and only a select few proposals will receive further consideration. The City reserves the right to cancel this RFP without prior notice, reject any and all proposals, to make an award based directly on the proposals, to interview a few select proposals, or to negotiate further with one or more companies submitting proposals.

Proposers are advised that the RFP is considered to be under evaluation until award or cancellation. Vendors submitting proposals that did not receive further consideration will not receive preliminary notification of their status. The Office of Purchasing and City staff is restricted from giving any information relative to the proposals or "progress" of the evaluation during this time, except as described in this RFP and as required to administer the evaluation process. An award will be posted on the MITN site.

- C. **Oral Interviews:** Based on the results of the preliminary evaluation, it is anticipated that a limited number of vendors will be invited to oral interviews conducted by the City for the purposes of clarifying proposal contents and to respond to questions. The City's Office of Purchasing will notify vendors of oral interview dates and times. If the Office of Purchasing did not contact you, then your proposal was not selected for further consideration. The City will be the recommending body for an award of contract. The final selection is subject to the

fomal approval by both the City of Sterling Heights City Council and the City of Warren City Council. If selected for further interview, please be prepared to discuss the following:

1. What is your understanding of the defense and defense-adjacent industries operating in Macomb County and Southeast Michigan? How would you leverage these assets to advance the Arsenal Alliance?
2. What experience do you have creating or managing public-private partnerships? How would you build alliances between defense contractors, municipal governments, and community stakeholders?
3. Describe how you would launch and manage a new regional initiative with a multi-agency executive committee. What structure or tools would you put in place to ensure alignment and accountability?
4. What experience do you have in securing funding through federal grants, state programs, or private-sector support? What would be your approach to financing the Alliance's operations and priorities?

D. **Selection Criteria:** For proposals that receive further consideration, the successful vendor will be chosen on the basis of the apparent greatest benefit to the City, including but not limited to the following:

1. *Experience/Qualifications:* Proposing on this contract shall be limited to individuals, partnerships, and corporations actively engaged in providing this service. Vendors shall demonstrate competence, experience, and financial capability to carry out the terms of this contract. The City will require proof of these qualifications. Vendors shall provide information to the City demonstrating their ability to satisfy the requirements set forth in the specifications. The Vendor shall include any and all information pertinent to aiding the City in determining the abilities of the Vendor.
2. *Capacity:* Vendors should clearly identify all available resources within the company. Provide number of full-time/part-time employees.
3. *Methodology:* Provide the company's method of approach or work plan summary to meet the City's needs for the scope of work specified.
4. *References and Past Performance:* References will be checked before a final determination is made. Past performance will be a factor in the final selection of a proposal, including an investigation of references.
5. *Cost / Fees for Services Rendered:* Please see the Confidential Sealed Pricing Form.

EVALUATION CRITERIA

Proposals will be evaluated based on the following factors:

- Work experience similar to projecet requirements/qualifications/knowledge of local issues (30%)

- Capacity to complete project/timetable (25%)
- Methodology – methods of approach, work plan summary, etc. (20%)
- References and past performance (15%)
- Cost of proposal (10%)

Additionally, page 20 (submitted as a separate attachment marked “Confidential”) and pages 21-26 shall be completed and returned along with your proposal. These pages shall be considered an integral part of your proposal.

CONSULTING AGREEMENT

This Consulting Agreement (this "Agreement"), including all Addenda referred to herein, is made effective as of _____, (the "Effective Date") by and between the City of Warren, City of Sterling Heights, City of Sterling Heights Local Development Financing Authority, collectively identified herein as the "Municipal Parties" and AECOM Great Lakes, Inc. (hereinafter "Consultant") which has a principal place of business at 4219 Woodward Avenue, Suite 200 Detroit, MI 48201.

RECITALS

- A. The Municipal Parties jointly issued a Request for Proposals (RFP-SH25-006) (the "RFP") seeking proposals from a qualified individual or organization with extensive experience in defense industry economic development to support the Arsenal Alliance Defense Economic Development Initiative ("Arsenal Alliance");
- B. The selected Consultant is to provide, among other things, strategic planning, industry research, representation for local and national stakeholder engagement, assistance in identifying and applying for grant opportunities, and policy advocacy to strengthen the defense industry cluster within the two cities, and further the purpose of the Arsenal Alliance: driving economic growth, enhancing workforce development, assist stakeholders in securing defense contracts, and fostering innovation within the defense sector.
- C. Pursuant to the RFP, AECOM, after having sufficient time to review the RFP, its terms, and conditions, submitted a proposal dated September 16, 2025, (the "Proposal") to the Municipal Parties offering to provide services and certain deliverables, as detailed in the Proposal attached as Exhibit A to this Agreement.
- D. The Municipal Parties are desirous of entering into an agreement with AECOM to perform the services in accordance with the terms of the AECOM Proposal (the terms of which are incorporated as part of this Agreement, as though fully restated herein), and this Agreement.

NOW, THEREFORE, in consideration of the foregoing, which are deemed essential to and part of the Agreement, and the terms, conditions and covenants hereinafter set forth, Municipal Parties and Consultant agree as follows:

ARTICLE I - STATEMENT OF WORK

During the term of this Agreement, Consultant shall timely perform the specific responsibilities and provide the deliverables set forth within the Proposal, consistent with all terms and conditions stated within the Proposal, and as otherwise stated herein between Consultant and Municipal Parties (the "Work"). The Parties agree that the scope of Work may be modified by mutual agreement of the Parties based upon, among other things, market conditions, identification of strategic initiatives, and funding. The standard of care for all professional advisory, consulting, engineering, and related Work performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under the same or similar circumstances.

Within 30 days of execution of this Agreement by the Parties, Consultant will present a schedule corresponding to the project deliverables identified within the RFP to the Municipal Parties, which shall become part of the Agreement. The Parties agree that the schedule of

deliverables may be modified upon mutual agreement of the Parties. Consultant further agrees to provide quarterly reports to the City of Sterling Heights and City of Warren on the progress of deliverables, activities, and accomplishments achieved during the preceding quarter.

ARTICLE II - TERM AND TERMINATION

The term of this Agreement shall commence on the Effective Date and terminate on the date (3) years thereafter (the "Initial Term"). This Agreement may be renewed upon mutual agreement for up to three (3) subsequent one (1) year terms ("Additional Term") upon written notice of the intent to renew by one party to the other in writing no less than thirty (30) days prior to the end of the Initial Term or any Additional Term, provided such notice from Municipal Parties must be provided by the Party's representative in Article VIII below and not by any individual entity. The renewals are subject to the availability of appropriated funds and the approval of the governing body of each entity.

In addition, Municipal Parties shall have the right to terminate this Agreement or the Work to be performed hereunder in whole or in part for unsatisfactory performance by Consultant at the Municipal Parties' sole discretion, or for breach of Consultant's obligations under this Agreement at any time, effective immediately.

Upon termination of the Agreement, Consultant shall terminate the Work as quickly as possible upon being notified of the termination and Municipal Parties shall have no liability to Consultant based on any such termination except to pay all amounts due Consultant up to the time of termination in accordance with the compensation provisions of Article III. No expenditure or obligation shall be incurred by Consultant upon receipt of the notice of termination. Consultant shall promptly deliver to Municipal Parties all work product(s), whether or not completed, which is in Consultant's possession on the termination date containing information related to the Work, including a final report to be prepared by Consultant describing results or progress of the Work to the date of termination.

Consultant shall have the right to terminate this Agreement prior to the completion of a given term only if Municipal Parties fail to cure any deficiency in making any payment due Consultant which is not in good faith dispute between the parties, within seven (7) days after receiving written notice of such deficiency.

Municipal Parties and Consultant shall retain all rights and remedies available at law or equity, to the extent they are not inconsistent with this Agreement, in the event of any termination or cancellation of this Agreement.

ARTICLE III - FEES/PAYMENT/TAXES

FEES: Consultant will be paid in accordance with the schedule attached as Exhibit B. Fees paid to Consultant for Work under this Agreement constitute the entire payment to Consultant for the Work.

PAYMENT: Consultant shall submit monthly invoices to the Municipal Parties' Liaison appointed by the City of Sterling Heights no later than the 5th day of the month. Sterling Heights shall pay Consultant within thirty (30) days of receipt of Consultant's invoice. Each invoice shall include a report detailing the services and expenditures on behalf of Municipal Parties.

TAXES: Amounts payable by Municipal Parties for Consultant's performance of the Work do not include related federal, state, local or any other taxes. Consultant will be responsible for Consultant's own payment of appropriate taxes. Subject to federal, state and local laws, Municipal

Parties shall each issue a separate 1099 form at the end of the year for the amounts paid to the Consultant for the Work performed under this Agreement.

ARTICLE IV – INSURANCE

Consultant, and all of its subcontractors, shall not commence work under this Agreement until the required insurance within this Agreement has been obtained and shall keep such insurance in force during the entire life of this Agreement, and in accordance with the requirements of the RFP.

Additional Insured: Following the official award of bid by City Councils and Boards of the Municipal Parties, the Commercial General Liability Insurance in scope and limits as described within the RFP shall include an Additional Insured endorsement as follows:

"The City of Sterling Heights, City of Warren, City of Warren Municipal Building Authority, Downtown Development Authority, Tax Increment Finance Authority, all elected appointed officials, employees and volunteers as individuals acting within the scope of their authority, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by including the City of Sterling Heights and City of Warren as additional insured, coverage afforded is considered to be primary and any other insurance the City of Sterling Heights or Warren may have in effect shall be considered secondary and/or excess."

Additionally, the awarded vendor shall provide language, within the "Description of Operations" section, that "AGREES TO WAIVE THEIR INSURER'S RIGHT OF SUBROGATION UNDER ITS POLICIES".

Cancellation Notice: Policies as described above shall include an endorsement stating the following: It is understood and agreed thirty (30) days, ten (10) days for non-payment of premium, Advance Written Notice of Cancellation or Non-Renewal shall be sent to the Certificate Holder:

City of Sterling Heights and City of Warren Reference:
Bid RFP-SH25-006 Purchasing Manager
40555 Utica Road
Sterling Heights, MI 48313

Proof of Insurance Coverage: The Consultant shall provide the City of Sterling Heights at the time the contracts are returned by for execution a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable.

If any of the above coverages expire during the term of this Contract, the Consultant shall deliver renewal certificates, endorsements and/or policies to the City of Sterling Heights at least ten (10) days prior to the expiration date.

ARTICLE IV - RELATIONSHIP OF PARTIES

INDEPENDENT CONTRACTOR STATUS: In performing the Work, Consultant, its employees, and contractors are acting as **independent contractors** and not as an employees, agents, or representatives of the Municipal Parties. Contractor shall employ its own means and methods in connection with performing services under this Agreement.

Consultant has no authority to transact any business in the name of or on account of the Municipal Parties or otherwise obligate Municipal Parties in any manner. Consultant shall have no power or authority to execute any agreements or contracts for or on behalf of Municipal Parties nor to bind Municipal Parties in any other manner. Consultant shall not disclose the terms and conditions of or publish any information concerning this Agreement without the prior written consent of the Municipal Parties. Consultant shall not engage directly or indirectly in any undertaking which creates any legal impediment to or conflicts with rights granted to Municipal Parties by Consultant under this Agreement. Consultant shall not undertake, during the term of this Agreement, to perform similar services for any third party which would compromise the value of the Work or deliverables representing Work to Municipal Parties.

ARTICLE V - CONFIDENTIALITY

CONFIDENTIAL INFORMATION: Consultant agrees that it shall not at any time or in any manner (whether during the term of this Agreement or at any time thereafter), either directly or indirectly, use or misuse or divulge, disclose or communicate to any person or entity any confidential information relating to the Work without express written consent of all Municipal Parties ("Confidential Information"), provided that Confidential Information shall not include information (a) in the public domain at the time it is disclosed, (b) that becomes part of the public domain without breach of this Agreement, (c) was developed by Consultant independently of its engagement under this Agreement, as evidenced by a written record, or (d) disclosed to Consultant by a third party not under an obligation to keep such information confidential.

EFFECT OF DISCLOSURE: Consultant agrees and stipulates that the Confidential Information is important and confidential and materially affects the conduct of the Work and goodwill of Municipal Parties and that any breach of the terms of this Article V shall be a material breach of this Agreement.

JUDICIAL ORDER: If Consultant receives, at any time, a request to disclose the Confidential Information in connection with any legal proceeding, he will promptly notify Municipal Parties, consult with Municipal Parties regarding the advisability of taking steps to resist or narrow such request, and if disclosure is required or deemed advisable by legal counsel to Consultant, will cooperate with Municipal Parties in any lawful attempt that Municipal Parties may make to obtain an order or other reliable assurance that confidential treatment will be accorded to any Confidential Information.

ARTICLE VI - CONSULTANT'S WARRANTIES

Consultant makes the following warranties to Municipal Parties:

- (1) Consultant has expertise in the field covered by this Agreement and shall commit all necessary time, energy, resources, and best efforts to complete the Work to the reasonable satisfaction of Municipal Clients in accordance with the standard of care.
- (2) In performing the Work, Consultant shall not infringe any trade secrets, copyright or patent of a third party.
- (3) Consultant shall not divulge or furnish to Municipal Clients any trade secret or other proprietary information of any third party which Consultant does not have the right to divulge or furnish.
- (4) This Agreement is not in conflict with any other agreement or obligation which Consultant has with any third party.
- (5) Consultant shall comply with all applicable federal, state and local laws and regulations pertaining to the performance of this Agreement
- (6) Municipal Parties agree that, while Consultant is responsible for performance of the Work and its other obligations under this Agreement, the Work may include advice or recommendations based upon the expertise and experience of the Consultant and reasonable standard of care. All decisions in connection with the implementation of such advice and recommendations are the sole responsibility of, and made by, Municipal Parties. Consultant makes no warranty or representation as to the achievement or any particular result or outcome arising from the Work.

ARTICLE VII – INDEMNIFICATION

Consultant agrees to indemnify and hold harmless Municipal Parties and their elected and appointed officials, directors, officers and employees from and against all taxes, losses, damages, liabilities, costs and expenses, including attorneys' fees and other legal expenses, arising directly or indirectly from, related to, or in connection with (i) any negligent, reckless or intentionally wrongful act of Consultant or Consultant's assistants, employees or agents, (ii) a determination by a court or agency that the Consultant is not an independent contractor, (iii) any breach by the Consultant or Consultant's assistants, employees or agents of any of the covenants, representations, or warranties contained in this Agreement, (iv) any failure of Consultant to perform the Work in accordance with all applicable laws, rules and regulations, or (v) any violation or claimed violation of a third party's rights resulting in whole or in part from Municipal Parties' use of the work product of Consultant under this Agreement, or (vi) any data breach or cyber security incident compromising Consultant's data or network.

ARTICLE VIII – NOTICES

All notices and requests given by either party to the other shall be in writing and sent by email, first class mail or in person.

Notices and requests sent by Municipal Parties shall be addressed to Consultant as follows:

Consultant: AECOM
Address: 130 E Randolph St, Suite 2400
City: Chicago
State: Illinois
Zip: 60601
Phone: 312-373-6931
and copied via email to:
Email address: chris.brewer@aecom.com

Notices and requests sent by Consultant regarding any aspect of the Agreement shall be addressed to Municipal parties as follows:

City of Sterling Heights and City of Warren
Attention: Purchasing Manager
4055 Utica Road
Sterling Heights, MI 48313
Phone:
and copied via email to:
Email address:

The Parties shall each have the right to change at any time the respective individuals to whom notices and requests shall be sent by giving written notice of such change to the other party.

ARTICLE IX - MISCELLANEOUS

ASSIGNMENT: Consultant shall not assign this Agreement or any rights hereunder or delegate the Work or any of Consultant's other obligations hereunder to any third party without prior written consent of Municipal Parties and any assignment without such consent shall be void.

WAIVERS: The failure of either party to assert any claim or right against the other party regarding its obligations hereunder, in any one or more instances, shall not constitute a waiver of such claim or right with respect to future performance of such obligations and other obligations under the Agreement.

SEVERABILITY: The invalidity or unenforceability of any particular provision of this Agreement shall not affect other provisions and the Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

HEADINGS: All Article and paragraph headings are for reference only and shall not be used in construing this Agreement.

GOVERNING LAW: This Agreement shall be construed, governed and interpreted in accordance with the laws, but not the rules relating to the choice of law, of the State of Michigan. Venue is exclusively in Macomb County, Michigan.

RECORDS: Consultant shall maintain complete and accurate records and books, including financial and personnel records and schedules, and retain the records for six years after termination or non-renewal of this agreement. Upon reasonable notice, Consultant will furnish to the auditor of any governmental entities comprising "Municipal Party" copy of such records and will cooperate with such auditor on any verification request.

In addition, Consultant will produce reports, records or information to support any expenditure approval, provide progress reports to the individual municipal parties and executive committee.

NON-ASSIGNMENT: The Consultant shall not assign or transfer this agreement or any interest herein without the written consent of the governing body of each municipal party.

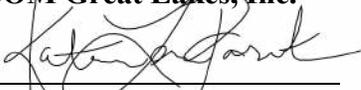
ENTIRE AGREEMENT: This Agreement, RPF, and attached Proposal set forth the entire agreement between the parties and supersedes all prior oral and written agreements and understanding between the parties with respect to the subject matter hereof. This Agreement may not be modified or the parties released from their obligations hereunder except by an instrument in writing signed by an authorized representative of the parties. To the extent that there is a conflict of terms between this Agreement, the RFP, and Proposal, the terms of this Agreement shall control, then the terms of the RFP, and then the Proposal.

COUNTERPART: This Agreement may be signed in counterpart and by facsimile signature or other form of electronic transmission, each of which shall constitute an original, and all of which, taken together, shall constitute one and the same instrument.

WORKERS COMPENSATION: Municipal Parties may require Contractor to produce either proof of workers' compensation insurance, or a Notice of Exclusion from the State of Michigan, based on Contractor's business entity structure and/or number of employees.

CONSULTANT:

AECOM Great Lakes, Inc.

By: 
Katrina Lewis Pasick

Its: Vice President

CITY OF STERLING HEIGHTS

By: _____

Michael C. Taylor, Mayor

By: _____
Melanie D. Ryska, City Clerk

CITY OF WARREN

By: _____
Lori M. Stone , Mayor

By: _____
Sonja Buffa, City Clerk

**CITY OF STERLING HEIGHTS LOCAL
DEVELOPMENT FINANCING AUTHORITY**

By: _____

Its:



Defense Industry Economic Development Advisor

RFP-SH25-006
City of Sterling Heights
City of Warren

AECOM Technical Services, Inc.
with
BasedOn
McKeon Group

September 16, 2025



AECOM www.aecom.com
4219 Woodward Avenue
Suite 200
Detroit, MI
48201 Economics
Proposal Template

September 16, 2025

Cities of Sterling Heights and Warren

ATTN: Erik Skurda, Purchasing Manager
40555 Utica Road
Sterling Heights, MI 48310

RE: Request for Proposal Defense Industry Economic Development Advisor (RFP-SH25-006)

Dear Mr. Skurda and Selection Committee,

AECOM Technical Services, Inc. (AECOM), and our project partners BasedOn – a Detroit-based brand strategy, identity design and strategic content studio – and McKeon Group – a leading public affairs firm in Washington D.C. specializing in defense, rare earth, budget and appropriations, are pleased to respond to your Request for Proposal (RFP) for a Defense Industry Economic Development Advisor. Your intention to stand up the Arsenal Alliance is significant given four consequential changes that are playing out across Department of Defense (DoD) which will have bearing on emerging economic opportunities for Sterling Heights and Warren:

1. The 2022 National Defense Strategy (NDS) reinforces that DoD is amid a strategic pivot beyond the Global War on Terror and toward enhanced preparations for larger-scale, combined operations against near-peer competitors. This policy shift is already leading to different priorities across procurement, strategy, and deployment and more changes are expected.
2. DoD concern over loss of domestic defense manufacturing and supply chain capacity has been detailed in recent reports highlighting growing perceptions of risk across global supply chains that support DoD procurement. In January of 2024, DoD released their first National Defense Industrial Strategy (NDIS) to focus on needs across domestic manufacturing, workforce development, and supply chain resiliency. The report offers a strategic vision for actions to build a modern defense industrial ecosystem and calls for sustained collaboration and cooperation between the U.S. government and industry.
3. In context with strategic shifts outlined in the 2022 NDS, DoD is also amid a clear strategic shift toward manned and unmanned teaming (MUM-T). For example, platforms such as the MQ-25 will require new diagnostics, software maintenance, sensor alignment, and cybersecurity assurance, as well as new and more secure, software-integrated sustainment centers and enhanced workforce training.
4. DoD and Congress continue to struggle with tension between expansive procurement priorities (and needs) and constrained funding; programs such as F-35 are one example of how procurement costs are impacting readiness and mission requirements.

These changes in federal policy are playing out at an equally complex moment in time for SE Michigan and Macomb County. While the pace of job creation in 2024 across the larger 6-County region was still lagging 2019 thresholds, trends for Macomb County pointed to a stronger pace of job creation since 2019. Our initial analysis of regional employment data indicates that the region's auto assembly-related cluster remains buffeted by new challenges, inclusive of unsettled federal regulations around electric vehicles and the continued emergence of autonomous transportation concepts which are anchored by new technologies and materials. For Sterling Heights and Warren these changes reinforce the need to clarify evolving DoD thinking around the balance of manned and unmanned systems, and implications around technology, materials, and software needs for years to come.

Our response to your RFP is built around specific project experience working in regions where defense contracting is economically consequential. For example, AECOM was engaged by the St. Louis Economic Development Partnership to formulate a diversification strategy to help the region prepare for potential loss of aerospace



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Proposal Template

manufacturing linked to the F/A-18, the E/A-18, and the F-15. The economic adjustment strategy included a comprehensive Regional Asset Map, analysis of strengths, weaknesses, opportunities and threats, and formulation of a regional economic adjustment plan. The study clarified regional capacity in defense and commercial aerospace and identified suppliers connected to Boeing's regional operations. In a follow-on engagement we prepared a master plan and financial sustainability strategy to establish an Advanced Manufacturing Innovation Center (AMIC) in St. Louis which sought to answer questions like, "what does the industry need; at what do the regions' industries excel, and who is the champion?" The study identified regional capacity in advanced manufacturing and identified need for an innovation center. Our work was essential in supporting client pursuit of additional grant funding. In September of 2022, the region was awarded a \$25-million-dollar U.S. Economic Development Administration "Build Back Better" grant to jump start AMIC construction.

Our response to your RFP is strengthened by capabilities sustained by our project partners. BasedOn is a brand strategy, identity design and strategic content studio located in Detroit, with a dedicated practice group that serves leading economic development organizations, innovation clusters and chambers of commerce. Their effort for this submittal will be led by Matthew Clayson, whose background spans 20-years in results-driven economic development, digital marketing, international privacy compliance and national security. The McKeon Group is a D.C. based public affairs consultancy whose industry focus spans defense, rare earth/critical minerals and federal appropriations. Representing McKeon Group will be Adam Raelzer, whose 20-years of extensive lobbying, legislative and public policy experience in Washington D.C. covers a broad portfolio of large and complex policy and regulatory issues in national security, military, defense, Veterans' affairs, terrorism, and international relations.

The AECOM team for this effort will be anchored by **Project Director Chris Brewer**, who brings 30 years of combined experience across economic development experience and defense industry adjustment. He has completed numerous defense adjustment strategies, including significant work in St. Louis focused on defense aerospace and the possible loss of production linked to the F-15, C-17, and F/A-18. Our effort will be sustained by **Project Manager Sarah Murphy**, who offers 10 years of professional experience focused on delivery of economic development services for the City and County of Denver and can speak to the day-to-day realities and opportunities associated running an economic development organization.

Enclosed you will find our proposed approach and qualifications, highlighting the AECOM team's comprehensive experience directly applicable to your needs. We have provided a three-year budget and working framework; a framework designed to position an executive director or future management for success through the delivery of an actionable economic development strategy and workplan, a resonate and compelling brand, marketing and communications, and a rolodex of relationships across D.C. necessary for securing new contracts and attracting new businesses. We are strongly committed to providing a hands-on approach from day one through project completion and will be readily available for communication. Thank you for considering our qualifications. We look forward to the opportunity to support the Arsenal Alliance in clarifying the vision for commercial districts. If you have further questions, please do not hesitate to contact either of us.

Sincerely,

Chris Brewer

Project Director/Authorized Signatory

T: 312-373-6931

E: chris.brewer@aecom.com

SECTION 02

Company and Partner Profiles

Team Overview – AECOM

AECOM is a trusted consulting firm, delivering professional services throughout the project lifecycle. Globally, our clients in the public and private sectors count on us to take on the most complex challenges and pioneer innovative solutions that push the limits of what's possible. With more than 50 years in business, AECOM has worked with clients, communities, and colleagues to develop and implement innovative solutions to the world's most complex challenges.

Worldwide, we design, build, finance, operate and manage projects and programs that unlock opportunities, protect our environment and work to improve people's lives. With over 50,000 economists, analysts, planners, designers, architects, engineers, builders and project managers around the world, we're built to create and unlock new opportunities.

We blend global knowledge, local experience, technical excellence, innovation, and creativity to offer our clients unparalleled possibilities. AECOM capabilities include:

- Consulting and Advisory
- Urbanism + Planning
- Transportation & Water Infrastructure
- Architecture & Building Engineering
- Energy & Environment
- Program + Construction Management

AECOM's Advisory team is a specialized and collaborative group of planners, data analysts, economists, real estate advisors, and placemaking experts prepared to help clients, partners, and stakeholders evaluate and make decisions regarding feasibility, financial requirements, social impact, resilience, risk, and prospects for successful initiatives in towns and cities across the globe. Our experience shows that successful policies and projects benefit from strong facilitation and informed decision-making early in the process.

Our research and strategic planning approaches intentionally pull ideas into focus and sharpen the

boundaries of a preliminary plan or concept for regional and place-based economic development, urban revitalization, real estate, public facilities, and visitor destinations. Collaborating with other disciplines, our team develops strategies that respond to local markets, attract interest and financing, and enable implementation that meets the needs of multiple stakeholder groups. Our work is often concerned with balancing private sector investment interests with public sector policy objectives.

AECOM provides integrated services in **economic development real estate, infrastructure and planning**, leveraging our global expertise and local knowledge to deliver comprehensive solutions:

Economic Development

Our Economic Development Strategic Plans provide a framework and roadmap to enhance economic development, which aligns with U.S. Department of Commerce, Economic Development Administration (EDA) guidance, which frames economic development as a set of factors which speak to the capacity of a region to recover quickly from a shock, withstand a shock, or the ability to avoid the shock altogether. Shocks can be linked to global factors such as recessions or structural changes within core regional industries, including decline or unexpected/accelerated growth linked to a military base or major employer.

The intent of an Economic Development Strategic Plan is to provide a "roadmap" for making informed, data-driven decisions and establishing that our client is fully positioned to embrace emerging opportunities across a broad spectrum:

- Targeted development, redevelopment and infill strategies, and infrastructure investment
- Balancing business retention, expansion and local entrepreneurship and workforce development with new business attraction
- Preparing the existing and future workforce for high-quality "jobs of the future"
- Building a diverse, sustainable and resilient economic base
- Enhancing quality of life and equal access to opportunity for current and future residents and stakeholders

- Identifying organizational capacity constraints that are interfering with economic development positioning

Real Estate

AECOM collaborates with clients across the commercial and corporate real estate sectors to design and implement projects that align with their strategic goals. Our services help clients achieve their goals and investments in real estate yield sustainable and measurable business benefits. Current strategies include work with cities to explore reuse of obsolete office space.

Infrastructure

As a global leader in infrastructure consulting, AECOM brings considerable technical expertise across complex transportation, water, sewer, communications, and energy infrastructure systems. For efforts like this, our focus will be on the capacity of existing infrastructure to support shovel-ready development.

Regional Planning

AECOM's planning services encompass urban and regional planning, landscape architecture and economic analysis. Our planning strategies are informed by a deep understanding of local contexts combined with global trends, addressing socio-economic, technical and financial realities to deliver impactful solutions.

OUR TOOLS

DoD Contracting Analysis. Our work in St. Louis required a deep dive into DoD contracts for local performance in the St. Louis region, broken down between procurement of goods as well as services using databases such as USASpending.gov.

Industry Cluster Tool. Using an in-house automated script, the cluster tool groups roughly 900 six-digit NAICS codes into approximately 50 industry clusters to identify existing and emerging areas driving local economic growth. For each cluster the tool analyzes trend performance metrics for employment, GDP, wages, and location quotient. The location quotient calculation helps identify which clusters are more concentrated/specialized in an area compared to a benchmark geography. The clusters identified using the tool are the foundation for all employment-centric analysis. The automation of the tool supports research efficiency and allows for more targeted and in-depth investigation of initial findings.

End Markets Tool. All economic development strategies face a need to provide insight as to future trends across

industry sectors and clusters. Our approach leverages reported financial data from roughly 3,500 publicly traded firms who provide guidance to "the street" regarding expected growth over the next three years. While not perfect, it provides a window into corporate expectations for recovery and growth as the U.S. economy enters 2024. Our intended approach will leverage current company forecasts for growth across identified end markets (shown below) to provide greater clarity as to where the broader economy is expected to grow, and the extent to which industries concentrated in St. Louis are positioned to benefit.

Team Overview – BasedOn

BasedOn is an independent creative studio based in Detroit led by a multidisciplinary team of artists, designers, writers, strategists, and technologists. We partner with brands to define who they are and how they are known – through brand strategy, identity design and activation. As an artist-led studio, we understand the power of great design to move people and advance ideas. Our team brings together a range of disciplines – writers, designers, fine artists, technologists and strategists – who work fluidly to meet each client's unique needs.

We dig deep to uncover the why, what and how behind every brand we build and activate, challenging ourselves and our clients to create identities that are authentic, relevant, resonate and enduring.

BasedOn provides integrated services in **brand strategy, identity design and strategic content**, leveraging our interdisciplinary expertise and deep brand and content knowledge to deliver comprehensive brand, content and communications solutions that will credential the Arsenal Alliance with key decision makers:

Brand Strategy. We uncover our clients' bold truths, finding their unique position, clearly establishing who they are - aligning diverse stakeholders around clear, consistent positioning designed to resonate and endure in an increasing cluttered content environment. Capabilities include: Brand Research - Brand Strategy - Brand Architecture - Brand Platform - Place Branding - Persona Development - Value Proposition.

Identity Design. We craft our client's unique story, design their symbols and define how they are known. Capabilities include: Brand Narrative - Brand Messaging - Naming - Pitch Statements - Voice & Tone - Brandmark - Design

Principles - Sample Applications - Visual Assets - Visual Language.

Strategic Content. Delivering creative and thought leadership, inspiring relationships and connection to deeper meaning to advance key business and brand objectives. Capabilities include: Collateral - Reports and Data Visualization - Web Design - Marketing Strategy and Performance - External CMO - Content and Asset Management - Consumer Experience and Engagement - Channel Strategy - Media Strategy - Content Strategy - AI Strategy.

Team Overview – McKeon Group

McKeon Group is uniquely positioned to help Sterling Heights and Warren launch and sustain the Arsenal Alliance Defense Economic Development Initiative. Our bipartisan team combines former senior Members of Congress with veteran legislative strategists, proven project managers, and economic-development specialists who have delivered billions of dollars in federal defense contracts, grants, and public-private investment nationwide. McKeon Group has a diverse and expansive portfolio and history of representing our nation's leading defense manufactures, including Lockheed Martin, L3 Harris, Oracle, Northrop Grumman and General Dynamics. Additionally, the firm is one of the nation's leading firms for partnering with defense tech innovators focusing on UAS and CUAS systems, as well as on enhanced communications and new defense warfighting weapons and systems that are spearheading the defense technical renaissance throughout the U.S., and the firm has a rich history in representing critical defense suppliers in the rare earth and critical mineral sector. The team at McKeon Group, is widely known not just in Washington D.C. but around the world for our work in representing foreign governments as they seek greater defense cooperatives with the United States and our defense industrial base. The firm has worked with countries including Saudi Arabia, Romania, Ukraine, Iraq, Armenia, the United Kingdom and the Philippines.

Proposed Staffing – AECOM

Chris Brewer – Vice President, Economics + Advisory

Role on the Arsenal Alliance: Overall accountability for outcomes, quality, schedule, and risk; coordinates governance and approvals with Sterling Heights, Warren, and Alliance leadership; aligns scopes with federal pathways (NDAA/Appropriations, EDA/DOT/DoD) and coordinates delivery across AECOM, BasedOn and McKeon Group.

Bio: Chris has 30 years of experience evaluating planning, zoning, market, financial and economic development policy aspects of real estate development with 30 years of experience working for federal agencies and economic development organizations. His practice has focused on reuse of urban brownfield sites and closed military bases, and development of regional economic development strategies for public and private clients.

Sarah Murhpy – Associate, Economic Development + Urban Policy.

Role on the Arsenal Alliance: Day-to-day delivery support; owns the integrated schedule, change control, and KPI dashboard; coordinates grant calendars and executive-ready status reports; ensures workstreams reflect local economic and workforce priorities.

Bio: Sarah has over 12 years of experience in local government, specializing in economic and workforce development through roles with Boulder County and the City and County of Denver, Colorado. Her multi-agency and cross-disciplinary background include experience in strategic planning, local policy development, grant administration, and project/program implementation and evaluation. She has an in-depth understanding of the factors influencing urban economic development and policy, as well as the drivers of community and neighborhood vitality within the context of growth opportunities.

Deena Fox, PMP, LEED AP, PROSCI – Managing Director

Role on the Arsenal Alliance: Liaison to ensure municipal objectives, stakeholder expectations, and public communications are reflected in deliverables; supports governance cadence and approves key milestones.

Bio: Deena's experience leverages over two decades of team leadership across multiple market sectors. As Practice Leader for AECOM's US West Region

management consultancy Strategy+, Deena oversees a portfolio of client services including business transformation, A/E consulting, and project and program management. She has led cross-disciplinary teams delivering projects spanning public realm, campus planning and large-scale commercial development, while also remaining active in community development initiatives. Inspired by her interest in the intersection of real estate, effective economic investment strategies and solutions for structural change, Deena has engaged for many years in advocacy for pathways to community prosperity at both grassroots and organizational leadership levels. She is experienced in complex and time-critical projects requiring broad technical collaboration across multidisciplinary teams.

Jeromie Winsor, AICP – Senior Transportation Planner

Role on the Arsenal Alliance: Subject-Matter Expert — Infrastructure, Land Use & Corridor Access.

Bio: Jeromie currently leads AECOM's transit and rail practice in the Midwest, where he leads a team of planners, engineers and engagement specialists focused on public infrastructure. His experience as a planner includes developing multi-modal transportation plans and projects for a variety of state agencies, regional governments, transit agencies, counties and municipalities. His professional background is in strategic and capital transportation planning, with a focus on the relationship between transportation, land use, economic development, and community planning.

Sarah Richards, AICP, Associate DBIA

Role on the Arsenal Alliance: Subject-Matter Expert — Incentives, Policy & Implementation.

Bio: Sarah has been with AECOM since 2016. Previously, she has held the positions of Enterprise Zone Grant Program Administrator with the State of Virginia, Planner II/Site Plan Review Coordinator for the City of Norfolk, Virginia; Environmental Planner for the County of King William, Virginia; and Leasing Consultant for Forest City Enterprises in Richmond, Virginia. She has previous experience in site plan review, comprehensive/long-range planning, grant administration, drafting and implementing new planning policy, ordinances, and guidelines; working to streamline planning processes, coordinating and organizing committees and working groups; and planning, organizing, and facilitating community outreach.

Proposed Staffing – BasedOn

Matt Clayson – Managing Director

Role on the Arsenal Alliance: Ensures a clear vision and measurable plan for Alliance branding and activation; integrates brand strategy with economic development objectives; coordinates across AECOM, McKeon Group, municipal stakeholders, and industry partners to align messaging, outreach and activation milestones. Assesses and reports on brand, marketing and content KPI.

Bio: As Managing Director, Matt ensures BasedOn's studio vision translates into outstanding, impact-balanced work. He sets actionable objectives and guides teams to success, drawing on interdisciplinary experience with Shinola, MotorTrend, J.D. Power, TIME, U.S. News & World Report, United Way for Southeast Michigan, Business Leaders for Michigan, College for Creative Studies, Design Core Detroit, the Detroit Metro CVB, and the NFL. He has advised on digital strategy for The Coca-Cola Company, Adidas, Cathay Pacific, Fairmont Hotels & Resorts, Microsoft, Google, and Facebook. Matt holds degrees in International Relations and Political Theory from Michigan State University (Honors & James Madison Colleges) with EU/NATO coursework at Université Libre de Bruxelles and a J.D. from Wayne State University. A Marshall Memorial Fellow, he advises the Intuit Innovation Council, Atlantic Council, BMW Foundation, GMF, and Robert Bosch Foundation on AI ethics, digital strategy, privacy, transatlantic relations, and national security.

Angela Topacio – Co-Founder / Head of Creative

Role on the Arsenal Alliance: Leads development of the Arsenal Alliance brand platform, positioning, and visual identity system; facilitates multi-stakeholder brand workshops; oversees design standards, templates, and rollout across digital, print, wayfinding, and events to ensure a coherent, credible presence for the Warren–Sterling Heights corridor.

Bio: Through Angela's leadership and creative direction, BasedOn empowers teams to dig deep, surface the authentic truth behind each brand, and present it in beautiful, engaging ways. With 23+ years in design, brand development and management, she is a disruptive thinker respected for translating strategy into design that incites action and lasting change. Angela has partnered with leaders across regional, national, and international organizations, bringing a printmaking and multimedia artist's eye to every engagement. She graduated summa

cum laude from the University of Michigan (BFA) and has served on the boards of the Detroit Artists Market and Woodbridge Neighborhood Development; she is a mentor with Endeavor Detroit.

Matt Di Dio – Co-Founder / Head of Business Development

Role on the Arsenal Alliance: Measures progress against scope, budget, schedule, and resourcing for the Alliance brand, marketing and communications workstream; drives partner/vendor procurement, contracting and QA.

Bio: As a founding member of BasedOn, Matt blends management and business strategy with creative operations. With nearly 38 years of marketing and sales leadership, he infused the studio's fast-paced culture with rigorous operating procedures and client discipline. Matt began at Aeroquip Corporation, rising to Vice President of Sales on the General Motors account, then became Director of Marketing & Sales for Magna International's full-vehicle integration team. In 1999, he co-founded BasedOn with Angela, evolving the studio from collateral and digital production into an identity-led strategy and design practice. He forges long-term relationships across automotive, hospitality, and consumer goods. A former four-year college football player and All-American at Wayne State University, he holds a BFA from Wayne State University.

Jenn McGrath – Director of Brand Strategy

Role on the Arsenal Alliance: Brand Strategy Lead. Leads positioning, brand architecture, naming, and verbal/visual identity; designs and runs research, co-creation and stakeholder sessions; authors the Alliance message map and brand guidelines to enable consistent execution across partners.

Bio: Jenn is a visionary brand and design strategist with 20+ years building end-to-end brand systems that raise awareness, drive engagement and support growth. She has led strategy for global and U.S. brands including Wrigley, Heinz, Lowe's, Abbott and Wilson Sporting Goods, and for P&G brands such as Charmin, Puffs, Align, Cascade, Dawn and Aussie—work recognized by Procter & Gamble as best-in-class. Jenn holds a B.S. in fashion merchandising with a marketing minor from Western Michigan University and is trained in brainstorming facilitation by Eureka! Ranch.

Amy McNeil – Director of Content Strategy and Activation

Role on the Arsenal Alliance: Marketing & Communications Lead. Designs the Alliance's full-funnel media strategy, content engine, and activation plan; manages press and partner communications; builds KPI dashboards for measurable reach, engagement, and conversion across owned, earned, and paid channels.

Bio: Amy leads BasedOn's activation initiatives spanning media strategy, digital activation, and content marketing across motorsports, defense, mobility, retail, real estate and luxury audio. Previously at January Digital she oversaw strategy for The Honest Company, NARS, Sol de Janeiro, Canidae, Shinola and David's Bridal; at Snapchat she served as Global Industry Strategist for Automotive, expanding the platform's role with OEMs. As Head of Digital Marketing at Stellantis (FCA), she led integrated digital, social, and traditional campaigns for Alfa Romeo, Chrysler, Dodge, FIAT, Jeep and Ram. Recognized by Advertising Age's "40 Under 40," she is a frequent industry speaker. Amy holds a B.S. in journalism (public relations) from Central Michigan University.

Proposed Staffing – McKeon Group

Role on the Arsenal Alliance:

Day-to-Day Hill Outreach Lead. Packages Congressionally Directed Spending and programmatic requests; coordinates staff-level engagements with the Michigan delegation, HASC/SASC, and executive agencies; maintains a live federal issues/opportunity tracker aligned to Alliance milestones.

Bios:

Howard P. "Buck" McKeon – Chairman & CEO. 22 years in Congress; Chairman, House Armed Services Committee; architect of 14 NDAs. 40+ years' experience.

Howard D. McKeon – President. Former VP Sprint Nextel; COO Cota Cole LLP; federal contracting & P3 strategist. 25 years' experience.

John Chwat – Senior Vice President, Project Manager. 47 years on Capitol Hill; Chief of Staff to three House Members; CRS defense analyst; appropriations authority. 50 years' experience.

David Keysor – Chief Operating Officer. 25+ years business consulting; built multiple high-growth tech ventures; defense-sector BD. 25 years' experience.

Dr. John Fleming – Principal. Former Congressman; Asst. Secretary of Commerce for Economic Development. 35 years' experience.

