City of Dearborn Heights

6045 FENTON • DEARBORN HEIGHTS,MICHIGAN 48127

Hassan Ahmad
Council Chairman

Study Sessions and City Council Meetings shall be attended in person by City Council Members. Members of the public have the option of attending in person or virtually.

Purpose: **6:00 p.m. CITY COUNCIL REGULAR MEETING**

Location: **City Hall Council Chambers - 6045 Fenton**

Date: **Tuesday, August 25, 2026**

Join Zoom Meeting

https://us06web.zoom.us/j/81438469052?pwd=dpbhFbpoSwBrCasee1bQM5aeHVsm5x.1

Meeting ID: 814 3846 9052
Passcode: 905419

One tap mobile
+13092053325,,82415788624#,,,,*084385# US
+13126266799,,82415788624#,,,,*084385# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)
+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)
+1 646 931 3860 US
+1 507 473 4847 US
+1 564 217 2000 US
+1 669 444 9171 US
+1 669 900 6833 US (San Jose)
+1 689 278 1000 US
+1 719 359 4580 US
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 360 209 5623 US
+1 386 347 5053 US
+1 408 638 0968 US (San Jose)

Find your local number: https://us06web.zoom.us/u/kxqfrG58k

Persons who may wish to contact members of the City Council to provide input or to ask questions on any business that will come before the City Council at the meetings are to contact City Clerk Senia at (313)791-3434 or email at clerks@dearbornheightsmi.gov before 5:00 p.m. on the day of the meeting. To participate in the "Public Comments" portions of the meeting, click on the Zoom link to enter the meeting room, and raise your "Zoom" hand to indicate that you have a question or comment.

Council Chairman: (313) 819-0609 • City Clerk: (313) 791-3435
HmAhmad@dearbornheightsmi.gov

ORDER OF BUSINESS AUGUST 25, 2026
REGULAR MEETING OF THE DEARBORN HEIGHTS CITY COUNCIL

1. **CALL OF MEMBERS**

2. **PLEDGE OF ALLEGIANCE**

   A Swearing-in - K-9 Officer Loki

   B Fire Chief Hall - New Fire Station Progress Report

3. **AGENDA APPROVAL**

4. **APPROVAL OF MINUTES**

   A Minutes from the Special Meeting of 08-11-26

   B Minutes from the Regular Meeting of 08-11-26

5. **PUBLIC HEARINGS AND PUBLIC COMMENT**

6. **FUND TRANSFERS AND CURRENT CLAIMS**

   A Current Claims & ACH/Wire Transfers 6-1 through 6-37

7. **CONSIDERATION OF BIDS**

   A Water Billing Director LaPointe - Water Bill Printing Bids

8. **REPORTS FROM MAYOR**

   A Mayor Baydoun - Alley Vacation Petition

   B Mayor Baydoun - POAM Collective Bargaining Agreement

   C Mayor Baydoun - Purchase Offers for 24501 Ann Arbor Trail

   D Mayor Baydoun - Purchase Offers for 3916 Cornell

   E Mayor Baydoun - Renewal of Franchise Agreement with DirecTV

9. **REPORTS FROM CITY OFFICIALS**

   A Clerk Senia - Resignation of City Councilman Hassan Ahmad

   B Comptroller Baydoun - GTJ Field Services Payment Approval

   C Comptroller Baydoun - Over Budget Invoices Approval 2025-2026 Fiscal Year

   D Fire Chief Hall - Approval of Amendment One Grant between State of Michigan LEO and Dearborn Heights

E Police Chief Guzowski - CLEMIS IT Agreement

10. **PETITIONS FROM CITIZENS**

11. **ORDINANCES AND RESOLUTIONS**

12. **COMMUNICATIONS**

13. **NEW BUSINESS**

A Business License Renewal - X Drive Auto Sales

14. **OTHER COMMENTS**

A Comments from Council Members

B Announcements

15. **ADJOURNMENT**

MINUTES AUGUST 11, 2026
SPECIAL MEETING OF THE DEARBORN HEIGHTS CITY COUNCIL

4-A

Approved for the Agenda of: 08-25-26

26-372 The meeting was called to order at 5:00 p.m. by Council Chairman Pro Tem Hassan Saab.

Roll Call showed the following:

Present: Council Chairman Pro Tem Saab, Councilwoman Bryer, Councilman Constan, Councilwoman King, Councilwoman Malinowski Maxwell, Councilman Wencel.
Absent: Council Chairman Ahmad.
Also Present: City Clerk Senia, Corporation Counsel Miotke, Assistant Corporation Counsel Saad, HR Director Fisher.

The Pledge of Allegiance was led by HR Director, Dujuan Fisher.

26-373 Motion by Councilman Constan, seconded by Councilwoman Bryer to approve the Agenda for the Special Meeting of August 11, 2026, as submitted.

Motion adopted

26-374 Motion by Councilman Constan, seconded by Councilwoman Malinowski Maxwell to move to a Closed Session at 5:02 p.m. so that the City Council may discuss the legal case of Heaven Potts case no. 2501829. Those included are the City Council, Mayor Baydoun, Clerk Senia, Chief of Staff Baydoun, Corporation Counsel Miotke, Assistant Corporation Counsel Saad and Attorney Orfej Najdeski from Kopka Law Group.

A roll call vote was taken:

Ayes: Council Chairman Pro Tem Saab, Councilwoman Bryer, Councilman Constan, Councilwoman King, Councilwoman Malinowski Maxwell, Councilman Wencel.
Nays: None.
Absent: Council Chairman Ahmad.

Motion adopted

26-375 Motion by Councilman Constan, seconded by Councilwoman King to return to an open session at 5:23 p.m.

Motion adopted

26-376 Motion by Councilman Constan, seconded by Councilwoman King to concur with the advice of Corporation Counsel Gary Miotke, Assistant Corporation Counsel Saad and Attorney Orfej Najdeski from Kopka Law Group from Indiana representing the City regarding the legal case of Heaven Potts case no. 2501829, as discussed in the Closed Session.

Motion adopted

26-377 Motion by Councilman Constan, seconded by Councilwoman King to adjourn the Dearborn Heights City Council Special Meeting.

Motion adopted

The meeting adjourned at 5:24 p.m.

LYNNE M. SENIA
CITY CLERK

HASSAN AHMAD
COUNCIL CHAIRMAN

IAN RINKE
COUNCIL SECRETARY

Approved for the Agenda of: 08-25-26

MINUTES AUGUST 11, 2026
REGULAR MEETING OF THE DEARBORN HEIGHTS CITY COUNCIL

26-378 The meeting was called to order at 6:00 p.m. by Council Chairman Pro Tem Hassan Saab.

Roll Call showed the following:

Present: Council Chairman Pro Tem Hassan Saab, Councilwoman Nancy Bryer, Councilman Robert Constan, Councilwoman Margaret King, Councilwoman Denise Malinowski Maxwell, Councilman Tom Wencel.
Absent: Council Chairman Hassan Ahmad.
Also Present: Mayor Baydoun, City Clerk Senia, Treasurer Hicks-Clayton, Communications Director Qasim, Comptroller Baydoun, Corporation Counsel Miotke, Assistant Corporation Counsel Saad, DPW Director Danci, Fire Chief Hall, Grants Director Hefty, Human Resource Director Fisher, Library Director McCaffery, Ordinance Enforcement & Animal Control Director Nasrallah, Parks & Recreation Director McArleton, Police Chief Guzowski, Water Billing Director LaPointe.

The Pledge of Allegiance was led by Councilman Tom Wencel.

26-379 Motion by Councilwoman King, seconded by Councilman Constan to approve the Agenda for the Regular Meeting of August 11, 2026, as submitted.

Motion adopted

26-380 Motion by Councilman Constan, seconded by Councilwoman Bryer to approve the Minutes for the Special Meeting of July 27, 2026, as outlined in 4-A.

Ayes: Councilman Saab, Councilwoman Bryer, Councilman Constan, Councilwoman King.
Nays: Councilwoman Malinowski Maxwell, Councilman Wencel.
Absent: Council Chairman Ahmad.

Motion adopted

26-381 Motion by Councilman Constan, seconded by Councilwoman Bryer to approve the Minutes for the Special Meeting of July 30, 2026, as outlined in 4-B.

Motion adopted

26-382 Motion by Councilman Constan, seconded by Councilwoman King to approve the Minutes for the Special Meeting of August 5, 2026, as outlined in 4-C.

Motion adopted

Councilwoman Malinowski Maxwell left at 6:20 p.m.
Councilwoman Malinowski Maxwell arrived back at 6:23 p.m.

26-383 Motion by Councilman Constan, seconded by Councilwoman Bryer to approve the Current Claims and ACH/Wire Transfers 6-1 through 6-44, as submitted.

After further discussion, the motion was amended to reflect the following:

Motion by Councilman Constan, seconded by Councilwoman Bryer to approve the Current Claims and ACH/Wire Transfers 6-1 through **6-56**, as submitted.