Amb. Pete Hoekstra – Principal. U.S. Ambassador to Netherlands; Chair, House Intel Committee; Michigan Congressman. 30+ years' experience.

Adam Raezler – Vice President. Michigan native, Director of Legislative Affairs for (Ret.) Lt Colonel Oliver North and Director of Government Relations and Legislative Affairs for Troy Michigan based Orleans PC a nationwide law firm, one of the largest women owned firms. Over 10 years of experience in defense contracting, appropriations and arms sales. Represents several defense innovators, defense primes and works closely with foreign governments around the world on joint defense partnerships with the U.S. 20+ years' experience.

Victoria Khederian – Government Relations Manager. Michigan native, Executive Assistant to the Chief of Staff and U.S. Senate Republican Leader Mitch McConnell, and Special Assistant to U.S. Senator Marco Rubio. 5+ years' experience.

Relevant Experience – AECOM

Defense Adjustment Strategies

St. Louis - Regional Defense Adjustment Strategy

Leveraging prior AECOM studies in 2010 dealing with regional economic adjustment due to the loss of two auto assembly plants, and in 2014 to explore economic connections between goods movement and industrial real estate (which led to the formation of a new organization called the St. Louis Regional Freightway), we were engaged by the St. Louis Economic Development Partnership to formulate an diversification strategy to respond to regional concern over the end of F-15 and F/A-18 production. We created a comprehensive Regional Asset Map and evaluated regional strengths, weaknesses, opportunities and threats linked to aerospace manufacturing. The study clarified regional capacity in defense and commercial aerospace and identified suppliers connected to Boeing.

As an extension of the 2016 defense adjustment strategy, AECOM was engaged by the Partnership to prepare a master plan and financial sustainability strategy to establish an Advanced Manufacturing Innovation Center (AMIC). The effort sought to answer questions like:

- What does industry need?
- At what do the regions industries excel?

- Who is the Champion?

We identified need for a manufacturing innovation center anchored by a public-private partnership. Since this AECOM study was completed, local officials have identified a champion to support the proposed manufacturing innovation center. In September of 2022, the region was awarded a \$25-million-dollar EDA "Build Back Better" grant to jump start AMIC construction. AECOM is currently working with Greater St. Louis Inc, on a regional manufacturing strategy which is built around the AMIC program.

I-88 Corridor Economic Development Strategy, Naperville Development Partnership

We led an economic development and marketing strategy to redevelop and rebrand the I-88 Corridor in Naperville. Need for the study tied to significant corridor office real estate challenges linked to office space built before 2000 and struggling under-utilization. AECOM documented:

- Corridor strengths, including a burgeoning concentration of R&D, science, and advanced technology industries, linked to two national labs.
- Specific target clusters that can catalyze sustainable, diverse economic development in Naperville and beyond
- Redevelopment potential of key sites, balancing current market realities with future opportunities.

AECOM "matched" growing industries with underutilized / available space along the I-88 corridor with Naperville's high quality of life, and unusually high concentration of highly educated workers. The project team leveraged extensive stakeholder engagement to frame goals and identify strategies and partners.

AECOM's analysis puts local real estate dynamics in context with the broader region. We leveraged customized industry cluster and end-markets tools to identify priority industry clusters and determined which sites have the greatest redevelopment potential. The effort was anchored by analysis of peer city benchmarks to clarify economic development best practices to emulate. We focused on cities that had attracted a notable concentration of advanced degree residents and employees in advanced technology sectors.

Relevant Experience – BasedOn

Innovation Clusters

Michigan Central (Detroit, MI) — Brand Strategy

BasedOn's team developed brand platforms and launch assets aligned to Michigan Central's mission as a Ford-backed mobility innovation district in Corktown. Work included stakeholder workshops, identity and messaging systems, partner toolkits, and digital/experiential assets that translate complex technology stories for civic, industry, and community audiences. Relevance: shows our ability to brand a multi-stakeholder innovation campus and convert it into clear narratives and usable toolkits; narratives and toolkits that positioned MCS to attract its innovation partner, Newlab while also serving as a platform for attracting world class talent on the MCS team to further realize MCS vision.

The District Detroit (Detroit, MI) — Brand Strategy, Identity Design, Initial Activation

For an expansive, mixed-use redevelopment encompassing several neighborhoods that needed to be positioned as a jobs and investment catalyst, BasedOn created narrative frameworks, verbal and visual guidelines and initial activation programming to support business and investor attraction objectives. Relevance: demonstrates how we align brand storytelling and placemaking commitments in an urban district to attract leading anchor tenants such as Google, Boston Consulting Group, Huntington Bank and global investors such as Related Cos.

Economic Development Organizations

Greater Sandusky Partnership (OH) — Brand Strategy, Identity Design, and Activation Support

BasedOn supported a unified brand architecture and message map for a chamber delivering comprehensive economic development services, enabling consistent outreach to employers, investors, and civic partners across the Greater Sandusky Bay region. Relevance: aligning, unifying and energizing stakeholders around consistent positioning, messaging and programming.

Connect Macomb (MI) — Brand Strategy, Identity Design, and Naming

We modernized communications and event assets for Connect Macomb (formerly Sterling Heights Regional Chamber), aligning brand voice to programming that convenes employers, talent and local government. Relevance: practical communications cadence for an

alliance of municipal/industry stakeholders in central Macomb County.

Defense

Pratt Miller Defense — Advanced Vehicle & Autonomy Narrative

We crafted messaging and visuals around platform development, autonomy/robotics and connected systems—translating engineering depth (e.g., EMVA UGV) into mission-outcome language for DoD stakeholders for Pratt Miller Defense, a division of Oshkosh. Relevance: turns complex tech into procurement-ready communications.

Defense Adjacent

Magna (Automotive) — Tier-1 Manufacturing and Mobility Brand, Naming and Architecture

As the 5th largest global automotive supplier (\$42.0 Billion), we collaborated closely with Magna's innovation teams to develop a global platform to brand and position their new technologies to OEMs. This positioning conveyed Magna's role in complete-vehicle engineering and systems integration, supporting BD pursuits across EV, software-defined vehicle and supply-chain programs. Relevance: connects Southeast Michigan's mobility base to federal and OEM opportunities.

Why This Matters for the Arsenal Alliance

Multi-stakeholder fluency. Our innovation-district and place-based branding work proves we can establish industry leaders, governmental stakeholders, startups, educators, and municipalities under a credible brand, marketing and content strategy.

EDO-ready toolkits. We deliver practical templates—sector one-pagers, dynamic case studies, incentive sheets, press kits, impact reports, investor decks, partner guidelines and integrated digital strategies—that EDOs and chambers deploy for attraction, retention, and workforce initiatives.

Defense literacy. Our defense/adjacent portfolio means we speak the language of acquisition, tech transition, and industrial-base modernization—vital for aligning Alliance priorities to NDAA and programmatic pathways.

Relevant Experience – McKeon Group.

Arizona State University – Defense Knowledge, Enterprise and Space Force UPP.

McKeon Group was engaged to position ASU as a key research partner for the newly created U.S. Space Force and expand its defense-R&D funding portfolio. Our (a) mapped Space Force university-engagement criteria; (b) built bipartisan congressional support performed the following: (c) Orchestrated onsite meetings with the Secretary of the Air Force, Chief of Space Operations, and S&T leaders; and (d) Drafted language and secured inclusion in FY 2022 NDAA report urging Space Force to adopt an academic partnership model.

Results

ASU selected to the inaugural Space Force University Partnership Program - one of only 11 institutions nationwide. \$45 million in new defense contracts and cooperative agreements awarded to ASU labs within 18 months. Established repeatable template for additional hypersonics and quantum-computing proposals under review.

Relevance to Arsenal Alliance

Demonstrates our ability to benchmark against national clusters, craft strategy, secure high-level DoD engagement, and land transformational funding for a regional innovation anchor.

Bossier Parish Police Jury – Cyber Innovation Center & National Cyber Innovation Research Park

McKeon Group was engaged to expand north-Louisiana’s defense-oriented cyber cluster; safeguard and grow two expiring federal partnerships; align state, local, DoD, and industry stakeholders. Key actions included: (a) restructured DHS grant narrative to emphasize K-12 cyber-talent pipeline; secured bipartisan Hill champions; (b) negotiated a five-year, \$43 million Partnership Intermediary Agreement (PIA) with USAF Global Strike Command; and (c) led annual Washington “fly-ins,” introducing parish officials to Armed Services, Appropriations and NDAA conferees.

Results

Protected \$25 million in DHS Cyber Education grants and expanded access to 30+ states. Secured \$18 million increase in FY 2024 NDAA plus authorizing language endorsing the Research Park model. Generated 1,100 new high-skill jobs and attracted three Fortune 500 defense primes to co-locate on-site.

Relevance to Arsenal Alliance

Highlights our ability to convene complex ecosystems, align federal funding streams with local assets, and deliver measurable results.

Additional defense industrial base, Federal, State and Local References and Project Case Studies available on request.

The Partnership: Why We Collectively Exceeds Criteria

RFP Requirement	McKeon Group Capability
15+ years defense-industry economic development experience	Founder & principals boast 30-40 years each in DoD authorizations, appropriations, and industrial base policy.
Proven success securing defense funding	>\$3 billion in contracts, grants, and earmarks since 2019; as well as development of local and state tax incentives for establishment of new manufacturing operations.
Senior stakeholder engagement & policy advocacy	Daily interaction with TACOM, GVSC, PEO CS&CSS; leadership served in senior White House, Commerce, DoD, Ambassadorial and committee roles.
Strategic planning & analytics	In-house research team led by former CRS defense analyst John Chwat positions clients through SWOT, benchmarking and KPI dashboards.
National & International relationships	Ties to NDIA, AUSA, NATO industrial Advisers and European defense clusters via Amb. Hoekstra.

SECTION 02

Detailed Workplan and Timeline

Challenges

- **New Geo-Political Threats.** The Department of Defense is pivoting from the Global War on Terrorism to Great-Power Competition, reshaping procurement, missions, and tech priorities.
- **Office of Management and Budget – Procurement and Sustainment Squeeze.** High lifecycle costs and availability shortfalls (F-35) stress operations and management budgets, crowding room for new contracts unless proposals are affordability-proven and sustainment-savvy.
- **A Shift in the Relationship Between Government and Business.** DoD's first-ever National Defense Industrial Strategy (NDIS) elevates supply-chain resilience, workforce readiness, and faster acquisition—demanding tighter industry–government collaboration.
- **The Changing Nature of Warfare.** Rapid movement toward manned and unmanned teaming (MUM-T) (e.g., MQ-25) raises needs in software sustainment, secure communications, diagnostics and new training pipelines to support the jobs required to perform such. Nonetheless, autonomy/software sustainment roles outpace traditional pipelines—requiring fast credentialing and apprenticeship models with M-TEC and university partners.
- **A Shift to Smaller, Replicable Weapons Systems.** Budget and readiness tension between ACAT 1 and ACAT 2 programs which complicates tradeoffs and timing for new investments.
- **Decades of De-Industrialization.** National gaps in supply chains, manufacturing knowledge and workforce stemming from decades of de-industrialization, as well as increasingly inflexible acquisition due to an uncertain trade environment—raising the bar for suppliers to demonstrate resiliency, surge capacity, and talent pipelines.

- **Rapid Advancements in Autonomy.** Fast-moving autonomy and manned-unmanned teaming concepts. Navy/USAF programs (MQ-25; Collaborative Combat Aircraft, "CCA") are rapidly accelerating, and standards and vendor ecosystems are evolving—risking misalignment for late-moving regions.
- **Auto/EV/Trade Policy Uncertainty and Impact on Local Industry Resilience.** EPA's 2024 rule and subsequent shifts change capital expenditure timelines for local OEMs/suppliers, complicating planning for dual-use investments and workforce crossover. As such, capital plans at major plants (Warren/SHAP) are in flux; whether there is an openness to dual-use and retool-friendly projects to buffer volatility remains questionable.

Reasons to Believe

- **One Campus for Programming, Contracting and R & D.** The Detroit Arsenal (Warren) concentrates Army ground-systems decision-makers: DEVCOM GVSC (Army's ground-systems R&D), TACOM (manages ~60% of the Army's equipment supply chain), and PEO GCS & PEO CS&CSS (program execution). Powered by the best technical, engineering and logistical minds, this co-location uniquely shortens feedback loops from R&D to acquisition to sustainment.
- **Unrivaled OEM anchors with Deep Engineering, Supply Chain, Logistics and Technical Benches.** General Dynamics Land Systems (Sterling Heights) headquarters and engineering campus sit on Mound Road, linking design, prototyping, and sustainment partners. GM's Global Technical Center (Warren) adds a 710-acre, 21k-employee engineering/design hub with test labs and advanced manufacturing know-how that routinely cross-pollinates into defense. Ford Sterling Axle Plant (Sterling Heights) and Stellantis Warren Truck Assembly embed large-scale machining, automation and vehicle assembly competencies the Alliance can tap for dual-use prototyping and surge production.
- **Adjacent Production Workforce and Training System, Tuned for Scale.** Macomb Community College (M-TEC) provides customized, employer-side training in robotics/automation, machining, and advanced manufacturing in a 40,600-square foot facility designed to mirror plant floors—ideal for

upskilling into autonomy, secure software-centric sustainment and power/propulsion.

- **Adjacent Innovation and Small-Business Launchpads.** Velocity (Sterling Heights SmartZone) and DC3S provide incubator space, coaching, and defense-focused convening within the Mound Road/Arsenal footprint—practical venues for Alliance-run supplier sprints, autonomy demos and SBIR/OTR acceleration.
- **Logistics and Supply Chain Advantages.** Situated on North America’s busiest U.S.–Canada trade corridor (Ambassador Bridge) with additional capacity at Blue Water Bridge and the in-progress Gordie Howe International Bridge—critical for binational defense/auto suppliers moving components, test articles and tooling.
- **Recent Infrastructure Upgrades for Frictionless, On-Time Transit.** The Innovate Mound reconstruction (nine miles between I-696 and M-59) finished Dec 2023, boosting heavy-haul reliability for GDLS, the Arsenal and corridor suppliers.
- **Proximate Airfield and Mission Presence.** Selfridge Air National Guard Base (Macomb County)—home to the 127th Wing—delivers ~\$850M annual economic impact and broad joint-service presence; current mission evolution enhances long-term defense momentum in-county. Camp Grayling, the largest National Guard training facility in the United States, and on-site readiness exercises, such as Northern Strike, hosted in Michigan’s National All-Domain Warfighting Center, provides real time testing opportunities with real warriors in combat-like settings.

Opportunities to Explore

- **Program-Aligned Supplier Maps.** Build a matrix linking corridor firms to GVSC/TACOM/PEO needs (protection, power, digital engineering, autonomy), and to DoD “fast lanes”. Consider using Anduril’s Lattice for Mission Autonomy as a reference architecture to inventory and attract potential partners to co-locate in corridor and develop software, sensors, secure communications, and rocket-motor sub-tiers.
- **Software-Centric Sustainment Hub.** Stand up a secure upgrade/test cell near the Arsenal for diagnostics, cyber-hardened updates, and sensor

alignment—leveraging proximity to PEOs and corridor primes for rapid OTA cycles.

- **Sensitive Compartmented Information Facility.** Explore funding for construction of a SCIF to attract enterprises and contractors developing next generation of weapon systems and related technologies.
- **Workforce Modernization at Speed.** Co-design micro-credentials (autonomy tech, embedded systems, power/propulsion, secure comms) with M-TEC and primes; align cohort timing to near-term program gates (e.g., CCA test articles).
- **Federal Funding Stack, NDIS-aligned.** Package EDA/DoD/CDS requests around supply-chain resilience (test/cert labs, surge capacity) and workforce readiness, demonstrating how the Arsenal corridor de-risks delivery.
- **Brand, Story, Credentialing and Evidence.** Market the corridor’s scale—\$3.21B defense contracts (2024), 47k direct jobs and 71k supported—through a unified BasedOn brand narrative tied to the rebuilt Mound corridor and bi-national logistics routes

Project Objectives

1) Initiative Stand-Up and Governance for Efficient Communications and Confident Decision Making

Owners: AECOM (lead) • BasedOn, McKeon (support)

Purpose: Launch a disciplined program office, lock-in communication cadence and feedback looks, and ready data/inputs so Phase 1 can move fast.

Evidence of completion: Approved scope/schedule/deliverables (Word/PDF); stakeholder engagement plan (PDF); initial data request (Excel); comms calendar; kick-off agenda; meeting notes incl. branding/dashboard discovery insights.

2) Stakeholder Intelligence and Market Signal Capture (SE MI + DC) to Ensure We Place the Right Bets

Owners: AECOM (lead SE MI) • McKeon (lead DC) • BasedOn (visioning segment)

Purpose: Build a shared fact base and buy-in that directly informs strategy, brand, and federal asks.

Evidence of completion: 20–30 local interviews; up to 10 DC interviews; Workshop #1 SWOT; participation list (Excel); Engagement Summary Report (PDF).

3) A Resonate and Memorable Brand and Identity that Introduces and Credentials the Arsenal Alliance with the Right Decision Makers

Owners: BasedOn (lead) • AECOM (evidence, integration)

Purpose: Align leaders on “bold truths,” then select positioning, architecture, and full identity to credential the Alliance with DoD, primes, suppliers, and talent.

Evidence of completion: Insights presentation; approved positioning and strategic framework; naming/architecture memo; working brand guidelines (strategy/verbal/visual/initial applications).

4) Analytics Baseline & Dashboard (Competitiveness, Peer Benchmarks, Workforce, Sites) to Track and Share Success, Demonstrating a Meaningful Return on Investment that can Attract Additional Organizational Funding

Owners: AECOM (lead) • BasedOn (dashboard UX)

Purpose: Quantify the corridor’s strengths and gaps; publish a usable dashboard that tracks wins, jobs, capex, and pipeline.

Evidence of completion: Baseline analytic deck and blunt instrument reporting; dashboard wireframe; v1 dashboard; data hooks plan; final dashboard.

5) Federal Capture and Funding Stack (CDS/Programmatic + Grants + GA/PR cadence) to Secure New Contracts and Investment

Owners: McKeon (lead GA/Approps) • AECOM (grants, economics) • BasedOn (hill/agency comms/marketing/content tools and content strategy)

Purpose: Convert Alliance priorities into near-term submissions and wins—appropriations, programmatic requests, and competitive grants.

Evidence of completion: Opportunity tracker; CDS/programmatic packages; grant submissions supported; GA/PR briefings schedule; hearing/markup memos; quarterly Policy Briefing and annual Legislative Day marketing and communications kit.

6) Implementation & Market Conversion (Suppliers, Workforce, Sites, Summits)

Owners: AECOM (lead implementation) • BasedOn (brand activation, site/tenant marketing) • McKeon (federal doors)

Purpose: Turn brand + analysis into jobs and investment via supplier readiness, workforce pipelines, site enablement, and high-visibility convenings, such as the annual Arsenal

Defense Summit as well as quarterly Policy Briefings and annual Legislative Day events.

Evidence of completion: Final strategy (PDF); initial public website; supplier with program matrix; readiness scorecards; workforce MOUs; site-readiness packages; summit agendas/content/marketing materials; year-2 and year-3 marketing and content strategy.

Scope of Work

Phase 1 – Months 1-7, Contingent on Expedient and Decisive Stakeholder Input and Approval

Task 1. Project Kick-off & Project Management

1.1 Project Kick-off

The team will facilitate a virtual two-hour kick-off meeting to discuss project vision, goals and outcomes, and confirm project timelines, engagement framework, and goals around branding. We will prepare the following:

- A copy of the agreed-upon scope of work, project schedule and list of deliverables (Word/PDF)
- Draft stakeholder engagement plan for discussion prior to Task 3 kick-off (Word/PDF)
- An initial data request list (Excel)

We will finalize the communication schedule, including confirming dates for status report meetings and stakeholder touchpoints.

1.2 Project Management

As Phase I work efforts are assumed to span an initial seven-month period, AECOM will facilitate 30-minute virtual bi-weekly status meetings (up to 24) for the duration of the Phase 1 schedule, to sustain focus on work in progress, provide insight regarding initial stakeholder feedback and assumptions that will shape the analysis and address action items and next steps.

Deliverables:

- Draft/Final kick-off meeting agenda, prepared by AECOM, with BasedOn and McKeon Group input, and approved by client (Email)

- Final project timeline/schedule of deliverables, including a schedule of meetings and key touchpoints as well as initial KPI / metrics to track
- Draft stakeholder engagement plan, including initial outreach and development of advisory councils and working groups (PDF)
- List of requested data/information (Excel)
- Notes on initial discussions around branding and dashboard development (see Task 2) (PDF)

Timing: Month 1 project kick off and ongoing project management over initial seven-month period.

Task 2. Branding and Marketing Strategy, Part 1

2.1 Brand Strategy – Discovery

Our partners at BasedOn will initiate research to identify a set of shared, bold truths to align stakeholders on a clear brand strategic framework for the Arsenal Alliance. Tactics and deliverables include:

Tactics:

- **Market Research / Industry Immersion** - review of key industry trends; review of Industry Analysis Report; industry trade publications and white papers
- **Brand Assessment / Organization Research** - review of strategic plan and research and inputs; review of current brand / marketing / communications materials; 1:1 stakeholder interviews (x20); board member interviews (x5)
- **Summary of Findings** - synthesize learnings findings into summary form and Insights Presentation outlining brand recommendations, presented to Arsenal Alliance leadership and stakeholders
- **Leadership Visioning Session** - Evolve the current Arsenal Alliance vision, mission, goals along with target audiences, industry opportunities and challenges. Aligning on success criteria

Timing: Month 1 - 3

Deliverables:

- **Summary of Findings (Market Research, Brand Assessment, Organizational Research, Stakeholder Interviews)**

- **Insights Presentation**
- **Leadership Brand Visioning Session**

2.2 Brand Strategy – Positioning

Our partners at BasedOn will then develop (1) a brand strategic framework to clearly position Arsenal Alliance as a leading thought leader and driver of economic growth and (2) coordinate a series of leadership reviews to ensure alignment on positioning and brand architecture needed to realize a cohesive, unified message across all the alliance members and stakeholders. Tactics and deliverables include:

Tactics:

- **Landscape Audit, Audience Personas, Journey Maps** – tools to help align on better defining purpose and positioning
- **Brand Purpose Concept Development** - develop up to 3x purpose directions that align with Arsenal Alliance’s revised mission, vision and goals for review; present to Arsenal Alliance leadership team; align on a single purpose direction and positioning concept
- **Brand Strategic Framework** - define and align on one brand archetype, brand purpose, brand character, brand promise and brand pillars that align with Arsenal Alliance’s mission, vision and goals, taking input from the leadership team
- **Brand Strategic Framework Overview and Presentation** - document findings, present for feedback and final approvals from Arsenal Alliance leadership team
- **Naming Evaluation / Development** - exploration of different naming types and structures for Arsenal Alliance and its related programs; prescreening and disaster checks; presentation of names; alignment to naming approach across stakeholders
- **Architecture** - Develop brand architecture model scenarios for review and input. To include target audiences, initiatives, programs that align with the brand strategy – an architecture that enables the Arsenal Alliance to develop and add new programs and services as it evolves. Present and discuss how the brand strategy fits the brand architecture and align on the appropriate sub-brand structure

Timing: Months 4 - 6

Deliverables:

- **Landscape Audit, Audience Personas and Journey Map Exercise**
- **Brand Positioning Concepts**
- **Brand Strategic Framework (Brand Purpose, Brand Promise, Brand Pillars)**
- **Naming Evaluation / Recommendations**
- **Brand Architecture – Master & Sub-brand Structure**

2.3 Verbal & Visual Identity Development

Our partners at BasedOn will then develop a verbal and visual language – a distinctive set of stories and symbols – that will introduce, establish and credential the Arsenal Alliance with target audiences in D.C. and beyond.

- **Verbal Identity** - develop voice and tone, messaging, brand narratives, pitch statements to reflect vision, mission, purpose and objectives outlined in Arsenal Alliance’s planning documents and as translated via the brand strategic framework; complete long and short form narratives and brand statements / messaging for both the master band and potential sub-brands
- **Visual Identity** - logo, visual elements, visual language, design principles, design systems and visual assets to reflect the brand architecture uncovered during naming / architecture phase; primary / secondary color palette; patterns / textures; iconography system and sample infographic templates; photography style
- **Sample Applications** - develop sample mock-up applications / design inspirations demonstrate visual and verbal range of Arsenal Alliance’s brand platform (i.e., website landing page, social, impact report, letterhead, promotional materials, etc.)
- **R1 Presentation to Arsenal Alliance leadership for alignment/approval of verbal/visual design**
- **R2 Presentation to review refinements from R1 Presentation and secure final approval from Arsenal Alliance Leadership**

Timing: Month 6 - 8

Deliverables

- **Initial Brand Assets (Strategic Framework, Verbal Identity, Visual Identity)**
- **Initial Internal Launch Strategy**

- **Initial External Launch Strategy**

2.4 Initial Dashboard & KPI Tracking

Digital dashboards allow for more flexibility in data visualization to present complex analyses in a concise manner. As part of kick off efforts, we will begin conversations around how existing platforms can be used or if a new dashboard should be developed and hosted. Once the preference for hosting has been determined, the team will develop a wireframe that identifies:

- IT security requirements
- Locations of the different types of content (raw tabular and geospatial data, visualized/curated data, etc.).
- User functionality (internal vs. external).
- Basic style and format (filters, features, categories, etc.).

BasedOn will design a working wireframe, and subsequent dashboard(s), for stakeholder and public understanding to offer transparent insights into regional defense industry trends and future opportunities. The wireframe will be shared with client staff for review and revision. Upon confirmation of the wireframe, the team will develop the initial dashboard(s). After the second draft is completed, we will host a virtual one-hour review session to collect feedback for necessary changes such that the dashboard can not only answer internal key questions but also track metrics that clarify progress toward goals. This final review will ensure that inputs can be translated into use cases and a final design. Upon confirmation we will finalize the dashboard for incorporation into the existing site. Where applicable, we will tailor it to allow for automated updates of key metrics if appropriate.

Timing: Months 1 - 12

Deliverables:

- Initial Reporting Framework (Excel), Outlining KPI to Track
- Populated Reporting Framework (Excel), with Key Data Points
- Draft Wireframe for Digital Dashboard (PPT)
- Workplan for Final Digital Dashboard implementation

Task 3. Stakeholder Engagement Plan

This task outlines our proposed approach to initial stakeholder engagement which will support economic

development, DoD engagement, and branding efforts. In our experience, stakeholder engagement should not only inform project outcomes; it should also initiate important conversations regarding future decisions for increasing action around redevelopment, repositioning, nurturing growing industries, and building a more robust entrepreneurial ecosystem, among other topics.

Engaging key stakeholders early and often will help facilitate buy-in and encourage a smooth transition from project process to implementation. The list of stakeholders will also be determined through conversations with the client team; however, it is assumed that it will include two tiers of entities:

Tier 1 – Local and Regional insight

- Major employers including defense contractors, business owners and corporate leaders
- Elected leaders across local, regional, and state level political leaders
- Regional authorities
- Industry groups & associations
- Community & regional foundations
- Real estate brokers and developers
- Academic institutions, including K-12 & STEM
- workforce intermediaries
- Supply chain/transportation

Tier 2 – National Insight

- Federal congressional delegations
- Department of Defense
- DARPA

The stakeholder process will unfold across parallel workstreams:

Workstream 1: Following project kick off and initial meetings with the client to identify key stakeholders, we will initiate virtual 1-on-1 and small group meetings to lay the groundwork for the effort. These initial meetings will be virtual and one hour in length and focus on strategic questions, as well as collection of tactical insights which will support the effort. We expect that 20-30 initial virtual interviews will be conducted with organizations in SE Michigan. Our project partner, McKeon Group, will also

initiate parallel stakeholder meetings in Washington D.C. to provide clarity regarding the evolving context regarding DoD procurement positioning; up to 10 initial interviews are anticipated in DC. This will result in the development of a Stakeholder Advisory Council.

Timing: Month 1

Workstream 2: AECOM proposes an in-person one-day stakeholder workshop at the beginning of the effort which would begin with a short presentation describing the project, process and goals for stakeholder engagement, followed by targeted focus group discussions. Outcomes from the initial workshop will be packaged around economic strengths, weaknesses, opportunities, and threats/challenges (SWOT). A portion of this workshop will be allocated to the Leadership Brand Visioning Session that our partners at BasedOn will lead.

Timing: Month 2

Workstream 3: following the initial workshop, the Team will conduct an additional 20-30 1-on-1 virtual follow-up discussions with stakeholders who are unable to attend the workshop, or who are identified by other stakeholders during initial conversations.

Timing: Month 3-4

Deliverables:

- Draft/Final Engagement Summary Report, documenting community input (PDF)
- Summarized meeting minutes regarding outcomes from all stakeholder engagement, with a primary focus on strengths (PDF)
- Formalized workshop participation list which can be replicated in planned industry forums. (Excel)
- Workshop #1 synthesis of initial findings (PDF)
- Launch Stakeholder Advisory Council

The stakeholder engagement process will require close collaboration between the AECOM Team and the Client to facilitate initial outreach to potential stakeholders.

Task 4. Industry Analysis

4.1 Regional Competitiveness

Evaluate demographic trends (population, household structure, educational attainment, income) in context with employment by industry data to validate pre-2020 and current trends for Sterling Heights, Warren, Macomb

County and the region. This data will be used to identify existing and emerging industry clusters driving economic growth across advanced manufacturing industries. We will leverage in-house analytical tools to explore alignment between industry clusters and end markets with high potential for growth in anticipation of industry-specific strategy development across later phases of this project.

The industry analysis will also consider the depth and capacity of existing innovation ecosystems across SE Michigan, inclusive of facilities for incubation and acceleration, civic and community partners, anchor private sector employees, funders and workforce support, and their connections to defense contracting. The ecosystem mapping exercise will consider the role of organizations and capabilities in Warren and Sterling Heights as well.

Timing: Month 1

4.2 Peer Regions Framework

Identify an initial list of up to 10 regions with similar economic, demographic, and geographic characteristics, with the aim of down-selecting to a short list of five for detailed analysis. The effort will focus on regions which have a concentration in DoD related procurement activity, and / or research and development activity. The benchmarking effort will yield:

- Lessons learned and best practices to emulate related to standing up new economic development organizations
- Roles of higher education & R&D assets
- Implementation tools, policies, and incentives, etc.
- Innovative/creative marketing efforts,
- Leadership & stakeholder buy-in
- Organizational capacity-building

The team will leverage tools such as USAspending.gov to aggregate defense contract spending by place of performance in Macomb County in context with peer regions for specific types of procurement which either have been sustained for the region or are currently emerging within DoD. We will summarize historic trends regarding contracts by place of performance, contractor, dollar value, and type of service or good. Outcomes and competitive positioning will inform the strategy.

Timing: Month 1

4.3 Workforce Preparedness and Availability:

Summarize trends regarding the available labor force in Macomb County relative to the region. We will map interdependent relationships between existing firms and assets and identify R&D initiatives by educational institutions to better understand existing synergies and the potential to build additional workforce development opportunities. Data analyzed will include:

- Educational attainment, skills, and top occupations
- Workforce growth and change including labor force participation and employment / unemployment
- Regional and corridor-level commuting patterns,
- A catalogue of training programs (including STEM), apprenticeships, and certifications supported by regional workforce intermediaries, inclusive of high schools, community colleges and universities

Timing: Month 2

4.4 Industrial Real Estate & Infrastructure Conditions

Evaluate commercial and industrial real estate markets across Macomb County in context with SE Michigan considering growth in demand for space, opportunities for development / redevelopment, the supply of ready-to-go sites (i.e., shovel-ready sites), rents, land/building values, connections between housing stock and workforce availability, and challenges facing small local businesses and start-ups in leasing affordable space. Includes an assessment of regional business and industrial parks/sites availability, infrastructure, utilities and zoning to identify site readiness opportunities.

Timing: Month 2-4

Deliverable:

- Draft 30-Day Arsenal Alliance Blueprint: Initial market analysis, benchmarking against comparable corridors (Huntsville, Tampa, Austin), and initial federal opportunity matrix (Month 2)
- Draft and Final reports (PDF) for client review, formatted as a PowerPoint style document, and used as a basis for future presentations, as well as the final Phase 1 deliverable. Once finalized, the report will serve as the launching point for Task 5 – Visioning and Strategy Development (< month 4)

Task 5 Visioning and Strategy Development

Incorporate stakeholder input with insight gained from previous tasks to document strengths, opportunities and challenges linked to the proposed effort. Considerations may also include:

- Trends regarding defense contracting relative to competitive metros
- Strength of existing industry clusters and alignment with end markets positioned for growth
- Role and capacity of existing entrepreneurial and workforce development assets
- Impact of housing availability on workforce access
- Formalization of roles for advisory councils and working groups
- Formalization of engagement with DoD
- Organizational capacity to support economic development and standup a new organization.
- Discussion of the economic value created by investment in the Arsenal Alliance, such that the ROI associated with investment in the effort is obvious to stakeholders.

Timing: Months 4-8

Deliverables:

- Draft Comprehensive Strategic Plan and PowerPoint presentation for review (PDF)
- Hosted workshop #2 and consolidated insights (PDF)

Task 6. Branding and Marketing Strategy, Part 2

5.1 Launch Planning and Collateral Development

Our partners at BasedOn will develop the following assets required to introduce the Arsenal Alliance brand and support the Arsenal Defense Summit.

Tactics:

- **Stakeholder Review** - review list of assets to be delivered, per initial internal and external roll out strategies, against recent vision and strategy documents drafted by AECOM and against recommendations from McKeon; identify whether there are missing assets, update accordingly
- **Asset Development** – develop assets as required by revised internal and external roll out strategies

- **R1 Review of Assets** - review R1 assets with stakeholders, incorporate stakeholder feedback
- **Final Assets** – deliver final assets to stakeholders, deploy across proper channels

Timing: Months 9-11

Deliverables:

- **Splash Page Introducing the Arsenal Alliance** (see <https://michiganshealthcore.com/> for an example)
- **Email CRM Set Up**
- **Email Templates (x5)**
- **Social Mastheads and Logos (Instagram and LinkedIn)**
- **Arsenal Defense Summit Splash Page and Collateral (virtual program guide, on-site horizontal (x3 variations) and vertical (x3 variations) signage)**
- **Up to x2 social posts per week designed to introduce Arsenal Alliance to expanded network of stakeholders**

Task 7. Final Strategy, Expanded External Launch and Arsenal Defense Summit Planning

The final element of Phase 1 will be a final strategy document, expanded external launch activities, with an emphasis of increasing visibility in Washington D.C., and organizational framework for the Arsenal Defense Summit. We will work closely with the Client to identify the venue for the final summit, develop the necessary presentation materials. Our expectation is that the actual summit event will occur in our 2nd phase of work, outlined further below, once sufficient consensus has been reached across key narratives that will drive the study.

The final deliverable and summit effort will incorporate all elements of the brand strategy developed-to-date and will serve as an opportunity to pressure test brand, business and organizational objectives against a network of influential stakeholders prior to formalization.

Timing: Month 9-12

Deliverables:

- Comprehensive Strategic Plan and supporting Industry Analysis Report summarizing the core elements of a defense cluster strategy for Warren and Sterling Heights. (PDF)
- Updated KPI Dashboard
- Draft Stakeholder Progress Report and Strategic Transition Plan
- Draft Impact Report Submit at least three federal-funding applications or earmark proposals aligned with Alliance goals

Phase 2 – Months 9-12**Task 1. Project Kick-off & Project Management****1.1 Project Kick-off**

The team will facilitate a kick-off meeting to discuss year 2 vision, goals, initiative objectives and desired outcomes, and confirm project timelines. AECOM will confirm the agreed-upon scope of work, project schedule and deliverables (Word/PDF) for Phase 2. We will also finalize the communication schedule, including confirming dates for status report meetings and stakeholder touchpoints. One core goal of Phase 2 will be final planning and implementation of the inaugural Arsenal Defense Summit.

1.2 Project Management

Phase 2 work efforts are assumed to span a four-month period. AECOM will facilitate 30-minute virtual bi-weekly status meetings (up to 12), to sustain focus on work in progress, address action items and next steps.

Deliverables:

- Kick-off meeting agenda, prepared by AECOM and approved by client (Email)
- Final project timeline/schedule of deliverables, including a schedule of meetings and key touchpoints (Word)
- Plan for updating KPI Dashboards (PDF)

Task 2. Strategy Refinement Process**2.1 Refinement**

While the precise nature of Phase 2 work efforts will evolve out of the Phase 1 Process, we expect that Phase 2 will

need to include additional visioning efforts. We anticipate 5-10 individual / small group meetings in SE Michigan as well as additional engagement in DC to plan and implement the Arsenal Defense Summit, and to focus attention on basic questions involved in standing up the Arsenal Alliance including:

- Who is our project champion and who are our project partners?
- What is the business plan to ensure a financially sustainable future for the Alliance organization, and does the organization need to be place-based (a physical address), or more of a conduit?
- How does the Alliance interact with existing workforce intermediaries?
- How does the Alliance formalize its connections with DoD agencies?

The refinement process also assumes that we will:

- Update the project KPI dashboard, including new data on changes in manufacturing employment and new procurement wins
- Formalize and launch needed advisory committees and working groups
- Pursue grants through federal agencies such as EDA and OEA as well as local and state sources.
- Formalize engagement plan with workforce intermediaries.
- Clarify relationships with supporting organizations and work towards MOU's
- Revisions to the Comprehensive Strategic Plan and supporting Industry Analysis Report. (PDF)
- Revisions to the Stakeholder Progress Report, Strategic Transition Plan, and the Revisions to the Impact Report (PDF)

2.2 Inaugural Arsenal Defense Summit

Following detailed planning efforts, including selection of the appropriate venue, agenda setting and invitation lists, the team will lead implementation of the actual event.

Task 3. Brand, Marketing and Communications**3.1 Expanded Brand Rollout and Demand Generation**

Our partners at BasedOn will use feedback from initial awareness efforts and the Arsenal Alliance to finalize the

brand guidelines and develop a sustained demand generation strategy.

Tactics:

- **Stakeholder Review** – review and revise year 2-content strategy to align with transition plan developed by AECOM, update list of assets to be delivered based on stakeholder needs required by updated plan and McKeon Group recommendations; identify whether there are missing assets
- **Asset Development** – develop assets as required by revised year-2 content strategy.
- **R1 Review of Assets** - review R1 strategies and assets with stakeholders, incorporate stakeholder feedback
- **Final Assets** – deliver final assets to stakeholders, deploy across proper channels

Timing: Months 12-18

Proposed Deliverables:

- **Brand Identity Guide Development** - Develop the usage guidelines that include strategy, verbal and visual sections, host online on standards site for simple, yet secure and managed, stakeholder access
- **Expanded Internal and External / Partner Launch Presentations and Speakers Bureau / Stakeholder Trainings**
- **Initial Impact Report (up to 4-pages)**
- **Enhanced Website (see <https://sionpower.com/> for recent work example)**
- **Dynamic Email Templates (x5)**
- **Final year-2 Content Strategy and Media Plan (x1) Outlining Content to Post, When to Post It, Where to Post It**

3.1 Sustained Communications and Content Support

Timing: Months 12-24

Deliverables

- **Up to x2 Social Posts / Week, Per Content Strategy**
- **1x Thought Leadership Feature / Month, Per Content Strategy**

- **2x Email / Month, Per Content Strategy**
- **Electronic Invite and Program Design for Quarterly Policy Briefings**
- **Pre and Post Policy Briefing social posts (x2 pre and x2 post)**
- **Pre and Post Policy Briefing Emails**
- **Electronic Invite and Program Design for Annual Legislative Day**
- **Pre and Post Legislative Day Social Posts (x3 pre and x3 post)**
- **Pre and Post Legislative Day Emails**
- **Revise Alliance Defense Summit Invite, Microsite, Program and On-Site Materials for Second Annual Summit**

Phase 3 – Months 13-24

Task 1. Project Kick-off & Project Management

1.1 Project Kick-off

The team will facilitate a kick-off meeting to confirm goals, outcomes, and project timelines. AECOM will prepare the agreed-upon scope of work, project schedule and list of deliverables and finalize the communication schedule, including confirming dates for status report meetings and stakeholder meetings.

Task 2. Strategy Implementation Process

2.1 Implementation

While the precise nature of Phase 3 work efforts will evolve out of prior work efforts, we expect that Phase 3 will be all about implementation, so sustaining:

- Updates to dashboards and KPI's
- Developing presentation content to support the Arsenal's role in regional economic & workforce development
- Supporting industry meetings to sustain engagement and support growth in regional innovation ecosystems
- Supporting engagement in Washington DC.
- Support manufacturers in accessing DoD procurement opportunities which align with regional differentiators and workforce capabilities.

- Develop grant opportunities to respond to challenges identified through prior efforts, possibly across infrastructure, real estate, or workforce training gaps.
- Support planning and content for the 2nd Annual Arsenal Defense Summit

Task 3. Brand, Marketing and Communications

3.1 Expanded Brand Rollout and Demand Generation

Our partners at BasedOn will use feedback from initial awareness efforts and the Arsenal Alliance to finalize the brand guidelines and develop a sustained demand generation strategy.