1	Allie Brothers	$ 1,564.50
2	AMcomm Inc	$ 8,150.00
3	Applied Innovation	$ 1,769.09
4	Arrow Office	$ 1,559.60
5	Artistic Landscaping & Lawn Service	$ 5,140.71
6	Artistic Landscaping & Lawn Service	$ 16,122.13
7	Associated Fire Protection Services	$ 1,799.00
8	Bae Networks	$ 2,467.50
9	Best Equipment Co.	$ 1,687.26
10	Bianco Tours, Inc	$ 6,332.00
11	Bound Tree	$ 1,770.24
12	Bowles Brothers Service	$ 3,255.00
13	Bowles Brothers Service	$ 5,040.00
14	BS&A Software	$ 3,524.00
15	Cahill Vet	$ 1,588.51
16	CDW Government	$ 1,676.34
17	Central Wayne County Sanitation Authority	$ 57,673.82
18	Cummins Sales & Service	$ 6,072.92
19	Dina Elzein	$ 1,629.37
20	Downriver Utility Wastewater Authority	$ 3,777.91
21	Downriver Utility Wastewater Authority	$ 19,971.03
22	Downriver Utility Wastewater Authority	$ 89,307.00
23	Duke's Root Control	$ 4,437.13
24	Duke's Root Control	$ 25,319.85
25	Duke's Root Control	$ 15,049.38
26	EJ USA Inc	$ 29,740.45
27	Grainger	$ 4,110.58
28	Great Lakes Water Authority	$ 12,260.91
29	Home Depot	$ 4,638.44
30	Joshua Erickson	$ 9,053.40
31	MCA Mobile Communications	$ 1,633.50
32	Mi Law Enforcement Training Association	$ 5,962.00
33	Michigan Humane Society	$ 9,079.00
34	Michigan Recreational Construction Inc	$ 4,100.00
35	MParks	$ 34,240.00

36	Oakland Community College	$ 6,000.00
37	Phoenix Safety Outfitters	$ 59,350.00
38	Quad Tran	$ 5,680.00
39	Quad Tran	$ 5,872.84
40	Quad Tran	$ 7,864.00
41	R&R Fire Truck	$ 1,512.02
42	Roger Chapman	$ 9,397.10
43	Superior Groundcover	$ 2,450.00
44	The Library Network	$ 1,932.73
45	The Library Network	$ 4,240.85
46	The Library Network	$ 11,002.10
47	Urban Tree Trimming	$ 17,037.00
48	Village Ford	$ 4,797.55
49	Wade Trim	$ 1,631.04
50	Wade Trim	$ 2,170.00
51	Wade Trim	$ 3,535.00
52	Wade Trim	$ 4,540.00
53	Wade Trim	$ 4,763.75
54	Wade Trim	$ 9,032.50
55	Wayne County Environmental Services Division	$ 336,860.57
56	Whitlock Business Systems	$ 5,101.75

Motion adopted

26-384 Motion by Councilman Constan, seconded by Councilwoman King to approve the quote for the installation and preparation of drywall for seven City Hall Offices to the lowest bidder, SI-Quality Drywall, for a cost not to exceed $6,850.00 (labor and materials). Furthermore, authorize the Mayor and Comptroller or Clerk to sign the necessary warrants, and the Treasurer to issue payment from Account 101-265-932.000 of which the current balance is $295,568.33, as outlined in 7-A. Per Comptroller Baydoun communication dated August 3, 2026.

Motion adopted

26-385 Motion by Councilman Constan, seconded by Councilwoman King to approve the three (3) purchase offers for a City-owned property, 24501 Ann Arbor Trail, as well as a broker recommendation letter. Further, authorize the administration to take all actions necessary to close the transaction, including authorizing the Mayor and/or Clerk to execute all necessary documents subject to review and approval of the documents by Assistant Corporation Counsel Saad or Corporation Counsel Miotke, as outlined in 8-A. Per Mayor Baydoun communication dated August 5, 2026.

RESCINDED 08-11-26 VIA MOTION NO. 26 - 386

Ayes: Councilman Saab, Councilwoman Bryer, Councilman Constan, Councilwoman King, Councilwoman Malinowski Maxwell.
Nays: Councilman Wencel.
Absent: Council Chairman Ahmad.

Motion adopted

26-386 Motion by Councilman Constan, seconded by Councilwoman King to rescind the prior motion, 26-385, regarding marketing the properties and give potential buyers till Monday, August 17, 2026, at 1:00 p.m. and to submit the bids to Keller Williams in either writing or electronically, as outlined in 8-A. Per Mayor Baydoun communication dated August 5, 2026.

Ayes: Councilman Saab, Councilwoman Bryer, Councilman Constan, Councilwoman King, Councilwoman Malinowski Maxwell.
Nays: Councilman Wencel.
Absent: Council Chairman Ahmad.

Motion adopted

26-387 Motion by Councilwoman King, seconded by Councilwoman Bryer to approve the recommendation letter from Keller Williams for a price reduction on City-owned vacant land, as outlined in 8-B. Per Mayor Baydoun communication dated August 5, 2026.

Motion adopted

26-388 Motion by Councilwoman Bryer, seconded by Councilman Constan to approve the fifth amendment to the sublease agreement between the City of Dearborn Heights and Wayne County for the Justice Center. Further, please authorize the Mayor and Clerk to sign the amendment on behalf of the City, as outlined in 8-C. Per Mayor Baydoun communication dated August 4, 2026.

Motion adopted

26-389 Motion by Councilwoman King, seconded by Councilman Constan to approve an amendment to terminate the Parkland Park lease between the City of Dearborn Heights and Wayne County. Further, please authorize the Mayor and Clerk to sign the amendment on behalf of the City, as outlined in 8-D. Per Mayor Baydoun communication dated August 4, 2026.

Motion adopted

26-390 Motion by Councilwoman Bryer, seconded by Councilman Constan to approve the payment to Kappen Tree Service for a total cost of $46,750.00 for tree work completed on the Warren Valley Golf Course in March 2023. In addition, authorize the Mayor and Comptroller or Clerk to sign the necessary warrants, and the Treasurer to issue payment from Account 101-200-932.000, of which the current balance is $299,985.09, as outlined in 9-A. Per Comptroller Baydoun communication dated August 1, 2026.

Motion adopted

26-391 Motion by Councilman Constan, seconded by Councilwoman King to rescind Motion #25-597 from the November 13, 2025, City Council Meeting which approved the SMART FY26 Contract and to approve the SMART Municipal Credit and Community Credit Contract for FY2026 to continue to receive funds from SMART for the City's senior transportation program. Further, please authorize the Mayor and Clerk to sign the contract on behalf of the City, as outlined in 9-B. Per Parks & Recreation Director McArleton communication dated July 23, 2026.

Motion adopted

26-392 Motion by Councilwoman Bryer, seconded by Councilman Constan to approve the SMART Municipal Credit and Community Credit Contract for FY2027 to continue to receive funds from SMART for the City's senior transportation program. Further, please authorize the Mayor and Clerk to sign the contract on behalf of the City, as outlined in 9-C. Per Parks & Recreation Director McArleton communication dated July 23, 2026.

Motion adopted

26-393 Motion by Councilwoman King, seconded by Councilwoman Bryer to approve the Senior Alliance Contract for FY2027-2029 to receive funding for senior center staffing. Further, please authorize the Mayor and City Clerk to sign the contract on behalf of the City, as outlined in 9-D. Per Parks & Recreation Director McArleton communication dated July 30, 2026.

Motion adopted

26-394 Motion by Councilman Wencel, seconded by Councilwoman Malinowski Maxwell to adopt the resolution to declare the entire month of November as Veterans Month.

THEREFORE, I am asking that the Dearborn Heights City Council declare the entire month of November as do m United States Armed Services Veterans Month, which includes the U.S. Army, the U.S. Navy, the U.S. Air Force, the U.S. Marine Corps, the U.S. Coast Guard and the U.S. Space Force,

as outlined in 11-A. Per Councilman Wencel communication dated August 6, 2026.

Motion adopted

26-395 Motion by Councilwoman Bryer, seconded by Councilman Constan to adopt the resolution to extend the Summer 2026 tax deadline.

NOW, THEREFORE, BE IT RESOLVED, that the Honorable City Council of the City of Dearborn Heights hereby approve extending the Summer 2026 Property Tax payment deadline from August 17, 2026, to August 20, 2026, without penalty.

BE IT FURTHER RESOLVED, that the City Treasurer and Administration are authorized to implement this extension and provide public notice of the revised deadline through all appropriate communication channels.

BE IT FURTHER RESOLVED, that all other provisions governing the collection of Summer 2026 property taxes shall remain in full force and effect,

as outlined in 11-B. Per Treasurer Hicks-Clayton communication dated June 25, 2026.

After further discussion, the motion was amended to reflect the following:

Motion by Councilwoman Bryer, seconded by Councilman Constan to adopt the resolution to extend the Summer 2026 tax deadline.

NOW, THEREFORE, BE IT RESOLVED, that the Honorable City Council of the City of Dearborn Heights hereby approve extending the Summer 2026 Property Tax payment deadline from August 17, 2026, to **September 3**, 2026, without penalty.

BE IT FURTHER RESOLVED, that the City Treasurer and Administration are authorized to implement this extension and provide public notice of the revised deadline through all appropriate communication channels.