Tactics:

- **Stakeholder Review** – review and revise year 2-content strategy to align with transition plan developed by AECOM, update list of assets to be delivered based on stakeholder needs required by updated plan and McKeon Group recommendations; identify whether there are missing assets
- **Asset Development** – develop assets as required by revised year-2 content strategy.
- **R1 Review of Assets** - review R1 strategies and assets with stakeholders, incorporate stakeholder feedback
- **Final Assets** – deliver final assets to stakeholders, deploy across proper channels

Timing: Months 12-18

Proposed Deliverables:

- **Brand Identity Guide Development** - Develop the usage guidelines that include strategy, verbal and visual sections, host online on standards site for simple, yet secure and managed, stakeholder access
- **Expanded Internal and External / Partner Launch Presentations and Speakers Bureau / Stakeholder Trainings**
- **Initial Impact Report (up to 4-pages)**
- **Enhanced Website (see <https://sionpower.com/> for recent work example)**
- **Dynamic Email Templates (x5)**

- **Final year-2 Content Strategy and Media Plan (x1) Outlining Content to Post, When to Post It, Where to Post It**

3.2 Sustained Communications and Content Support

Timing: Months 12-24

Deliverables

- **Up to x2 Social Posts / Week, Per Content Strategy**
- **1x Thought Leadership Feature / Month, Per Content Strategy**
- **2x Email / Month, Per Content Strategy**
- **Electronic Invite and Program Design for Quarterly Policy Briefings**
- **Pre and Post Policy Briefing social posts (x2 pre and x2 post)**
- **Pre and Post Policy Briefing Emails**
- **Electronic Invite and Program Design for Annual Legislative Day**
- **Pre and Post Legislative Day Social Posts (x3 pre and x3 post)**
- **Pre and Post Legislative Day Emails**
- **Revise Arsenal Defense Summit Invite, Microsite, Program and On-Site Materials for Second Annual Summit**

Task 4. Year-2 Government Affairs and Public Relations

4.1 Project Kick-off and Execution

The team will facilitate a kick-off meeting to confirm goals, outcomes, and project timelines. AECOM will prepare the agreed-upon scope of work, project schedule and list of deliverables and finalize the communication schedule, including confirming dates for status report meetings and stakeholder meetings.

Proposed Deliverables:

- **Quarterly Policy Briefing** – Opportunity in D.C. for members of Stakeholder Council to brief policy and decision makers on Arsenal Alliance objectives, priorities, assets, and needs

- **Annual Legislative Day** – Opportunity in D.C. for expanded group including members of Stakeholder Council and key business and governmental leaders in Macomb County to brief policy and decision makers on Arsenal Alliance objectives, priorities, assets, and needs, with emphasis on connecting with leadership in the Department of Defense / War, the Office of Management and Budget and Congress
- **Coordinate Stakeholder Presence at Key Regional Events** – Opportunity to connect members of Stakeholder Council and amplify work of Arsenal Alliance through strategic presence at local and regional industry events, including: MDEX (on or around April 8-10); Northern Strike (on or around August 2); GVSETS (on or around August 12-14); NGAUS Conference & Expo (on or around August 22-25); AUSA Annual Meeting & Expo (on or around October 13-15); IITSEC (December 1-5)

Phase 4 – Months 25-36

Task 1. Project Kick-off & Project Management

1.1 Project Kick-off

The team will facilitate a kick-off meeting to confirm goals, outcomes, and project timelines. AECOM will prepare the agreed-upon scope of work, project schedule and list of deliverables and finalize the communication schedule, including confirming dates for status report meetings and stakeholder meetings.

Task 2. Strategy Implementation Process

2.1 Implementation

While the precise nature of Phase 4 work efforts will evolve out of prior work efforts, we expect that Phase 4 will be all about implementation, so sustaining:

- Updates to dashboards and KPI's
- Refining presentation content to support the Arsenal's role in regional economic & workforce development
- Supporting industry meetings to sustain engagement and support growth in regional innovation ecosystems
- Supporting engagement in Washington DC.
- Support manufacturers in accessing DoD procurement opportunities.

- Develop grant opportunities
- Support planning and content for the 3rd Annual Arsenal Defense Summit.

Task 3. Brand, Marketing and Communications

3.1 Expanded Brand Rollout and Demand Generation

Our partners at BasedOn will review marketing performance realized over the past year with Arsenal Alliance stakeholders to inform year three objectives for a sustained demand generation strategy.

Tactics:

- **Stakeholder Review** – review year-2 performance and proposed year-3 content strategy as well as list of assets to be delivered, per scope; identify whether there are missing assets
- **Asset Development** – develop assets as required by revised year-2 content strategy.
- **R1 Review of Assets** - review R1 strategies and assets with stakeholders, incorporate stakeholder feedback
- **Final Assets** – deliver final assets to stakeholders, deploy across proper channels

Deliverables:

- **Year-3 Content Strategy and Media Plan (x1 Outlining Content to Post, When to Post It, Where to Post It**

Timing: Months 23-24

3.3 Sustained Communications and Content Support

Timing: Months 24 - 36

Deliverables

- **Up to x2 Social Posts / Week, Per Content Strategy**
- **1x Thought Leadership Feature / Month, Per Content Strategy**
- **2x Email / Month, Per Content Strategy**
- **Electronic Invite and Program Design for Quarterly Policy Briefings**
- **Pre and Post Policy Briefing social posts (x2 pre and x2 post)**
- **Pre and Post Policy Briefing Emails**

- **Electronic Invite and Program Design for Annual Legislative Day**
- **Pre and Post Legislative Day Social Posts (x3 pre and x3 post)**
- **Pre and Post Legislative Day Emails**
- **Revise Arsenal Defense Summit Invite, Microsite, Program and On-Site Materials for Second Annual Summit**

- **Quarterly Policy Briefing** – Opportunity in D.C. for members of Stakeholder Council to brief policy and decision makers on Arsenal Alliance objectives, priorities, assets, and needs
- **Annual Legislative Day** – Opportunity in D.C. for expanded group including members of Stakeholder Council and key business and governmental leaders in Macomb County to brief policy and decision makers on Arsenal Alliance objectives, priorities, assets, and needs, with emphasis on connecting with leadership in the Department of Defense / War, the Office of Management and Budget and Congress
- **Coordinate Stakeholder Presence at Key Regional Events** – Opportunity to connect members of Stakeholder Council and amplify work of Arsenal Alliance through strategic presence key events

Task 4. Government Affairs and Public Relations

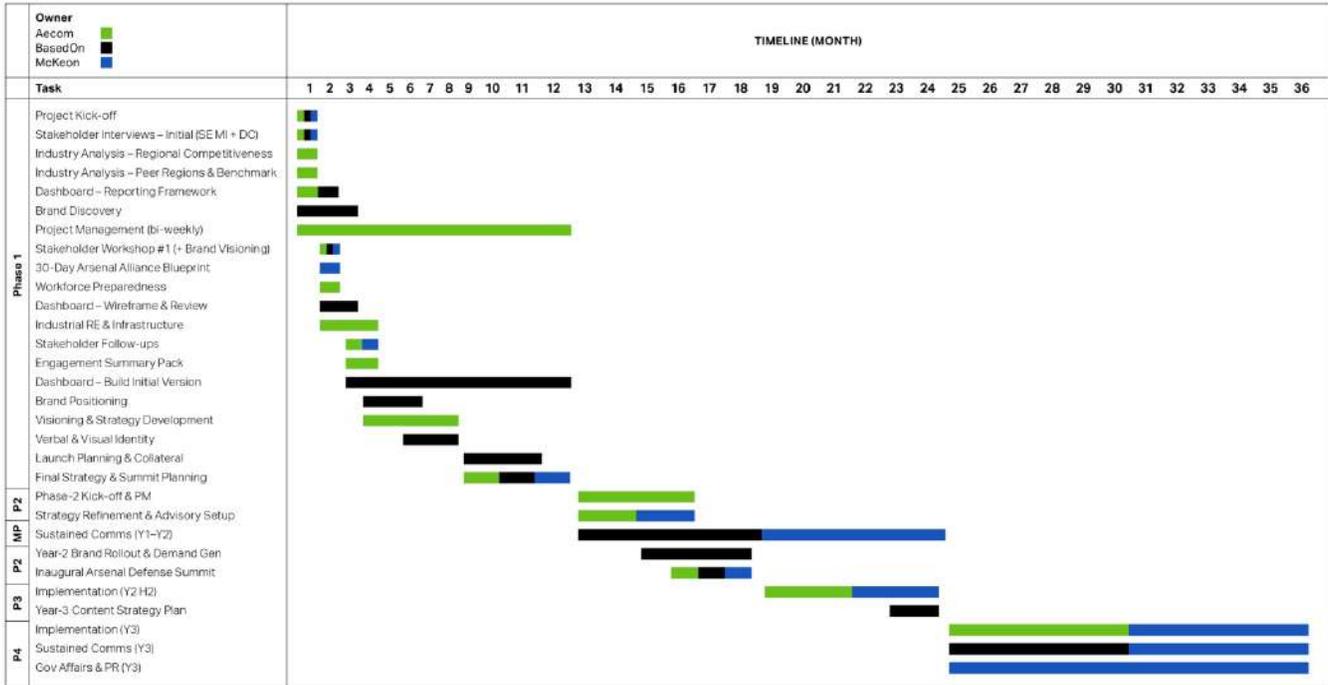
4.1 Year-3 Government Affairs Kick-off and Execution

The team will facilitate a kick-off meeting to confirm goals, outcomes, and project timelines. AECOM will prepare the agreed-upon scope of work, project schedule and list of deliverables and finalize the communication schedule, including confirming dates for status report meetings and stakeholder meetings.

Proposed Deliverables:

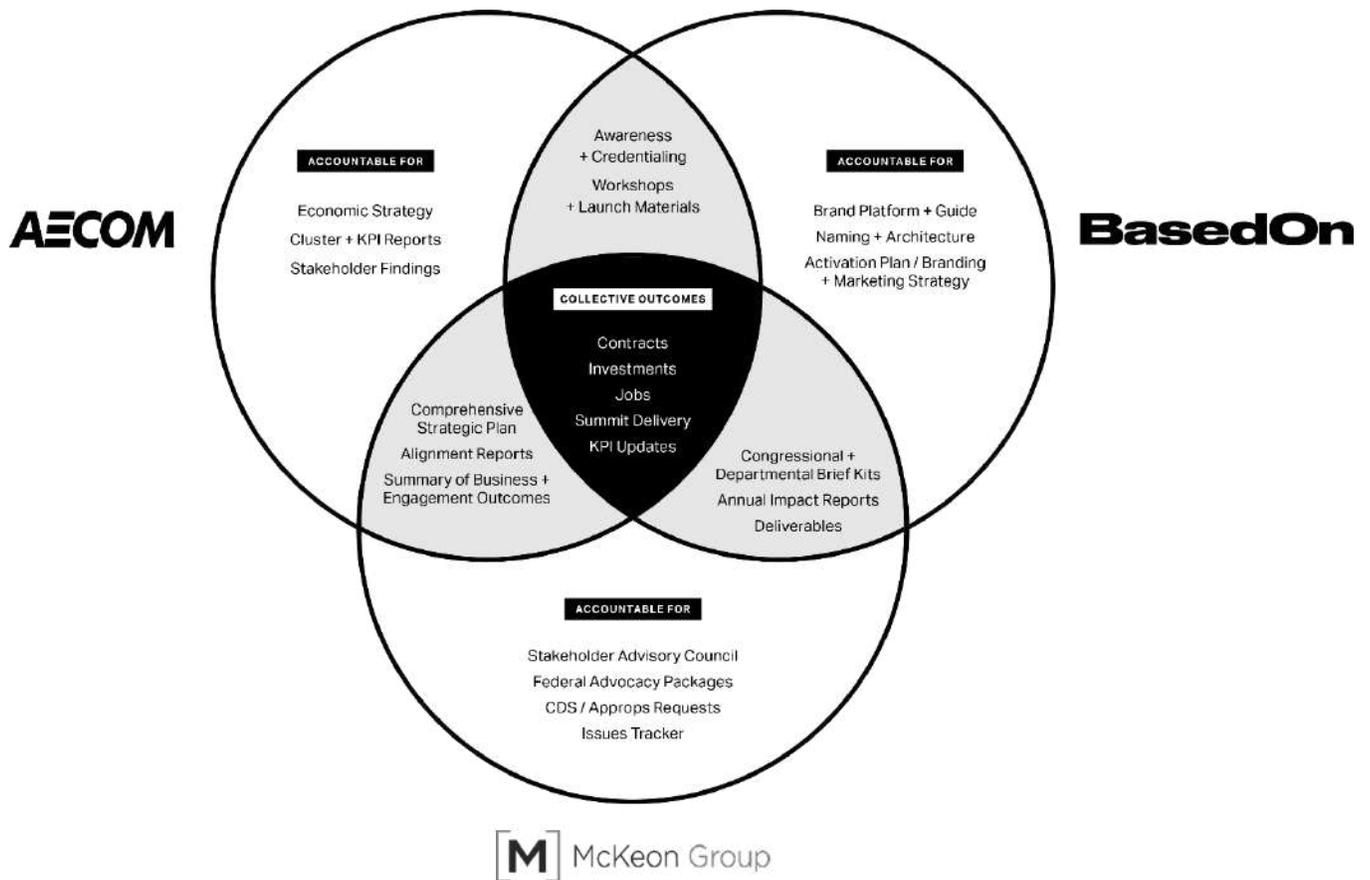
SECTION 03

Project Schedule, Visualized



SECTION 04

Partnership Structure and Overview, Visualized



SECTION 05

Conclusion – Closing Notes from Our Partners

Howard P. “Buck” McKeon

Chairman & Chief Executive Officer
The McKeon Group, Inc.
675 N Washington St., Ste 340
Alexandria, VA 22314
September 15, 2025

Dear Mr. Skurda,

The Arsenal Alliance will only succeed if its advisor pairs deep Washington influence with hands-on expertise in defense-industry economic development. **As the only active federal advocacy firm led by a former Chairman of both the House Armed Services and House Education & Workforce Committees**, the McKeon Group offers exactly that combination.

While many boast their relationships and access to policy makers and defense industry here in Washington DC and around the world, few have actual influence to execute the most challenging defense contracts, defense appropriations and policy and ability to advance complex defense industrial base and manufacturing opportunities. The McKeon Group is widely recognized as a firm that carries the highest level of influence in the defense industry as Chairman McKeon and the firm commands the highest level of insight, relationships, access forward thinking strategy and above all else – influence.

Beyond Washington DC and internationally, the firm has a robust experience in working with States and local communities that have sought to broaden their footprint and level of engagement with the defense industrial base, as we have successfully partnered with communities in California, Alabama, Texas, Indiana and Oklahoma.

- **Unmatched defense credibility.** Chairman McKeon’s 22-year Congressional career included writing and stewarding 14 National Defense Authorization Acts that shaped today’s ground-combat, industrial-base, and STEM-education landscapes. Our principals serve on the Board of the National Defense Industrial Association and maintain daily working relationships with TACOM, ACC-DTA, PEO GCS, GVSC, and all major primes and several defense tech innovators and suppliers as well as US

allied nations and States and local communities from across the US.

- **Proven funding track record.** In the last four years alone, we secured more than \$3 billion in DoD contracts, Congressional Directed Spending, and federal grants for universities, municipalities, and cyber-innovation hubs—often within new or evolving programs such as Space Force UPP and Defense Community Infrastructure Pilots. McKeon Group works closely with defense firms that seek board support and resources from the federal government, and we have wide-ranging experience and a proven track record of delivering results with a quantifiable impact for our clients. We have deep insights into the Congressional Appropriations process as well as Pentagon programs from the Defense Innovation Unit and the office of Strategic Capital.
- **Cluster-building experience.** Our team has guided the Bossier Parish Cyber Innovation Center, Arizona State University’s defense knowledge enterprise, and multiple California cities in standing up coordinated public-private ecosystems that mirror the Arsenal Alliance’s objectives. The firm has also represented defense manufacturers as they have sought new locations to expand their operation too, and we have worked with local and state leaders to develop various economic and tax incentives to attract new defense industry that grew communities job opportunities.
- **Michigan roots and reach.** Ambassador Pete Hoekstra, former House Intelligence Committee Chair and U.S. Ambassador to the Netherlands, remains one of Michigan’s most respected defense and economic voices. His relationships with the state’s delegation and the Dutch defense-tech community further extend the Alliance’s transatlantic reach. The firm has extensive and exceptional working relationships with many of Michigan’s current Congressional Delegation, including Rep. Jack Bergamn, Rep. Debbie Dingell, Rep. John James, Rep. Lisa McCalin, and Rep. Haley Stevens as well as the two Senators from Michigan. Additionally, we work very closely with the Michigan Defense Center team in the MEDC and its Director, Mr. Mark Ignash.
- **Insight into key reorganization of funding.** In the next Congress the House Armed Services Committee (HASC) and Senate Armed Services

Committee (SASC) will be reorganizing their committees to fund our national governments resources for defense priorities. McKeon Group founder, Chairman McKeon has been in communication with both Chairs of the HASC and SASC on how to efficiently achieve the reorganization. Making McKeon Group and its Principles as trusted resources to current member of Congress.

We appreciate the Cities' commitment to transform Southeast Michigan into America's premier defense corridor and stand ready to deliver the strategic planning, stakeholder convening, federal advocacy, workforce coordination, and branding expertise outlined in your RFP.

Thank you for your consideration. We look forward to discussing how the McKeon Group can power the Arsenal Alliance from concept to national model.

Sincerely,

Howard P. "Buck" McKeon
Chairman & CEO

Matthew Clayson
Managing Director
BasedOn
400 Grand River Avenue, Suite 200
Detroit, MI 48226
September 15, 2025

Greetings:

Together, **we present a winning team with a winning approach.** We share the knowledge, experience and relationships to position the arsenal alliance for a future of success and growth in an era of rapidly evolving technology, threats and warfare. And we have the capability to re-position the Van Dyke and Mound Road corridors as the center of the nation's defense industry, developing the systems, collaborations and technologies necessary for a safe, secure world and American military primacy.

Our knowledge spans economic development, defense and defense adjacent industries. **Our collective work with a global portfolio of economic development, defense and defense adjacent industries positions to effectively translate business objectives into actionable economic development strategies** supported by effective, results-driven brand and marketing campaigns and a pro-active approach to

stakeholder engagement and governmental affairs designed to effectively reach the right decision-makers at the right time, in D.C. and beyond, delivering more contracts, investment and jobs.

Our experience transcends economic development and industry, and is rooted in driving real, actionable results for the clients we serve. Collectively, we have developed economic development strategies that transformed decommissioned military bases and re-positioned legacy industrial assets for success in the innovation economy, brand and marketing campaigns that have attracted global investors and employers such as Google, Related Cos and Boston Consulting Group and innovation anchors such as Newlab and the University of Michigan, and **maintain 275 years + of combined experience working with leading defense contractors as brand, marketing, business development and governmental affairs consultants.**

Our relationships run deep. Our networks span D.C., Michigan, Southeast Michigan and Macomb. **We are as comfortable navigating the halls of the Pentagon, Office of Management and Budget or Rayburn and Cannon House Office Buildings as we are convening a stakeholder convening at Velocity or facilitating a technical roundtable at the General Motors Technology Center or TACOM.** Wherever and whenever we are representing the Arsenal Alliance, we're confident we'll be in good company, around clients, colleagues and collaborators - driving alignment around the deliverables required to bring more contracts, investment, jobs and opportunity to the Van Dyke and Mound Road corridors.

We have a once in a generation opportunity to position Macomb County and Southeast Michigan as the global leader in developing the technology, processes and systems needed to build the next generation of combat capabilities and component: capabilities and components that enhance survivability for our war fighters, exact lethality against our enemies - ensuring warfighters have the most advanced combat capabilities and components available to dominate future conflicts.

Sincerely,

Matthew Clayson, Managing Director

About AECOM

AECOM is the global infrastructure leader, committed to delivering a better world. As a trusted professional services firm powered by deep technical abilities, we solve our clients' complex challenges in water, environment, energy, transportation and buildings. Our teams partner with public- and private-sector clients to create innovative, sustainable and resilient solutions throughout the project lifecycle – from advisory, planning, design and engineering to program and construction management. AECOM is a Fortune 500 firm that had revenue of \$16.1 billion in fiscal year 2024. Learn more at [aecom.com](https://www.aecom.com).

CONTACT

Chris Brewer
Vice President, Economics + Advisory
T: 312-218-1142
E: chris.brewer@aecom.com

Original

IX. CONFIDENTIAL COST PROPOSAL

This Confidential Pricing Form must be completed in its entirety and returned with your proposal.

The undersigned hereby declares that the instructions and specifications have been carefully examined and that a **DEFENSE INDUSTRY ECONOMIC DEVELOPMENT ADVISOR** for the City of Sterling Heights and City of Warren will be furnished for the fees set forth in this proposal. The Cities reserve the right to reject all proposals, negotiate terms, conditions and/or fees with one or more of the vendors submitting proposals, and select the proposal that best meets the needs of the Cities.

It is understood and agreed that all proposal prices shall remain in effect for at least ninety (90) days from the date of the proposal opening to allow for the award of the proposal and that if chosen the successful vendor, the prices proposed will remain firm through final invoice. Your cost proposal should include a lump sum pricing model, however the City is desirous of understanding the components as to how the lump sum price is calculated. i.e. staff time and allocation, expenses incurred, etc.

Annual Grand Total: \$1,398,573

Please refer to the following pages for our cost breakdown.

**please provide a detailed cost sheets as an additional attachment*

I hereby state that I have read, understand and agree to be bound by all the terms of this proposal document.

The undersigned certifies that he has downloaded all documents/addendums associated with this proposal from the MITN website.

Company AECOM Technical Services, Inc.

Address 300 South Grand Avenue, 9th Floor

City/State/Zip Los Angeles, CA 90071

Representative/Title Chris Brewer / Authorized Signatory, Vice President

Telephone/Fax 312-218-1142

Terms N/A

E-Mail Address/Website chris.brewer@aecom.com

Signature/Date  September 16, 2025

This form **must** be completed and returned with your proposal.

SECTION 06

Cost Proposal

Breakdown of Expenses

AECOM is committed to providing appropriate staff time commitment and resources to successfully deliver a project. Staff time is allocated based on project requirements, with clear definitions of roles and responsibilities. While our professionals are committed to multiple projects for various clients simultaneously, we are confident in our ability to execute and deliver quality work for this important endeavor. AECOM also employs a flexible staffing strategy, adjusting personnel assignments as needed to meet project demands while maintaining a balance between workload and resource availability.

The following budget is tied to our interpretation of your request for proposals, and is negotiable. Estimated fees for Phase 3 and Phase 4 are conceptual, and subject to negotiations regarding deliverables, schedule, and meetings.

	Phase 1	Phase 2	Phase 3 (est.)	Phase 4 (est.)	Total Estimated Fee
	Months 1-7	Months 8-12	Months 13-23	Months 24-36	
AECOM	\$219,567	\$124,006	\$75,000	\$50,000	\$468,573
BasedOn	\$195,000	\$125,000	\$100,000	\$50,000	\$470,000
McKeon Group	\$85,000	\$125,000	\$125,000	\$125,000	\$460,000
Total	\$499,567	\$374,006	\$300,000	\$225,000	\$1,398,573

Detailed Rate Table

Title	Year 1	Year 2	Year 3
Vice President / Principal in Charge / Managing Director	\$325	\$330	\$341
Project Manager	\$201	\$204	\$211
Workforce Lead	\$233	\$237	\$245
Director of Strategy	\$200	\$204	\$208
Manager / Sr Associate / Sr Designer	\$161	\$164	\$169
Analyst / Sr. Analyst / Jr Designer	\$132	\$134	\$139

SECTION 06

Cost Proposal

Breakdown of Expenses

AECOM is committed to providing appropriate staff time commitment and resources to successfully deliver a project. Staff time is allocated based on project requirements, with clear definitions of roles and responsibilities. While our professionals are committed to multiple projects for various clients simultaneously, we are confident in our ability to execute and deliver quality work for this important endeavor. AECOM also employs a flexible staffing strategy, adjusting personnel assignments as needed to meet project demands while maintaining a balance between workload and resource availability.

The following budget is tied to our interpretation of your request for proposals, and is negotiable. Estimated fees for Phase 3 and Phase 4 are conceptual, and subject to negotiations regarding deliverables, schedule, and meetings.

	Phase 1	Phase 2	Phase 3 (est.)	Phase 4 (est.)	Total Estimated Fee
	Months 1-7	Months 8-12	Months 13-23	Months 24-36	
AECOM	\$208,589	\$117,805	\$71,250	\$47,500	\$445,144
BasedOn	\$185,250	\$118,750	\$95,000	\$47,500	\$446,500
McKeon Group	\$80,750	\$118,750	\$118,750	\$118,750	\$460,000
Total	\$474,589	\$355,305	\$285,000	\$213,750	\$1,328,644

Detailed Rate Table

Title	Year 1	Year 2	Year 3
Vice President / Principal in Charge / Managing Director	\$325	\$330	\$341
Project Manager	\$201	\$204	\$211
Workforce Lead	\$233	\$237	\$245
Director of Strategy	\$200	\$204	\$208
Manager / Sr Associate / Sr Designer	\$161	\$164	\$169
Analyst / Sr. Analyst / Jr Designer	\$132	\$134	\$139

Key Assumptions

Our legal review of your RFP highlighted the following for consideration in negotiations:

- The contract requires adherence to the equal opportunity clause, 41 CFR § 60-1.4. Our understanding is that this has been rescinded by Executive Order (EO) 14173: Ending Illegal Discrimination and Restoring Merit-Based Opportunity (2025), so AECOM could be liable if audited by the federal government
- Regarding Article XI "Hold Harmless and Indemnity"; AECOM preference would be limited to the extent caused by our negligence.

Regarding Insurance requirements:

- Regarding language requiring "admitted/licensed" insurers, AECOM can agree to "authorized" insurers.
- AECOM's Professional Liability and Contractors Pollution Liability coverage is written on a "claims made/aggregate" basis rather than on a "per occurrence" basis as written under Article V. Insurance Requirements.
- AECOM insurance guidelines allow us to identify clients as "additional insured" status, not "named insured" or "additional named insured" status. AECOM provides Additional Insured status via a blanket endorsement which does not 'name' Additional Insured parties on our policies.
- As a matter of practice, AECOM does not provide copies of confidential and proprietary insurance policies to clients or any third parties. Copies of specific endorsements that are attached with certificates of insurance is acceptable when required. AECOM's corporate financial statements are publicly available on www.aecom.com and demonstrate our financial strength and ability to satisfy our deductibles/self-insured retentions.

13. How many years' experience do you have in providing for the services contemplated within this proposal? Please list the municipalities, when applicable:

City of Detroit, Detroit Economic Growth Corporation, City of Chicago, City of Naperville, St. Louis County, St. Louis Economic Development Partnership, Greater Sandusky Partnership, Connect Macomb

14. How many clients does your company currently serve with the type of work described?

As a global firm, AECOM serves hundreds of public- and private-sector clients.

15. Has your company had a similar contract for services terminated for cause within the last three years? If yes, please explain.

No

16. Please provide information on your hiring practices, employee training and employee safety programs:

Please refer to our Careers website (aecom.com/careers) for our hiring practices and employee training. AECOM conducts an annual training for employee safety.

17. Provide information relative to the experience and financial capability of your company to carry out the terms of this contract:

AECOM is a fully integrated infrastructure firm, with 51,000 employees and \$16.1 billion in revenue (full year 2024). We bring diverse experience across economic development, infrastructure and planning.

18. Do you have any current contracts for similar services in Sterling Heights? If yes, please list location(s):

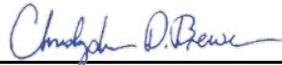
To best of our knowledge, AECOM Technical Services, Inc. does not have any current contracts in Sterling Heights.

Questionnaire completed by:

Company Name: **AECOM Technical Services, Inc.**

Print Name **Chris Brewer**

Title **Authorized Signatory/Vice President**

Signature 

Date: **September 16, 2025**

This form **must** be completed and returned with your bid.



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: MARCH 2, 2026
TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL
FROM: RFP-W-1545 REVIEW PANEL
SUBJECT: REVIEW PANEL RECOMMENDATION TO AWARD RFP-W-1545; GRANT WRITING AND ADMINISTRATIVE SERVICES

RECOMMENDATION:

The RFP-W-1545 review panel unanimously recommends that a contract to provide Grant Writing and Administrative Services for the City of Warren be awarded to LSI Business Development, Inc. (LSI), 1530 N. Layton Hills Parkway, Suite 201, Layton, UT 84041 at the rates shown in the table below, for a two (2) year period, with the option to extend for four (4) additional two (2) year periods through mutual consent of both parties in an annual amount not to exceed \$100,000.00.

TASK	SERVICE	COST
1.	Project Management & Strategy	\$150.00 per hour
2.	Researching Funding Opportunities	\$135.00 per hour
3.	Grant Writing and Application Support	\$135.00 per hour
4.	Post-Award Support & Compliance Reports	\$150.00 per hour
5.	Travel Expenses for Three (3) in-person meetings (flights, hotel, rental vehicle, per diem)	\$4,900.00 (Annual Not to Exceed)

OVERVIEW:

The City of Warren solicited proposals for a professional Grant Writing and Administrative Services for the City of Warren. The scope of work includes, but is not be limited to the following:

- Researching potential grant funding opportunities for the City, including but not limited to federal, state, local, public, and private grants;
- Preparation of listings of potential grant funding sources for dissemination to City Controller and Department Heads, or their designated representatives, for review and approval of grant applications. Copies of grants being pursued shall be sent

to the Mayor, City Council, City Controller and City Attorney. Listings shall be updated at least quarterly with status information.

- Timely communication with the City Controller and Department Heads during the grant application process.
- Reviewing application guidelines and preparing a timeline and chart of tasks for grant submission;
- Writing all sections of a grant application by administering, managing, coordinating, and complying with all aspects of the grant writing process, from cradle to grave, for Public, Private, State, and Federal grant opportunities;
- Preparing and submitting spending plans, grant requests, reimbursement requests, monthly, quarterly, and annual reports for a variety of matters.
- Ensuring that letters of support and other required certifications, or documents, are submitted with the grant application;
- Submitting the grant in the appropriate format with copies as required in accordance with the grant timeline;
- Compiling all reports;
- Proper submission of all reports;
- Working with the Grant Project Manager to determine appropriate funds;
- Overseeing compliance with applicable state and federal grant guidelines and directives;
- Providing proper communication and compliance reporting to the appropriate personnel (i.e., SEFA reporting to Controller's office, Department Head, etc.)
- Monitoring public, private, state and federal grant programs for appropriate program specific funding opportunities;
- Contractual arrangements and procedures;
- Preparing status reports and other documentation as required;
- The awarded Consultant will be expected to conduct their work at their place of business. When work is required on City property, a conference room may be scheduled by the City, for the Consultant to utilize;
- The City does not anticipate the need for the awarded Consultant to work extended hours or on weekends unless the City requires the Consultant to attend a City Council meeting or similar event.
- The awarded Consultant will only be responsible for grants that they write. The awarded Consultant will be responsible for these grants from cradle-to-grave.

RFP PROCESS:

On Wednesday, September 17, 2025, electronic proposals were publicly opened for RFP-W-1545 Request for Proposals to provide Grant Writing and Administrative Services for the City. Proposals were solicited through the BidNet® (MITN) system. Ten (10) firms responded with a proposal. They were:

- Blais & Associates, LLC
- Diversified Services Network, Inc.
- Elite Research, LLC
- GAFSCO, LLC dba Grant and Funding Solutions Company
- GirlWrites, LLC
- KC Holdings, Inc. dba Grant Management Associates

- LSI Business Development, Inc.
- MGT Impact Solutions, LLC
- The Ferguson Group, LLC
- Wade Trim Associates, Inc.

EVALUATION PROCEDURE:

The proposal responses were sent to committee members and subsequently the review committee met to evaluate the merits of each proposal.

PROPOSERS:

After the initial review of proposals, the committee decided to bring in a total of three (3) firms to participate in an interview session so the committee could have open discussions with the firms in order to gain a better understanding of each firm's strengths. The three (3) firms were:

- LSI Business Development, Inc.
- The Ferguson Group, LLC
- Wade Trim Associates, Inc.

RFP COMMITTEE RECOMMENDATION - LSI BUSINESS DEVELOPMENT:

Once discussions with the three (3) firms were completed, the RFP Committee unanimously voted to recommend award to LSI Business Development. LSI has experience with Federal and State grants and working with the State of Michigan Labor and Economic Opportunity (LEO), Michigan's Economic Development Agency (MEDC), and Michigan's Department of Environment, Great Lakes, and Energy (EGLE).

Once a contract has been executed, LSI will set up a kick-off meeting with key City staff to understand the City's goals, objectives, expectations, and plans to have a successful partnership. This meeting will also be used to identify roles of LSI and City staff. Finally, the meeting will determine projects that the City is interested in pursuing and those that may not be a good fit for the City.

The following LSI services will include, but not be limited to, the following:

- Meet monthly with key stakeholders;
- Obtain proper City approvals before commencing the application process;
- Provide cradle-to-grave Grant writing and Administrative Services or customize their services in order to meet the needs of the City;
- Offer hourly rate costs or not-to-exceed costs (if requested by the City) for each separate grant project;
- Research, identify, evaluate, and present funding opportunities (federal, state, and private) aligned with the City's goals;
- Train City staff and suggest improvements for the management of the Grant Process;
- Assist the City by guiding, supporting, and customizing recommendation letters;
- Provide logic models and narratives;
- Develop a formal, written document outlining the City's principles, goals, and procedures for managing external funding, ensuring compliance with regulations, and aligning with strategic objectives.
- A platform (Sharepoint) will be set up and updated every month that will share all active and future grants, which can be accessed by the City at any time;
- An in-depth review of all grants through their "Merit Review Program";
- Provide constant reminders of deadlines for data, submissions, etc. to City staff.

LSI has reviewed the Draft Contract and has no objections to its format.

If approved by your honorable body, this agreement shall commence on March 11, 2026 for a two (2) year term with options to extend for four (4) additional two (2) year terms, with mutual consent of both parties and with City Council approval. The initial focus will start mainly with the following departments; Parks & Recreation, Police, and Fire. Other departments will be included, as needed.

Funds to support payments to LSI are available in the Contractual Services; Unallocated Account.

Respectfully Submitted,

Signed by:
Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

The attached contract has been prepared by the Assistant City Attorney, Laura Sullivan.

Signed by:
Laura Sullivan
D5AB6A2EE6F9412...
Laura Sullivan
Assistant City Attorney

Read and Concur,

Signed by:
Kris Battle
F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:
Richard Fox
CF2C773236C54C9...
Richard Fox
City Controller

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

COMMITTEE MEMBERS:

- Gary Boike, City Councilman
- Kristina Lodovisi, Chief of Staff
- David Muzzarelli, Public Service Director
- Steve Campbell, Administrative Supervisor
- Laura Sullivan, Assistant City Attorney
- Brent Chisolm, Police Captain
- Carla Rexford, Administrative Corporal
- Jason Spiller, Parks & Recreation Director
- Jared Gajos, Human Resources Director
- Mark Knapp, Assistant City Controller
- Craig Treppa, Purchasing Agent

ACKNOWLEDGEMENT

City of Warren One City Square Warren MI 48093		BID #: RFP-W-1545 BID DUE DATE: 9/17/2025 DEPT: VARIOUS	
Product or Service: GRANT WRITING SERVICES			
PROPOSER	A2	SIGNED	ACKNOWLEDGED
BLAIS & ASSOCIATES (B&A)	X	X	X
DIVERSIFIED SERVICES NETWORK, INC.	X	X	X
ELITE RESEARCH, LLC	X	X	X
FERGUSON GROUP, LLC., THE	X	X	X
GAFS, CO.	X	X	X
GIRL WRITES, LLC.	X	X	X
KC HOLDINGS, INC.	X	X	X
LSI BUSINESS DEVELOPMENT	X	X	X
MGT IMPACT SOLUTIONS, LLC.	X	X	X
WADE TRIM ASSOCIATES, INC.	X	X	X

RESOLUTION

Document No: RFP-W-1545
Product or Service: Grant Writing Services
Requesting Department: Various

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2026 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 City of Warren sought firms to provide Grant Writing Services (cradle-to-grave) for City Departments. The City conducted a Request For Proposal (RFP) process, which required firms to submit proposals that outlined their qualifications, experiences, and project approach for writing and administering grants for the City.

On Wednesday, September 17, 2025, electronic proposals were publicly opened for RFP-W-1545; to furnish Grant Writing and Administrative Services for the City. RFP's were solicited through BidNet® (MITN). Ten (10) firms responded with a proposal. Their names are shown below;

- Blais & Associates, LLC
- Diversified Services Network, Inc.
- Elite Research, LLC
- GAFSCO, LLC dba Grant and Funding Solutions Company
- GirlWrites, LLC

- KC Holdings, Inc. dba Grant Management Associates
- **LSI Business Development, Inc.**
- MGT Impact Solutions, LLC
- The Ferguson Group, LLC
- Wade Trim Associates, Inc.

The review panel thoroughly reviewed the proposals to reflect the review panel's consensus judgment of the depth, breadth, and scope of the RFP, along with the ability to meet the primary needs of the City.

After in depth discussions, and interviews with the top three firms (LSI Business Development, Inc., The Ferguson Group, LLC, and Wade Trim Associates, Inc.), the review panel determined that the proposal submitted by LSI Business Development, Inc. (LSI), 15303 N. Layton Hills Parkway, Suite 201, Layton, UT best met the City's vision for a Grant Writer.

Therefore, IT IS RESOLVED, that the proposal of LSI is hereby accepted by City Council in an amount not to exceed \$100,000.00 annually.

IT IS FURTHER RESOLVED, that the contract shall have an initial term of Two (2) years with options to renew for four (4) additional two-year periods, with mutual consent of both parties.

IT IS FURTHER RESOLVED, that the agreement shall commence on March 11, 2026.

IT IS FURTHER RESOLVED, that funds to support payments to LSI are available in the Contractual Services; Unallocated Account.

IT IS FURTHER RESOLVED, that any extensions shall be approved by Warren 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 Proposal Documents
- 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 _____, 2026.

 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 _____, 2026.

Sonja Buffa
City Clerk

**GRANT WRITING AND ADMINISTRATIVE SERVICES AGREEMENT
BETWEEN THE CITY OF WARREN AND LSI BUSINESS DEVELOPMENT INC.**

THIS AGREEMENT is made and entered into this 11th day of March, 2026, by and between the CITY OF WARREN, a municipal corporation, located at One City Square, Warren, MI 48093-5289 (the City), and LSI Business Development, Inc., a domestic business corporation, located at 1530 N. Layton Hills Parkway, Suite 201, Layton, UT 84041 (Contractor) (the Agreement).

RECITALS

The City desires a qualified contractor to provide Comprehensive Grant Writing and Administrative Services and solicited proposals under RFP-W-1545.

The City selected the proposal of Contractor to provide the services requested in RFP-W-1545 (the Services).

Contractor agrees to perform the Services upon the terms and conditions set forth in this Agreement.

IN CONSIDERATION of the mutual covenants and promises set forth herein, the City and Contractor agree as follows:

TERMS AND CONDITIONS

1. **Recitals.** The Recitals above are incorporated into this Agreement.
2. **Scope of Work.** Contractor shall provide all Services that are requested in RFP-W-1545, that are included in Contractor's response to RFP-W-1545, and that are contained on the Scope of Work, which is attached as Exhibit A, and incorporated into this Agreement.
3. **Compensation.** In consideration of the Services, the City agrees to pay Contractor in an amount not to exceed (NTE) \$100,000.00 annually, in accordance with the Pricing Sheet, which is attached as Exhibit B, and incorporated into this Agreement. The parties agree that a negotiated NTE price may be obtained before any given Service commences.
4. **Expense Reimbursement.** The City agrees to reimburse Contractor for the travel expenses for three (3) annual in-person meetings with the City (flights, hotel, rental vehicle, per diem) at a cost NTE per year \$4,900.00.
5. **Payment terms.** The City's payment terms are net 45 days. Time will be computed from the date of complete delivery of Services, supplies, or equipment, as specified, or from the date correct invoices are received in the Office of the City Controller, if the latter is later than the date of delivery. Progress payments will be made based on hours of work completed during the course of the engagement in accordance with the firm's fee proposal. Interim billings shall cover a period of not less than a calendar month.
6. **Independent Contractor.** Contractor is performing the Services as an independent contractor and not as employee, agent, partner, or joint venturer with the City. Contractor is not entitled to any benefits provided by the City to its employees, including but not limited to retirement benefits, pension plans, health insurance, vacation time, sick leave time,

compensation, or unemployment insurance. Contractor shall pay all its own taxes on compensation paid to the Contractor for the Services.

- 7. Oversight.** This Agreement contemplates the Services and oversight of Taneesa Wright for Contractor on all major activities. Contractor will give the City advanced notice if any staffing changes are needed.
- 8. Liability and indemnity.** The Services will be performed entirely at Contractor's risk. Contractor, for itself for its principals, officers, members, directors, employees, and agents, agrees to hold harmless, defend, and indemnify the City, and its officers, directors, committees, employees, and agents, and/or any other agency, person, or entity providing assistance to the City of Warren, from any and all liability, suits, demands, judgments, and claims for damages or any injury to person or property arising out of or related to the acts or omissions of the Contractor or its officers, employees, subcontractors, and agents, including, any claim or action based upon an intellectual property infringement or violation for Services performed by or through Contractor under this Agreement, and shall also save and hold harmless and defend the City, its officers, directors, committees, employees, and agents from any employment claim for worker's compensation, insurance rights, pension rights, fringe benefits, or unemployment compensation. These indemnity obligations are in addition to any indemnity obligations in the Proposal shall survive termination, and all such obligations shall survive termination of this Agreement.
- 9. Insurance.** Contractor shall maintain the insurance requirements stated on page 9 of RFP-W-1545, which is attached as Exhibit C, and incorporated into this Agreement.
- 10. Assignment.** Any assignment of this Agreement by Contractor without the consent of the City shall be void.
- 11. Duration.** This Agreement shall commence on the date stated above and continue for two (2) years, with the option to renew for four (4) additional 2-year periods with the approval of city council.
- 12. City's Sole Option.** The City shall have the sole option to extend this Agreement by written notice to Contractor exercising the option at least ten days prior to the expiration of this Agreement. If the City exercises this option, all the provisions of this Agreement shall remain in full force and effect other than the date of expiration.
- 13. No Exclusive Contract/Additional Services.** Contractor agrees and understands that this Agreement shall not be construed as an exclusive agreement and that the City may, at any time, secure similar or identical Services at its sole option.
- 14. Termination.** Upon termination or expiration of this Agreement, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, report or any other work product prepared by Contractor shall, at the option of the City, become the property of the City and Contractor shall not retain any proprietary right in any such item.

 - A. Failure to Perform.** The City may terminate this Agreement for the failure to perform Services to the satisfaction of the City or for any other violation of this Agreement. The City shall provide ten (10) days' advance notice to Contractor for the failure to perform Services or for any other violation of this Agreement. Unless futile or the violation is recurring, the City shall provide written notice and the opportunity to cure the violation prior to termination. In the event of a dispute, or to avoid interruption of Services, the City may engage another

to perform the Services and Contractor shall be responsible for any costs the City incurs as a result of Contractor's violation. The City may withhold payment to offset any damage the City incurs as a result of Contractor's violation.

B. At Will. Either party may terminate this Agreement at will by giving a minimum of thirty (30) days' prior written notice to the other party. The City will compensate Contractor for all Services performed and approvable reimbursable expenses from the inception date to the termination date provided the Services performed were provided in accordance with this Agreement and provided that Contractor has furnished the City with all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, report or any other work product prepared by Contractor under this Agreement.

C. Misrepresentation. The City may terminate this Agreement if there is evidence of any misleading or intentionally fraudulent information or documents provided in connection with this Agreement.

15 Contractor furnished equipment and supplies. Contractor shall furnish all labor, supplies, tools, and equipment to complete the work described in this Agreement.

16 Subcontractors. If Contractor retains subcontractors, Contractor shall be solely responsible for all Services and payment of said subcontractors. Additionally, Contractor shall indemnify and hold the City harmless from any current or future claims from a subcontractor against Contractor.

17 Confidentiality. All finished or unfinished documents, data, studies, surveys, maps, or reports prepared or assembled by Contractor in the performance of the Services shall be the property of the City, and all rights to the such word-product will be owned by the City and may be duplicated, used, modified, copied, and disseminated by the City in its sole discretion. Nothing herein shall be construed as an assignment of any rights to Contractor's proprietary information, methodologies or techniques.

Contractor shall keep confidential any of the City's information, data, codes, studies, or other records which become known to Contractor during the Services and shall not disclose such information to a third party, unless approved by the City's Administrator.

18 Terms to be exclusive. The provisions of this Agreement are for the benefit of the parties solely and not for the benefit of any other person, persons, or legal entities.

19 Notice. Any notice or other communication given by either party to the other related to this Agreement may be emailed, hand delivered; sent by a commercial carrier; or sent by mail, addressed to the party as set forth below:

To the City:

The City of Warren
Attn: Richard Fox
City Controller
One City Square, Suite 425
Warren, MI 48093
(586) 574-4588
rfox@cityofwarren.org

To Contractor:

LSI Business Development, Inc.
Attn: Sarah Bertagnolli
President & CEO
1530 N. Layton Hills Parkway, Suite 201
Layton, UT 84041
(801) 776-0062
Proposals1@lsiwins.com

20. Amendment. No amendment of this Agreement shall be binding unless in writing and signed by a duly authorized representative of both parties.

21. Governing law. This Agreement shall be construed in accordance with Michigan law as it exists at the time of this Agreement. Disputes arising out of this Agreement shall be litigated in the State court having jurisdiction over Macomb County, Michigan. If a dispute arises that requires resolution in Federal court, it shall be litigated in the United States District Court for the Eastern District of Michigan.

22. 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) by e-mail (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 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.

IN WITNESS WHEREOF, the undersigned have executed this Assignment as of the date of the City's signature, which will be the last party to sign, and each is duly authorized to do so as of the dates indicated below.

WITNESS:

Signed by:

Print Name: Veronica Eatchel

LSI BUSINESS DEVELOPMENT, INC.

Signed by:

By: Christine Watson
Christine Watson
Contracts Manager

WITNESS:

Signed by:

Print Name: Judith Smith

CITY OF WARREN

Signed by:

By: Lori M. Stone
Lori M. Stone
Mayor

Signed by:

Print Name: Mary Hado

Signed by:

By: Sonja Buffa
Sonja Buffa
City Clerk

EXHIBIT A

SCOPE OF SERVICES

Contractor shall provide the following Services under the direction of the City Controller and the Grant-related Department Heads or their designees (Grant Managers):

Grant Policy. Develop a formal, written document outlining the City's principles, goals, and procedures for managing external funding, ensuring compliance with regulations, and aligning with strategic objectives.

Boilerplate Development. Create a "Narrative Library" (organization history, mission, capacity statements) for use in future applications.

Grant Research. Research, identify, evaluate, and present funding opportunities (federal, state, and private) aligned with the City's goals, monthly. Monitor public, private, state and federal grant programs for appropriate program specific funding opportunities.

Inventory. Create an inventory of potential grant-funded projects, an assessment of local match available, and determine other funding partners and collaborative organizations

Proposal Development. Write, edit, and format persuasive grant proposals, from cradle to grave, including logic models and narrative sections. A logic model is a visual "roadmap" or "blueprint" that illustrates how a program is intended to work and the narrative is the "storytelling that provides the justification, urgency, and strategy.

City Requests. Investigate, or audit for validity, grant opportunities brought forth by the City.

Requests for Information. Work with the Grant Managers to determine funding needs. Specifically request all internal data, and other required certifications, or documents, that are required for or related to the submission of the grant application. Obtain Letters of recommendation.

City Council Meetings. Attend relevant City Council meetings or other similar events, at the request of the Grant Managers.

Application Approval. Obtain the City Controller's approval before the application process.

Work Schedule. Submit a work schedule and update monthly.

Timelines and Checklists. Create and update Timelines and Checklists for each grant opportunity and post-award administration.

Grant Calendar. Maintain a master list of all grants and recurring grant deadlines.

Administrative Management. Coordinate submission of grant application in the appropriate format via portals (e.g., [Grants.gov](https://www.grants.gov), [SAM.gov](https://www.sam.gov)), manage Timelines and Grant Calendars, and assist with post-award reporting or audits.

Authorization to Deviate. The City may request a shift in priorities via email. If a new "emergency" grant opportunity arises, Contractor and the City will mutually agree on which item in Grant Calendar will be moved to a lower priority or a later date.

Compliance. Properly submit all required reports to the appropriate personnel (i.e., SEFA reporting to Controller's office, Department Head, etc.). Oversee compliance with applicable state and federal grant guidelines and directives.

Place of Business. Contractor shall conduct the Services at their place of business. When work is required on City property, a conference room may be scheduled by the City.

Reporting. Maintain complete, clearly identified, accurate, and readily accessible records of labor costs, material expenses, Services, and other such information required by the City in accordance with generally accepted accounting principles and in sufficient detail to permit an evaluation of the Services. Provide records in a form acceptable to the City, which the City may specify and change from time to time. Monitor and report expenditures. Prepare and submit spending plans, grant requests, reimbursement requests, and monthly, quarterly, and annual reports for a variety of matters. Provide free access to the City or its designees, at reasonable times, to such reports and records, and give the City the right to examine and audit said books and records. Such records, together with supporting documentation, shall become the property of the City.

EXHIBIT B
PRICING SHEET

Task	Hourly Rate
Task 1. Project Management & Strategy	\$150
Task 2. Researching Funding Opportunities	\$135
Task 3. Grant Writing and Application Support	\$135
Task 4. Post-Award Support & Compliance Reports	\$150

EXHIBIT C
INSURANCE REQUIREMENTS
(SEE ATTACHED)

C. INSURANCE REQUIREMENTS:

INSURANCE CERTIFICATE MUST BE SUBMITTED BY THE INSURANCE AGENCY, NOT THE PROPOSER.

The awarded vendor shall be required to provide the City with certificates of insurance naming the City of Warren, City of Warren Municipal Building Authority, Downtown Development Authority, Tax Increment Finance Authority, the 37th District Court, all elected appointed officials, employees and volunteers as individuals acting within the scope of their authority, AS AN ADDITIONAL INSURED.

It is understood and agreed by naming the City of Warren as additional insured, coverage afforded is considered to be primary, and any other insurance the City of Warren may have in effect shall be considered secondary and/or excess.

Additionally, the awarded vendor shall provide language, within the "Description of Operations" section, that "AGREES TO WAIVE THEIR INSURER'S RIGHT OF SUBROGATION UNDER ITS POLICIES".

The awarded Consultant shall provide the following coverage and limits (Sub-contractors utilized by the awarded bidder shall be subject to these same conditions).

COMMERCIAL GENERAL LIABILITY:

The following coverage is part of the General Liability policy:

Policy should be on an OCCURRENCE BASIS WITH COMBINED SINGLE LIMITS.

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
Per project aggregate limit, Independent contractor's coverage, Broad form property damage	
Blanket contractual liability coverage	

ERRORS AND OMISSIONS:

Errors and Omissions insurance coverage shall be \$250,000

AUTOMOBILE LIABILITY:

Automobile liability insurance coverage shall be \$1,000,000 combined single limit for any auto and include hired autos and non-owned autos.

WORKERS' COMPENSATION INSURANCE:

Workers' compensation insurance shall be statutory under the State of Michigan Workers' Compensation Act.

PROFESSIONAL LIABILITY: Professional Liability Policy shall be in the amount of \$1,000,000 per occurrence and/or aggregate.

UMBRELLA LIABILITY POLICY:

Umbrella liability shall be \$2,000,000 and be "following form".

PROFESSIONAL LIABILITY:

Professional Liability Policy shall be in the amount of \$1,000,000 per occurrence and/or aggregate.

Coverage shall be provided by a carrier(s) rated A- or better by A.M. Bests.

Insurance certificates shall contain a provision to the effect that the insurance company SHALL NOTIFY the City at least thirty (30) days prior to CANCELLATION OR MATERIAL CHANGE of the insurance.

() Can meet insurance as indicated.

() Cannot meet but offer the following:

Please see Wade Trim's exceptions/changes to RFP-W-1545 in Appendix D of our proposal.

Company Name: _____

March 16, 2026

Lori M. Stone, Mayor
City of Warren

RE: Request for Proposals: *Lead Abatement Contractors*
Recommendation of Review Panel

Mayor Stone:

I am forwarding for your approval and appointment, my recommendation of the review panel for the above referenced Request for Proposals:

Tom Bommarito, Community Development Director
Angela Tarasenko, Community Development Supervisor
Timothy Babinski, Community Development Technician
Bob Weidner, Community Development Inspector
Mary Michaels, City Attorney or her designee
Rick Fox, City Controller or his designee
Jared Gajos, Human Resources Director
Craig Treppa, Purchasing Agent

We also need a representative from the City Council. Please forward a request to our City Council so that they may appoint a representative at the council meeting on Tuesday, March 24, 2026.

Respectfully Submitted,

Signed by:

6F52A3F825A947D...

Tom Bommarito, Director
Community Development

READ AND CONCUR:

Signed by:

F040B73E57F248E...

Lori M. Stone, Mayor

Certificate Of Completion

Envelope Id: 66EE9530-E165-8714-8254-067B6B4B6D59

Status: Completed

Subject: Complete with Docusign: RFP-W-1826 Committee Request.doc

Source Envelope:

Document Pages: 1

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Timothy Babinski

AutoNav: Enabled

1 City Sq Ste 215

Envelopeld Stamping: Enabled

Warren, MI 48093

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

tbabinski@cityofwarren.org

IP Address: 24.127.1.78

Record Tracking

Status: Original

Holder: Timothy Babinski

Location: DocuSign

3/16/2026 11:46:07 AM

tbabinski@cityofwarren.org

Signer Events

Lori M Stone

lstone@cityofwarren.org

Mayor

City of Warren

Security Level: Email, Account Authentication (None)

Signature

Signed by:

Lori M Stone

F040B73E57F248E...

Timestamp

Sent: 3/16/2026 11:58:39 AM

Viewed: 3/16/2026 12:59:40 PM

Signed: 3/17/2026 9:22:09 AM

Signature Adoption: Pre-selected Style

Using IP Address: 24.127.1.78

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Tom Bommarito

tbommarito@cityofwarren.org

Security Level: Email, Account Authentication (None)

Signed by:

Tom Bommarito

6F52A3F825A947D...

Sent: 3/16/2026 11:58:39 AM

Viewed: 3/16/2026 1:01:08 PM

Signed: 3/16/2026 1:01:14 PM

Signature Adoption: Pre-selected Style

Using IP Address: 24.127.1.78

Electronic Record and Signature Disclosure:

Accepted: 3/16/2026 1:01:08 PM

ID: 26ed436d-330b-47ab-b99d-fc982a3d3515

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

Angela Tarasenko

atarasenko@cityofwarren.org

Security Level: Email, Account Authentication (None)

COPIED

Sent: 3/16/2026 11:58:40 AM

Viewed: 3/16/2026 2:45:57 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Carbon Copy Events	Status	Timestamp
<p>Ayasha Bahar abahar@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">COPIED</div>	<p>Sent: 3/16/2026 11:58:40 AM Viewed: 3/17/2026 8:30:53 AM</p>
<p>Craig Treppa ctreppa@cityofwarren.org Purchasing Agent City of Warren Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">COPIED</div>	<p>Sent: 3/16/2026 11:58:41 AM Viewed: 3/16/2026 12:03:53 PM</p>
<p>Judy Smith jsmith@cityofwarren.org Administrative Coordinator City of Warren Michigan Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">COPIED</div>	<p>Sent: 3/16/2026 11:58:40 AM Viewed: 3/16/2026 12:09:43 PM</p>
<p>Lori M. Stone mayor@cityofwarren.org Mayor Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 3/16/2026 4:07:10 PM ID: 87628eae-9bb7-47db-bcf2-f86ce69a8f9d</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">COPIED</div>	<p>Sent: 3/16/2026 11:58:41 AM</p>

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/16/2026 11:58:42 AM
Certified Delivered	Security Checked	3/16/2026 1:01:08 PM
Signing Complete	Security Checked	3/16/2026 1:01:14 PM
Completed	Security Checked	3/17/2026 9:22:09 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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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.



CITY CONTROLLER'S OFFICE

ONE CITY SQUARE, SUITE 425

WARREN, MI 48093-5289

(586) 574-4600

FAX (58) 574-4614

www.cityofwarren.org

DATE: MARCH 4, 2026
TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL
SUBJECT: RECOMMENDATION TO EXTEND AWARD FOR AUDITING SERVICES.

The Purchasing Division, in conjunction with the Controller's Office, recommends that the award for Furnishing Auditing Services be extended for the third and final two-year period to Plante Moran, PLLC, 1098 Woodward Avenue, Detroit, MI 48226, at the prices shown on the attached pricing sheet (Appendix A), in an amount not to exceed \$361,495.00 over the two (2) year period.

On April 24, 2018 Warren City Council approved an award to Plante Moran to audit the City of Warren financial statements and the City of Warren Water and Sewer financial statements for the fiscal years ending June 30th, from 2018 through 2021 (four years) with options to extend for three (3) additional two (2) year periods.

This recommendation before you today is for the third and final two (2) year extension period. This extension period, if approved by your honorable body, will be for the auditing services of the City of Warren financial statements, the City of Warren Water and Sewer financial statements, and the 37th District Court's financial statements for the fiscal years of 2026 and 2027.

Plante Moran was the unanimous choice for this service in 2018 and the City has been pleased with their work under this current contract.

If approved by your honorable body, this term shall commence on May 8, 2026.

Funds are available for these purchases in the various proposed departmental accounts.

Respectfully Submitted,

Signed by: Craig Treppa
E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Read and concur,

Signed by: Kris Battle
F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by: Richard Fox
CF2C773236C54C9...
Richard Fox
City Controller

Signed by: Annette Gattari-Ross
1AB150DECEDC466...
Annette Gattari-Ross
Court Administrator/Magistrate
37th District Court

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



Plante & Moran, PLLC
1098 Woodward Avenue
Detroit, MI 48226-1906
Tel: 313.496.7200
Fax: 313.496.7201
plantemoran.com

March 3, 2026

Members of City Council
City of Warren, Michigan

Dear Councilmembers,

As the City's Auditor, Plante Moran respectfully submits the following proposed fee schedule for the audit of the Annual Comprehensive Financial Report (ACFR) and related Federal Awards Program, as well as the audit of the 37th District Court for the fiscal years ended June 30, 2026 and June 30, 2027.

Plante Moran has taken great pride in our role as the independent external auditor to the City of Warren. We look forward to continuing to work together with the City's financial staff to both provide technical guidance to ensure the City continues to receive the National Award for Excellence in Financial Reporting on an annual basis and opine on an audit that heightens the level of financial transparency for the City.

In continuation with Plante Moran's position as the City's Auditor, we are proposing the attached fees for the annual audits of the Annual Comprehensive Financial Report along with the Federal Awards Audit.

Our experience with governments is unmatched; we work closely with hundreds of municipal clients in the State of Michigan alone, and so we understand the many financial challenges that communities are facing. Over the last eleven years, the City of Warren and Plante Moran have developed an independent partnership that has both improved audit quality and properly addressed the ever-changing audit standards. Furthermore, access to our governmental industry specialists provides quick and meaningful insight into challenging decisions faced by Council and City Management.

Once again, thank you for the opportunity to serve the City of Warren. The City of Warren is an important client to us personally and to our firm as a whole. We are appreciative of the opportunity to continue to serve the City and will work very diligently with you to ensure that the audit remains effective and efficient with value-add observations and recommendations. It is our goal to continue to provide a high level of service to the City of Warren and assist in Warren in retaining its "Best-in-Class" financial reporting position.

March 3, 2026

If you have any questions, please contact Bill at 313-496-7231 or Josh at 734-302-6921

Yours truly,

A handwritten signature in black ink that reads "William Brickey". The signature is written in a cursive style with a large, sweeping flourish at the end.

William E. Brickey, CPA
Partner

A handwritten signature in black ink that reads "Joshua L. Yde". The signature is written in a cursive style with a large, sweeping flourish at the end.

Joshua L. Yde, CPA
Principal

March 3, 2026

ITEM K1: CITY AUDIT	
2026	\$ 83,640.00
2027	\$ 86,150.00
TOTAL K1:	\$ 169,790.00

ITEM K2: WATER & SEWER AUDIT	
2026	\$ 22,460.00
2027	\$ 23,130.00
TOTAL K2:	\$ 45,590.00

ITEM K3: SINGLE AUDITS*	
2026	\$ 34,400.00
2027	\$ 35,450.00
TOTAL K3:	\$ 69,850.00

ITEM K4: PREPARING ACFR	
2026	\$ 12,570.00
2027	\$ 12,970.00
TOTAL K4:	\$ 25,540.00

*Includes the testing of up to two major programs.

ITEM K5: 37th DISTRICT COURT AUDIT	
2026	\$ 24,985.00
2027	\$ 25,740.00
TOTAL K5:	\$ 50,725.00

PROFESSIONAL FEES	HOURLY RATE
Partners	\$310 - \$360
Senior Manager	\$240 - \$310
Manager	\$190- \$240
In-Charge	\$130 - \$190
Staff	\$105 - 130

COST SUMMARY	TWO YEAR GRAND TOTALS
K1: City Audit	\$ 169,790.00
K2: Water & Sewer Audit	\$ 45,590.00
K3: Single Audits	\$ 69,850.00
K4: Preparing ACFR	\$ 25,540.00
K5: Preparing Court Audit	\$ 50,725.00
GRAND TOTAL (2026/2027):	\$ 361,495.00

COMPANY NAME: Plante Moran, PLLC

SIGNATURE OF COMPANY REPRESENTATIVE: *Will Baich*

DATE: 3/3/2026



RESOLUTION

Document No: RFP-W-9764

Product or Service: Auditing Services Extension #3 of 3

Requesting Department: Controller’s Office/37th District Court

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2026 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 _____.

Sealed Request for Proposals were accepted, publicly opened and read on March 21, 2018 at 1 p.m.

On April 24, 2018, Warren City Council approved and award to Plante Moran, PLLC, 1098 Woodward Avenue, Detroit, MI 48226 to furnish Auditing Services for the City of Warren for a four (4) year period, with options to extend for three (3) additional two (2) year periods, with each extension having mutual consent of both parties and being subject to City Council approval.

This resolution is for the third and final extension period. This extension period, if approved by your honorable body, will be auditing services of the City of Warren financial statements, the City of Warren Water and Sewer financial statements, and the 37th District Court’s financial statements for the 2026 and 2027 fiscal years.

Funds are available in the various departmental accounts.

IT IS RESOLVED, that the proposal of Plante & Moran, PLLC is hereby accepted by City Council for the third extension period (2026/2027 fiscal year audits), at a total cost not to exceed \$361,495.00 over the two-year period.

IT IS FURTHER RESOLVED, that this final two-year term shall commence on May 8, 2026.

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:

- (check where applicable)
- Proposal Documents
 - Contract
 - 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 _____, 2026.

Mindy Moore
Secretary of the Council



DATE: MARCH 4, 2026
 TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL
 SUBJECT: SOL-W-1801; RECOMMENDATION TO AWARD THE PURCHASE OF SCHEDULING SOFTWARE

The Purchasing Division concurs with the Fire Department, and recommends that City Council waive the bid process and award the purchase of Scheduling Software from Target Solutions Learning, LLC., dba Vector Solutions, 4890 W. Kennedy Blvd., Suite 300, Tampa, FL 33609, for a five (5) year period, in the amounts shown in the table below.

YEAR	PERIOD	ANNUAL AMT
1	April 30, 2026 – April 29, 2027	\$ 40,157.78
2	April 30, 2027 – April 29, 2028	\$ 41,355.78
3	April 30, 2028 – April 29, 2029	\$ 42,589.50
4	April 30, 2029 – April 29, 2030	\$ 43,861.00
5	April 30, 2030 – April 29, 2031	\$ 45,171.78
5-YEAR GRAND TOTAL:		\$ 213,135.84

The Fire Department is recommending that City Council waive the bid process and award the purchase of Scheduling Software to Target Solutions Learning, LLC., dba Vector Solutions, for a five (5) year period. Target Solutions Learning, LLC., dba Vector Solutions currently provides the Fire Department with software packages that include Vector Scheduling, Vector Check It – Fire/EMS Stations, Vector Check It – Fire/EMS Vehicles, Vector LMS, Target Solutions Edition Premier Membership, Target Solutions Edition Maintenance Fee, and Vector Evaluations+.

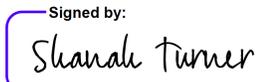
The Fire Department is requesting to waive the bid process due to the fact that this software interfaces with the BS&A Software and with the department's other software programs. In addition, the cost to transfer the data currently stored in this software would be very time consuming and cost prohibitive.

This software has provided instant access, efficiency, and has eliminated the need for paper records and files for the Fire Department. This software has also allowed the department to digitize their scheduling platform, training records, as well as the station and apparatus maintenance and inventory checks.

If approved by your honorable body, this agreement shall commence on April 30, 2026.

Funds are available in the following Account: 101-1336-80100.

Respectfully Submitted,

Signed by:

D3220749F3AC487...
Shanah Turner
Assistant Buyer

Read and Concur,

Signed by:

E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Signed by:

F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:

CF2C773236C54C9...
Richard Fox
Controller

Signed by:

F040B73E57F248E...
Lori M. Stone
Mayor

The attached contract has been reviewed by the Assistant City Attorney, Jennifer Pierce.

Signed by:

2FBDBAD6C3B94C0...
Jennifer Pierce
Assistant City Attorney



Quote ID
Q-490096

Contact Name
Jonathan Tamayo

Schedule A

Date: Thursday, February 5, 2026

Client Information

Client Name: Warren Fire Department (MI)	
Address: 23295 Schoenherr Road Warren, MI 48089	
Primary Contact Name: Joe Schehr	Primary Contact Phone: 586-756-2800 ext. 3600

Agreement Term

Effective Date: 04/30/2026	Initial Term: 60 months
--------------------------------------	-----------------------------------

Invoicing Contact Information (Please fill in missing information)

Billing Contact Name: Michelle Lanzon			
Billing Address: One City Square, Suite 425 Warren, Michigan 48093		Billing Phone: (586) 574-4637	
Billing Email: mlanzon@cityofwarren.org	PO#:	Billing Frequency: Annual	Payment Terms: Net 45

Please note that this is not an invoice.

Year 1 - Annual Fee(s)

Product Code	Product	Description	Qty	Price	Sub Total
TSSCH	Vector Scheduling	Vector Scheduling for web and mobile	170	\$76.49	\$13,003.30
TSCHECK-FIRESTATIONS	Vector Check It - Fire/EMS Stations	Vector Check It for web and mobile (Fire/EMS Stations)	8	\$212.18	\$1,697.44
TSCHECKIT-FIREVEHICLES	Vector Check It - Fire/EMS Vehicles	Vector Check It for web and mobile (Fire/EMS Vehicles)	36	\$111.39	\$4,010.04
TSPREMIER	Vector LMS, TargetSolutions Edition Premier Membership	Training management for public entities and professionals	170	\$89.00	\$15,130.00
TSMAINTFEES	Vector LMS, TargetSolutions Edition - Maintenance Fee	Annual maintenance of Vector LMS, TargetSolutions Edition	1	\$197.00	\$197.00
TSEVAL	Vector Evaluations+	Vector Evaluations+ for web and mobile	170	\$36.00	\$6,120.00

Annual Total

Total (including Annual and One-Time): \$40,157.78

Year 2 - Annual Fee(s)

Product Code	Product	Description	Qty	Price	Sub Total
TSSCH	Vector Scheduling	Vector Scheduling for web and mobile	170	\$78.78	\$13,392.60
TSCHECK-FIRESTATIONS	Vector Check It - Fire/EMS Stations	Vector Check It for web and mobile (Fire/EMS Stations)	8	\$218.55	\$1,748.40
TSCHECKIT-FIREVEHICLES	Vector Check It - Fire/EMS Vehicles	Vector Check It for web and mobile (Fire/EMS Vehicles)	36	\$114.73	\$4,130.28
TSPREMIER	Vector LMS, TargetSolutions Edition Premier Membership	Training management for public entities and professionals	170	\$91.67	\$15,583.90
TSMINTFEES	Vector LMS, TargetSolutions Edition - Maintenance Fee	Annual maintenance of Vector LMS, TargetSolutions Edition	1	\$197.00	\$197.00
TSEVAL	Vector Evaluations+	Vector Evaluations+ for web and mobile	170	\$37.08	\$6,303.60

Annual Total \$41,355.78

Total (including Annual and One-Time): \$41,355.78

Year 3 - Annual Fee(s)

Product Code	Product	Description	Qty	Price	Sub Total
TSSCH	Vector Scheduling	Vector Scheduling for web and mobile	170	\$81.14	\$13,793.80
TSCHECK-FIRESTATIONS	Vector Check It - Fire/EMS Stations	Vector Check It for web and mobile (Fire/EMS Stations)	8	\$225.11	\$1,800.88
TSCHECKIT-FIREVEHICLES	Vector Check It - Fire/EMS Vehicles	Vector Check It for web and mobile (Fire/EMS Vehicles)	36	\$118.17	\$4,254.12
TSPREMIER	Vector LMS, TargetSolutions Edition Premier Membership	Training management for public entities and professionals	170	\$94.42	\$16,051.40
TSMINTFEES	Vector LMS, TargetSolutions Edition - Maintenance Fee	Annual maintenance of Vector LMS, TargetSolutions Edition	1	\$197.00	\$197.00
TSEVAL	Vector Evaluations+	Vector Evaluations+ for web and mobile	170	\$38.19	\$6,492.30

Annual Total \$42,589.50

Total (including Annual and One-Time): \$42,589.50

Year 4 - Annual Fee(s)

Product Code	Product	Description	Qty	Price	Sub Total
TSSCH	Vector Scheduling	Vector Scheduling for web and mobile	170	\$83.57	\$14,206.90
TSCHECK-FIRESTATIONS	Vector Check It - Fire/EMS Stations	Vector Check It for web and mobile (Fire/EMS Stations)	8	\$231.86	\$1,854.88
TSCHECKIT-FIREVEHICLES	Vector Check It - Fire/EMS Vehicles	Vector Check It for web and mobile (Fire/EMS Vehicles)	36	\$121.72	\$4,381.92
TSPREMIER	Vector LMS, TargetSolutions Edition Premier Membership	Training management for public entities and professionals	170	\$97.25	\$16,532.50
TSMINTFEES	Vector LMS, TargetSolutions Edition - Maintenance Fee	Annual maintenance of Vector LMS, TargetSolutions Edition	1	\$197.00	\$197.00
TSEVAL	Vector Evaluations+	Vector Evaluations+ for web and mobile	170	\$39.34	\$6,687.80

Annual Total \$43,861.00

Total (including Annual and One-Time): \$43,861.00

Year 5 - Annual Fee(s)

Product Code	Product	Description	Qty	Price	Sub Total
TSSCH	Vector Scheduling	Vector Scheduling for web and mobile	170	\$86.08	\$14,633.60
TSCHECK-FIRESTATIONS	Vector Check It - Fire/EMS Stations	Vector Check It for web and mobile (Fire/EMS Stations)	8	\$238.81	\$1,910.56
TSCHECKIT-FIREVEHICLES	Vector Check It - Fire/EMS Vehicles	Vector Check It for web and mobile (Fire/EMS Vehicles)	36	\$125.37	\$4,513.32
TSPREMIER	Vector LMS, TargetSolutions Edition Premier Membership	Training management for public entities and professionals	170	\$100.17	\$17,028.90
TSMINTFEES	Vector LMS, TargetSolutions Edition - Maintenance Fee	Annual maintenance of Vector LMS, TargetSolutions Edition	1	\$197.00	\$197.00
TSEVAL	Vector Evaluations+	Vector Evaluations+ for web and mobile	170	\$39.34	\$6,888.40

Annual Total \$45,171.78

Total (including Annual and One-Time): \$45,171.78

Additional Terms and Conditions.

The following are in addition to the Client Agreement General Terms and Conditions.

1. Additional Named Users added after the Effective Date will be invoiced at the full per Named User fee. Such additional Named Users shall become part of the Minimum Annual Commitment for subsequent years, on the anniversary date of each contract year or upon renewals under the Agreement.
2. You agree to pay for the number of Named Users using or licensed to access the Services in a given contract year. Subject to the Minimum Annual Commitment, Changes in Named User counts will be reflected in the annual contract amount from that period forward for all Users.
3. Subject to the above Minimum Annual Commitment, annual fees for your use of the Services will be based upon the number of Named Users in a given contract year.

- 4. Named Users deactivated in a given contract year will not count towards the total number of Named Users in the year following such deactivation, unless reactivated.
- 5. Fees, both during the Initial Term, as well as any Renewal Terms, shall be increased by 3.0% per contract year. Changes in Named User counts will be reflected in the annual contract amount from that period forward for all Users.
- 6. All undisputed invoices are due and payable Net 45 days after invoice date (“Due Date”).

7. RENEWAL. UNLESS OTHERWISE AGREED OR WHERE PROHIBITED BY APPLICABLE LAW OR REGULATION, UPON EXPIRATION OF THE ABOVE INITIAL TERM, THIS AGREEMENT MAY RENEW FOR A RENEWAL TERM ON TERMS AND CONDITIONS TO BE AGREED UPON BY THE PARTIES.

Address for Notices:	
4890 W. Kennedy Blvd., Suite 300 Tampa, FL 33609	23295 Schoenherr Road Warren, MI 48089

VECTOR SOLUTIONS PUBLIC SECTOR SOFTWARE AS A SERVICE AGREEMENT

This Vector Solutions Software as a Service Agreement (the “Agreement”), effective as of the date noted in the attached Schedule A (the “Effective Date”), is by and between **TargetSolutions Learning, LLC, d/b/a Vector Solutions**, (“We/Us”) a Delaware limited liability company, and the undersigned customer (“You/Your”), (each a “Party” or “Parties) and governs the purchase and ongoing use of the Services described in this Agreement.

GENERAL TERMS AND CONDITIONS

1. **SERVICES.** We shall provide the following Software as a Service (“**Services**”):

1.1. Access and Use. We grant You a non-exclusive, non-transferable revocable authorization to remotely access and use the software as a service offering identified in Schedule A (the “**Services**”) and, unless prohibited by law, We will provide access to any persons You designate for use as described in these terms and conditions. For clarification, We authorize access and use on a “one user per one authorization basis” and once granted, You are not allowed to transfer authorizations to other users. Your ability to use the Services may be affected by minimum system requirements or other factors, such as Your Internet connection.

1.2. Availability. We will use commercially reasonable efforts to provide access to and use of the Services twenty-four (24) hours a day, seven (7) days a week, subject to scheduled downtime for routine maintenance, emergency maintenance, system outages, and other outages beyond our control.

1.3. Help Desk. We will assist You as needed on issues relating to usage via e-mail, and a toll-free Help Desk five (5) days per week, at scheduled hours, currently 8:00am to 6:00 pm Eastern Time, Monday-Friday or <https://support.vectorsolutions.com/s/contactsupport>

1.4. Upgrades and Updates. We reserve the right, in our discretion, to make updates or upgrades to the Services that are necessary or useful to: (a) maintain or enhance: (i) the quality or delivery of the Services; (ii) the competitive strength of or market for the Services; or (iii) the Services’ cost efficiency or performance; or (b) to comply with applicable law. For no additional charge, You will receive access to any general upgrades and updates to the Services which We make generally available to our other customers. All updates and upgrades to the Services are subject to these terms and conditions.

1.5. Additional Services. From time to time, the Parties may decide in their discretion to add additional Services, subject to the Parties’ execution of one or more change forms which shall be substantially in the form of the Schedule A and shall incorporate these terms and conditions by reference. Each individual Schedule A shall have its own service term.

2. **YOUR RESPONSIBILITIES AND USE RESTRICTIONS.**

2.1. Compliance. You shall be responsible for all Users’ compliance with this Agreement and shall use commercially reasonable efforts to prevent unauthorized access to or use of the Services. You shall comply with all applicable laws, standards, and regulations and will not use the Services in a manner not specified or permitted by Us.

2.2. Identify Named Users. A “**Named User**” is defined as Your employees, consultants, contractors, and agents You authorize to access and use the Services You are purchasing during each contract year (“**Term**”) of the Agreement.

2.2.1. You will be responsible for the following: (a) cause each of Your Named Users to complete a unique profile if not created by Vector Solutions on their behalf; and (b) timely maintain a user database by adding a unique profile for each new Named User. Due to licensing and data retention requirements, Named Users may not be removed from our system unless required by law. You will be responsible for identifying Named Users from time to time during the Term of this Agreement through available system capabilities.

2.3. Future Functionality. You agree that Your purchases are not contingent on Our delivery of any future functionality or features. You are not relying on any comments regarding future functionality or features.

3. **FEES AND PAYMENTS.**

3.1. Fees and Payment. You will pay for the Services in accordance with the payment terms, frequency, and fee schedule in Schedule A attached to this Agreement. All fees collected by Us under this Agreement are fully earned when due and nonrefundable when paid, except if You terminate this Agreement for cause as described in Section 5.2.

3.2. Due Date. All fees due under this Agreement must be paid in United States Dollars or Canadian Dollars or as specified in Schedule A as applicable to Your location. We will invoice You in advance and all undisputed invoices are due and payable on the due date specified in Schedule A.

3.3. Suspension of Service. If You do not make an undisputed payment on time, We may suspend Your or Your Named Users’ access to the Services without further notice until all overdue payments are paid in full. Our suspension of Your use of the Services or termination of the Agreement for Your violation of the terms of this Agreement will not change Your obligation to pay any and all payments due for the applicable Term.

3.3.1. We may also suspend, terminate, or otherwise deny Your access or any Named User’s access to or use of all or any part of the Services, without incurring any liability to You, if: (a) We receive a judicial or other governmental demand or order, subpoena, or law enforcement request that expressly or by reasonable implication requires Us to do so; or (b) We believe, in good faith and reasonable discretion, that: (i) You or any Named User, have failed to comply with any term of this Agreement, or accessed or used the Services beyond the scope of the rights granted, or for a purpose not authorized under this Agreement; or (ii) Your use of the Services causes a direct or indirect threat to our network function or integrity, or to Our other customers’ ability to access and use the Services; or (iii) You or any Named User, are or have been involved in any fraudulent, misleading, or unlawful activities relating to or in connection with any of the Services; or (iv) this Agreement expires or is terminated. This Section 3.3 does not limit any of Our other rights or remedies under this Agreement.

3.4. **Taxes.** All fees under this Agreement exclude all sales, use, value-added taxes, and other taxes and government charges, whether Federal, State, or foreign, and You will be responsible for payment of all such taxes (other than taxes based on our income), fees, duties, and charges, and any related penalties and interest, arising from the payment of any and all fees under this Agreement including the access to or performance of the Services hereunder. If We have a legal obligation to pay or collect taxes for which You are responsible under the Agreement, then We will invoice, and You will pay the appropriate amount unless You claim tax exempt status for amounts due under this Agreement and provide Us with a valid tax exemption certificate (authorized by the applicable governmental authority) promptly upon execution of this Agreement. If any taxes shall be required by law to be deducted or withheld from any fee payable hereunder by You to Us, You shall, after making the required deduction or withholding, increase such fee payable as may be necessary to ensure that We shall receive an amount equal to the fee We would have received had no such deduction or withholding been made.

4. INTELLECTUAL PROPERTY RIGHTS.

4.1. We alone (and our licensors, where applicable) shall own all rights, title, and interest in and to our software, website and technology, the course content (if any), and the Services We provide, including all documentation associated with the Services. If You provide any suggestions, ideas, enhancement requests, feedback, recommendations, or other information provided by You (collectively "**Feedback**"), We may use such Feedback to improve the Services without charge, royalties, or other obligation to You, and Our use of Your Feedback does not give You any property rights to the Services.

The Vector Solutions name and logo are trademarks of Vector Solutions, and no right or license is granted to You to use them. You shall own all rights, title, and interest in and to Your added software, Your content, and information collected from Your content pages ("**Your Data**"). You shall have no rights in or to any other data collected that is not affiliated with You. Your content, email addresses, and personal information of Your Named Users or Your EHS Active Employees You entered into the database, or any of Your customers or users is Your sole property. We will not, at any time, redistribute, share, or sell any of Your email addresses, email server domain names, customer names, or personal information. Course content that You purchase from third-party course providers and access through our LMS will require the sharing of certain user information with Us in order for Us to properly track and report usage.

4.2. You recognize that We regard the software We have developed to deliver the Services as our proprietary information and as confidential trade secrets of great value. You agree not to provide or to otherwise make available in any form the software or Services, or any portion thereof, to any person other than Your Named Users without our prior written consent. You further agree to treat the Services with at least the same degree of care with which You treat Your own confidential information and in no event with less care than is reasonably required to protect the confidentiality of the Services.

4.2.1 Except as otherwise agreed in writing or to the extent necessary for You to use the Services in accordance with this Agreement, You are not allowed to: (a) copy the course content in whole or in part; (b) display, reproduce, create derivative works from, transmit, sell, distribute, rent, lease, sublicense, transfer or in any way exploit the course content in whole or in part; (c) embed the course content into other products; (d) use any of our trademarks, service marks, domain names, logos, or other identifiers or any of our third party suppliers; (e) reverse engineer, decompile, disassemble, or access the source code of any of our Services or software, (f) use the software or Services for any purpose that is unlawful; (g) alter or tamper with the Services and/or associated documentation in any way; (h) attempt to defeat any security measures that We may take to protect the confidentiality and proprietary nature of the Services; (i) remove, obscure, conceal, or alter any marking or notice of proprietary rights that may appear on or in the Services and/or associated documentation; or (j) except as permitted by this Agreement, knowingly allow any individual or entity under Your control to access Services without authorization under this Agreement for such access.

4.3. We acknowledge that You alone shall own all rights, title, and interest in and to Your name, trademarks, or logos, and this Agreement does not give Us any rights of ownership to the same. You do not authorize Us to use Your name, trademarks, or logos in promotional materials, press releases, advertising, or in other publications or websites, whether oral or written without Your prior written consent. If You do consent to Our use of Your name or logo, You may withdraw Your consent at any time by notifying Us at logousage@vectorsolutions.com.

5. TERM, TERMINATION, AND NOTICE.

5.1 **Term.** The term of this Agreement will start on the Effective Date, and will remain in full force and effect for the initial term (the "**Initial Term**") indicated in Schedule A. Upon expiration or early termination of this Agreement by either Party as described below in Section 5.2 (Termination for Cause) or for any reason, You shall immediately discontinue all use of the Services and documentation, and You acknowledge that We will terminate Your ability to access the Services. Notwithstanding, access to the Services may remain active for thirty (30) days solely for purpose of our record keeping (the "**Expiration Period**"). If You continue to access or use the Services following the Expiration Period, then Your continued use will renew the Agreement under the same terms and conditions, subject to any annual price adjustments.