BE IT FURTHER RESOLVED, that all other provisions governing the collection of Summer 2026 property taxes shall remain in full force and effect,

as outlined in 11-B. Per Treasurer Hicks-Clayton communication dated June 25, 2026.

Motion adopted

26-396 Motion by Councilwoman Malinowski Maxwell, seconded by Councilman Constan to adjourn the Dearborn Heights City Council Regular Meeting.

Motion adopted

The meeting adjourned at 7:33 p.m.

LYNNE M. SENIA
CITY CLERK

HASSAN SAAB
COUNCIL CHAIRMAN PRO TEM

IAN RINKE
COUNCIL SECRETARY

Claims 08/25/2026

Inv Ref#	Vendor	Inv Amt
1	Apex	$ 1,980.00
2	Boundtree	$ 5,882.55
3	Boundtree	$ 1,862.56
4	Broadspire	$ 9,559.67
5	CDW-G	$ 1,562.12
6	CDW-G	$ 1,516.19
7	Cummin's Sales and Service	$ 3,792.32
8	Duke's Root Control	$ 4,173.68
9	Duke's Root Control	$ 13,588.85
10	Duke's Root Control	$ 16,455.46
11	Duke's Root Control	$ 19,974.74
12	EMS-MC	$ 10,997.30
13	ESRI	$ 2,450.00
14	Gray's Outdoor Service	$ 2,900.00
15	Gray's Outdoor Service	$ 7,000.00
16	Hesco	$ 3,488.42
17	Hoopla	$ 2,626.81
18	Hoopla	$ 2,938.03
19	Kent Communication's (KCI)	$ 1,598.73
20	Liberty Vote	$ 2,250.00
21	Michigan Humane Society	$ 9,325.00
22	Motorola	$ 82,913.00
23	New Image Building Services	$ 3,103.78
24	New Image Building Services	$ 3,103.78
25	O'Reilly Rancilio	$ 12,689.80
26	Plante Moran	$ 23,050.00
27	R&R Fire Truck & Repair	$ 4,996.65
28	R&R Fire Truck & Repair	$ 4,703.50
29	Red Wing Business Advantage Account	$ 7,204.79
30	RKA Petroleum	$ 2,152.10
31	RKA Petroleum	$ 1,663.26
32	RKA Petroleum	$ 10,681.09
33	Shrader Tire & Oil	$ 3,799.76
34	Trent Wolter	$ 2,375.00
35	TurNarc	$ 5,775.00
36	Wayne County	$ 601,156.00
37	Grays Outdoor Services	$ 10,500.00
	Total:	$ 905,789.94

INVOICE

Invoice #:	334956
Invoice Date:	7/28/2026
Account #:	133724
ConfID #:	

Apex Software
Remit To:
PO Box 100145
San Antonio, TX 78201-1445
1-210-699-6666

Sold To:

Attn: Accounts Payable
City of Dearborn Heights
6045 FENTON
Dearborn Heights, MI 48127

Ship To:

City of Dearborn Heights
6045 FENTON
Dearborn Heights, MI 48127

Shipped	Delivery Method	Terms	PO#	Sales Per
	Download	Net 30		MNT

Product	Description	Qty	Unit Cost	Price
MNTR	MAINTENANCE RENEWAL	8	247.50	1,980.00

Notes:

Apex Sketching Software
Annual Maintenance Renewal
9/1/2026 - 9/1/2027
Thank You.

Subtotal:	1,980.00
Discount:	-0.00
Tax:	0.00
Shipping:	0.00
Total:	1,980.00
Amount Paid:	-0.00
Balance Due:	**$1,980.00**

Phone: 313.791.3466 Fax: 313.791.3461

All sales are final after 30 days. New Leica Distos may be returned within 30 days with a.15% restocking fee.

Mahdi Bayt
101-258-728.001

APEX
Appraisal Solutions

RE: ApexSketch Licensing Fee Adjustment – Effective May 1, 2026

Dear ApexSketch user,

This notice is to inform you of an upcoming adjustment to your ApexSketch software licensing fees. Effective May 1, 2026, pricing will increase by approximately 10%.

We have maintained stable pricing for more than three years, despite rising development, security, and infrastructure costs. This adjustment enables us to continue delivering new functionality and enhancements that keep ApexSketch at the forefront of the industry, supporting government and assessment operations with greater efficiency and accuracy. It also ensures a secure, resilient platform that protects sensitive data, delivers reliable performance, and helps your organization stay aligned with evolving security and regulatory requirements—without adding additional burden to your team.

What This means For You

Updated pricing will be reflected in your next renewal cycle or invoice, in accordance with your agreement terms.