5.2 **Termination for Cause.** Either Party may terminate this Agreement, effective upon written notice to the other Party (the "**Defaulting Party**"), if the Defaulting Party materially breaches this Agreement, and that breach is incapable of cure, or with respect to a material breach capable of cure, and the Defaulting Party does not cure the breach within thirty (30) days after receipt of written notice of the breach. If You terminate this Agreement due to Our material breach, then We will return an amount equal to the pro-rated fees already paid for the balance of the term as of the date of termination as Your only remedy.

5.3. **Notice.** All required notices by either Party shall be given by email, personal delivery (including reputable courier service), fees prepaid, or by sending the notice by registered or certified mail return receipt requested, postage prepaid, and addressed as set forth in Schedule A. Such notices shall be deemed to have been given and delivered upon receipt or attempted delivery (if receipt is refused), as the case may be, and the date of receipt identified by the applicable postal service on any return receipt card shall be conclusive evidence of receipt. Notices and other communications sent by e-mail shall be deemed received upon the sender's receipt of an acknowledgment from the recipient (such as by the "return receipt requested" function, as available, return e-mail or other written acknowledgment). Either Party, by written notice to the other as described above, may alter its address for written notices.

6. MUTUAL WARRANTIES AND DISCLAIMER.

6.1. Mutual Representations and Warranties. Each Party represents and warrants to the other Party that: (a) it is duly organized, validly existing, and in good standing as a corporation or other entity under the Laws of the jurisdiction of its incorporation or other organization; (b) it has the full right, power, and authority to enter into and perform its obligations and grant the rights, licenses, consents, and authorizations it grants or is required to grant under this Agreement; (c) the acceptance of this Agreement has been duly authorized by all necessary corporate or organizational action; and (d) when executed and delivered by both Parties, this Agreement will constitute the legal, valid, and binding obligation of each Party, enforceable against each Party in accordance with its terms.

6.2. Disclaimer. EXCEPT AS EXPRESSLY PROVIDED HEREIN, NEITHER PARTY MAKES ANY WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW. Provider warrants that, during the applicable Subscription Term, the Services will materially conform to the then-current applicable documentation when used in accordance with this Agreement and such documentation. This warranty does not apply to (i) use of the Services in a manner inconsistent with the documentation or this Agreement, (ii) modifications not made by Provider, (iii) third-party products, integrations, or services, (iv) Customer data, systems, or configurations, or (v) beta features, evaluation services, or no-charge offerings.

Customer must provide written notice of any claimed breach of the foregoing warranty with reasonable detail sufficient to enable Provider to reproduce the issue. Provider's sole obligation and Customer's exclusive remedy for any breach of this warranty will be for Provider to use commercially reasonable efforts to correct the non-conforming Services. WE DO NOT WARRANT THAT THE USE OF THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE. EXCEPT AS EXPRESSLY SET FORTH ABOVE, THE SERVICES AND ASSOCIATED DOCUMENTATION ARE PROVIDED "AS IS," AND WE PROVIDE NO OTHER EXPRESS, IMPLIED, STATUTORY, OR OTHER WARRANTIES REGARDING THE SERVICES OR ASSOCIATED DOCUMENTATION.

6.3. Disclaimer of Third-Party Content. If You upload third-party content to our platform or Services, the third-party content providers are responsible for ensuring their content is accurate and compliant with national and international laws. We are not and shall not be held responsible or liable for any third-party content You provide or Your use of that third-party content. THERE IS NO WARRANTY OF ANY KIND, EXPRESS, IMPLIED, OR STATUTORY, REGARDING THIRD PARTY CONTENT ACCESSIBLE THROUGH THE SERVICES.

6.4 None of our employees, marketing partners, resellers, or agents are authorized to make any warranty other than the Warranties stated in this Agreement. The provisions in any specification, brochure, or chart are descriptive only and are not warranties.

7. LIMITATION OF LIABILITY. EXCEPT FOR CLAIMS RELATED TO VIOLATION OF INTELLECTUAL PROPERTY RIGHTS, GROSS NEGLIGENCE, FRAUD, OR WILFULL MISCONDUCT, (A) IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY, ANY AFFILIATE, THIRD-PARTY, OR YOUR USERS, WHETHER IN CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, FOR SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING LOST PROFITS), ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, AND (B) IF YOU HAVE ANY BASIS FOR RECOVERING DAMAGES (INCLUDING FOR BREACH OF THIS AGREEMENT), YOU AGREE THAT YOUR EXCLUSIVE REMEDY WILL BE TO RECOVER DIRECT DAMAGES FROM US, UP TO AN AMOUNT EQUAL TO THE TOTAL FEES ALREADY PAID TO US FOR THE PRECEDING TWELVE (12) MONTHS.

7.1.1. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WHATEVER THE LEGAL BASIS FOR THE CLAIM, UNDER NO CIRCUMSTANCES SHALL WE BE LIABLE TO YOU, ANY AFFILIATE, ANY THIRD PARTY OR YOUR USERS FOR ANY CLAIM, CAUSE OF ACTION, DEMAND, LIABILITY, DAMAGES, AWARDS, FINES, OR OTHERWISE, ARISING OUT OF OR RELATING TO PERSONAL INJURY, DEATH, OR OTHER HARM CAUSED FROM USE OF OR RELIANCE ON THE CONTENT OF THE COURSES OR SERVICES. YOU, YOUR AFFILIATES, EMPLOYEES, CONTRACTORS, AGENTS, USERS, AND REPRESENTATIVES RELY ON THE CONTENT OF THE COURSES AND SERVICES AT YOUR OWN RISK.

SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF CERTAIN TYPES OF DAMAGES SO, SOLELY TO THE EXTENT SUCH LAW APPLIES TO YOU, THE ABOVE LIMITATIONS AND EXCLUSIONS MAY NOT APPLY TO YOU.

8. OBLIGATIONS OF BOTH PARTIES.

8.1. Our Obligation to You. We shall indemnify and hold You harmless from any and all claims, damages, losses, and expenses, including but not limited to reasonable attorney fees, arising out of or resulting from any third-party claim that any document, course, or intellectual property We provide or upload to our platform infringes or violates any intellectual property right of any person.

8.2. Your Obligation to Us. To the extent not prohibited by applicable law, You shall indemnify and hold Us harmless from any and all claims, damages, losses, and expenses, including but not limited to reasonable attorney fees, arising out of or resulting from any third-party claim that any document, courses, or intellectual property You provide or upload to our platform infringes or violates any intellectual property right of any person.

9. CONFIDENTIALITY.

9.1. Each Party may from time to time disclose to the other Party "Confidential Information" which shall mean and include the Services (including without limitation all courses accessed through the Services), all documentation associated with the Services, software code (include source and object code), marketing plans, technical information, product development plans, research, trade secrets, know-how, ideas, designs, drawings, specifications, techniques, programs, systems, and processes.

9.2. Confidential Information does not include: (a) information generally available to or known to the public through no fault of the receiving Party; (b) information known to the recipient prior to the Effective Date of the Agreement; (c) information independently developed by the recipient outside the scope of this Agreement and without the use of or reliance on the disclosing Party's Confidential Information; or (d) information lawfully disclosed by a third party. The obligations set forth in this Section shall survive termination of this Agreement.

9.3. Each Party agrees that it shall not disclose the Confidential Information of the other to any third party without the express written consent of the other Party, that it shall take reasonable measures to prevent any unauthorized disclosure by its employees, agents,

contractors or consultants, that it shall not make use of any such Confidential Information other than for performance of this Agreement, and that it shall use at least the same degree of care to avoid disclosure of Confidential Information as it uses with respect to its own Confidential Information.

9.4. The confidentiality obligations imposed by this Agreement shall not apply to information required to be disclosed by compulsory judicial or administrative process or by law or regulation, provided that the receiving Party shall (if permitted) notify the disclosing Party of the required disclosure, shall use reasonable measures to protect the confidentiality of the Confidential Information disclosed, and shall only disclose as much Confidential Information as is required to be disclosed by the judicial or administrative process, law, or regulation.

10. MISCELLANEOUS.

10.1. Assignment. Neither Party may freely assign or transfer any or all of its rights without the other Party's consent, except to an affiliate, or in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets, provided however You shall not assign this Agreement to our direct competitors.

10.2. Governing Law. This Agreement shall be governed by, and enforced in accordance with, the laws of the state of Florida, except where Customer is a public entity or institution in which case the applicable state, provincial, or tribal law where You are located shall govern, in either case without regard to the state's or local laws conflicts of laws provisions. If You are purchasing goods under this Agreement, the Parties agree that the United Nations Convention on Contracts for the International Sale of Goods and the United Nations Convention on the Limitation Period in the International Sale of Goods shall not apply to this Agreement. EACH PARTY WAIVES, TO THE FULLEST EXTENT PERMITTED BY LAW, ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN ANY ACTION ARISING HEREUNDER.

10.3. Export Regulations. All Content and Services and technical data delivered under this Agreement are subject to applicable US and Canadian laws and may be subject to export and import regulations in other countries. Both Parties agree to comply strictly with all such laws and regulations and You acknowledge that You are responsible for obtaining such licenses to export, re-export, or import as may be required after delivery.

10.4. Force Majeure. In no event will either Party be liable or responsible to the other Party or be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, (except for any obligations to make payments) when and to the extent such failure or delay in performing is due to, or arising out of, any circumstances beyond such Party's control (a "**Force Majeure Event**"), including, without limitation, acts of God, strikes, lockouts, war, riots, lightning, fire, storm, flood, explosion, interruption or delay in power supply, computer virus, governmental laws, regulations, or shutdown, national or regional shortage of adequate power or telecommunications, or other restraints.

10.5. No Waiver. No waiver, amendment or modification of this Agreement shall be effective unless in writing and signed by the Parties.

10.6. Severability. If any provision of this Agreement is found to be contrary to law by a court of competent jurisdiction, such provision shall be of no force or effect, but the remainder of this Agreement shall continue in full force and effect.

10.7. Survival. All provisions of this Agreement (including without limitation those pertaining to confidential information, intellectual property ownership, and limitations of liability) that would reasonably be expected to survive expiration or early termination of this Agreement will do so.

10.8. No Third-Party Beneficiaries. The Parties do not intend to confer any right or remedy on any third party under this Agreement.

10.9. Purchase Orders. You may issue a purchase order if required by Your company or entity and failure to do so does not cancel any obligation You have to Us. If You do issue a purchase order, it will be for Your convenience only. You agree that the terms and conditions of this Agreement shall control. Any terms or conditions included in a purchase order or similar document You issue that conflict with the terms and conditions of this Agreement will not apply to or govern the transaction resulting from Your purchase order.

10.10. Data Processing Agreement. If applicable, the parties shall negotiate in good faith and enter into any further data processing or transfer agreement, including any standard contractual clauses for transfers of data outside of the country where the personal data originates, as may be required to comply with applicable laws, rules and regulations regarding the collection, storage, transfer, use, retention and other processing of personal data.

10.11. Entire Agreement. This Agreement and Schedule A represent the entire understanding and agreement between the Parties, and supersedes all other negotiations, proposals, understandings, and representations (written or oral) made by and between You and Us. You acknowledge and agree that the terms of this Agreement are incorporated in, and are a part of, each purchase order, change order, or Schedule related to our provision of Services. This Agreement prevails over any additional or conflicting terms or conditions in any Customer purchase orders, online procurement terms, or other non-negotiated forms relating to the Services or this Agreement hereto even if dated later than the effective date of this Agreement.

SPECIAL TERMS AND CONDITIONS

CALIFORNIA CONSUMER PRIVACY ACT

If We will be processing personal information subject to the California Consumer Privacy Act, sections 1798.100 to 1798.199, Cal. Civ. Code (2018) as may be amended as well as all regulations promulgated thereunder from time to time ("**CCPA**"), on Your behalf in the course of the performance of the Services, then the terms "California consumer," "business purpose," "service provider," "sell" and "personal information" shall carry the meanings set forth in the CCPA.

CCPA Disclosures: To the extent the CCPA applies to our processing of any personal information pursuant to Your instructions in relation to this Agreement, the following also apply: (a) The Parties have read and understand the provisions and requirements of the CCPA and shall comply with them; (b) It is the intent of the Parties that the sharing or transferring of personal information of California consumers from You to Us, during the course of our performance of this Agreement, does not constitute selling of personal information as that term is defined in the CCPA, because You are not sharing or transferring such data to Us for valuable consideration; (c) We will only use personal information for the specific purpose(s) of performing the Services, including any Schedules within the direct business relationship with You.

SERVICE SPECIFIC TERMS AND CONDITIONS

A. Vector EHS Management Services

A. This Section A contains service specific terms and conditions that will apply only if You are purchasing **Vector EHS Management Services (“EHS Services”)** in Schedule A. Otherwise, the following terms will not apply to You.

1. An **“EHS Active Employee”** is defined as Your employees, consultants, contractors, and agents who are contained in the Vector EHS employee and contractor table with an active status. An employee may or may not be a Named User. For EHS Services, You are allowed a Named User for each EHS Active Employee.
2. You will be able to activate or disable employees without incurring additional EHS Active Employee fees as long as the total number of EHS Active Employees does not exceed the number of employees included in Scheduled A.
3. EHS Active Employees added after the Effective Date in Schedule A shall be billed at the full per employee fee. Such additional EHS Active Employees shall become part of the Minimum Annual Commitment for subsequent years, on the anniversary date of each contract year or upon renewals under the Agreement.
4. You agree to pay for the number of EHS Active Employees in the EHS Services in a given contract year.
5. Subject to the Minimum Annual Commitment, if any, set forth in Schedule A, annual fees for Your use of the Services will be based upon the actual number of EHS Active Employees in a given contract year. Employees inactivated in a given contract year will not count towards the total number of employees in the year following such inactivation, unless reactivated.
6. You acknowledge that certain transmissions You receive as part of the EHS Services may contain sensitive personal information that You have provided. You understand that We do not control or own the data contained in such transmissions. As such, You will be responsible for ensuring that the information is secured and preventing the transmission and/or disclosure of such information to unauthorized recipient(s). In the event such information is disclosed to an unauthorized recipient(s), You shall be responsible for notifying Your EHS Active Employee(s) whose information may have been disclosed to the extent required by law. Both Parties further agree to handle such data in compliance with any applicable Federal, State, or local laws or regulations. You shall also be responsible for any threatening, defamatory, obscene, offensive, or illegal content or conduct of any of Your EHS Active Employees when using the Services. To the extent not prohibited by applicable law, You shall indemnify, defend, and hold Us harmless against any claims that may arise as a result of these matters. With respect to Your use of the EHS Services, You acknowledge that We are not a covered entity or business associate under HIPAA.

B. Vector WorkSafe Services and Vector LiveSafe Services

This Section B. contains service specific terms and conditions that will apply if You are licensing or using Vector WorkSafe Services, LiveSafe Essentials or Vector LiveSafe Services (collectively **“LiveSafe Services”**) in Schedule A. Otherwise, the following terms will not apply to You.

1. **Authorized Users.** **Authorized Users** (interchangeably may be referred to as **“Named Users”** means the employees, contractors and/or consultants under Your control who You authorized to operate the LiveSafe Services .
2. **Your Responsibilities.** You shall: (i) not permit any person or entity, other than designated Authorized Users, to access the LiveSafe Services; (ii) use commercially reasonable efforts to prevent unauthorized access to or use of the LiveSafe Services, (iii) provide prompt written notice of any unauthorized access or use; and (iv) instruct Authorized Users to comply with all applicable terms of this Agreement.
3. **Your Data.** You agree that We may only use data collected, extracted or received through Your use of the Services (**“Your Data”**) in an anonymized and aggregated manner (without specifically identifying You, Your users or Your location(s)) for the sole purpose of reporting LiveSafe Services metrics, training and education about the LiveSafe Services, and improving the LiveSafe Services (except as may be required by law, court order, or as needed to provide the Services to You). Your Data shall not include any information collected, extracted, or received in response to the WorkSafe Integrated Health Survey. Within thirty (30) business days following Your written request, and not more than four (4) times per year or upon termination of this Agreement, We will provide to You a backup copy of Your Data in Our possession.

C. Vector Evaluations+ Services.

This Section C. contains service specific terms and conditions that will apply only if You are purchasing **Vector Evaluations+ Software as a Service** in Schedule A. Otherwise, the following terms will not apply to You.

1. **Access and Use.** We will provide You a nonexclusive, non-transferable, revocable authorization to remotely access and use the Vector Evaluations+ Software as a Service: (i) on Our application server over the Internet, (ii) transmit data related to Your use of the Service over the Internet, and (iii) download and use the Evals + mobile device application software (referred to collectively as "Evals+ Services"). We will provide accounts for Your users on the application server for storage of data and use of the Service. The number of Named Users, start of service, and duration, are as stated in Schedule A.
2. If Your active user accounts exceed the number of Named Users during the term of this Agreement, You agree to pay for the additional Users, based on the per User fees in Schedule A. Adjusted fees will apply beginning on the month the number of Named Users are exceeded and will be prorated for the remainder of the current 12-month period. You agree to pay for the number of Users using or authorized to access the Services in a given contract year.
3. **Your Content.** You will be the owner of all content created and posted by You. You will also be the owner of all content created and posted by Us on Your behalf, including but not limited to evaluation forms added to the system as part of support services We provide.
4. **Third-Party Content.** You are responsible for proper licensing of, and assuming liability for, copyrighted material which You post on Our system, or is posted on the system by Us on Your behalf. This includes but is not limited to copyright protected evaluation forms and other materials from third parties. If You upload third-party content to Our platform, such third-party content providers are responsible for ensuring their content is accurate and compliant with national and international laws.
5. **Effect of Termination.** You will have thirty (30) days after the effective date of termination or expiration of this Agreement to export Your data using the software tools provided, or to request Your data from Us. Form data will be available as exported comma separated variable (CSV) files and as PDF files. Uploaded data files will be available in their original format. After the thirty (30) day period, We have no obligation to maintain or provide data and may thereafter delete or destroy all copies of the Your data, unless legally prohibited.

D. Vector CheckIT™.

Customer Obligations. When purchasing Vector CheckIT™, You will identify stations, vehicles, drug safes, and other service specific details, as may be applicable.

E. Vector LMS and Services which include access to the Shared Resource Feature.

If You choose to participate by uploading Your information to the shared resource sections of our website, You hereby authorizes Us to share any intellectual property you own ("**User Generated Content**") that Your Users upload to the shared resources section of our website with our third-party customers and users that are unrelated to you ("**Our Other Customers**"); provided that We must provide notice to Your users during the upload process that such User Generated Content will be shared with Our Other Customers.

F. Casino Services.

When purchasing Casino Services, in addition to the Responsibilities and Restrictions in Section 2 of the General Terms and Conditions above, the following shall apply to You:

You must request Our written approval for third party access to the Services or content. Your request for third-party access shall include the third party's names, company, and contact information. Upon Our request, You shall execute a written agreement with the third party, securing for Us the rights provided in this Section, Section 4 (Intellectual Property Rights), and Special Section 1 (Confidentiality) prior to providing access to Our Software, Services or Content under this Agreement.

Use Restrictions. You shall not: (a) transmit or share the course content, with any persons other than authorized users (b) provide or otherwise make available the course content in whole or in part, in any form to any person without Our prior written consent; (c) transmit or share identification or password codes to persons other than authorized users (d) permit the identification or password codes to be cached in proxy servers, (e) permit access by individuals who are not authorized under this Agreement, or (f) permit access to the software through a single identification or password code being made available to multiple users on a network.

The Parties have executed this Agreement by their authorized representatives as of the last date set forth below.

Target Solutions Learning, LLC d/b/a Vector Solutions
4890 W. Kennedy Blvd, Suite 300

Warren Fire Department (MI)
23295 Schoenherr Road
Warren, MI 48089

Tampa, FIL 33609

By: _____	By: _____
-----------	-----------

Printed Name: Katie Huizar

Printed Name: Lori M. Stone

Title: Sr. Manager, Renewal Management

Title: Mayor

Date: _____

Date: _____

	Warren Fire Department (MI) 23295 Schoenherr Road Warren, MI 48089
--	--

	By: _____
--	-----------

Printed Name: Sonja Buffa

Title: Clerk

Date: _____



WARREN FIRE DEPARTMENT
23295 SCHOENHERR AVE.
WARREN, MI 48089
PHONE (586) 586-2800
FAX (586) 774-2120
warrenfire@warrenfiredept.org

February 6, 2026

Craig Treppa
Purchasing agent

Subject: SOL-W-1801 – Vector Solutions – Five (5) year contract

Craig

The fire department is requesting that City Council waive the bid process and award a five (5) year contract to Vector Solutions beginning on April 30, 2026. The department currently uses the following software packages including Vector Scheduling, Vector Check It – Fire/EMS - Stations, Vector Check It – Fire/EMS - Vehicles, Vector LMS, Target Solutions Edition Premier Membership, Vector LMS, Target Solutions Edition-Maintenance Fee, and Vector Evaluations+. The contract utilizes the same terms and conditions as the previous contract with payments due annually with a Net-45 payment due date and allows the department to pay in annual installments to extend the contract for an additional year or the option of paying the entire amount in a single payment. The 1st year costs of the software equal \$40,157.78, 2nd year cost equals \$41,355.78, 3rd year cost equals \$42,589.50, the 4th year cost equals \$43,861.00 and the 5th and final year cost equals \$45,171.78. The contract also allows the department or the vender to cancel the agreement with thirty (30) days written notification.

The department began using software products from Vector Solutions and other similar type companies that Vector Solutions has purchased over the last several years. The department's goal with using these software packages includes eliminating the use of paper documents which has allowed the department to digitize our scheduling platform, training records, along with our station and apparatus checks along with our maintenance and inventory records that providing instant access, improves efficiency, and further eliminates the storage of paper documents. The department is very satisfied with the software packages the vender provides the department, and the vender continues to improve their software ensuring that their software remains state of the art and competitive with other venders offering competing software packages.

Please direct questions to my attention at Ext. 3100.

Funds are available in general ledger account 101-1336-80100

Professionally,

DocuSigned by:
A blue ink signature of Wilburt McAdams in a cursive script.
6EE857E59A9D4BD...
Wilburt McAdams
Fire Commissioner

RESOLUTION

Document No: SOL-W-1801
 Product or Service: Scheduling Software
 Requesting Department: Fire Department

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2026 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 Fire Department has determined that it is necessary in the interest of the City to waive the bid process for the purchase of scheduling software, to Target Solutions Learning, LLC., dba Vector Solutions, 4890 W. Kennedy Blvd., Ste 300, Tampa, FL 33609, for a five (5) year period, in the amounts shown in the table below.

YEAR	PERIOD	ANNUAL AMT
1	April 30, 2026 – April 29, 2027	\$ 40,157.78
2	April 30, 2027 – April 29, 2028	\$ 41,355.78
3	April 30, 2028 – April 29, 2029	\$ 42,589.50
4	April 30, 2029 – April 29, 2030	\$ 43,861.00
5	April 30, 2030 – April 29, 2031	\$ 45,171.78
5-YEAR GRAND TOTAL:		\$ 213,135.84

The purchasing agent has conducted a review and concurs with the cooperative purchasing.

Funds are available in the following account: 101-1301-80100.

IT IS RESOLVED, that the purchase with Target Solutions Learning, LLC., dba Vector Solutions, for a five (5) year period, in the amounts shown in the table above, is hereby accepted by City Council.

IT IS FURTHER RESOLVED, that the award shall commence on April 30, 2026.

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
- 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 _____, 2026.

Mindy Moore
Secretary of the Council



PUBLIC SERVICE DEPARTMENT
WASTE WATER TREATMENT PLANT
32360 Warkop
Warren, Michigan 48093
(586) 264-2530
FAX (586) 264-3594
www.cityofwarren.org

March 17, 2026

Ms. Mindy Moore
Council Secretary
City of Warren

SUBJECT: WWTP Dry Well 60-inch Diameter Header Pipe Repairs – Request for Increase of Funding for Emergency Repairs

Dear Council Secretary Moore:

On March 9, 2026, the Waste Water Treatment Plant (WWTP) sought and obtained the Mayor's approval for emergency repairs of the 60-inch diameter header pipe located in the plant's main drywell, for work identified and detailed in the March 9, 2026 correspondence (copy attached). The approved repair work commenced from Friday, March 6 through Sunday evening, March 8, 2026.

Plant's staff along with Colt Group, a mechanical contractor that responded to the City's request for emergency repair of the pipe were able to stabilize and seal the leak to a point where our sump pumps could maintain the dry well from further inundation. The repair is temporary in nature and has sprung a minor leak since the patch was completed. A permanent fix is required to prevent pipe from further rupturing and flooding drywell.

The original piping and valves in the drywell are 70 years old, and have lasted longer than their design life. As a result, all of the valves are seized and there is no isolation available in order to safely remove and replace the ruptured pipe, while also maintaining the City's flow demand.

In order to permanently fix this issue, it is necessary to partner with Colt Group, Lee Contracting Inc. and Mersino Water Solutions to work together in a collaborative effort. At this time, it is unclear if any other contractors are needed. If it becomes apparent and necessary that additional specialized contractors are required, the plant will seek out necessary qualified vendors to complete the work stated herein. The costs for the repairs detailed herein are expected to be approximately \$4,000,000.00. This assumes the repairs can be completed in one (1) month of mobilization of all parties.

Colt will install two (2) line stops on both 60" and 48" discharge pipes, which will prevent the 70-feet of head pressure from bearing down on the ruptured pipe and the personnel. Colt will then live tap both discharge lines in the drywell to serve two purposes; Verify the line stop is working and is safe for personnel, and give the plant a controllable means to dewater the charged discharge line for a repair. Once the discharge line has been dewatered, Lee will cut-in a 60" and 48" double disc gate valve in the greenbelt located between the drywell and the grit chamber. This will provide a permanent means to isolate, which will be needed for replacing the infrastructure into the future. Lee

WWTP Drywell 60-inch Leaking Pipe, Additional Funding Request, page 2
3/17/26

will then be able to cut and remove the ruptured pipe and inoperable knife gate and replace with a new pipe and isolation gate. Once the work has been completed and verified, Lee will commence to performing the same work on the secondary discharge line in the drywell.

The plan laid out herein shall reduce the plant’s pumping capacity to approximately 50 MGD when performing work on the 60” discharge line. During wet weather events the plant has seen as much as 180 MGD present at peak moments. As a result, it is necessary to mobilize Mersino to provide temporary bypass pumping capability, up to 100 MGD from the influent chamber (prior to the wet well/dry well) to the grit chamber. Pricing reflects that Mersino will provide and install all required suction and discharge piping, as well as the vertical turbine pumps and generators. Mersino has indicated that mobilizing their equipment and making the pumping system operational will take approximately 15–20 days. Timely approval is critical, as the vertical turbine pumps are limited in availability. They are currently accessible, but may be allocated elsewhere if another entity requests them. City staff will be responsible for supplying and fueling the diesel generators and monitoring pump operation. Any fuel costs and coordination associated with this emergency bypass will be the City’s responsibility as part of the emergency repair.

It is respectfully requested that additional emergency funding in the amount of \$4,000,000.00 be approved for the additional work needed to repair the 60” & 48” discharge pipe located in the WWTP dry well. This is in addition to the \$50,000.00 that was approved by the Mayor as part of the 3/9/2026 emergency funding request. Attached to this letter is a breakdown of costs from Colt, Lee and Mersino. Funding for this expenditure should be made available in the FY26, Capital Outlays Account 592-9047-98080.

Should you have any questions, I can be reached directly at extension 8103.

Sincerely,

Read and Concurred:

Read and Concurred:

DocuSigned by:

FCFF4B48430F471...
Anthony Conigliaro, P.E.
Sanitary Engineer

DocuSigned by:

A310AB08B8C84DD...
Dave Muzzarelli
Public Service Director

Signed by:

E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

Read and Concurred:

Read and Concurred:

Read and Concurred:

Signed by:

F6F8C83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:

CF2C773236C54C9...
Richard Fox
City Controller

Signed by:

F040B73E87F248E...
Lori M. Stone
Mayor

AGC/dd

Attachments: Copy of the 3/9/26 emergency approval, Projected Cost Breakdown, Resolution

cc: Joe Jenkins, Sr. Facilities Engineer, WWTP



PUBLIC SERVICE DEPARTMENT
WASTE WATER TREATMENT PLANT

32360 Warkop
Warren, Michigan 48093
(586) 264-2530
FAX (586) 264-3594
www.cityofwarren.org

MEMO TO: Mayor Lori M. Stone

FROM: Anthony Conigliaro, P.E. WWTP Division Head

SUBJECT: **Emergency Purchase Request for WWTP Dry Well 60-inch Diameter Header Pipe Repairs**

DATE: 3/9/26

On Friday, March 6, 2026 a substantial leak developed on the 60-inch diameter discharge header pipe in the WWTP dry well. The 60-inch diameter discharge header pipe is one of two main pipes in the drywell that convey raw sewage pumped from the wet well to the grit building for treatment processes. That particular header pipe carries flows from pumps # 3, 4, 5, 6 & 7. The City's maintenance personnel had attempted to perform temporary repairs of the deteriorated pipe and plug the multiple holes which had developed in the pipe's wall, however due to the severity of the pipe wall damage, inability to isolate the affected pipe segments due to the increased amounts of flow resultant from wet weather event that day, the attempted repairs were not successful. Due to rapid rise of water level in the dry well resulting from the pipe leak, and to protect the plant's personnel, the existing pumps, motors, and other electrical equipment located in the dry well, it was necessary to request emergency assistance from outside contractors.

Plant personnel reached out to about fifteen contractors seeking assistance with emergency bypass pumping of the water flooding the drywell and also with assistance to repair the severe pipe leak. Mersino Water Solutions had very timely responded to City's request for emergency assistance with pumping out of the raw sewage flooding the basement of the drywell. The temporary pumps provided by Mersino Water Solutions have been operating since the evening of 3/6/2026 and must remain operational until the pipe leak is temporarily and then permanently repaired. The cost of the pumping system equipment and related personnel provided by Mersino Water Solutions is on time and material basis at this time.

Out of the several mechanical contractors that the WWTP personnel reach out for emergency assistance, only two responded in person, and only one of those two was willing to assist with the attempting to perform temporary repairs of the damaged header pipe. Colt Group of Wyandotte, MI has responded to WWTP's requests for assistance in repairs of the leaking pipe and fabricated and installed a temporary plug for the damaged pipe.

WWTP Drywell 60-inch dia Header Pipe Repairs, Emergency Purchase Request

3/9/26

Page 2

Once the pipe leak is stabilized and further investigations for permanent repair of the damaged pipe can be performed, the WWTP will forward an updated request for City Council’s approval of funding needed to complete the repairs of this damaged pipe.

It is respectfully requested that upon receipt of acceptable insurance from the vendors that assisted the WWTP in responding to the emergency request for emergency pumping and pipe repairs, that an approval be issued for emergency purchase order in the initial amount not to exceed \$50,000, for emergency repairs of the WWTP Drywell 60” Header Pipe. This requested amount will be used to pay the various vendors that responded and provided emergency assistance related to the repairs of the leaking header pipe in the WWTP Drywell, which at this time is estimated to be up to \$50,000.

Given the above circumstances and the criticality of this emergency situation, it is respectfully requested that in accordance with Division 4, Section 2-337.9 of the City of Warren Code of Ordinances, that the Mayor issue emergency approval of the necessary purchase requisition that will follow this correspondence, for emergency repairs of the WWTP’s Drywell 60” Header Pipe.

It is recommended that funding for the needed emergency purchase requisition in the amount of \$50,000 be made available from unspent capital allocations in this year’s budget, account 592-9047-98080.

Should you have any questions, I can be reached directly at extension 8103.

Sincerely,

Read and Concurred:

Read and Concurred:

DocuSigned by:

Anthony Conigliaro

FCFF4B48456F471...

Anthony Conigliaro, P.E.
WWTP Division Head

DocuSigned by:

David Muzzarelli

A310A808BBC84DD...

Dave Muzzarelli
Public Service Director

Signed by:

Craig Treppa

E610E2D7FFE5449...

Craig Treppa
Purchasing Agent

Read and Concurred:

Read and Concurred:

Read and Concurred:

Signed by:

Kris Battle

F6FDC83AETC142B...

Kris Battle
Budget Director

DocuSigned by:

Richard Fox

CF2C773230C54C9...

Richard Fox
City Controller

Signed by:

Lori M Stone

F040B73E57F248E...

Lori M. Stone
Mayor

AC/dd

cc: Dave Muzzarelli, Public Service Director
Joseph Jenkins, Sr. Facilities Engineer, WWTP

Drywell Emergency Repair Cost Projection as of 3/16/2026

Colt / Water Tap

speciality contractor to give us isolation

two ea., 60" line stops, CIP	\$ 185,000.00
two ea., 48" line stops, CIP	\$ 163,200.00
48" live tap with ball valve	\$ 3,120.00
24" live tap with ball valve	\$ 2,980.00

<i>Subtotal</i>	\$ 354,300.00
-----------------	----------------------

Lee

LSUM for scope below:

mechanical contractor to perform work

Remove concrete

Provide temp isolation ball

Excavate 60" & 48" force main, CIP, oiyr concrete support base

Furnish & Install 60" & 48" double disc gate valve in greenbelt, includes MJ sleeve

Remove temp ball valve for both lines as needed

Furnish & install 8-10' diameter MH for the 48" and 60" double disc gate valves

Remove and disposal of existing ruptured 30x48 fabricated steel spiral pipe.

Remove and disposal of existing 30" inoperable knife gate valve

Furnish & Install new 30" knife gate valve

Furnish & Install 30x48 fabricated steel pipe, FL X FL connections

Furnish and install new 48" bolted steel coupling

Furnish and install a 4" port (possibly weld-o-let), install quarter inch valve and cap.

Cut, removal and disposal of existing 24" CIP pipe.

Removal and disposal of existing 24" inoperable knife gate valve.

Furnish and install new 24" knife gate valve.

furnish and install new 24" fabricated steel pipe. Flange to flange connections.

Furnish and install new 24" bolted steel coupling.

Furnish and install a 4" port (possibly weld-o-let), install quarter inch valve and cap.

Return pumps to service. Run pumps, verify no leakage.

Furnish & install new FRP covered grating up at the grit chamber

Backfill and restoration around at the excavation by the meter chamber.

Disposal of concrete tops from the grit chamber.

<i>Subtotal</i>	\$ 2,614,300.00
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Mersino

Setup & Tear Down of emergency bypass pumps and piping	\$ 300,000.00
Assum one (1) month rental	\$ 350,000.00
Fuel	\$ 10,000.00

<i>Subtotal</i>	\$ 660,000.00
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<i>Contingency 10%</i>	\$ 360,000.00
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TOTAL PROJECTED AMOUNT	\$ 3,988,600.00
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RESOLUTION

Document No.: SOL-W-1823

Product or Service: Emergency Dry Well 60-inch Diameter Discharge Repairs

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 _____, 2026, at 7 p.m. Eastern _____ 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 March 9, 2026 the Waste Water Treatment Plant sought and obtained City Council approval for emergency repairs of the City’s 60-inch discharge pipe located in the dry well, in the amount of \$50,000, to be performed by Colt and Mersino.

Upon commencement of the repair, a leak was still apparent but was reduced to the point where the sump pumps could maintain the dry well from further inundation. Ruptures and buckling are visible on the repaired pipe section, a permanent fix is required as soon as possible to prevent flooding of the dry well.

Upon performing a diligent review and investigations, the WWTP Sanitary Engineer has determined that it is necessary and in the best interest of the Waste Water Treatment Plant and the City, to perform the additional repairs.

The cost of the additional emergency repairs to the WWTP Dry Well 60-inch Discharge Repairs is estimated to be \$4,000,000.00. Funds are available in the FY26, Capital Outlays Account 592-9047-98080.

The additional repair services may require use of numerous vendors, for procurement, excavation, temporary line stops, pipe fitting, welding, rigging, mechanical installation, bypass pumping and fuel consumption for temporary generators. It is requested that this resolution cover any and all vendors required to complete the additional work related to the WWTP dry well 60” discharge repair.

The additional repairs are expected to take up to one (1) month, from the time of mobilization.

THEREFORE, BE IT RESOLVED, that the request for additional funding in the amount of \$4,000,000.00 for additional repairs to the WWTP dry well 60” discharge pipe (\$354,300.00 for work performed by Colt Group, and \$2,614,300.00 of work performed by Lee Contracting Inc., and \$660,000.00 for work performed by Mersino, and the remaining \$371,400.00 for fuel, unforeseen conditions, and or other services required for the repair.)

BE IT 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
 - 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 _____, 2026.

MINDY MOORE
Secretary of the Council



CITY CONTROLLER'S OFFICE
ONE CITY SQUARE, SUITE 425
WARREN, MI 48093-5289
(586) 574-4600
FAX (58) 574-4614
www.cityofwarren.org

DATE: MARCH 13, 2026
TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL
SUBJECT: FILE TRI-W-1636; RENEWAL OF PHONE SERVICES PROVIDED BY WINDSTREAM

The Purchasing Division concurs with the I.S. Department and recommends that City Council approve an award to Windstream, 4001 N. Rodney Parham Road, Little Rock, AR 72212, utilizing the TIPS Cooperative Contract# 230105 for providing phone services for a one (1) year period, in an amount not to exceed \$83,000.00.

If approved by your honorable body, this award will maintain the City's phone services through Windstream for a one-year period commencing on April 18, 2026. The phone services will be provided to fifteen (15) locations throughout the City. The list of locations are shown in the attached quotation from Uniti.

Uniti has recently merged with Windstream. Their name appears on the quotation, with payment being made to Windstream.

The monthly recurring charges amount to \$5,416.56. In addition, there are monthly regulatory fees that the City will incur. The City estimates that these charges will amount to approximately \$1,500.00 monthly.

If approved by your honorable body, the I.S. Department will not exceed the amounts listed above without obtaining prior City Council approval.

Funds are available in the various departmental Accounts for the Windstream costs. The City shall remit payments to Windstream, PO Box 9001013, Louisville, KY 40290.

Respectfully Submitted,

Signed by:

E610E2D7FFE5449...
Craig Treppa
Purchasing Agent

The attached agreement has been reviewed by Acting City Attorney, Mary Michaels.

Signed by:

119806BF52344A1...
Mary Michaels
Acting City Attorney

Read and concur,

Signed by:

F6FDC83AE1C142B...
Kris Battle
Budget Director

DocuSigned by:

CF2C773236C54C9...
Richard Fox
Controller

Signed by:

F040B73E57F248E...
Lori M. Stone
Mayor



AMENDMENT TO UNITI AGREEMENT

This AMENDMENT ("Amendment") effective as of the latter of the signature dates below, amends the Agreement, in addition to any and all related addenda or amendments (collectively, the "Agreement"), by and between CITY OF WARREN CITYHALL ("Customer") and the Uniti legal entity(ies) providing the Service to Customer, as identified on Customer's bill ("Uniti").

TERMS OF AMENDMENT

- i) Uniti and Customer hereby agree to amend the Agreement by moving, adding or changing Services at an existing Service location or adding a new Service location, as identified in Quote# 2952359, attached hereto and hereby incorporated into the Agreement. The Services to be provided at such Service locations and rates for the same are also set forth in the Quote, along with other applicable terms and conditions.
- ii) **Term.** The Term for the Services provided per Quote # 2952359 shall end on 04/12/2027.
- iii) Except as modified by this Amendment, the terms and conditions set forth in the Agreement remain unchanged.

IN WITNESS WHEREOF, this Amendment is hereby duly executed by an authorized representative of each Party hereto.

CITY OF WARREN CITYHALL

UNITI and its affiliates
(Uniti)

SIGNATURE:

Sonja Buffa:

City Clerk

DATE:

SIGNATURE:

AUTHORIZED REP.
(PRINTED NAME):

TITLE:

DATE:

SIGNATURE:

O U ' o :

U

DATE:



Account Summary

Customer Name	CITY OF WARREN CITYHALL
Quote #	2952359
Uniti Representative	Molly Breitschuh
Contract Term Length	Term shall end on 04/12/2027
Effective Date	February 20, 2026

Summary of Charges (Total for All Locations)

Product	Monthly Recurring Charges	One-Time Charges
Dynamic IP	\$4,161.06	\$0.00
Voice	\$585.00	\$0.00
Internet Service	\$275.00	\$0.00
Equipment	\$0.00	\$0.00
Data	\$395.50	\$0.00
Total*	\$5,416.56	\$0.00

The Monthly Recurring Charges represented above DO NOT include the taxes or charges that Uniti passes on to governmental entities AND the following Uniti fees and surcharges: Access Recovery Charge of up to \$3.00 per line or a maximum of 5 per trunk. Regulatory Assessment Surcharge of up to 8% (or for future increases with prior notice, the then-current tariff rate) applies to Interstate and International charges in the following states MN, NY and PA. An Administrative Service Fee of up to 18% (or for future increases with prior notice, the then-current tariff rate) applies to Interstate, Intrastate and Internet services monthly charges in all states except MN, NY and PA.



Service Agreement Summary

This Service Agreement is subject to and controlled by the Uniti Solution Service Terms and Conditions and the service-specific terms and conditions located at https://solutions.uniti.com/legal, including how such terms may be modified from time to time, and all of which are hereby incorporated herein by reference. Rates are subject to change on 30 days' notice via bill message on customer's invoice. By your signature you warrant that you have read, understand and agree to the Service Agreement, Uniti Service Terms and Conditions and applicable service-specific terms and conditions, and acknowledge that you are authorized to sign this Service Agreement and order the Service(s) as outlined herein.

Form with columns for CUSTOMER and UNITI, containing fields for Signature, Printed Name, Title, and Date.

This offer is voidable by Uniti if not signed and returned by 4/6/2026.