Our commitment is to continue delivering a solution that meets your needs while keeping pricing competitive within the market. We value the trust you place in us and look forward to supporting your team as your long-term sketch solution.

We Are Here to Answer Questions

If you require formal documentation for budgeting or procurement purposes, please contact our team at 1-800-858-9958 or email us at Info@apexwin.com.

Stay Connected

We recently sent a pricing update notice to all users. If you did not receive this communication, please consider adding apexwin.com to your email whitelist to ensure future messages are delivered.

If your contact information has changed, we encourage you to reach out so we can keep your account details up to date and ensure you continue receiving important updates.

Sincerely,
Apex Appraisal Solutions

Bound Tree

Correspondence Address:
5000 Bradenton Ave
Dublin, OH 43017-3520
PHONE: (800) 533-0523
FAX: (800) 257-5713
www.boundtree.com

Please Remit To:
BOUND TREE MEDICAL, LLC.
23537 Network Place
Chicago, IL 60673-1235

Invoice

Invoice	86306733
Date	08/06/2026
Page	1 of 3
Account #	101332

TIN# 31-1739487

Customer DEA License No:

CITY OF DEARBORN HEIGHTS
1999 N BEECH DALY RD
DEARBORN HEIGHTS, MI 48127-3487

Ship To: SHIP001
CITY OF DEARBORN HEIGHTS
1999 N BEECH DALY RD
FIRE STATION HEADQUARTERS ATTN: LISA MAR
DEARBORN HEIGHTS, MI 48127-3487

PO Number	Sales Order Number	Account Manager	Shipping Method	Ship Date	Payment Terms
	107271930	W WAITE	NO FRT	08/06/2026	NET 30

Item #	Description	Ordered	Shipped	B/O	Unit Price	UOM	Ext Price
	THE FOLLOWING ITEMS SHIPPED FROM: **13** **1033 COLLINS RD** **SUITE A** **GREENWOOD, IN 46143** **BTM Distributor License No: 5306007111**						
020404	STYLETTE SLICK DISPOSABLE ADULT LARGE 7.0 TO 10.0 25/BX	5	5	0	$5.47	EA	$27.35
36010	Curaplex Manual Blood Pressure Cuff, Infant, with Case 50ea/cs	4	4	0	$9.49	EA	$37.96
36011	Curaplex Manual Blood Pressure Cuff, Child, with Case 50ea/cs	4	4	0	$8.49	EA	$33.96
36013	Curaplex Manual Blood Pressure Cuff, LG Adult, with Case 50ea/cs	4	4	0	$9.49	EA	$37.96
230005	Electrodes, BlueSensor SP, Medium Size, Pediatric/Adult 10/PK 200PK/CS	3	3	0	$510.00	CS	$1,530.00
2764-10441	Lancets, Unistik 3 Comfort Safety, 28 ga x 1.8 mm, Single Use, Purple 200/bx	4	4	0	$39.59	BX	$158.36
2763-53050	Blood Glucose Test Strips, Assure Prism Multi CLIA WAIVED 50/bt 1bt/box *Approved for Multi pt Use*	2	2	0	$120.00	CS	$240.00
16384	Curaplex Select Multi-Function Defib Pads, Physio-Control Adult/Child >10KG/22LBS 10pr/cs	2	2	0	$199.50	CS	$399.00
1212-12113	CURAPLEX STERILE, GAUZE SPONGE, WOVEN, 4 IN X 4 IN, 8-PLY, 2EA/PK, 50PK/BX, 12BX/CS	1	1	0	$51.72	CS	$51.72
2114-87301	i-gel O2 Resus Pack, SM Adult, incl size 3 i-gel O2, Lube, Strap, for Pts 30-60 kg 6ea/cs	1	1	0	$202.02	CS	$202.02
2114-87302	i-gel O2 Resus Pack, MED Adult, incl size 4 i-gel O2, Lube, Strap, for Pts 50-90 kg 6ea/cs	1	1	0	$202.02	CS	$202.02
2114-87303	i-gel O2 Resus Pack, LG Adult, incl size 5 i-gel O2, Lube, Strap, for Pts 90 plus kg 6ea/cs	1	1	0	$202.02	CS	$202.02
533-MS-YK20EA	Curaplex Yankauer Suction Kit, Bulb Tip and Tubing w/Control Vent, 1/4 in ID x 6 ft Tubing 20ea/cs	1	1	0	$61.00	CS	$61.00
1061-17517	PDI SUPER SANI CLOTH WIPES 6 IN X 6 IN 160/TB 12TB/CS	2	2	0	$79.56	CS	$159.12
2021-15118	Curaplex Nasopharyngeal Airway, 18 Fr, Silicone 10ea/bx	6	6	0	$2.19	EA	$13.14
2021-15120	Curaplex Nasopharyngeal Airway, 20 Fr, Silicone 10ea/bx	6	6	0	$2.19	EA	$13.14
2021-15122	Curaplex Nasopharyngeal Airway, 22 Fr, Silicone 10ea/bx	6	6	0	$2.19	EA	$13.14
2021-15124	Curaplex Nasopharyngeal Airway, 24 Fr, Silicone 10ea/bx	6	6	0	$2.19	EA	$13.14
2021-15116	Curaplex Nasopharyngeal Airway, 16 Fr, Silicone 10ea/bx	1	1	0	$21.90	BX	$21.90

Bound Tree

Correspondence Address:
5000 Bradenton Ave
Dublin, OH 43017-3520
PHONE: (800) 533-0523
FAX: (800) 257-5713
www.boundtree.com

Please Remit To:
BOUND TREE MEDICAL, LLC.
23537 Network Place
Chicago, IL 60673-1235

Invoice

Invoice	86306733
Date	08/06/2026
Page	2 of 3
Account #	101332

TIN# 31-1739487

Customer DEA License No:

CITY OF DEARBORN HEIGHTS
1999 N BEECH DALY RD
DEARBORN HEIGHTS, MI 48127-3487

Ship To: SHIP001
CITY OF DEARBORN HEIGHTS
1999 N BEECH DALY RD
FIRE STATION HEADQUARTERS ATTN: LISA MAR
DEARBORN HEIGHTS, MI 48127-3487

PO Number	Sales Order Number	Account Manager	Shipping Method	Ship Date	Payment Terms
	107271930	W WAITE	NO FRT	08/06/2026	NET 30

Item #	Description	Ordered	Shipped	B/O	Unit Price	UOM	Ext Price
2021-15118	Curaplex Nasopharyngeal Airway, 18 Fr, Silicone 10ea/bx	1	1	0	$21.90	BX	$21.90
2021-15120	Curaplex Nasopharyngeal Airway, 20 Fr, Silicone 10ea/bx	1	1	0	$21.90	BX	$21.90
2021-15122	Curaplex Nasopharyngeal Airway, 22 Fr, Silicone 10ea/bx	1	1	0	$21.90	BX	$21.90
2021-15124	Curaplex Nasopharyngeal Airway, 24 Fr, Silicone 10ea/bx	1	1	0	$21.90	BX	$21.90
2021-15126	Curaplex Nasopharyngeal Airway, 26 Fr, Silicone 10ea/bx	1	1	0	$21.90	BX	$21.90
2021-15128	Curaplex Nasopharyngeal Airway, 28 Fr, Silicone 10ea/bx	1	1	0	$21.90	BX	$21.90
2021-15130	Curaplex Nasopharyngeal Airway, 30 Fr, Silicone 10ea/bx	1	1	0	$21.90	BX	$21.90
2021-15132	Curaplex Nasopharyngeal Airway, 32 Fr, Silicone 10ea/bx	1	1	0	$21.90	BX	$21.90
2021-15134	Curaplex Nasopharyngeal Airway, 34 Fr, Silicone 10ea/bx	1	1	0	$21.90	BX	$21.90
1431-77000	Curaplex Cold Pack - Large 1/EA 24EA/CS	2	2	0	$21.36	CS	$42.72
1432-67000	Curaplex Hot Pack - Large 1/EA 24EA/CS	4	4	0	$14.40	CS	$57.60
2142-03293	Single-Use Channeled Blade J3	15	15	0	$43.00	EA	$645.00
1071-17367	Curaplex Multi-Purpose Collection Bag with Hook 12/PK 40PK/CS	2	2	0	$671.60	CS	$1,343.20
16570	Curaplex Blanket, Yellow Highway, 58 in x 90 in 24ea/cs	4	4	0	$3.25	EA	$13.00
12945	Curaplex Blanket, Silver Mylar Emergency, 52 in x 82 in 200ea/cs	10	10	0	$0.49	EA	$4.90
2021-15114	Curaplex Nasopharyngeal Airway, 14 Fr, Silicone 10ea/bx	1	1	0	$21.90	BX	$21.90
2113-10230	Curaplex Select Endotracheal Tube with Stylette, 3.0mm, Cuffed 10ea/bx 10bx/cs	1	1	0	$22.90	BX	$22.90
2113-10235	Curaplex Select Endotracheal Tube with Stylette, 3.5mm, Cuffed 10ea/bx 10bx/cs	1	1	0	$22.90	BX	$22.90
2113-10255	Curaplex Select Endotracheal Tube with Stylette, 5.5mm, Cuffed 10ea/bx 10bx/cs	1	1	0	$22.90	BX	$22.90
2113-10260	Curaplex Select Endotracheal Tube with Stylette, 6.0mm, Cuffed 10ea/bx 10bx/cs	2	2	0	$22.90	BX	$45.80
025302	Laryngoscope Blade, Greenline, Mac 2, Fiber Optic, Disposable, Stainless Steel 20/BX	4	4	0	$6.42	EA	$25.68