Location Summary

Location Name	Monthly Recurring Charges	One-Time Charges	Credits
CITY OF WARREN - Fire Station 4	\$143.71	\$0.00	\$0.00
City of Warren 5460 Arden 012610679	\$173.99	\$0.00	\$0.00
City Of Warren Community Ctr 5460 Arden 012610942	\$807.91	\$0.00	\$0.00
City of Warren Courthouse 8300 Common 012612755	\$997.46	\$0.00	\$0.00
CITY OF WARREN 29850 S Civic Center	\$179.10	\$0.00	\$0.00
CITY OF WARREN - 26600 BURG	\$25.00	\$0.00	\$0.00
City of Warren 23333 Ryan 012614230	\$135.59	\$0.00	\$0.00
City of Warren 23295 Schoenherr 012610355	\$172.84	\$0.00	\$0.00
City of Warren City Hall One City Square 012612951	\$1,145.54	\$0.00	\$0.00
City of Warren 32601 WARKOP Rd 012611047	\$170.04	\$0.00	\$0.00
City of Warren PD 29900 Civic Center 012613228	\$304.98	\$0.00	\$0.00
City of Warren W & S 12821	\$734.45	\$0.00	\$0.00
CITY OF WARREN- 26620 BURG	\$161.59	\$0.00	\$0.00
City of Warren 26560 Burg 012614314	\$139.51	\$0.00	\$0.00
CITY OF WARREN- 26540 BURG	\$124.85	\$0.00	\$0.00

Location Detail

Location Name	CITY OF WARREN - Fire Station 4	Account Number	217629513
Location Address	6361 CHICAGO RD , WARREN, MI 48092-1613		

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Dynamic IP			
PS/ALI	1	\$0.00	\$0.00
Telephone Number	1	\$0.75	\$0.75
Federal Subscriber Line Charge	1	\$9.20	\$9.20
			\$133.76
Dynamic IP			
2 Line Adapter	1	Included	
Broadband Internet Access - 50.0/15.0	1	Included	
Cellular Broadband Internet Access - 1GB	1	Included	
Digital Voice Lines	2	Included	
PS/ALI	1	Included	
Total			\$143.71

Location Detail

Location Name	City of Warren 5460 Arden 012610679	Account Number	215401415
Location Address	5460 ARDEN AVE , WARREN, MI 48092-1194		



Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Dynamic IP			\$30.74
8 Line Adapter	1	Included	
Digital Voice Lines	2	Included	
PS/ALI	1	Included	
LD Blocking	2	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
Federal Subscriber Line Charge	2	\$9.20	\$18.40
Dynamic IP			\$79.10
Broadband Internet Access - 35.0/5.0	1	Included	
Internet Service - 35 Mb	1	Included	
SIP Call Path	5	Included	
Federal Subscriber Line Charge	5	\$0.00	\$0.00
Local Blocking	1	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
PS/ALI	1	\$0.00	\$0.00
Telephone Number	1	\$0.75	\$0.75
Internet Service			\$25.00
Cellular Broadband Internet Access - 1GB	1	Included	
Voice			
LD Block of Time - Total Min: 1000	1	\$20.00	\$20.00
		Total	\$173.99

Location Detail

Location Name	City Of Warren Community Ctr 5460 Arden 012610942	Account Number	215400623
Location Address	5460 ARDEN AVE , WARREN, MI 48092-1194		

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Dynamic IP			
Foreign Telephone Number On Net	8	\$0.00	\$0.00
LD Blocking	1	\$0.00	\$0.00
Local Blocking	1	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
PS/ALI	1	\$0.00	\$0.00
Dynamic IP			
PS/ALI	1	\$0.00	\$0.00
Foreign Telephone Number On Net	2	\$0.50	\$1.00
Dynamic IP			\$662.21
Ethernet Access - 20 Mb	1	Included	
Internet Service - 20 Mb	1	Included	



Managed Router Equipment	1	Included	
Managed Router Service - Advanced	1	Included	
SIP Call Path	69	Included	
Federal Subscriber Line Charge	5	\$0.00	\$0.00
Local Blocking	1	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
Managed Router Equipment	1	\$0.00	\$0.00
PS/ALI	1	\$0.00	\$0.00
Telephone Number	95	\$0.05	\$4.75
Direct Trunk Overflow	1	\$34.95	\$34.95
Equipment			
Edge Session Controller	1	\$0.00	\$0.00
Voice			
Long Distance Minutes Charge	4	\$20.00	\$80.00
PS-ALI Account Service Charge	1	\$25.00	\$25.00
		Total	\$807.91

Location Detail

Location Name	City of Warren Courthouse 8300 Common 012612755	Account Number	215400524
Location Address	8300 COMMON RD , WARREN, MI 48093-2380		

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Dynamic IP			\$516.52
Ethernet Access - 20 Mb	1	Included	
Internet Service - 20 Mb	1	Included	
Managed Router Equipment	1	Included	
Managed Router Service - Advanced	1	Included	
SIP Call Path	23	Included	
Local Blocking	1	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
Managed Router Equipment	1	\$0.00	\$0.00
PS/ALI	1	\$0.00	\$0.00
Telephone Number	102	\$0.05	\$5.10
Federal Subscriber Line Charge	5	\$9.20	\$46.00
Direct Trunk Overflow	4	\$34.95	\$139.80
Dynamic IP			\$160.04
2 Line Adapter	1	Included	
24 Line Adapter Charge	1	Included	
Broadband Internet Access - 60.0/10.0	1	Included	
Digital Voice Lines	12	Included	
PS/ALI	1	Included	



LD Blocking	12	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
Equipment			
Edge Session Controller	1	\$0.00	\$0.00
Internet Service			\$25.00
Cellular Broadband Internet Access - 1GB	1	Included	
Voice			
Long Distance Minutes Charge	4	\$20.00	\$80.00
PS-ALI Account Service Charge	1	\$25.00	\$25.00
		Total	\$997.46

Location Detail

Location Name	CITY OF WARREN 29850 S Civic Center	Account Number	205388253
Location Address	29850 S CIVIC CENTER BLVD , WARREN, MI 48093-2375		

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Dynamic IP			\$179.10
24 Line Adapter	1	Included	
Broadband Internet Access - 35.0/5.0	1	Included	
Cellular Broadband Internet Access - 1GB	1	Included	
Digital Voice Lines	5	Included	
		Total	\$179.10

Location Detail

Location Name	CITY OF WARREN - 26600 BURG	Account Number	205388529
Location Address	26600 BURG RD , WARREN, MI 48089-1052		

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Internet Service			\$25.00
Cellular Broadband Internet Access - 1GB	1	Included	
		Total	\$25.00

Location Detail

Location Name	City of Warren 23333 Ryan 012614230	Account Number	215400661
Location Address	23333 RYAN RD , WARREN, MI 48091-4553		



Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Data			\$79.10
Broadband Internet Access - 35.0/5.0	1	Included	
Dynamic IP			
SIP Call Path	5	Included	
Federal Subscriber Line Charge	5	\$0.00	\$0.00
Local Blocking	1	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
PS/ALI	1	\$0.00	\$0.00
Telephone Number	1	\$0.75	\$0.75
Dynamic IP			\$30.74
8 Line Adapter	1	Included	
Digital Voice Lines	2	Included	
PS/ALI	1	Included	
LD Blocking	2	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
Internet Service			\$25.00
Cellular Broadband Internet Access - 1GB	1	Included	
Voice			
LD Block of Time - Total Min:	1	\$0.00	\$0.00
		Total	\$135.59

Location Detail

Location Name	City of Warren 23295 Schoenherr 012610355	Account Number	215401540
Location Address	23295 SCHOENHERR RD , WARREN, MI 48089-4263		

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Data			\$79.10
Broadband Internet Access - 35.0/5.0	1	Included	
Dynamic IP			
SIP Call Path	5	Included	
Federal Subscriber Line Charge	5	\$0.00	\$0.00
Local Blocking	1	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
PS/ALI	1	\$0.00	\$0.00
Telephone Number	1	\$0.75	\$0.75
Dynamic IP			\$47.99
24 Line Adapter Charge	1	Included	
Digital Voice Lines	3	Included	
PS/ALI	1	Included	



LD Blocking	3	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
Internet Service			\$25.00
Cellular Broadband Internet Access - 1GB	1	Included	
Voice			
Long Distance Minutes Charge	1	\$20.00	\$20.00
		Total	\$172.84

Location Detail

Location Name	City of Warren City Hall One City Square 012612951	Account Number	215190585
Location Address	1 CITY SQ , WARREN, MI 48093-5291		

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Dynamic IP			\$187.09
24 Line Adapter Charge	1	Included	
Broadband Internet Access - 35.0/5.0	1	Included	
Digital Voice Lines	13	Included	
PS/ALI	1	Included	
Local Blocking	13	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
Federal Subscriber Line Charge	13	\$9.20	\$119.60
Dynamic IP			\$558.61
Ethernet Access - 20 Mb	1	Included	
Internet Service - 35 Mb	1	Included	
Managed Router Equipment	1	Included	
Managed Router Service - Advanced	1	Included	
SIP Call Path	69	Included	
Federal Subscriber Line Charge	5	\$0.00	\$0.00
Local Blocking	1	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
Managed Router Equipment	1	\$0.00	\$0.00
PS/ALI	1	\$0.00	\$0.00
Telephone Number	261	\$0.04	\$10.44
Direct Trunk Overflow	4	\$34.95	\$139.80
Equipment			
Edge Session Controller	1	\$0.00	\$0.00
Internet Service			\$25.00
Cellular Broadband Internet Access - 1GB	1	Included	
Voice			
LD Block of Time - Total Min: 4000	4	\$20.00	\$80.00
PS-ALI Account Service Charge	1	\$25.00	\$25.00



Total	\$1,145.54
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Location Detail

Location Name	City of Warren 32601 WARKOP Rd 012611047	Account Number	215401509
Location Address	32601 WARKOP AVE , WARREN, MI 48093-1085		

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Data			\$79.10
Broadband Internet Access - 35.0/5.0	1	Included	
Dynamic IP			
Federal Subscriber Line Charge	5	\$0.00	\$0.00
Local Blocking	1	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
Telephone Number	1	\$0.75	\$0.75
Dynamic IP			\$35.99
8 Line Adapter	1	Included	
Digital Voice Lines	1	Included	
LD Blocking	1	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
Federal Subscriber Line Charge	1	\$9.20	\$9.20
Internet Service			\$25.00
Cellular Broadband Internet Access - 1GB	1	Included	
Voice			
LD Block of Time - Total Min: 1000	1	\$20.00	\$20.00
		Total	\$170.04

Location Detail

Location Name	City of Warren PD 29900 Civic Center 012613228	Account Number	215190596
Location Address	29900 CIVIC CENTER BLVD S , WARREN, MI 48093-2386		

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Dynamic IP			\$110.83
Ethernet Access - 20 Mb	1	Included	
Internet Service - 20 Mb	1	Included	
Managed Router Equipment	1	Included	
Managed Router Service - Advanced	1	Included	
SIP Call Path	6	Included	
Local Blocking	1	\$0.00	\$0.00



Local Measured Service Charges	1	\$0.00	\$0.00
Managed Router Equipment	1	\$0.00	\$0.00
PS/ALI	1	\$0.00	\$0.00
Telephone Number	205	\$0.04	\$8.20
Federal Subscriber Line Charge	5	\$9.20	\$46.00
Direct Trunk Overflow	1	\$34.95	\$34.95
Equipment			
Edge Session Controller	1	\$0.00	\$0.00
Voice			
LD Block of Time - Total Min: 4000	4	\$20.00	\$80.00
PS-ALI Account Service Charge	1	\$25.00	\$25.00
		Total	\$304.98

Location Detail

Location Name	City of Warren W & S 12821	Account Number	215400674
Location Address	12821 STEPHENS RD , WARREN, MI 48089-4332		

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Dynamic IP			
LD Blocking	1	\$0.00	\$0.00
Local Blocking	1	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
PS/ALI	1	\$0.00	\$0.00
Foreign Telephone Number On Net	7	\$1.00	\$7.00
Dynamic IP			\$163.09
24 Line Adapter Charge	1	Included	
Broadband Access - Cable Charge 35 Mbps/3 Mbps	1	Included	
Digital Voice Lines	9	Included	
PS/ALI	1	Included	
Federal Subscriber Line Charge	9	\$0.00	\$0.00
LD Blocking	9	\$0.00	\$0.00
Local Blocking	9	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
Dynamic IP			\$302.76
Ethernet Access - 5 Mb	1	Included	
Internet Service - 35 Mb	1	Included	
Managed Router Equipment	1	Included	
Managed Router Service - Advanced	1	Included	
SIP Call Path	50	Included	
IP Blocks LAN - /30 - Block of 4 IPs	1	\$0.00	\$0.00
Local Blocking	1	\$0.00	\$0.00



Local Measured Service Charges	1	\$0.00	\$0.00
Managed Router Equipment	1	\$0.00	\$0.00
PS/ALI	1	\$0.00	\$0.00
Telephone Number	116	\$0.05	\$5.80
Federal Subscriber Line Charge	5	\$9.20	\$46.00
Direct Trunk Overflow	4	\$34.95	\$139.80
Equipment			
Edge Session Controller	1	\$0.00	\$0.00
Internet Service			\$25.00
Cellular Broadband Internet Access - 1GB	1	Included	
Voice			
Long Distance Minutes Charge	1	\$20.00	\$20.00
PS-ALI Account Service Charge	1	\$25.00	\$25.00
Total			\$734.45

Location Detail

Location Name	CITY OF WARREN- 26620 BURG	Account Number	205388527
Location Address	26620 BURG RD , WARREN, MI 48089-1060		

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Data			\$79.10
Broadband Internet Access - 35.0/5.0	1	Included	
Dynamic IP			\$36.74
8 Line Adapter	1	Included	
Digital Voice Lines	3	Included	
PS/ALI	1	Included	
LD Blocking	3	\$0.00	\$0.00
Local Blocking	3	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
Dynamic IP			
SIP Call Path	5	Included	
Federal Subscriber Line Charge	5	\$0.00	\$0.00
Local Blocking	1	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
PS/ALI	1	\$0.00	\$0.00
Telephone Number	1	\$0.75	\$0.75
Internet Service			\$25.00
Cellular Broadband Internet Access - 1GB	1	Included	
Voice			
Long Distance Minutes Charge	1	\$20.00	\$20.00
Total			\$161.59



Location Detail

Location Name	City of Warren 26560 Burg 012614314	Account Number	215190512
Location Address	26560 BURG RD , WARREN, MI 48089-1098		

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Data			\$79.10
Broadband Internet Access - 35.0/5.0	1	Included	
Dynamic IP			\$14.66
2 Line Adapter	1	Included	
Digital Voice Lines	2	Included	
PS/ALI	1	Included	
LD Blocking	2	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
Dynamic IP			
SIP Call Path	5	Included	
Federal Subscriber Line Charge	5	\$0.00	\$0.00
Local Blocking	1	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00
PS/ALI	1	\$0.00	\$0.00
Telephone Number	1	\$0.75	\$0.75
Internet Service			\$25.00
Cellular Broadband Internet Access - 1GB	1	Included	
Voice			
LD Block of Time - Total Min: 1000	1	\$20.00	\$20.00
		Total	\$139.51

Location Detail

Location Name	CITY OF WARREN- 26540 BURG	Account Number	205388214
Location Address	26540 BURG RD , WARREN, MI 48089-3546		

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Dynamic IP			\$79.10
Broadband Internet Access - 35.0/5.0	1	Included	
Internet Service - 35 Mb	1	Included	
SIP Call Path	5	Included	
Federal Subscriber Line Charge	5	\$0.00	\$0.00
Local Blocking	1	\$0.00	\$0.00
Local Measured Service Charges	1	\$0.00	\$0.00



PS/ALI	1	\$0.00	\$0.00
Telephone Number	1	\$0.75	\$0.75
Internet Service			\$25.00
Cellular Broadband Internet Access - 1GB	1	Included	
Voice			
LD Block of Time - Total Min: 1000	1	\$20.00	\$20.00
		Total	\$124.85



Usage Rates

Product and Usage Rates

Package Name	Usage Type	Rate per Minute	Initial Increment	Additional Increment	Precision
Dynamic IP					
	US to Caribbean Long Distance - Standard International	Standard International	30 seconds	6 seconds	2 digit
	Intralata Long Distance	0.03	6 seconds	6 seconds	2 digit
	US to Canada Long Distance	0.0268	30 seconds	6 seconds	2 digit
	US to International Long Distance - Standard International	Standard International	30 seconds	6 seconds	2 digit
	Price Per Mb Overage	0.05			
	Interstate Long Distance	0.03	6 seconds	6 seconds	2 digit
	Intrastate Long Distance	0.03	6 seconds	6 seconds	2 digit
	Local	0.00	6 seconds	6 seconds	2 digit
Internet Service					
	Price Per Mb Overage	0.00			

Usage Rates**

Rates listed within the Usage Rates section are applicable for all locations, unless otherwise noted on the individual Service Location listing in the Usage Rates sub-section. Additional charges apply for all voice features, router maintenance, CPE maintenance and directory listings.

Precision - each call is billed to two decimal places and rounds the billed amount for each call up to the nearest whole cent.



Dear Valued Customer,

We are pleased to announce that Uniti has joined forces with Windstream, marking the beginning of an exciting new chapter for our customers and communities. This strategic merger combines two industry leaders to create a premier fiber and managed services provider with an expansive network and a shared commitment to delivering exceptional value to business customers of all sizes.

Our newly expanded national fiber network now spans 240,000+ route miles, connecting 150,000+ on-net locations across approximately 300 metro markets, with near-net access to an additional 600,000 locations (visit our network map [here](#)). This integration creates a stronger, customer focused, nationwide provider of fiber network and managed solutions specifically designed to meet your specific needs.

What does this merger mean for you?

1. **No changes to service or pricing:** Rest assured, your current services and pricing remain unchanged. We're committed to providing you with consistent, exceptional service with the same dedication you have come to expect.
2. **No changes to our name:** You'll still see the Uniti Fiber name on billing and communications.

Thank you for your continued trust. We remain #customerobsessed and are focused on providing you with the tools, resources, and support needed to drive successful business outcomes. We are excited about the opportunities this evolution brings to our customers and look forward to continuing to serve your technology needs.

For additional questions or support, please reach out to your current Uniti Fiber account representative or contact us at 1.877.652.2321.

Sincerely,

Cathy De La Garza
President, Uniti Fiber



INFORMATION SYSTEMS
ONE CITY SQUARE, SUITE 420
WARREN, MI 48093-6726
(586) 574-4612
www.cityofwarren.org

To: Craig Treppa

From: Shumon Hakim

Date: March 10, 2026

Re: Windstream Phone Service Renewal (1-year term)
Utilizing TIPS Cooperative Contract #230105 (TIPS-USA).

I am requesting approval for the renewal of phone services provided by Windstream for the term of one year commencing on April 18, 2026, in an amount not to exceed \$83,000.00. This includes fifteen (15) locations throughout the city. Detail listing and fees are provided in the attached quote. The contract will cover the 15 accounts with the term ending on 4/17/2027. The monthly recurring charges will be \$5,416.56 plus monthly regulatory fees which are estimated to be \$1,500.00.

TIPS Contract #: 230105

Quote #: 2952359

Total Monthly Recurring Charges: **\$6,916.56**

Funds are available in the various departmental accounts.

Thank you for your assistance in the matter.

Signed by:

2A088219DCA746A...

Shumon Hakim
Information Systems Manager

RESOLUTION

Document No: TRI-W-1636

Product or Service: Renewal of Phone Services

Requesting Department: I.S. Department

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2026 at 7 p.m. Local Time during a Zoom Meeting hosted by Warren City Council in 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 I.S. Manager has determined that it is necessary in the interest of the I.S. Department and the City to continue phone services through Windstream, 4001 N Rodney Parham Road, Little Rock, AR 72212 for a one-year period, in an amount not to exceed \$83,000.00.

The City will be utilizing the TIPS Cooperative Contract #230105 for these services.

The purchasing agent has conducted a review and concurs with the cooperative purchasing.

Funds are available in the various departmental accounts.

IT IS RESOLVED, that the cooperative purchase with Windstream, via the TIPS Cooperative Contract (#230105) is hereby accepted by City Council at a total cost not to exceed \$83,000.00 for a one-year period commencing on April 18, 2026.

IT IS FURTHER RESOLVED, that the City shall remit payments to Windstream, PO Box 9001013, Louisville, KY 40290.

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
- 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 _____, 2026.

 Mindy Moore
 Secretary of the Council



DATE: MARCH 12, 2026
TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL
SUBJECT: TRI-W-1738; FURNISH & INSTALL NETWORK SWITCHES & WIRELESS ACCESS POINTS, UTILIZING THE OMNIA COOPERATIVE CONTRACT #01-169

The Purchasing Division concurs with the Police Department and recommends that City Council authorize the purchase and installation of seventeen (17) Network Switches and Wireless Access Points (Wi-Fi), to the authorized reseller, People Driven Technology, 6300 Venture Hills Blvd SW, Byron Center, MI 49315, utilizing the OMNIA Cooperative Contract #01-169 with Promark Technology, Inc., in a total amount of \$155,747.38.

Much of the current internal network infrastructure for the Police Department has reached the end of its useful life and no longer provides the reliability or speed required to support modern public safety operations. The department relies on a secure and stable network to operate mission-critical systems, including records management systems, digital evidence storage, body-worn and in-car camera uploads, mobile data access, and internal administrative services.

Thus, the Police Department is seeking an award for the purchase and installation of seventeen (17) Network Switches and Wireless Access Points (Wi-Fi), to People Driven Technology, utilizing the OMNIA Cooperative Contract #01-169 with Promark Technology, Inc. (see attached), in a total amount of \$155,747.38.

If approved by your honorable body, this award includes the supporting hardware, installation, and a 5-year warranty.

Funds are available in the following Account: 101-1301-98402.

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

The referenced OMNIA Contract #01-169 has been reviewed by the Acting City Attorney, Mary Michaels.

Signed by:
Mary Michaels
119806BF52344A1...
Mary Michaels
Acting City Attorney

TAB 1 - MASTER AGREEMENT - GENERAL TERMS AND CONDITIONS

- **Customer Support**

The vendor shall provide timely and accurate technical advice and sales support. The vendor shall respond to such requests within one (1) working day after receipt of the request.

Acknowledged and affirmed.

- **Disclosures**

Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.

The respondent affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

Acknowledged and affirmed.

- **Renewal of Contract**

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew for up to two (2) additional one-year terms or any combination of time equally not more than 2 years if agreed to by Region 14 ESC and the vendor.

Acknowledged and affirmed.

- **Funding Out Clause**

Any/all contracts exceeding one (1) year shall include a standard "funding out" clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity's current revenue only, provided the contract contains either or both of the following provisions:

Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.

Requested Exception in Appendix 2.

- **Shipments (if applicable)**

The awarded vendor shall ship ordered products within seven (7) working days for goods available and within four (4) to six (6) weeks for specialty items after the receipt of the order unless modified. If a product cannot be shipped within that time, the awarded vendor shall notify the entity placing the order as to why the product has not shipped and shall provide an estimated shipping date. At this point the participating entity may cancel the order if estimated



Region XIV Education Service Center

1850 Highway 351
Abilene, TX 79601-4750
325-675-8600
FAX 325-675-8659

Thursday, December 14th, 2023

Promark Technology, Inc.
ATTN: Stephen T. Hartung
10900 Pump House Road, Suite B
Annapolis Junction, MD 20701

Dear Stephen:

Region XIV Education Service Center is happy to announce that Promark Technology, Inc. has been awarded an annual contract for Advanced Technology Solutions Aggregator based on the proposal submitted to Region XIV ESC.

The contract is effective immediately and will expire on December 31st, 2026. The contract can then be renewed annually for an additional two years, if mutually agreed on by Region XIV ESC and Promark Technology, Inc.

We look forward to a long and successful partnership underneath this contract.

If you have any questions or concerns, feel free to contact me at 325-675-8600.

Sincerely,

DocuSigned by:
Shane Fields
Shane Fields

Region XIV, Executive Director

Promark - Contract # 01-169
Authorized Resellers

Layer 3 Communication	Y	Y	ewallace@layer3com.com
Legacy Tech Consulting	Y	Y	mcurtis@legacYTECHCONSULTING.COM
Leslie Digital Imaging, LLC	Y	Y	
Leverage Information Systems Inc	Y	Y	VendorRelations@lwn.ai
Lewan and Associates	Y	Y	brian.jones@xerox.com
Logicworks Systems Corp	Y	Y	shaansal@logicworks.com
Lyon Micro	Y	Y	
M.A. Polce Consulting Inc.	Y	Y	Kelly Palinski <kelly@mapolce.com>
Magna5 MS LLC	Y	Y	
Main Street Technologies	Y	Y	heidi@main-street-tech.com
Mainline Information Systems	Y	Y	
MAINMICRO TECHNOLOGIES CORP	Y	Y	bajet.karim@mainmicro.com
MARATHON CONSULTING, LLC.	Y	Y	tcortinas@marathonus.com
Marcum Technology LLC	Y	Y	
MCNUTT CONSULTING SERVICES INC	Y	Y	
Mercury Networks of New York LLC	Y	Y	fary@mercurynetworks-ny.com
Mission Critical Systems	Y	Y	SALESUPPORT@LOCKED.COM
Mobile Integrate Inc	Y	Y	elbert.eloraga@mobileintegrate.com
MOBIUS PARTNERS INC	Y	Y	
Mobius Partners, Inc.	Y	Y	schuler@mobiuspartners.com
Modal Networks, Inc.	Y	Y	briank@modalnetworks.net
Modern Networks LLC	Y	Y	mturner@modernnetworks.com
More Power Technology Group	Y	Y	
MOVING ON IT SOLUTIONS LLC	Y	Y	
MRK Technologies Ltd dba Inversion6	Y	Y	Laurie Albattis@Inversion6.com
MVATION WORLDWIDE INC	Y	Y	BNW@MVATION.COM
NE SYSTEMS INC	Y	Y	
NetGain Technologies	Y	Y	CMCrosby@NetGainIT.com
NETWAY COMMUNICATIONS INC.	Y	Y	
Netwize	Y	Y	jcrosley@Netwize.com
Network Center Inc.	Y	Y	ben.nelson@netcenter.net
Network Performance	Y	Y	Dustin Vaughn <dustin@net-perf.net>
Network Technologies LLC	Y	Y	
Networking For Future, Inc. (NFF)	Y	Y	cpeabody@nffinc.com
New Era Technology	Y	Y	Carl.Engle@NewEraTech.com
NIC Partners	Y	Y	swhite@nicpartnersinc.com
Nordisk Systems Inc a Converge Company	Y	Y	rory@nordisksystems.com
Nth Generation Computing	Y	Y	
NWN Corporation	Y	Y	VendorRelations@nwn.ai
Ocean Computer	Y	Y	Amber.Lawhun@PBSNOW.COM
OFFICE MANAGEMENT SYSTEMS INC DBA LOGISTA	Y	Y	ebush@logistasolutions.com
OmniPro	Y	Y	
Opkalla Inc.	Y	Y	
opsZero	Y	Y	
Optimal Technologies	Y	Y	
PACE SYSTEMS INC	Y	Y	ntaylor@pace-systems.com
Pandora Cloud	Y	Y	kim@pandoracloud.net
Pasack Data Services	Y	Y	Mandy Rusch@prologicits.com
PC SOLUTIONS & INTEGRATION	Y	Y	ealmanza@pcsusa.net
PC Specialists dba TIG	Y	Y	
PC University Distributors Inc.	Y	Y	
People Driven Technology Inc.	Y	Y	
PHILOTEK LLC	Y	Y	hwych@philetek.com
Pillar Communications Inc.	Y	Y	MCAMPBELL@PILLARCOMMUNICATIONS.COM
Pinnacle Business Solutions, Inc.	Y	Y	pburak@thepinnaclegroup.com
Pinnacle Business Systems, Inc.	Y	Y	
Pinnacle Networx LLC	Y	Y	
Pivotologic	Y	Y	philip.geier@pivotologic.com
PNW Security, LLC	Y	Y	
PORT53 TECHNOLOGIES	Y	Y	orders@port53tech.com
Port53Tech	Y	Y	easey@port53tech.com
PORTOLA SYSTEMS INC	Y	Y	JMoschin@portolasystems.net
Presidio	Y	Y	
PROACTIVE SOLUTIONS INC	Y	Y	
Procellis Technology, Inc.	Y	Y	
PROLOGIC ITS, LLC	Y	Y	mandy_rusch@prologicits.com
Protech Computer Systems	Y	Y	dmurphy@protsys.com
Quality and Assurance Technology Corp	Y	Y	tcortinas@marathonus.com
QUALITY CONSULTING INC	Y	Y	
Quality Consulting, Inc. (D.B.A. QCI)	Y	Y	cboom@qci.com
R2 Unified Technologies, LLC	Y	Y	David.Bester@r2ut.com
Racom Business Inc.	Y	Y	
Ramsys Storage Solutions	Y	Y	
Red River Technology LLC	Y	Y	
Right! Systems Inc.	Y	Y	kjroll@rightsys.com
RMM	Y	Y	
Safari Micro	Y	Y	Matt kozlowski@safarimicro.com

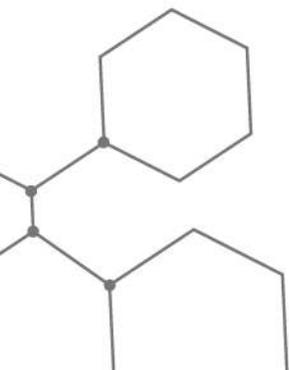


Warren Police Department

Wired and Wireless Juniper Mist Network Upgrade -
NCPA contract number #01-169

Quote # 026988 v1

March 04, 2026





616-264-6700
orders@peopledriven.com

6300 Venture Hills Blvd SW
Byron Center, MI 49315

Wired and Wireless Juniper Mist Network Upgrade - NCPA contract number #01-169

Prepared by:

East Michigan

Scott Sutherland
248-860-9920
sutherlands@peopledriven.com
Todd Steichen
steichent@peopledriven.com

Prepared for:

Warren Police Department

Paula Crabtree
pcrabtree@warrenpd.org

Quote Information:

Quote #: 026988

Version: 1
Delivery Date: 03/04/2026
Expiration Date: 04/18/2026

Switching

Line	Qty	Part Number	Description	Price	Extended Price
1	7	EX4100-24P	EX4100 24-PORT POE	\$2,521.40	\$17,649.80
2	7	CBL-PWR-C13-US-48P	2.5M STRAIGHT C13 15A/125V POWER CORD AC US/CANADA	\$30.10	\$210.70
3	7	JPSU-920-AC-AFO	EX3400 920W AC PS FRONT-TO-BACK AIRFLOW AFO	\$637.00	\$4,459.00
4	7	SUB-EX24-2S-5Y-COR	5YR / 2 SVC WIREDASSUR SUB EX24 INCL J-CARE CORE FOR EX23 34 43	\$421.75	\$2,952.25
5	8	EX4100-48P	EX4100 48P 10/100/1000BASET POE 4X10G SFP+ UPLINK PORTS 4X25G SFP28	\$4,023.95	\$32,191.60
6	8	CBL-PWR-C13-US-48P	2.5M STRAIGHT C13 15A/125V POWER CORD AC US/CANADA	\$30.10	\$240.80
7	8	JPSU-920-AC-AFO	EX3400 920W AC PS FRONT-TO-BACK AIRFLOW AFO	\$637.00	\$5,096.00
8	8	SUB-EX48-2S-5Y-COR	5YR / 2 SVC WIREDASSUR SUB EX48 INCL J-CARE CORE FOR EX23 34 43	\$602.00	\$4,816.00
9	2	EX4400-24X	24X10GBASEX SWITCH W/ 2X100G	\$8,510.60	\$17,021.20
10	2	CBL-EX-PWR-C13-US	US POWER CABLE	\$28.35	\$56.70
11	2	JPSU-550-C-AC-AFO	550W COMPACT AC AFO PS FOR EX4400 SWITCHES	\$389.20	\$778.40
12	2	SUB-EX24-2S-5Y-COR	5YR / 2 SVC WIREDASSUR SUB EX24 INCL J-CARE CORE FOR EX23 34 43	\$421.75	\$843.50
13	15	SFP-25G-DAC-50CM	SFP28 25G DAC 50 CM	\$64.75	\$971.25
14	30	SFPP-10G-LR-C	SFP+ 10G-LR TRANSCEIVER	\$66.85	\$2,005.50
15	10	SFPP-10G-LRT2-C	SFP+ 10G-LR TRANSCEIVER TYPE 2	\$66.85	\$668.50



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6300 Venture Hills Blvd SW
Byron Center, MI 49315

Switching

Line	Qty	Part Number	Description	Price	Extended Price
16	2	JNP-100G-DAC-1M	QSFP28 TO QSFP28 ETHERNET DIRECT ATTACH COPPER TWINAX CU	\$154.35	\$308.70
17	6	FSD9-LCSC-03	Singlemode Fiber Jumper, SC-LC, 3 Meters	\$39.00	\$234.00
18	552	PC6-BL-03-EZ	Cat6 Patch Cord, 3 Foot, Bootless- Color TBD per owner	\$3.45	\$1,904.40
19	10	SFP-1G-T-C	1000Base-T SFP 100m RJ45 CATx TAA Transceiver Module	\$78.40	\$784.00

Subtotal: \$93,192.30

Wireless

Line	Qty	Part Number	Description	Price	Extended Price
20	30	MIST-AP34-2S-5Y	AP34 AP BNDL 5YR 2SVC SUB	\$906.50	\$27,195.00
21	1	ME-X1-M	EDGE APPL 4X1GBPS SUPPORTS 500 ACCESS POINTS	\$6,002.50	\$6,002.50
22	1	ME-X1-ADV-XCH-US	ANNUAL EDGE ADV EXCH X1	\$946.58	\$946.58
23	30	SUB-ME-1S-5Y	MIST EDGE SUB FOR 5YR FOR 1 AP DATA TUNNELING SVCS	\$92.50	\$2,775.00
24	6	CPPL48WBLY	Panduit 48-Port Modular Patch Panel w/Installation	\$292.00	\$1,752.00

Subtotal: \$38,671.08

Switching - Professional Services

Line	Qty	Part Number	Description	Price	Extended Price
25	1	PS-FF	People Driven Installation. Project Management and Administrative Training	\$11,800.00	\$11,800.00

Subtotal: \$11,800.00

Wireless - Professional Services

Line	Qty	Part Number	Description	Price	Extended Price
26	1	PS-FF	People Driven Installation. Project Management and Wireless Post Survey	\$6,000.00	\$6,000.00
27	10	PD-SUB-SERVICE	Cat 6 Cabling run from Computer Services to Network Closets (2 per closet)	\$575.00	\$5,750.00

Subtotal: \$11,750.00



616-264-6700
orders@peopledriven.com

6300 Venture Hills Blvd SW
Byron Center, MI 49315

Wired and Wireless Juniper Mist Network Upgrade - NCPA contract number #01-169

Ship To:

Warren Police Department
29900 S. Civic Center Blvd.
sspencer@warrenpd.org
Warren, MI 48093
Paula Crabtree
(586) 574-4731
pcrabtree@warrenpd.org

Bill To:

Warren Police Department
29900 S. Civic Center Blvd.
sspencer@warrenpd.org
Warren, MI 48093
Paula Crabtree
(586) 574-4731
pcrabtree@warrenpd.org

Quote Information:

Quote #: 026988
Version: 1
Delivery Date: 03/04/2026
Expiration Date: 04/18/2026

Quote Summary

Description	Amount
Switching	\$93,192.30
Wireless	\$38,671.08
Switching - Professional Services	\$11,800.00
Wireless - Professional Services	\$11,750.00
Subtotal:	\$155,413.38
Shipping:	\$334.00
Total:	\$155,747.38

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

People Driven Technology

Warren Police Department

Signature: _____
Name: Scott Sutherland
Title: Account Executive
Date: 03/04/2026

Signature: _____
Name: _____
Date: _____



616-264-6700
orders@peopledriven.com

6300 Venture Hills Blvd SW
Byron Center, MI 49315

P ACCEPTANCE OF THE PRICE QUOTE IS MADE ONLY UPON THESE TERMS AND CONDITIONS

1. **AGREEMENT:** PEOPLE DRIVEN TECHNOLOGY, INC. ("PEOPLE DRIVEN") DOES NOT ACCEPT AND EXPRESSLY OBJECTS TO ANY TERMS AND CONDITIONS OR OTHER WRITING ON ANY PURCHASE ORDER, STATEMENT OF WORK, OR ACKNOWLEDGEMENT WHICH IS DIFFERENT FROM OR ADDITIONAL TO THOSE TERMS AND CONDITIONS CONTAINED HEREIN, EXPRESSLY INCLUDING, WITHOUT LIMITATION, ANY EFFORT TO NEGATE THE TERMS AND CONDITIONS SET FORTH HEREIN. NO MODIFICATION OR WAIVER OF THESE TERMS WILL BE EFFECTIVE AGAINST PEOPLE DRIVEN UNLESS SPECIFIED IN WRITING AND SIGNED BY PEOPLE DRIVEN. THE RECEIPT OF THE QUOTE OR PAYMENT FOR THE PRODUCTS AND/OR SERVICES PROVIDED THEREUNDER SHALL CONSTITUTE CUSTOMER'S ACCEPTANCE OF THE TERMS HEREOF.
2. **PRICING:** Prices for any Products and/or Services are valid for 30 days therefrom unless otherwise stated. Customer is responsible for (i) all applicable federal, state or local sales, use or other taxes (except taxes on People Driven Technology, Inc.'s net income), (ii) shipping or packing charges, (iii) insurance, and (iv) any other expenses associated with the sale and transportation, or storage of the Products or tariffs and any similar charges imposed upon or in connection with the Products and/or Services. The parties agree that all charges included in the price of the Products and/or Services set forth in the Price Quote are based upon detailed specifications supplied by Customer and any deviation requested by the Customer from such specifications may result in additional charges. All prices quoted shall be exclusive of sales tax or other applicable taxes, tariffs, duties or charges which are payable by Customer. Any tax, tariff, duty or charge which People Driven may be required to pay or collect, now or hereafter imposed by any governmental authority or agency, foreign or domestic, with respect to the sale, purchase, production, processing, storage, delivery, transportation, use, or consumption of any of the Products and/or Services covered hereby, including all taxes upon or measured by receipts from sales or services, shall be for the account of Customer, and any such charges may be added by People Driven as a separate item to People Driven's invoices.
3. **PAYMENT:** Unless otherwise specified in the Price Quote, payment for Products and/or Services is due net 45 days from the date of invoice. All invoice totals will reflect a 3% discount for payment by readily available cash that would not be applied for credit card payments. Credit card payments are not accepted for payments over \$5,000.
4. **DELIVERY:** Unless otherwise agreed in writing, the Products shall be shipped and delivered F.O.B. Customer's ship to location set forth in the Price Quote. Unless Customer instructs People Driven to use a particular carrier on customer's order letter, the Products shall be shipped via a common carrier chosen by People Driven.
5. **SHORTAGE: CLAIMS AND INSPECTION:** Customer shall have the right to inspect the Products and/or Services within 48 hours of receipt. Any shortages or other claims in connection with an order must be made in writing and delivered to People Driven within such 48-hour period or shall be waived.
6. **RETURNS:** Customer acknowledges that People Driven shall have no obligation to accept returns of any Products ordered by and sold to Customer. People Driven at its sole discretion, may authorize the return of unused Products. Such returns cannot be made without a return authorization in writing issued by People Driven.
7. **TITLE AND RISK OF LOSS:** Unless otherwise specified in the Price Quote, title and risk of loss shall pass to Customer at the time the Products are tendered by each carrier at Customer's facilities, and any loss or damage thereafter shall not relieve Customer from any obligation hereunder. People Driven reserves, and Customer hereby grants to People Driven, a purchase money security interest in the Products, and all proceeds from the sale thereof, until full payment is received for all amounts due and payable by Customer.
8. **WARRANTIES AND REMEDIES:**
Product Warranty: People Driven does not warrant any Product. All Products are provided to Customer by People Driven "AS IS." People Driven will, to the extent allowable, pass through any warranties and indemnifications provided by the manufacturer of the Product. Customer, recognizing that People Driven is not the manufacturer of any Product, expressly waives any claim that Customer may have against People Driven based upon any product liability or infringement or alleged infringement of any patent, copyright, trade secret or other intellectual property right (each a "Claim") with respect to any Product and also waives any right to indemnification from People Driven against any such Claim made against Customer by another. Customer acknowledges that no employee of People Driven or any other party is authorized to make any representation or warranty on behalf of People Driven that is not expressly set forth in this Agreement.
Service Warranty: People Driven represents, warrants and covenants that (i) People Driven shall perform all Services, if any, in accordance with the material specifications set forth in the quote and (ii) the functions and features of the Services and related deliverables shall operate in the manner described in the applicable quote for ninety (90) days from the completion thereof. Notwithstanding anything contained herein to the contrary, to the extent a manufacturer requires Products to be installed by People Driven or such manufacturer in order for a warranty to be valid, neither People Driven nor the product manufacturer shall provide a warranty for any Products which are not installed, as applicable, by People Driven or the product manufacturer. EXCEPT AS SET FORTH HEREIN, PEOPLE DRIVEN MAKES NO OTHER WARRANTIES, WRITTEN OR ORAL. ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, ARE HEREBY SPECIFICALLY DISCLAIMED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT, AND ANY WARRANTY ARISING BY STATUTE, OPERATION OF LAW, COURSE OF DEALING OR PERFORMANCE, OR USAGE OF TRADE.
9. **EXPORT RESTRICTIONS:** Products may be subject to export or resale restriction or regulation, and Customer acknowledges that it will comply with such restrictions and regulations. Any statement as to product country of origin, Export Control Classification Number, or compliance with applicable law (including, without limitation, that products are lead-free or RoHS compliant) is as provided to People Driven by its suppliers, and People Driven does not warrant its accuracy and will not be liable for any error with regard to same.



616-264-6700
orders@peopledriven.com

6300 Venture Hills Blvd SW
Byron Center, MI 49315

P ACCEPTANCE OF THE PRICE QUOTE IS MADE ONLY UPON THESE TERMS AND CONDITIONS

- 10. ORDER CANCELLATION:** Product cancellation and/or return is subject to manufacturer restrictions. People Driven will abide by its suppliers' current restrictions for all cancellation and return requests up to and including a No Cancellation or Return policy. Given the market volatility around supply, cost, and pricing of critical components, PDT has the right to cancel orders up to 45 days before shipment. This is consistent with the cancellation rights that OEM's provides to their partners.
- 11. PRICE ADJUSTMENTS:** PDT reserves the right to adjust pricing on orders in the event of increases in component costs, manufacturing costs, tariffs, exchange rate fluctuations, or other external factors beyond the OEM's control that may occur between the order date and the shipment date.
- 12. BILL and HOLD ARRANGEMENT:** From time to time, People Driven, at the request of Customer (email communication being sufficient), maybe asked to hold certain Products, with the acceptance that Customer shall be immediately billed for the Products ("Bill and Hold Products"). The following provisions shall apply to the Bill and Hold Products:
 - i. **Delivery.** The shipment of the Bill and Hold Products to Customer shall take place Ex Works (Incoterms 2020®) People Driven's facility. The Bill and Hold Products shall be deemed delivered upon notice that the Bill and Hold Products are made available to Customer and ready to be placed in use ("Delivery"). Upon notice and Delivery, Customer shall be deemed to have accepted such Delivery. Bill and Hold Products shall be held at People Driven's facility (the "Facility") for no more than 180 days following Delivery (the "Bill and Hold Period"). In the event that for any reason any applicable Bill and Hold Products should remain at the Facility at the conclusion of the Bill and Hold Period, Customer acknowledges and agrees that People Driven shall be entitled to invoice Customer for reasonable storage charges for the applicable Bill and Hold Products until they are no longer held at the Facility, and Customer agrees to pay all such invoices promptly.
 - ii. **Shortage, Claims, and Inspection.** The Bill and Hold Products shall be considered received upon their arrival at Customer's "ship to" location ("Receipt"). Customer shall have the right to inspect the Bill and Hold Products within 48 hours of receipt. Any claims for shortages or other claims in connection with the Bill and Hold Products must be made in writing and delivered to People Driven within such 48-hour period, or such claims shall be deemed waived.
 - iii. **Title and Risk of Loss.** Title and risk of loss of the Bill and Hold Products, as well as any additional liabilities due to events occurring after the time of Delivery, shall pass to the Customer upon Delivery, and any loss or damage thereafter shall be Customer's sole obligation.
 - iv. **Customer agrees that:** (i) Customer has made a fixed commitment to purchase such Bill and Hold Products; (ii) the Bill and Hold Products shall be purchased on the Delivery basis for legitimate business purposes; (iii) Customer shall identify a fixed delivery date for the Bill and Hold Products; and (iv) Customer agrees to be invoiced and to pay such invoice in accordance with the payment terms set forth in this Agreement.



March 9, 2026

Craig Treppa
Purchasing Department
Controller's Office
One City Square
Warren, MI 48093

RE: Purchase Request for Network Switches and Wifi Internet

Dear Mr. Treppa,

The Police Department is requesting approval to purchase upgraded network switches and wireless access points (Wi-Fi) to modernize and stabilize the department's internal network infrastructure from the authorized reseller, People Driven Technology, 6300 Venture Hills Blvd SW, Byron Center, MI 49315, utilizing the OMNIA Cooperative Contract #01-169 with Promark Technology, Inc.. Much of the existing networking equipment has reached the end of its useful life and no longer provides the reliability, or speed required to support modern public safety operations.

The department relies on a secure and stable network to operate mission-critical systems including records management systems, digital evidence storage, body-worn and in-car camera uploads, mobile data access, and internal administrative services. The proposed purchase will replace aging switches with modern, managed network switches. Additionally, the installation of updated wireless access points will significantly improve wireless coverage and performance throughout department facilities.

Upgrading the network infrastructure will improve operational efficiency, reduce downtime, and enhance cybersecurity protections. The investment will also ensure compatibility with current and future public safety technologies that require high-speed and reliable network connectivity.

The Police Department has a history of successful projects with People Driven Technology. They have provided a quote through OMNIA contract #01-169 to replace and install seventeen switches and Wifi with thirty access points. The quote includes supporting hardware, a 5-year warranty and installation.

Cost Summary:

17 installed network switches = \$104,992.30

Departmentwide Wifi with 30 access points= \$50,421.08

Shipping= \$334.00

Total: \$155,747.38

Funding is available for this purchase in GL# 101-1301-98402.

Professionally,

Signed by:

Brent Chisolm

9203B4FAD4AC476...

Brent Chisolm

Captain, Police Administration

RESOLUTION

Document No: TRI-W-1738

Product or Service: Furnish & Install Network Switches & Wireless Access Points

Requesting Department: Police Department

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2026 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 City for the purchase and installation of seventeen (17) network switches and wireless access points (Wi-Fi), to the authorized reseller, People Driven Technology, 6300 Venture Hills Blvd SW, Byron Center, MI 49315, utilizing the OMNIA Cooperative Contract #01-169 with Promark Technology, Inc., in a total amount of \$155,747.38.

The purchasing agent has conducted a review and concurs with the cooperative purchasing.

Funds are available in the following account: 101-1301-98402.

IT IS RESOLVED, that the cooperative purchases with People Driven Technology, OMNIA Cooperative Contract #01-169 with Promark Technology, Inc., is hereby accepted by City Council in the total amount of \$155,747.38.

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 _____, 2026.

Mindy Moore
Secretary of the Council



DATE: MARCH 13, 2026
TO: MINDY MOORE, SECRETARY, WARREN CITY COUNCIL
SUBJECT: TRI-W-1746; RECOMMENDATION TO INCREASE THE AWARD FOR FURNISHING AND INSTALLING A PLAY STRUCTURE AT HALMICH PARK UTILIZING THE OMNIA PARTNERS COOPERATIVE CONTRACT #2017001134

The Purchasing Division, in conjunction with the Community Development and the Parks and Recreation (P&R) Departments, recommend that City Council increase the award to GameTime, 150 Playcore Drive SE, Fort Payne, AL 35967, utilizing the OMNIA Partners Cooperative Contract #2017001134, from \$810,150.00 to \$853,921.08 (an increase of \$43,771.08) in order to add Permanent Fencing to the Halmich Park Play area.

On January 13, 2026, your honorable body approved an award to GameTime to furnish and install an ADA compliant play structure at Halmich Park in the amount of \$810,150.00. This recommendation before you today is to increase the award by \$43,771.08 in order to install secure, permanent fencing around the play area.

Since this play area will be designed for children of all abilities, including those with mobility, cognitive, and sensory challenges, the City has made the decision that secure, permanent fencing should be installed around the perimeter of the play area. This fence will consist of 369' of 4' tall Montage Plus Majestic 3 rail ornamental steel fence on 2.5" 16 GA poles set in concrete. This will include a 4' wide walk gate with standard latch. The fence will be integrated into the concrete curb.

The addition of this fence will assist in protecting children from nearby traffic and other areas of activity. This fence will also ensure families that they can utilize the playground confidently, as intended.

The initial award required that a temporary security fence be installed around the site during construction. This requirement has not changed.

GameTime was able to secure additional cost savings with a number of items, and thus, even though the cost of the security fence amounted to \$46,080.00, the City will only be charged an additional \$43,778.08 for the security fence. The additional savings came from discounts to the prices of the GT Shade, Swings, and Custom Ramped units.

The majority of the project will be funded through the Community Project Funding Grant, while a small amount of funding will come from the Parks & Recreation Account.

Funds are available in the following Accounts:

\$39,850.00 - Community Project Funding Grant: 274-9757-80100-CP2501.

\$3,921.08 – 208-9208-97400

Respectfully Submitted,

Signed by:

Craig Treppa

E610E2D7FFE5449...

Craig Treppa
Purchasing Agent

Read and concur,

DocuSigned by:

Angela Tarasenko

BC9B7387E8FF495...

Angela Tarasenko
Community Development
Supervisor

Signed by:

Jason Spiller

50D775C484AE448...

Jason Spiller
Parks and Recreation Director

Signed by:

Kris Battle

F6EDC83AE1C142B...

Kris Battle
Budget Director

DocuSigned by:

Richard Fox

CF2C773236C54C9...

Richard Fox
Controller

Signed by:

Lori M Stone

F040B73E57F248E...

Lori M. Stone
Mayor

RESOLUTION

Document No: TRI-W-1746 Increase of Award

Product or Service: Halmich Park Play Structure – Add Permanent Fencing

Requesting Department: Parks & Recreation/CDBG

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2026 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 and the Community Development Department have determined that it is necessary in the interest of the P&R Department, Community Development Block Grant, and the City to increase the award from \$810,150.00 to \$853,921.08 (an increase of \$43,771.08) to GameTime, 150 Playcore Drive SE, Fort Payne, AL 35967, utilizing the OMNIA Cooperative Contract #201700134, pursuant to cooperative purchasing, in order to furnish and install Permanent Fencing around the new All-inclusive and ADA Compliant play structure at Halmich Park.

The purchasing agent has conducted a review and concurs with the cooperative purchase.

Funds in the amount of \$39,850.00 are available in the Community Project Funding Grant: 274-9757-80100-CP2501 and funds in the amount of \$3,921.08 are available in the Parks & Recreation Account: 208-9208-97400.

IT IS RESOLVED, that the cooperative purchase with GameTime, utilizing the OMNIA Cooperative Contract #2017001134, to furnish and install a play structure at Halmich Park at a total cost of \$810,150.00 has been increased to \$853,921.08 (an increase of \$43,771.08) in order to furnish and install a permanent fence around the play area, is hereby accepted by City Council.

IT IS FURTHER RESOLVED, that the initial quote that was approved on January 13, 2026 is replaced with the quote attached to this resolution.

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
- 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 _____, 2026.

 Mindy Moore
 Secretary of the Council

QUOTE

107947-04-04 • 03/11/2026



City of Warren - Halmich Park - Site Security - Omnia Contract #2017001134

Customer:

City of Warren
Purchasing Department, One City Square,
Ste 425
Warren, MI 48093
United States

Ship to Zip: 48093

Prepared for:

Anthony Casasanta
Phone: 586-258-2008
acasasanta@cityofwarren.org

Prepared by:

Playcore Wisconsin Inc, dba GameTime
150 Playcore Drive SE
Fort Payne, AL 35967
Ph: 800-444-4954
Fax: 616-392-8634

Quantity	Part #	Description	Unit Price	Amount
384	Fencing	Miscellaneous Non GameTime - Supply and Installation of Fencing Install approx 369' of 4' tall Montage Plus Majestic 3 rail by Ameristar black ornamental steel fence on 2.5" 16 GA poles set in concrete. Includes a 4' wide walk gate with standard latch. Fence will be integrated into the concrete curb. Does include prevailing wage	\$120.00	\$46,080.00
8020	PIP	GT-Impax - Poured in place surfacing, 50% standard color / 50% black, 5.25" thick for a 12' CFH Includes supply and installation of 4" crushed stone subbase and graphics as shown.	\$34.00	\$272,680.00
1	INSTALL	Installation - Installation of Game Time Pieces Includes straw/seeding of disturbed areas.	\$134,500.00	\$134,500.00
1	R/D	GT-Impax - Removal and Disposal of Existing	\$42,500.00	\$42,500.00
8595	Excavation	GT-Impax - Excavation of area to varying heights Removal of 12" of existing organic material/surfacing and 9.25" of grassy area. Backfill of existing 12" area to 9.25" reveal depth.	\$3.85	\$33,090.75
365	Curb	GT-Impax - Supply and Installation of Concrete Border	\$85.00	\$31,025.00
390	INSTALL	Installation - Furnish and install concrete walkway	\$20.00	\$7,800.00
1	DRAWINGS	GameTime - Signed and Sealed Drawings for playground unit foundations	\$1,750.00	\$1,750.00
1	3680	GT-Shade - Standard Sealed Engineered Drawings	\$1,047.00	\$1,047.00
1	6263	GameTime - Inclusive Whirl - Natural	\$18,034.00	\$18,034.00
1	6299	GameTime - Inclusive Seesaw	\$10,260.00	\$10,260.00
1	6375	GameTime - Communication Board	\$2,887.00	\$2,887.00
1	14927	GameTime - NDS Play On Sign Package		
1	14928	GameTime - NDS Inclusive Play Sign Package		

QUOTE

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4	28009	GT-Site - 6' P/S Bench W/Back Inground	\$1,130.00	\$4,520.00
2	QRI181	GT-Shade - GTCU080808IG CANTI UMB 8X8X8 W/GLD IG	\$4,531.00	\$9,062.00
1	RDU	GameTime - Swings with Seats <ul style="list-style-type: none"> • (4) 5287 – Belt Seat for 8' Toprail • (1) 5295 – Expression Swing 8' Toprail Height • (2) 5333 – 8' ADA Powerscape Swing Add-A-Bay • (1) 5337 – 8' Solo Powerscape Swing Add-A-Bay • (1) 5373 – ADA Powerscape & Saucer Swing Combo • (1) 5377 – Zero-G (2-5) Beige 8' Height • (1) 5378 – Zero-G (5-12) Beige 8' Height 	\$18,713.00	\$18,713.00
1	CATR-IG	Freenotes Harmony Park - Caterpillar - (Chartreuse Post -With Inground Mount Kit)	\$4,669.00	\$4,669.00
1	BFLY-T-IG	Freenotes Harmony Park - Turquoise Butterfly - (With Inground Mount Kit)	\$1,417.00	\$1,417.00
1	FWR-Y-IG	Freenotes Harmony Park - Yellow Flower - (With Inground Mount Kit)	\$1,676.00	\$1,676.00
1	5053	GameTime - Discover Cave W/Rock Grips	\$6,734.00	\$6,734.00
1	RDU	GameTime - PrimeTime Unit for 2-5 year olds <ul style="list-style-type: none"> • (3) 12024 – 3 1/2" Uprt Ass'Y Alum 9' • (4) 12068 – 3 1/2"Uprt Ass'Y Alum 13' • (4) 12077 – 3 1/2" Uprt Ass'Y Alum 15' • (2) 18200 – 36" Sq Punched Deck P/T 1.3125 • (1) 18201 – 36" Tri Punched Deck P/T • (1) 19001 – Entry Way • (1) 19005 – Transfer System W/Barrier (2' Rise) • (1) 19035 – Optional Access Step (3' & 5') • (1) 19096 – Schooner (4'-6" & 5') • (1) 19121 – Curved Zip Slide • (1) 19171 – Leaning Wall (3') • (1) 19416 – Crawl-In Double Fun-L Up • (1) 19636 – Plank Climber 3' • (2) 19757 – Umbra Square Roof • (8) 19762 – Umbra Roof Plug • (1) 19790 – Dbl Swerve Zip 4'-6"/5' • (4) 39012 – Tot'S Leaf • (1) 7025L – Frog • (1) 19013 – Transfer Platform W/ Barrier (3') 	\$51,466.40	\$51,466.40
1	RDU	GameTime - Custom Ramped Unit for 5-12 year olds <ul style="list-style-type: none"> • (1) 564 – Curved Balance Beam • (1) 3903 – Hypentic Wheel 12" 2S • (1) 3905 – Bells 12" 1S • (1) 3960 – Maze Panel Sensor 20" One Sided • (1) 3966 – Rotogen Piano 20" Sensor with Adapt Sw • (1) 4958 – Hypno Wheel • (1) 4962 – Echo Chamber • (2) 16465 – Slide Transfer (Ada) • (7) 16701 – Ada 49"Tri Punch Steel Dk • (1) 6863RP – Arise Climber 	\$247,782.76	\$247,782.76

QUOTE

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A PLAYCORE Company

- (1) 6867RP – Aventus Tower 12' Slide
- (1) 6870RP – Inclusive Play Pocket (Tower)
- (1) 7294RP – Aventus Tower
- (2) 7295RP – Aventus Tw Steel Panel Med
- (1) 7296RP – Aventus Tw Steel Panel Sm
- (1) 7297RP – Aventus Internal Climber-Steel
- (2) 80001 – 49" Tri Punched Steel Deck
- (2) 80687 – Handhold/Kick Plate Pkg
- (1) 81473 – Horiz Ladder Link 98"
- (1) 81688 – Therapeutic Rings Attch
- (3) 90005 – Two Piece Hex Deck, Ada Ramp Access
- (1) 90176 – Ada Crow'S Nest W/ Gizmo
- (1) 90184 – Funnel Crow'S Nest W/Mold St Whl, Bar
- (1) 90207 – Overhead Ladder Access Package
- (2) 90264 – 6' Upright, Alum
- (6) 90266 – 8' Upright, Alum
- (3) 90267 – 9' Upright, Alum
- (1) 90268 – 10' Upright, Alum
- (1) 90269 – 11' Upright, Alum
- (6) 90270 – 12' Upright, Alum
- (2) 90272 – 14' Upright, Alum
- (1) 90273 – 15' Upright, Alum
- (1) 90355 – Store Front Panel, Below Dk
- (1) 90507 – 2'-6"/3' Rumble & Roll Zip Slide
- (1) 90508 – 4' Double Zip Slide, Std Dk
- (1) 90610 – Contoured Panel (Above)
- (1) 90673 – Ramp (Guardrail)
- (1) 90674 – Std Access Ramp Link 3 Dk Gr
- (1) 90676 – Std Access Ramp Link Gr 2'-6" & 3'
- (1) 90713 – Frog Slide Puzzle-Gadget Pnl Above Dk
- (1) 91136 – Funnel Crows Nest Telescope Bar
- (1) 91146 – Entryway - Guardrail
- (1) 91334 – Climber Offset Entryway (Barrier)
- (1) 91365 – Sensory Wave Panel w/ stained glass
- (1) 91374 – PS Sensory Wave Up & On (3' & 3'6")
- (1) 91457 – Sensory Wave Entryway
- (1) 91561 – Flower Spinner Panel
- (1) 91587 – Braille Panel
- (1) 91604 – HDPE Vertical Ladder 4'0"
- (1) 91664 – Umbra Hex Roof
- (6) 91687 – Umbra Roof Cap
- (1) 91711 – Modern Transfer w/Guardrail 1' Rise
- (1) 91827 – 5" Upright Extension w/ Cap 5'
- (5) 91832 – 5" Upright Extension w/o Cap 8'
- (1) 91846 – 5" Upright Extension w/o Cap 7'
- (1) 91905 – Playcast Nature Critters Find Me
- (1) 91920 – Sgl.Spiral Wilder w/Everybody Plays
- (1) 91931 – Entryway (Versa)
- (4) G90262 – 4' Upright, Galv
- (2) G90266 – 8' Upright, Galv
- (2) G90267 – 9' Upright, Galv
- (2) G90268 – 10' Upright, Galv
- (2) G90269 – 11' Upright, Galv

QUOTE

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- (5) G90271 – 13' Upright, Galv
- (2) G90273 – 15' Upright, Galv
- (1) 3930 – Fun Mirror 20" 1S

1	INSTALL	Installation - Temporary Fencing and site security while PIP material cures	\$10,000.00	\$10,000.00
1	BOND	GameTime - Payment and Performance Bond	\$12,150.00	\$12,150.00

Contract: OMNIA #2017001134

Sub Total	\$969,843.91
Discount	(\$122,296.56)
Freight	\$6,373.73
Grand Total	\$853,921.08

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. 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.

QUOTE

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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.

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: \$853,921.08

REQUIRED ORDER INFORMATION:

Bill To: _____

Ship To: _____

Contact: _____

Contact: _____

Address: _____

Address: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Tel: _____

Tel: _____

(For Accounts Payable)

(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: Jackson Sinclair



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: MARCH 6, 2026
TO: MINDY MOORE, SECRETARY OF WARREN CITY COUNCIL
SUBJECT: TRI-W-1762; RECOMMENDATION TO AWARD TRI-COUNTY COOPERATIVE PURCHASE FOR EMERGENCY MEDICAL SUPPLIES AND EQUIPMENT

The Purchasing Division concurs with the Fire Department and recommends that City Council approve an award for the purchase of Emergency Medical Supplies and Equipment for the Fire Department, to Bound Tree Medical, LLC., 5000 Bradenton Avenue, Dublin, OH 43017, in an annual amount not to exceed \$200,000.00.

On November 25, 2025, proposals for furnishing Medical Supplies and Equipment (RFP-FH-25-26-2525) were opened by the City of Farmington Hills, acting as the lead agency, on behalf of the Southeast Michigan Emergency Medical Supplies Cooperative (SMEMS), with extensions being offered to the MITN Purchasing Cooperative.

There are over three hundred (300) members of the SMEMS represented for this proposal including Farmington Hills, Birmingham, Bloomfield Township, St. Clair Shores, Sterling Heights, Royal Oak, Southfield, Waterford Township, and West Bloomfield. The estimated combined local annual purchase volume is approximately three million dollars.

The proposal requested volume discount pricing on four hundred twenty (420) highly used emergency medical products (core items), which included incident expendable supplies, training supplies, and equipment. The proposal also requested the vendor to submit a fixed discount off of any additional items listed in their catalog.

Eight (8) vendors responded with proposals (Bound Tree Medical, LLC., Dash Medical Gloves, Edelwise Med Supplies, Henry Schein, J & B Medical Supply, Life-Assist, Inc., McKesson Medical-Surgical Government Solutions, and Penn Care).

A committee made up of SMEMS members reviewed & evaluated all proposals and conducted interviews to the short-listed firms (Bound Tree Medical, LLC., Henry Shcein, Inc., and Life-Assist, Inc.). The committee recommended awarding the contract to Bound Tree Medical, LLC. Their fee schedule remains highly competitive, and as a current contract holder, they continue to demonstrate extensive knowledge and a strong commitment to emergency medicine. Bound Tree Medical, LLC. employs clinicians who assist agencies with training on new products and technique, offering a streamlined ordering process, maintains a user-friendly website, and continue to have excellent references.

A summary of the proposal and interview scoring is shown below. The RFP Committee is confident that Bound Tree Medical, LLC. is the most qualified and cost-effective provider of these vital supplies and equipment.

Vendor Name	City/State	Written & Priced Response Point Award	Interview Point Award	Total Points
Bound Tree Medical	Dublin, OH	84	52	136
Dash Medical Gloves	Franklin, WI	70	N/A	70
Edelwise Med Supplies	Woodbridge Twp, NJ	41	N/A	41
Henry Schein	Melville, NY	82	45.5	127.5
J & B Medical Supply	Wixom, MI	66	N/A	66
Life-Assist, Inc.	Rancho Cordova, CA	73	49.5	122.5
McKesson Medical – Surgical Government Solutions	Henrico, VA	74	N/A	74
Penn Care	Niles, OH	67	N/A	67

On Tuesday, January 27, 2026, the City Council of Farmington Hills adopted a resolution to award this contract to Bound Tree Medical, LLC. for a two (2) year period, from the date of contract award, with the option to extend the agreement for four (4) additional one (1) year periods, at the same terms and conditions. The award began on January 27, 2026.

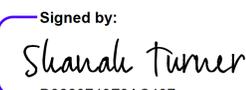
The Warren Fire Department agrees with the award. Bound Tree Medical, LLC. is offering volume discount pricing on their top 420 highly used (core list) emergency medical products (a listing of these core list products is attached for your review), including incident expendable supplies as well as training supplies and equipment. For items not included in the core list, Bound Tree Medical, LLC. is offering a minimum discount of 40%. These products are integral not only to the Fire Department, but to the health and safety of Warren citizens as well.

Their ordering process is very user-friendly. The Warren Fire Department has utilized Bound Tree Medical, LLC. for several years and has been satisfied with their product quality and customer service.

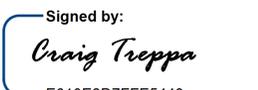
If approved by your honorable body, this award shall commence, retro-actively, on February 11, 2026 through January 26, 2027, in an annual amount not to exceed \$200,000.00 and January 27, 2027 through January 26, 2028, in an annual amount not to exceed \$200,000.00.

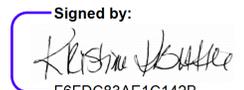
Funds are available in the following Account: 101-1336-72701.

Respectfully Submitted,

Signed by:

 D3220749F3AC487...
 Shanah Turner
 Assistant Buyer

Read and Concur,

Signed by:

 E610E2D7FFE5449...
 Craig Treppa
 Purchasing Agent

Signed by:

 F6FDC83AE1C142B...
 Kris Battle
 Budget Director

DocuSigned by:

 CF2C773236C54C9...
 Richard Fox
 Controller

Signed by:

 F040B73E57F248E...
 Lori M. Stone
 Mayor

CITY OF FARMINGTON HILLS
DEPARTMENT OF CENTRAL SERVICES
PURCHASING DIVISION

31555 ELEVEN MILE ROAD
FARMINGTON HILLS, MI 48336-1165
www.fhgov.com



PHONE 248-871-2435

Pg. 1 of 3

EMERGENCY MEDICAL SUPPLIES & EQUIPMENT AGREEMENT

THIS AGREEMENT, made and entered into this 27 day of January, 2026, by and between the City of Farmington Hills, Oakland County, Michigan, on behalf of the SMEMS COOPERATIVE and the MITN Purchasing Cooperative, Party of the First Part, hereinafter called OWNER, and Party of the Second Part,

BOUND TREE MEDICAL hereinafter called the CONTRACTOR.

WITNESSETH, that the Contractor and the Owner, for the consideration hereinafter named agree as follows:

ARTICLE I - THE WORK

It is agreed that the Contractor shall furnish all the labor, materials to deliver products shown and called for in the Invitation to Bid titled:

FH-25-26-2525 Emergency Medical Supplies and Equipment

prepared by the City of Farmington Hills, Central Services Department, Oakland County, Michigan, acting as, and in these Contract Documents entitled, the Contract Manager, and shall do everything required by the Contract Documents.

ARTICLE II - THE TIME

It is agreed that the Contractor shall begin work under this Contract upon receipt of written notice to proceed and that the contractor will fulfill all contract requirements for a period of **two (2)** years from date of contract award. It is further agreed that The City of Farmington Hills acting on behalf of the Southeast Michigan Emergency Medical Supplies Cooperative and MITN Purchasing Cooperative may opt to extend the pricing, terms and conditions of this contract for **four (4) one year renewals after the contract completion date.**

ARTICLE III - OWNER'S RIGHT TO CANCEL

It is agreed that if at any time the Contractor should abandon this work; or if he should be adjudged a bankrupt, or if his performance of this Contract is being unnecessarily or unreasonably delayed; or if he should make a general assignment for the benefit of his creditors; or if a receiver should be appointed on account of his insolvency; or if he should persistently or repeatedly fail to fulfill portions of the contract requirements the Owner shall have the right to cancel the Contract with seven ten (10) days written notice. Failure to perform specified duties listed herein after two (2) written notices shall constitute grounds for cancellation

ARTICLE IV - ASSIGNMENT OF CONTRACT

It is agreed that the Contractor shall not assign or transfer this Contract or sublet any part of the work embraced in it, except with the written consent of the Owner to do so.

ARTICLE V -- THIRD PARTY BENEFICIARIES

There are no third party beneficiaries to this Agreement, and nothing expressed or referred to in this Agreement will be construed to give any person or entity other than the parties to this Agreement any legal or equitable right, remedy, or claim under or with respect to this Agreement or any provision of this Agreement. This Agreement and all of its provisions and conditions are for the sole and exclusive benefit of the parties named.

ARTICLE VI - THE CONTRACT SUM

And it is agreed that, in consideration of the faithful and entire performance by the Contractor of his obligations under this contract, the Owner, shall pay to him, at the time and in the manner hereinafter stipulated, an amount as determined by the measured quantities and the respective unit prices herein named within thirty (30) days of receipt of the Contractor's invoices. Requested to do so, supported if requested, by sworn statements, satisfactory evidence that all persons who have supplied labor.

CITY OF FARMINGTON HILLS
DEPARTMENT OF CENTRAL SERVICES
PURCHASING DIVISION

31555 ELEVEN MILE ROAD
FARMINGTON HILLS, MI 48336-1165
www.fhgov.com



PHONE 248-871-2435

Pg. 2 of 3

It is further agreed that volume estimates listed in the specification document are as such just estimates and that the Owner will not be held responsible to meet any volume estimate listed to receive contract pricing.

The person representing the Contractor who will submit written invoices for payment is designated as:

Victoria Dodson. The person representing the Owner to whom invoices are to be submitted and questions regarding payment shall be designated by each entity after award.

It is agreed that no issues regarding payment of invoices shall affect the delivery of goods and services. No orders shall be held by the Contractor by the Owner shall be deemed or construed as an acceptance of any part of the work under this contract.

CITY OF FARMINGTON HILLS
DEPARTMENT OF CENTRAL SERVICES
PURCHASING DIVISION



PHONE 248-871-2435

31555 ELEVEN MILE ROAD
FARMINGTON HILLS, MI 48336-1165
www.fhgov.com

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IN WITNESS WHEREOF, the parties have caused these presents to be signed personally or by their duly authorized officers or agents and their seals affixed and duly attested the day and year first written above for **Emergency Medical Supplies and Equipment**.

CITY OF FARMINGTON HILLS - MUNICIPALITY

WITNESSES

BY: Karen Mondora, Acting City Manager/Date

BY: Carly Lindahl, City Clerk/Date

CONTRACTOR

WITNESSES

BY Corey Case / Chief Marketing Officer 01/29/2026
Contractor/Date

BY: Christopher Fyffe / Manager, Bids & Contracts 01/29/2026
Contractor/Date

Contractor's signature (s) must be notarized:

STATE OF Ohio)

COUNTY OF Franklin)

Subscribed and sworn to before me this 29th day of January 2026

Casey Lynn Shows
Notary Public

Franklin County, Ohio



Casey Lynn Shows
Notary Public, State of Ohio
My Commission Expires:
December 4, 2030

My Commission Expires: December 4, 2030

CITY OF FARMINGTON HILLS
RFP-FH-25-26-2525
Emergency Medical Supplies
Written Response

Concern = Minus 5 points
Recommend for Award

40

30

30

100

100

Company	City/State	Short History Vendor information, Continuity Plan & Exceptions to agreement	Discount Proposal	Products Specified	Proposal Eval	Interview	Total Points
Bound Tree Medical NOTES & EXCEPTIONS	Dublin, OH	30 Included. Established in 1978. Became part of holding company in 2008 when Bound Tree Medical and Tri-anim Health Services became subsidiaries of Sarnova, Inc. Acquired Concordance Healthcare Solutions in 2019 and integrated Emergency Medical Products in 2024. Approx. 300 employees (3 local). William Waite would be our representative and has been for the last 6 years. <i>References include City of Columbus Division of Fire, Priority Ambulance and Baltimore City Fire Department.</i> 5 distribution center located nationwide. Primary warehouse would be Greenwood, IN and secondary would be Elizabethtown, PA. Generally orders received and processed before 2 p.m. local are shipped the same day. Dedicated order processing team & real-time pricing and stock availability 24/7. Order via phone, email or via the internet. Items are deemed obsolete when there has been no movement for 2 years. Once an item's sales have begun to decrease the buyer may reach out to vendor for a return. If fees are assessed Sarnova will absorb shipping & restocking fees. Additional savings with UCapIT (Controlled Access Vending Machine) and Operative IQ software. 5 free CE accredited courses at www.BoundTreeUniversity.com. Disaster support hotline. Once notified of an incident Bound Tree can ship from all over the country in order to get needed supplies. <i>Noted on Table of Contents information regarding sample agreement but did not include.</i> Included COOP plan. They will extend to MITN.	30 Highest % of discount. (40%) Tied for highest	24 65% of the product listed are as specified. 35% of the items are alternate curaplex brands from current use items. 1 no bid.	84	52	136
Dash Medical Gloves NOTES & EXCEPTIONS	Franklin, WI	30 Over 35 years experience. <i>Gloves only</i> . Noel Clausen would be our representative; 20 years experience, 1 year with Dash. <i>References include Franklin Fire Department, New Berlin Fire Department and Lombard Fire Department (no local presence).</i> 35 full time staff. Warehouse and/or store front location is in Franklin, WI. Orders can be placed on line, call, text or email. Free shipping. They manufacture and sell direct. <i>They will not extend to the MITN group.</i>	30 Highest % of discount (gloves only) (40% off) Tied for highest	10 100% of the gloves are alternate brand.	70	0	70
Edelwise Med Supplies NOTES & EXCEPTIONS	Woodbridge Township, NJ	20 <i>3 years experience.</i> Syed Navish will be our representative. <i>References include Galveston County Health District, Willow Point Nursing and rehab and Atlantic County Government.</i> 5 full time and 3 part time employees. Warehouse and/or store front location in Edison, NJ. Orders may be placed by phone, email or mailing a PO to the administrative office. 95% in stock levels at all times. <i>2-5 business days for delivery.</i> They do provide a rebate program based on annual aggregate contract spend. They will extend to MITN.	0 Lowest % of discount (10%) Tied for last place	21 50% of the product listed are as specified. 50% of the items are alternate brands from current use items. A few "No-Bids."	41	0	41
Henry Schein NOTES & EXCEPTIONS	Melville, NY	30 94 years experience in this work. <i>(6 years ago they said they have 37 years experience in the EMS marketplace.)</i> Jennifer Rolls will be our account representative along with Pam Baron. Over 19,000 employees - In Southeast Michigan they have 115 part time. <i>References include several fire departments located throughout the country, no Michigan references</i> 25. Closest US Distribution center is in Indianapolis, IN. Orders can be placed by phone, fax, email, on-line or with an phone app. <i>Items are shipped same day but will take 5-10 business days to arrive.</i> Real-time order tacking. Orders can be place 24 hours per day. They do have a COOP plan. They will extend to MITN.	25 Second highest % discount (34%) (Second place)	27 75% of the product listed are as specified. 25% of the items are alternate brands from current use items. A few "No-Bids."	82	45.5	127.5
J & B Medical Supply NOTES & EXCEPTIONS	Wixom, MI	35 Established 1996. James Waak, Sales Manager and Holly Banos Territory Manager will be our representatives. 467 full-time & 29 part-time employees, 269 in SE MI. References include City of Detroit Fire/EMS, Bloomfield Township Fire and Redford Twp. Fire. Warehouse located in Wixom, MI <i>(only one warehouse, no redundancy).</i> Orders can be place by Phone, Fax or via the website. The Co-op group pricing is displayed as part of our own specific catalog. They offer buy back or credit on obsolete items if a member chooses with a restocking fee within 30 days. All orders received prior to 3:00 p.m. E.S.T. will be shipped out the same day or next. Will stock core items and non-core items purchased on a regular basis. Have Oracle Cloud Fusion to monitor product life cycle: Active Discontinue or Inactive. Quarterly reviews for keeping the core list up to date. Comprehensive COOP plan .J & B will perform free training on all equipment & supplies offered. J & B offers a SMEMS Grant program up to \$50,000 (see response). They took zero exceptions to the proposed agreement. They will extend to MITN.	10 Second lowest % discount. (15%) Fifth place	21 50% of the product listed are as specified. 50% of the items are alternate brands from current use items. A few "No-Bids."	66	0	66
Life-Assist Inc.	Rancho Cordova, CA	35	20	18	73	49.5	122.5

<p>NOTES & EXCEPTIONS</p>		<p>48 years experience. Bob Otter would be our representative just hired in October 2025. <i>References include New Orleans Ems, Kansas City Fire and community Fire Protection District. (no local presence)</i> 131 full time employees and 1 part time. 2 warehouses located in Rancho Cordova, CA and Lenexa, Kansas with 90,000 sq. foot of combined warehouse space. A new warehouse is Charlotte is up and coming. Orders can be placed online, phone, email or through integrated platforms such as PSTrax and Operative IQ. Orders placed before 4PM PST will ship the same day. Rebates are offered with annual term spend (refer to response for details) They also offer on site training. 15% off capital & training equipment and operations. They will extend to the MITN.</p>	<p>Third highest % discount (31%) Third place</p>	<p>25% of the product listed are as specified. 75% of the items are alternate brands from current use items. - Several "No-Bids."</p>			
<p>McKesson Medical-Surgical Government Solutions NOTES & EXCEPTIONS</p>	<p>Henrico, VA</p>	<p>35 Included. Started in 1969. Rob Thomas will be our representative, 21 years experience. 75 full time employees. <i>References include City of Santa Barbar FD, Sterling CO FD and AZ Fire and Medical Authority (no local presence).</i> Warehouse is located in Columbus, OH. Orders are placed on line through Supply Manager. Deliveries occur within 1-3 day and non stock items 2-4 weeks. Order received before 1:00 p.m. local time will be shipped the same day. They will extend to MITN.</p>	<p>15 Forth highest % discount (30%) Forth place</p>	<p>24 60% of the product listed are as specified. 40% of the items are alternate brands from current use items. - Several "No-Bids."</p>	<p>74</p>	<p>0</p>	<p>74</p>
<p>Penn Care NOTES & EXCEPTIONS</p>	<p>Niles, OH</p>	<p>30 38 years experience. Michael Vlaiku will be our representative and Tyler Keeley is the Sales Manager. 45 full time and 10 part time. <i>References include City of Pittsburgh EMS, Louisville Metro EMS and Niagara County Emergency Services.</i> Warehouse is located in Niles, OH.10,000 ft. warehouse. Orders and be placed on line or via email. Free shipping <i>but they did not indicate turnaround time.</i> Will extend to the MITN.</p>	<p>10 Lowest % of discount (10%) Tied for last place</p>	<p>27 75% of the product listed are as specified. 25% of the items are alternate brands from current use items. A few "No-Bids."</p>	<p>67</p>	<p>0</p>	<p>67</p>

CITY OF FARMINGTON HILLS

RFP-FH-25-26-2525

Emergency Medical Supplies

MLP Discount Tabulation

Category	BOUNDTREE	DASH MEDICAL GLOVES	EDELWISE MED SUPPLIES	HENRY SCHEIN	J & B	Life-Assist Inc.	McKesson Medical-Surgical Government	Penn
Bandages & Dressings Adhesive Bandages, Gauze Products, Self Adhesive, Elastic Bandages, Surgical Type dressings, Heat packs & Emergency Obstetric Supplies	40% full list in response	No Bid	10% McKesson, Dynarex, MedSource, Dukal, Hartmann, Medline	34.0% Off Current List Price- See Website.	15% Pro Advantage, Covidien, Dynarex, J&J, Microdot, Zmedica, Etc. *All Manufacturers	31% Life-Assist Inc., Life-Assist.com	30% Refer to MMSGGS attached catalog for list of manufacturers	10% MedSource Int., Dukal, NAR, Dynarex, Covidien
Infection Control Latex Gloves, Latex Free Gloves, Glove Accessories, Respirators & Facemasks, Respirator Fit Test Kits, Protective Eyewear, Ear Plugs, Antimicrobial Hand Wipes, Hand Soaps, Sanitizers & Lotions, Sharps Safety Under pads, Surface Disinfectants, High-Level Disinfectants, Personal Protection, Biohazard Spill Kits & Supplies and Biohazard Waste Bags	40% full list in response	40% Dash Medical Gloves	10% McKesson, Dynarex, Medline, Kimberly-Clark, Crosstex, Dukal	34.0% Off Current List Price- See Website.	15% Ansell, Halyard, Innovative Health Care, American Nitrile, BD, Biomedical, Etc. *All Manufacturers	31% Life-Assist Inc., Life-Assist.com	30% Refer to MMSGGS attached catalog for list of manufacturers	10% IHC, Halyard, Microflex, Cardinal Health, Ecolabs
IV & Pharmaceuticals Needle-Free Solution Sets, Needle-Free Extension Sets, Needle-Free IV Sets, Specialty IV Systems, Standard IV Sets, IV Accessories, IV Preparation, IV Dressings, IV Catheters, Needles & Syringes, Blood Collection, Solutions, Irrigation, Emergency Medications and Bone Injection Guns	37% full list in response	No Bid	10% McKesson, B. Braun, Baxter, Medline, Dynarex, BD	34.0% Off Current List Price- See Website. Excludes vaccines and COVID test	15% Medsource, BD, Braun, Exel, Persys Medical, Etc. *All Manufacturers	31% Life-Assist Inc., Life-Assist.com	30% Refer to MMSGGS attached catalog for list of manufacturers	10% B Braun, Becton Dickinson, Medsource Int., Excel
Diagnostic Equipment Pulse Oximeter, Blood Pressure Cuffs, Stethoscopes, Thermometers, Penlights, EKG Electrodes, Defib Supplies, Magil Forceps & Flashlights	35% full list in response	No Bid	10% McKesson, American Diagnostic Corp (ADC), Dynarex, Medline	34.0% Off Current List Price- See Website.	15% Drive Medical, MedSource, ADC, Ambu, Covidien, ConMed, Leonard, Lang, Medtronic, Etc. *All Manufacturers	31% Life-Assist Inc., Life-Assist.com	30% Refer to MMSGGS attached catalog for list of manufacturers	10% Medsource Int., Ambu, Vermed, Zoll, Kendall, Physio Control
Immobilization & Extrication Backboards, Backboard straps, Cervical Collars, Head Immobilizers, Mast Pants, Traction splints, Disposable and reusable Splints, Basket stretchers & Scoop Stretchers	40% full list in response	No Bid	10% MedSource, North American Rescue (NAR), Dynarex, FERNO (if allowed), Hartwell	34.0% Off Current List Price- See Website.	15% Dick Medical, Allied Healthcare, Sam Medical, Ferno, Graham Medical, Etc. *All Manufacturers	31% Life-Assist Inc., Life-Assist.com. Excludes capital & training equipment	30% Refer to MMSGGS attached catalog for list of manufacturers	10% Laerdal, Medsource Int., Ambu
Patient Transport Equipment Cot Accessories, patient Restraints, Cot Blankets, Cot Sheets, Stair Chairs, soft stretchers, clipboards, triage vests & triage supplies	30% full list in response	No Bid	10% MedSource, Dynarex, Medline, NAR, FERNO accessories	34.0% Off Current List Price- See Website.	15% Medsource, Ferno, Stryker, Avalon Papers, Graham Medical, Taylor Healthcare, DisasterManagement Supplies, Etc. *All Manufacturers	15% Life-Assist Inc., Life-Assist.com	30% Refer to MMSGGS attached catalog for list of manufacturers	10% Taylor Health Care, Medline, Graham Medical, Medsource Int.

Equipment Bags & Cases i.e. Oxygen bags, stocked oxygen kits, trauma bags, airway bags, ALS bags, drug bags & boxes, first call in bags, rescue packs, fanny packs & rescue bags	35% full list in response	No Bid	10% MedSource, StatPacks (if applicable), Dynarex, Meret	34.0% Off Current List Price- See Website.	15% Iron Duck, Meret, Allied, Stat Packs, Medsource, Pelican, Etc. *All Manufacturers	31% Life-Assist Inc., Life-Assist.com	30% Refer to MMSGGS attached catalog for list of manufacturers	10% Statpaks, Meret, Iron Duck, PAX, Conterra
Medical Education & Training AED trainers, CPR manikins, intubation trainers, Defib manikins, EKG simulators, IV training arms, ALS training manikins, Choking Manikins & Rescue Randy	32% full list in response	No Bid	10% Laerdal, PRESTAN, Dynarex, MedSource	34.0% Off Current List Price- See Website.	15% Nasco/Simulaids, Ambu, Etc. *All Manufacturers	31% Life-Assist Inc., Life-Assist.com	30% Refer to MMSGGS attached catalog for list of manufacturers	10% Simulaids, Nasco, Laerdal
Airway Management Endotracheal Tubes, Stylettes, Endotracheal Tube, Holders, Oral Airways, Nasal Airways, Difficult Airways Double Lumen Airways, Laryngeal Masks, Airway Detectors, Airway Accessories, Laryngoscope, Blades, Hand Powered Suction Units, Suction Catheters, Suction, Canisters, Disposable Suction Supplies and Specialized Tubing	37% full list in response	No Bid	10% McKesson, MedSource, Dynarex, Teleflex, Mercury Medical	34.0% Off Current List Price- See Website.	15% Ambu, Medsource, Laerdal, i-Gel, AirLife, SunMed, Covidien, Etc. *All Manufacturers	31% Life-Assist Inc., Life-Assist.com	30% Refer to MMSGGS attached catalog for list of manufacturers	10% Intersurgical, AirLife, Infinium Medical, UE Medical Devices, Ambu
Breathing & Respiratory Equip. Disposable Resuscitators (BVM's), CPR First Response Supplies, Valves / Adapters, Connectors, Regulators, Flowmeters, Oxygen Cylinders, Oxygen, Delivery Supplies, Nebulizers and CPAP Ventilation	35% full list in response	No Bid	10% Ambu, MedSource, Dynarex, Teleflex, Mercury Medical	34.0% Off Current List Price- See Website.	15% Ambu, Laerdal, FloTec, Allied, Meret, Mercury Medical, Etc. *All Manufacturers	31% Life-Assist Inc., Life-Assist.com	30% Refer to MMSGGS attached catalog for list of manufacturers	10% Ambu, Mercury Medical, Medsource Int. Pulmodyne
Disaster Preparedness Coveralls, ear protection, fit test kits, gloves, head protection, oxygen manifolds, respiration masks & hoods, traffic control & triage	37% full list in response	No Bid	10% Dynarex, MedSource, NAR, Medline	34.0% Off Current List Price- See Website.	15% Flotec, Disaster Mgt. Supplies, Etc. *All Manufacturers	31% Life-Assist Inc., Life-Assist.com	30% Refer to MMSGGS attached catalog for list of manufacturers	10% 3M, Safetec of America, Honeywell
Tools & Personal Items Field guides, forceps, scalpels, holsters, shears & scissors, penlights, ring cutters, hammers, seat belt cutters & window punches	40% full list in response	No Bid	10% Dynarex MedSource, McKesson, Rescue Essentials	34.0% Off Current List Price- See Website.	15% N.A.R., Medsource, DMS, ADC, Etc. *All Manufacturers	31% Life-Assist Inc., Life-Assist.com	30% Refer to MMSGGS attached catalog for list of manufacturers	10% Medsource Int., Dukal, Dynarex
REMAINING LINE DISCOUNT	40%	40% Gloves	10%	34% excludes vaccines and COVID test	15%	31% off Catalog List Prices on Disposable Goods & Pharmaceuticals, 15% off Capital, & Training Equipment & Operations (Excludes Inventory Management Solutions & Sale Items)	28%	10%

Interview & Site Demo	Bound Tree - 1:00	Henry Schein - 2:00	Life-Assist - 3:00
Item	Notes	Notes	Notes
Question & Answer-5 points each			
Give us general information about how our account will be structured. If more than one warehouse where do we call for orders, etc. Describe the method or protocol for ordering items and the series of events that take place once the order is placed.	5 SE 6 other rep. Primary warehouse Greenwood IN. 5 different warehouse. Email, website (Primary) supply list, drops into the ERP system before 3 gets put on a FedEx truck for next day delivery. Or, reach out to Madison for further direction. If the entity finds themselves desperate for a product, William will obtain it himself. Orders placed by 3:00, will be shipped the next day. The green bubble indicated it is in stock. Yellow means it is in stock at another facility.	4.5 Henry Schein Medical. EMS a free standing adjacent. Distribution centers - 5 different, warehouses. IN. Primary, secondary Denver PA. PO can be emailed go to appropriate location. Full service e commerce(website) enter online. 2 day shipping out of IN. Close of business based on east coast time. They use UPS. Can do overnight deliveries. CPU you can pick up the items. Not just a cookie cutter approach. No charge on normal shipping.	4 Flexible for ordering the process. On line, call fax. Customer number 99% fill core items. 1-800 is answered in CA. The East coast customer services center is imminent. General contract members, 2 day shipping. KS is primary shipping warehouse.
Where does your sales representative reside? How big of an area or how many accounts do they oversee? Will this person be assigned to the cooperative or the area? Is the sales representative licensed as a State of Michigan EMS practitioner or instructor coordinator? Do your employees have clinical training requirements?	5 4 paramedic IC. Can offer credits for the training. Geographically located throughout the state to assist our account. Dan O'Brien in the west, Bret mid portion, another rep up to mid Michigan. Clinically trained - quarterly requirements just like firefighters. The non clinic people are trained as well. William covers the 3 counties.	4 Jennifer and Pam both live in OH. Jennifer is stationary remote. Pam would be boots on the ground. No Michigan EMS practitioner. Highly accredited with high credentials. 19 team members with Pre hospital, military, EMT (paramedic) and fire.	4 Resides in OH. Bob covers 2 states OH and MI. Primary contact. No license or instructor coordinator. Used to be a firefighter for 26 years, Grandville, OH. Preferred experience is in EMS. Products they need training in they bring in their customer services/care. They will bring in the product team.
How much of your overall business is specifically for Emergency Medical Supplies? What is your estimated growth or decline of that piece of your business?	5 100%. EMS PD and FD. They continue to grow in the organization. Growing 4%-10% per year. 65% of the market.	5 Dedicated to the pre hospital (EMS). Also work with health and wellness. Predominate is paramedical space. 40 Million is EMS. 12 Billion dollar in sales. 9% on average increase. Will bring on new personal to help with growth.	4.5 100% EMS for 50 years. 100% employee owned. Life assist owns most of the west coast for EMS. Last 6-7 years making growth east of the Mississippi. Moving toward the East in a very calculated growth. Did not provide a estimated growth %.
How are deliveries handled? How many delivery Trucks & staff do you have? Or - Is a third party used for deliveries?	5 No, the do not have their own delivery company. Typically shipping method is FedEx. LTL carrier	4 No, the do not have their own delivery company. Use UPS. 48 hours to the user. They UPS global #1 customer. Standard delivery. Does not charge for normal freight delivery.	4 UPS is primary. Freight FedEx XPO. Preferred Delivery method in our account. No freight for our orders
What has your company done to minimize the impact of tariffs on the customer?	5 They have been absorbing the tariffs. They also negotiate with companies and move the customer to different products. There is someone that lobby's that some medical supplies should be exempt from the tariffs. Meet monthly with FDA.	3 Ongoing topic. Brought in additional inventory to offset the impact. Contract are honored and adhered to so they didn't absorb.	5 Have absorbed all the tariffs except in October, they had to pass them through. Some of tariffs were passed on.
What do you see as the challenges of the breadth of the Cooperative?	5 William does not see of any challenges. Madison is directly responsible for the contract.	2 "Unforeseen" is the biggest challenge. Not knowing the procedures, logistical challenges. Front of the line in allocation. They jump front and center. HS was not clear that we needed 300 different billing addresses and shipping locations.	5 National buying cooperative already through MPP. 400 accounts already. Multiple entities under one contract.
Do you charge restocking fees? What is your policy for returns & how are they processed?	3.5 No restocking fees within the 45 days from the order. Madison will process the RMA. Returns specialist. Outside of the 45 days you will get a restocking fee. A special order will receive a stocking fee. \$10 shipping label to return the product.	5 No restocking fee within the 90 day period. Non stocking items is contingent on the manufacturer. RMA is issued, once the product return is received, credit is applied.	4 No. Some products will have a restocking fee. Most likely the fees will be waived. Returned within 45 days.
Elaborate on training opportunities your company provides to the entities. How do you handle training/in-service of new equipment for an agency with multiple shifts?	5 With proper planning they create a training to cover all the shifts or train the trainer. Bound Tree EDU website. Number of people in the area so the training can be covered.	4 Partner with manufacturer for the training. Will participate in training.	4 Depends on the equipment. Manufacturers will be present. All depends on the project and can support a 4 shift platoon.
On a scale of 1-10 how would you personally rate your customer service and why?	5 9. Madison received 100 out of 100. 98% of the time the order if filled correctly.	4 8. Corporate support. Own support team, that handles pre hospital space. Communications issues. East coast to west coast. Gave his 2 gals an 11.	5 11. Spent a 1.5 weeks in CA. They know the products and customers professionalism. Someone always answers the phone.

<p>Give us an example where your clients weren't satisfied with your work? What happened? How was it rectified?</p>	<p>3.5 Humans that are entering, picking, delivering the order. Accidents happen. Mispicks, got through scale, or sent the incorrect thing. Tell us something that isn't true. Stand behind. Did not answer the question.</p>	<p>5 2 new hires, 1 is taking over for a retiree. Large account, leaving the licensure area in a hitch. Up front and communicate with the entity. Pick up the phone and take care of issues head on.</p>	<p>5 Only been with the company since October. Mistakes happen. Own up to it. The tariff was passed on by mistake, transparency, ownership, fix it.</p>
<p><i>Total Question & Answer</i></p>	<p>47</p>	<p>40.5</p>	<p>44.5</p>

442	General First Aid		6" Ace Wrap	1121-36553	COVERED BY BIDDING TREE	\$0.88	No bid	No bid	No bid	No bid	Dukal	\$0.86	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid
443																				
444	General First Aid		Sungipad 5 x 9	1212-12110	COVERED BY BIDDING TREE	\$0.17	No bid	No bid	No bid	No bid	Dukal	\$0.13	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid
445																				
446	General First Aid		Sterile 4 x 4	1212-12113	COVERED BY BIDDING TREE	\$0.09	No bid	No bid	No bid	No bid	Dukal	\$0.03	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid
447																				
448	General First Aid		Soft Restraints	2532	RESPRODUCTS, LLC	\$7.87	No bid	No bid	No bid	No bid	Dick Medical	\$3.76	No bid	No bid	Tid Products	\$4.00	TIDI PRODUCTS	\$6.51	TIDI Products	\$5.85
449																				
450	General First Aid		Pen Light	32762	COVERED BY BIDDING TREE	\$0.66	No bid	No bid	No bid	No bid	Henry Schein	\$1.01	No bid	No bid	No bid	No bid	No bid	No bid	No bid	Medsource Int.
451																				
452	General First Aid		Glucose Paste	664389	CAMBRIDGE SENSORS USA, LLC	\$3.40	No bid	No bid	No bid	No bid	Transcend	\$1.68	No bid	No bid	Life Nutrition	\$1.40	No bid	No bid	No bid	Transcend Foods
453																				
454	General First Aid		Triangular Bandage	1124-32400	COVERED BY BIDDING TREE	\$0.41	No bid	No bid	No bid	No bid	ADI	\$0.45	No bid	No bid	No bid	No bid	No bid	No bid	No bid	Dynarex
455																				
456	General First Aid		Emergency Trauma Dressing	G1288	WELLSAMERICAN MEDICAL, LLC	\$7.28	No bid	No bid	No bid	No bid	North American Rescue	\$6.72	No bid	No bid	No bid	No bid	No bid	No bid	No bid	NAR
457																				
458	General First Aid		Nar Compressed Gauze	1121-30052	WELLSAMERICAN MEDICAL, LLC	\$2.52	No bid	No bid	No bid	No bid	North American Rescue	\$2.57	NORTH AMER RESCUE	\$3.45	North American Rescue	\$2.95	North American Rescue	\$2.95	North American Rescue	\$3.64
459																				
460	General First Aid		Cohesive Bandage	1121-36571	COVERED BY BIDDING TREE	\$0.41	No bid	No bid	No bid	No bid	Dukal	\$0.63	No bid	No bid	No bid	No bid	No bid	No bid	No bid	Dynarex
461																				
462	General First Aid		Chest Seal	NAR10-0007	WELLSAMERICAN MEDICAL, LLC	\$7.30	No bid	No bid	No bid	No bid	North American Rescue	\$6.45	NORTH AMER RESCUE	\$6.25	North American Rescue	\$14.00	No bid	No bid	No bid	NAR
463																				
464	Infection Control		Gloves, Cobalt, SM, Nitrile, Exam, Powder Free, Blue, 4.0 mil palm	N191	ANSELL HEALTHCARE PRODUCTS LLC	\$0.08	No bid	No bid	No bid	No bid	Amell	\$0.08	ANSELL	\$0.09	Amell Healthcare	\$0.08	ANSELL HEALTHCARE	\$0.08	ANSELL HEALTHCARE	\$0.08
465																				
466	Infection Control		Gloves, Cobalt, MED, Nitrile, Exam, Powder Free, Blue, 4.0 mil palm	N192	ANSELL HEALTHCARE PRODUCTS LLC	\$0.08	No bid	No bid	No bid	No bid	Amell	\$0.08	ANSELL	\$0.09	Amell Healthcare	\$0.08	ANSELL HEALTHCARE	\$0.08	ANSELL HEALTHCARE	\$0.08
467																				
468	Infection Control		Gloves, Cobalt, LG, Nitrile, Exam, Powder Free, Blue, 4.0 mil palm	N193	ANSELL HEALTHCARE PRODUCTS LLC	\$0.08	No bid	No bid	No bid	No bid	Amell	\$0.08	ANSELL	\$0.09	Amell Healthcare	\$0.08	ANSELL HEALTHCARE	\$0.08	ANSELL HEALTHCARE	\$0.08
469																				
470	Infection Control		Gloves, Cobalt, XL, Nitrile, Exam, Powder Free, Blue, 4.0 mil palm	N194	ANSELL HEALTHCARE PRODUCTS LLC	\$0.08	No bid	No bid	No bid	No bid	Amell	\$0.08	ANSELL	\$0.09	Amell Healthcare	\$0.08	ANSELL HEALTHCARE	\$0.08	ANSELL HEALTHCARE	\$0.08
471																				
472	Infection Control		Gloves, Supreno EC, XS, Nitrile, Powder Free, Textured, High Risk, Extended Cuff	SEC-375-XS	ANSELL HEALTHCARE PRODUCTS LLC	\$0.18	No bid	No bid	No bid	No bid	Amell	\$0.18	ANSELL	\$0.20	Amell Healthcare	\$9.00	No bid	No bid	No bid	Microflex
473																				
474	Infection Control		Gloves, Supreno EC, SM, Nitrile, Powder Free, Textured, High Risk, Extended Cuff	SEC-375-S	ANSELL HEALTHCARE PRODUCTS LLC	\$0.18	No bid	No bid	No bid	No bid	Amell	\$0.18	ANSELL	\$0.20	Amell Healthcare	\$0.09	ANSELL HEALTHCARE	\$0.21	ANSELL HEALTHCARE	\$0.21
475																				
476	Infection Control		Gloves, Supreno EC, MED, Nitrile, Powder Free, Textured, High Risk, Extended Cuff	SEC-375-M	ANSELL HEALTHCARE PRODUCTS LLC	\$0.18	No bid	No bid	No bid	No bid	Amell	\$0.18	ANSELL	\$0.20	Amell Healthcare	\$0.09	ANSELL HEALTHCARE	\$0.21	ANSELL HEALTHCARE	\$0.21
477																				
478	Infection Control		Gloves, Supreno EC, LG, Nitrile, Powder Free, Textured, High Risk, Extended Cuff	SEC-375-L	ANSELL HEALTHCARE PRODUCTS LLC	\$0.18	No bid	No bid	No bid	No bid	Amell	\$0.18	ANSELL	\$0.20	Amell Healthcare	\$0.09	ANSELL HEALTHCARE	\$0.21	ANSELL HEALTHCARE	\$0.21
479																				
480	Infection Control		Gloves, Supreno EC, XL, Nitrile, Powder Free, Textured, High Risk, Extended Cuff	SEC-375-XL	ANSELL HEALTHCARE PRODUCTS LLC	\$0.18	No bid	No bid	No bid	No bid	Amell	\$0.18	ANSELL	\$0.20	Amell Healthcare	\$0.09	ANSELL HEALTHCARE	\$0.21	ANSELL HEALTHCARE	\$0.21
481																				
482	Infection Control		Gloves, Supreno EC, 2XL, Nitrile, Powder Free, Textured, High Risk, Extended Cuff	SEC-375-XXL	ANSELL HEALTHCARE PRODUCTS LLC	\$0.18	No bid	No bid	No bid	No bid	Amell	\$0.18	ANSELL	\$0.20	Amell Healthcare	\$0.09	ANSELL HEALTHCARE	\$0.21	ANSELL HEALTHCARE	\$0.21
483																				
484	Infection Control		Gloves, Supreno EC, 3XL, Nitrile, Powder Free, Textured, High Risk, Extended Cuff	SEC-375-XXXL	ANSELL HEALTHCARE PRODUCTS LLC	\$0.23	No bid	No bid	No bid	No bid	Amell	\$0.22	ANSELL	\$0.20	Amell Healthcare	\$9.00	ANSELL HEALTHCARE	\$0.21	ANSELL HEALTHCARE	\$0.21
485																				
486	Infection Control		Gloves, Supreno SE, SM, Nitrile, Powder Free, Standard Textured Exam	SU-690-S	ANSELL HEALTHCARE PRODUCTS LLC	\$0.10	No bid	No bid	No bid	No bid	Amell	\$0.11	ANSELL	\$0.12	Amell Healthcare	\$0.11	ANSELL HEALTHCARE	\$0.12	ANSELL HEALTHCARE	\$0.12
487																				
488	Infection Control		Gloves, Supreno SE, MED, Nitrile, Powder Free, Standard Textured Exam	SU-690-M	ANSELL HEALTHCARE PRODUCTS LLC	\$0.10	No bid	No bid	No bid	No bid	Amell	\$0.11	ANSELL	\$0.12	Amell Healthcare	\$0.11	ANSELL HEALTHCARE	\$0.12	ANSELL HEALTHCARE	\$0.12
489																				
490	Infection Control		Gloves, Supreno SE, LG, Nitrile, Powder Free, Standard Textured Exam	SU-690-L	ANSELL HEALTHCARE PRODUCTS LLC	\$0.10	No bid	No bid	No bid	No bid	Amell	\$0.11	ANSELL	\$0.12	Amell Healthcare	\$0.11	ANSELL HEALTHCARE	\$0.12	ANSELL HEALTHCARE	\$0.12
491																				
492	Infection Control		Gloves, Supreno SE, XL, Nitrile, Powder Free, Standard Textured Exam	SU-690-XL	ANSELL HEALTHCARE PRODUCTS LLC	\$0.10	No bid	No bid	No bid	No bid	Amell	\$0.11	ANSELL	\$0.12	Amell Healthcare	\$0.11	ANSELL HEALTHCARE	\$0.12	ANSELL HEALTHCARE	\$0.12
493																				
494	Infection Control		Gloves, Supreno SE, 2XL, Nitrile, Powder Free, Standard Textured Exam	SU-690-2XL	ANSELL HEALTHCARE PRODUCTS LLC	\$0.10	No bid	No bid	No bid	No bid	Amell	\$0.11	ANSELL	\$0.12	No bid	No bid	ANSELL HEALTHCARE	\$0.12	ANSELL HEALTHCARE	\$0.12
495																				
496	Infection Control		Gloves, MidKnight, XS, Black, Nitrile, Powder Free	MK-296-XS	ANSELL HEALTHCARE PRODUCTS LLC	\$0.10	No bid	No bid	No bid	No bid	Amell	\$0.10	ANSELL	\$0.11	Amell Healthcare	\$0.10	ANSELL HEALTHCARE	\$0.12	ANSELL HEALTHCARE	\$0.12
497																				
498	Infection Control		Gloves, MidKnight, SM, Black, Nitrile, Powder Free	MK-296-S	ANSELL HEALTHCARE PRODUCTS LLC	\$0.10	No bid	No bid	No bid	No bid	Amell	\$0.10	ANSELL	\$0.11	Amell Healthcare	\$0.10	ANSELL HEALTHCARE	\$0.12	ANSELL HEALTHCARE	\$0.12
499																				
500	Infection Control		Gloves, MidKnight, MED, Black, Nitrile, Powder Free	MK-296-M	ANSELL HEALTHCARE PRODUCTS LLC	\$0.10	No bid	No bid	No bid	No bid	Amell	\$0.10	ANSELL	\$0.11	Amell Healthcare	\$0.10	ANSELL HEALTHCARE	\$0.12	ANSELL HEALTHCARE	\$0.12
501																				
502	Infection Control		Gloves, MidKnight, LG, Black, Nitrile, Powder Free	MK-296-L	ANSELL HEALTHCARE PRODUCTS LLC	\$0.10	No bid	No bid	No bid	No bid	Amell	\$0.10	ANSELL	\$0.11	Amell Healthcare	\$0.10	ANSELL HEALTHCARE	\$0.12	ANSELL HEALTHCARE	\$0.12
503																				
504	Infection Control		Gloves, MidKnight, XL, Black, Nitrile, Powder Free	MK-296-XL	ANSELL HEALTHCARE PRODUCTS LLC	\$0.10	No bid	No bid	No bid	No bid	Amell	\$0.10	ANSELL	\$0.11	Amell Healthcare	\$0.10	ANSELL HEALTHCARE	\$0.12	ANSELL HEALTHCARE	\$0.12
505																				
506	Infection Control		Gloves, MidKnight, 2XL, Black, Nitrile, Powder Free	MK-296-2XL	ANSELL HEALTHCARE PRODUCTS LLC	\$0.10	No bid	No bid	No bid	No bid	Amell	\$0.10	ANSELL	\$0.11	Amell Healthcare	\$0.10	ANSELL HEALTHCARE	\$0.12	ANSELL HEALTHCARE	\$0.12
507																				
508	Infection Control		Gloves, MidKnight Touch 93-732, XS, Nitrile, Black, Powder Free, 9.5in	93732060	ANSELL HEALTHCARE PRODUCTS LLC	\$0.07	No bid	No bid	No bid	No bid	Amell	\$0.06	ANSELL	\$0.07	Amell Healthcare	\$0.07	No bid	No bid	No bid	No bid
509																				
510	Infection Control		Gloves, MidKnight Touch 93-732, SM, Nitrile, Black, Powder Free, 9.5in	93732070	ANSELL HEALTHCARE PRODUCTS LLC	\$0.07	No bid	No bid	No bid	No bid	Amell	\$0.06	ANSELL	\$0.07	Amell Healthcare	\$0.07	No bid	No bid	No bid	No bid
511																				
512	Infection Control		Gloves, MidKnight Touch 93-732, MED, Nitrile, Black, Powder Free, 9.5in	93732080	ANSELL HEALTHCARE PRODUCTS LLC	\$0.07	No bid	No bid	No bid	No bid	Amell	\$0.06	ANSELL	\$0.07	Amell Healthcare	\$0.07	No bid	No bid	No bid	No bid
513																				
514	Infection Control		Gloves, MidKnight Touch 93-732, LG, Nitrile, Black, Powder Free, 9.5in	93732090	ANSELL HEALTHCARE PRODUCTS LLC	\$0.07	No bid	No bid	No bid	No bid	Amell	\$0.06	ANSELL	\$0.07	Amell Healthcare	\$0.07	ANSELL HEALTHCARE	\$0.07	ANSELL HEALTHCARE	\$0.07
515																				
516	Infection Control		Gloves, MidKnight Touch 93-732, XL, Nitrile, Black, Powder Free, 9.5in	93732100	ANSELL HEALTHCARE PRODUCTS LLC	\$0.07	No bid	No bid	No bid	No bid	Amell	\$0.06	ANSELL	\$0.07	Amell Healthcare	\$0.07	ANSELL HEALTHCARE	\$0.07	ANSELL HEALTHCARE	\$0.07

592	Infection Control			TritonGrip HV Gloves, LG, Orange Nitrile	1015-47153	COVERED BY BIDDING TREE	\$0.07	No bid	No bid	Complex	\$25.00	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid			
593										Melkonn	\$18.75				Innovative Healthcare	\$0.07		HEALTHCARE CORPORATION	\$0.08	IHC	\$8.99		
594	Infection Control			TritonGrip HV Gloves, XL, Orange Nitrile	1015-47154	COVERED BY BIDDING TREE	\$0.07	No bid	No bid	Complex	\$25.00	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid		
595										Melkonn	\$18.75				Innovative Healthcare	\$0.07		HEALTHCARE CORPORATION	\$0.08	IHC	\$8.99		
596	Infection Control			TritonGrip HV Gloves, 2XL, Orange Nitrile	1015-47155	COVERED BY BIDDING TREE	\$0.09	No bid	No bid	Complex	\$25.00	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid		
597										Melkonn	\$0.00				Innovative Healthcare	\$0.09		HEALTHCARE CORPORATION	\$0.11	IHC	\$8.99		
598	Infection Control			TritonGrip EP X2 Gloves, SM, White Ext/Green Int, PF Nitrile Exam	1015-47143	COVERED BY BIDDING TREE	\$0.16	No bid	No bid	Complex	\$46.25	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid		
599										DASH	0.12	Microflex Medical	\$18.75	Amell	\$0.18	Amell Healthcare	\$0.18	HARPS USA INC	\$0.07	Microflex	\$19.95		
600	Infection Control			TritonGrip EP X2 Gloves, MED, White Ext/Green Int, PF Nitrile Exam	1015-47144	COVERED BY BIDDING TREE	\$0.16	No bid	No bid	Complex	\$46.25	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid		
601										DASH	0.12	Melkonn	\$18.75	Amell	\$0.18	Amell Healthcare	\$0.18	SICKESSON CORPORATION	\$0.46	Microflex	\$19.95		
602	Infection Control			TritonGrip EP X2 Gloves, LG, White Ext/Green Int, PF Nitrile Exam	1015-47145	COVERED BY BIDDING TREE	\$0.16	No bid	No bid	Complex	\$46.25	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid		
603										DASH	0.12	Melkonn	\$18.75	Amell	\$0.18	Amell Healthcare	\$0.18	ANSELL HEALTHCARE	\$0.06	Microflex	\$19.95		
604	Infection Control			TritonGrip EP X2 Gloves, XL, White Ext/Green Int, PF Nitrile Exam	1015-47146	COVERED BY BIDDING TREE	\$0.16	No bid	No bid	Complex	\$46.25	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid		
605										DASH	0.12	Melkonn	\$18.75	Amell	\$0.18	Amell Healthcare	\$0.18	SICKESSON CORPORATION	\$0.27	Microflex	\$19.95		
606	Infection Control			TritonGrip EP X2 Gloves, 2XL, White Ext/Green Int, PF Nitrile Exam	1015-47147	COVERED BY BIDDING TREE	\$0.16	No bid	No bid	Complex	\$46.25	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid		
607										DASH	0.12	Amell	\$0.18	Amell Healthcare	\$0.18	HEALTHCARE CORPORATION	\$0.05	Microflex	\$19.95				
608	Infection Control			TritonGrip EC Exam Gloves, Blue, Small	1015-47161	COVERED BY BIDDING TREE	\$0.08	No bid	No bid	Complex	\$30.00	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid		
609										DASH	0.12	Microflex Medical	\$0.00	Sempermed	\$0.08	KRIBBER V CLARK	\$0.17	SW Sustainability Inc	\$0.13	SICKESSON CORPORATION	\$0.04	IHC	\$6.50
610	Infection Control			TritonGrip EC Exam Gloves, Blue, Medium	1015-47162	COVERED BY BIDDING TREE	\$0.08	No bid	No bid	Complex	\$30.00	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid		
611										DASH	0.12	Microflex Medical	\$26.25	Sempermed	\$0.08	KRIBBER V CLARK	\$0.17	SW Sustainability Inc	\$0.13	SICKESSON CORPORATION	\$0.04	IHC	\$6.50
612	Infection Control			TritonGrip EC Exam Gloves, Blue, Large	1015-47163	COVERED BY BIDDING TREE	\$0.08	No bid	No bid	Complex	\$30.00	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid		
613										DASH	0.12	Microflex Medical	\$26.25	Sempermed	\$0.08	KRIBBER V CLARK	\$0.17	SW Sustainability Inc	\$0.13	SICKESSON CORPORATION	\$0.04	IHC	\$6.50
614	Infection Control			TritonGrip EC Exam Gloves, Blue, X-Large	1015-47164	COVERED BY BIDDING TREE	\$0.08	No bid	No bid	Complex	\$30.00	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid		
615										DASH	0.12	Microflex Medical	\$26.25	Sempermed	\$0.08	KRIBBER V CLARK	\$0.17	SW Sustainability Inc	\$0.13	SICKESSON CORPORATION	\$0.05	IHC	\$6.50
616	Infection Control			Foam Hand Cleaner	1063-72915	ESCOLAB INC	\$8.40	No bid	No bid	ESCOLAB INC	\$15.00	Ecobal	\$8.35	No bid	No bid	No bid	No bid	No bid	No bid	No bid	Ecobal	\$15.76	
617										Melkonn	\$11.25	DERMARITE	\$0.55	Ecobal	\$10.00	BOBO INDUSTRIES INC	\$19.47						
618	Infection Control			Squad Sharps Container	295488	BECTON DICKINSON	\$4.02	No bid	No bid	BD	\$22.50	BD	\$6.03	BD	\$6.39	Becton Dickinson	\$5.00	No bid	No bid	Becton Dickinson	3.72		
619										Melkonn	\$11.25					SICKESSON CORPORATION	\$3.52						
620	Infection Control			Wall Mounted Sharps Container	2985075A	WARRIOR MEDICAL INC	\$5.39	No bid	No bid	Other Manufacturer	\$18.13	Cardinal	\$5.75	No bid	No bid	Cardinal Health	\$6.00	No bid	No bid	Cardinal Health	4.55		
621															BEMIS	\$5.56	SICKESSON CORPORATION	\$32.63					
622	Infection Control			Mask w/ Shield	29080	CELEBRITY WASH INC	\$0.98	No bid	No bid	No bid	No bid	Henry Schein	\$0.34	KRIBBER V CLARK	\$1.01	No bid	No bid	No bid	No bid	No bid	Halvard	24.88	
623										Cardinal Health	\$25.00				Halvard Health	\$1.00	SICKESSON CORPORATION	\$0.82					
624	Infection Control			N95 Mask	670245-KIT	COVERED BY BIDDING TREE	\$29.56	No bid	No bid	No bid	No bid	3M	\$0.96	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid		
625										3M	\$41.25				3M Health Care	\$1.32	3M HEALTHCARE INC	\$88.55	3M	\$21.00			
626	Infection Control			Spit Sock	MS-44400	RESOURCE INTERNATIONAL	\$0.84	No bid	No bid	No bid	\$3.50	MedSource	\$2.05	No bid	No bid	No bid	No bid	No bid	No bid	Taylor Health	\$2.97		
627															Taylor Healthcare	\$3.00	HEIDENREITZ INC	\$10.21					
628	Infection Control			Safety Glasses	660274	ANSELL HEALTHCARE PRODUCTS LLC	\$2.42	No bid	No bid	No bid	\$8.75	UVEX	\$11.00	No bid	No bid	No bid	No bid	No bid	No bid	Pyramex	\$1.39		
629															PYRAMEX	\$3.39	Gateway Safety	\$3.00	COLUMBIUS SEATBELTS INC	\$6.39			
630	Infection Control			Super-Sani Cloth	1061-17517	PSI	\$0.04	No bid	No bid	No bid	\$22.50	PDI	\$0.04	PDI	\$0.05	No bid	No bid	No bid	No bid	PDI	\$5.89		
631																							
632	Infection Control			Small Sharps Container	298303	WARRIOR MEDICAL INC	\$4.75	No bid	No bid	No bid	\$16.25	Cardinal	\$4.48	No bid	No bid	No bid	No bid	No bid	No bid	Cardinal Health	\$4.60		
633																							
634	Infection Control			Small Bio-Hazard Bags	520-RD650	WARRIOR MEDICAL PRODUCTS LLC	\$0.10	No bid	No bid	No bid	No bid	Medegen	\$0.12	No bid	No bid	Cardinal Health	\$6.00	No bid	No bid	Southeraster	\$0.01		
635																							
636	Infection Control			Wash Basin	1072-80347	WELDON INDUSTRIES INC	\$0.73	No bid	No bid	No bid	\$3.25	Medegen	\$1.07	No bid	No bid	Medline Industries	\$1.00	No bid	No bid	Generic	\$1.05		
637																							
638	Infection Control			P.A.W.S. Wipes	2034400	SAFETEC OF AMERICA INC	\$0.07	No bid	No bid	No bid	\$0.25	Safetec	\$0.06	SAFETECH	\$7.26	Safetec	\$0.07	No bid	No bid	Safetec of Am	\$6.15		
639																							
640	Infection Control			Thermometer Probe Covers	2733-53175	WELCH ALLYN INC	\$0.04	No bid	No bid	No bid	\$37.50	Welch Allyn	\$0.04	No bid	No bid	Welch Allyn	\$0.04	No bid	No bid	Welch Allyn	\$10.50		
641																							
642	Infection Control			Wall Mounted Emesis Bags	1071-10202	COVERED BY BIDDING TREE	\$0.53	No bid	No bid	No bid	\$51.25	Henry Schein	\$0.27	No bid	No bid	No bid	No bid	No bid	No bid	Medsource Int.	\$93.15		
643																							
644	Infection Control			Tyvek Suits	TY127SLG	ANSELL HEALTHCARE PRODUCTS LLC	\$7.50	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	Dupont	\$7.65		
645																							
646	Infection Control			Exam Gowns	X2320	WELDON INDUSTRIES INC	\$0.66	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	Dick Medical	\$2.46		
647																							
648	Infection Control			Surgical Masks	1031-01422	CELEBRITY WASH INC	\$0.16	No bid	No bid	No bid	No bid	Henry Schein	\$0.12	No bid	No bid	No bid	No bid	No bid	No bid	Dynarex	\$19.50		
649																							
650	Infection Control			Booites	290540	CELEBRITY WASH INC	\$0.18	No bid	No bid	No bid	\$3.13	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	Dynarex	\$17.99		
651																							
652	IV / Drug Admin			IV Start Kit (Tegaderm, Alcohol, No Flush)	540-1358-A	COVERED BY BIDDING TREE	\$1.25	No bid	No bid	No bid	\$9.38	Motion	\$1.08	AMD RITMED	\$0.14	Dukaal	\$0.10	THE PRODUCTS	\$20.81	No bid	No bid		
653																							
654	IV / Drug Admin			IV Start Kit (Tegaderm, Alcohol, No Flush, Towel)	670062-KIT	COVERED BY BIDDING TREE	\$1.29	No bid	No bid	No bid	\$10.00	Motion	\$1.08	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid		
655																							
656	IV / Drug Admin			IV Start Kit (Tegaderm, Alcohol, Flush)	670064-KIT	COVERED BY BIDDING TREE	\$2.70	No bid	No bid	No bid	\$16.25	Taylor Healthcare	\$2.86	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid		
657																							
658	IV / Drug Admin			BD IO Powered Driver w/ Charger	D001001	BECTON DICKINSON (BAND ACCESS DEVICES)	\$700.00	No bid	No bid	No bid	\$1,375.00	BD	\$625.00	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid		
659																							
660	IV / Drug Admin			BD IO 15mm Needle Kit w/ Stabilizer and Extension Set	D015151NK	BECTON DICKINSON (BAND ACCESS DEVICES)	\$130.00	No bid	No bid	No bid	No bid	BD	\$125.00	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid		
661																							
662	IV / Drug Admin			BD IO 25mm Needle Kit w/ Stabilizer and Extension Set	D015251NK	BECTON DICKINSON (BAND ACCESS DEVICES)	\$130.00	No bid	No bid	No bid	\$531.25	BD	\$125.00	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid		
663																							
664	IV / Drug Admin			BD IO 35mm Needle Kit w/ Stabilizer and Extension Set	D015351NK	BECTON DICKINSON (BAND ACCESS DEVICES)	\$130.00	No bid	No bid	No bid	\$53												



WARREN FIRE DEPARTMENT
23295 SCHOENHERR AVE.
WARREN, MI 48089
PHONE (586) 586-2800
FAX (586) 774-2120
warrenfire@warrenfiredept.org

March 6, 2026.

Craig Treppa
Purchasing Agent

Subject: Boundtree Medical Supplies – RFP-FH-25-26-2525

Craig

The Fire Department desires to extend our contractual relationship with Boundtree Medical Supplies for the ongoing purchase of medical supplies and equipment used to treat the sick and injured users of our EMS services using Farmington Hills RFP-FH-25-26-2525, for a two-year period retroactive to February 11, 2026, which was the expiration date of our existing agreement (TRI-W-0214) with this vender. Boundtree Medical will remain the primary vender the department uses to purchase our medical supplies and equipment. The fire department has utilized Boundtree Medical as our primary vender for at least the last five (5) years, and the department is very satisfied with the quality of the products the company sells as well as their customer service.

Therefore, the fire department desires to use Farmington Hills Cooperative Purchasing Agreement RFP-FH-25-26-2525 for the purchase of medical supplies and equipment for use on medical emergencies that the department responds to for the period February 11, 2026, through January 26, 2027, in the amount not to exceed **\$200,000.00** and in an amount not to exceed **\$200,000.00** for the period January 27, 2027, through January 26, 2028. The Farmington Hills cooperative purchasing agreement also includes options to extend the agreement for four (4) additional one (1) year periods with the Farmington Hills city council's approval, which if approved Warren fire department would bring back to our city council for approval.

Funding for this purpose is available in General Ledger Account No., 101-1336-72701.

Please direct questions and concerns to my attention at Ext. 3100.

Respectfully,

DocuSigned by:

6EE857E59A9D4BD...
Wilburt McAdams
Fire Commissioner

RESOLUTION

Document No: TRI-W-1762 (RPF-FH-25-26-2525)

Product or Service: Medical Supplies & Equipment

Requesting Department: Fire Department

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on _____, 2026 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 _____.

Request for Proposals were accepted, publicly opened and read on November 25, 2025, by the Farmington Hills, acting as the Lead Agent for this cooperative.

The following bids have been received by City Council:

PROPOSER:

AMOUNT:

Please see attached tabulation

On January 27, 2026 the review panel recommended and the City Council of Farmington Hills awarded Bound Tree Medical, LLC., 5000 Bradenton Avenue, Dublin, OH 43017, in accordance with RFP-FH-25-26-2525, for a two (2) year period, commencing on January 27, 2026, with the option to extend the agreement for four (4) additional one (1) year periods, at the same terms and conditions.

The City of Warren Fire Department agrees with the review and recommends an award commencing, retro-actively, on February 11, 2026 through January 26, 2027, in

an annual amount not to exceed \$200,000.00 and January 27, 2027 through January 26, 2028, in an annual amount not to exceed \$200,000.00.

Based upon its proposal, it has been determined that Bound Tree Medical, LLC. possesses the best combination of cost of supplies and equipment and professional skills related to experience, ability to deliver products and supplies in a timely manner.

Funds are available in account number: 101-1336-72701

IT IS RESOLVED, that the proposal (RFP-W-25-26-2525) of Bound Tree Medical, LLC. 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:

- Proposal Documents
- Contract
- 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 _____, 2026.

Mindy Moore
Secretary of the Council