Note: * Indicates taxable item

Bound Tree

Correspondence Address:
5000 Bradenton Ave
Dublin, OH 43017-3520
PHONE: (800) 533-0523
FAX: (800) 257-5713
www.boundtree.com

Please Remit To:
BOUND TREE MEDICAL, LLC.
23537 Network Place
Chicago, IL 60673-1235

Invoice

Invoice	86306733
Date	08/06/2026
Page	3 of 3
Account #	101332

TIN# 31-1739487

Customer DEA License No:

CITY OF DEARBORN HEIGHTS
1999 N BEECH DALY RD
DEARBORN HEIGHTS, MI 48127-3487

Ship To: SHIP001
CITY OF DEARBORN HEIGHTS
1999 N BEECH DALY RD
FIRE STATION HEADQUARTERS ATTN: LISA MAR
DEARBORN HEIGHTS, MI 48127-3487

PO Number	Sales Order Number	Account Manager	Shipping Method	Ship Date	Payment Terms
	107271930	W WAITE	NO FRT	08/06/2026	NET 30

Item #	Description	Ordered	Shipped	B/O	Unit Price	UOM	Ext Price

AUG 11 2026
O.K. to pay
(335-730-020)

Merchandise	5,882.55
Misc	0.00
Tax	0.00
Freight	0.00
Trade Discount	0.00
Deposit	0.00
Total	5.882.55

Correspondence and inquiries can be sent to:
5000 Bradenton Ave
Dublin, OH 43017-3520

Bound Tree

Correspondence Address:
5000 Bradenton Ave
Dublin, OH 43017-3520
PHONE: (800) 533-0523
FAX: (800) 257-5713
www.boundtree.com

Please Remit To:
BOUND TREE MEDICAL, LLC.
23537 Network Place
Chicago, IL 60673-1235

Invoice

Invoice	86305132
Date	08/05/2026
Page	1 of 1
Account #	101332

TIN# 31-1739487

Customer DEA License No:

CITY OF DEARBORN HEIGHTS
1999 N BEECH DALY RD
DEARBORN HEIGHTS, MI 48127-3487

Ship To: SHIP001
CITY OF DEARBORN HEIGHTS
1999 N BEECH DALY RD
FIRE STATION HEADQUARTERS ATTN: LISA MAR
DEARBORN HEIGHTS, MI 48127-3487

PO Number	Sales Order Number	Account Manager	Shipping Method	Ship Date	Payment Terms
	107268258	W WAITE	NO FRT	08/05/2026	NET 30

Item #	Description	Ordered	Shipped	B/O	Unit Price	UOM	Ext Price
	THE FOLLOWING ITEMS SHIPPED FROM: **13** **1033 COLLINS RD** **SUITE A** **GREENWOOD, IN 46143** **BTM Distributor License No: 5306007111**						
2113-10250	Curaplex Select Endotracheal Tube with Stylette, 5.0mm, Cuffed 10ea/bx 10bx/cs	1	1	0	$22.90	BX	$22.90
2113-10270	Curaplex Select Endotracheal Tube with Stylette, 7.0mm, Cuffed 10ea/bx 10bx/cs	2	2	0	$22.90	BX	$45.80
2113-10275	Curaplex Select Endotracheal Tube with Stylette, 7.5mm, Cuffed 10ea/bx 10bx/cs	1	1	0	$22.90	BX	$22.90
4510-04776	Suction Cups, for LUCAS 2 and 3, Disposable 12/pk	2	2	0	$607.98	PK	$1,215.96
260281	Extrication Collar, Ambu Perfit ACE, Adult, Adjustable 16 Settings 30ea/cs	1	1	0	$135.00	CS	$135.00
1012-47125	Curaplex TritonGrip SE Gloves, LG, Blue Nitrile, Powder Free 100/bx 10bx/cs	4	4	0	$70.00	CS	$280.00
1012-47124	Curaplex TritonGrip SE Gloves, MED, Blue Nitrile, Powder Free 100/bx 10bx/cs	2	2	0	$70.00	CS	$140.00

Tracking Numbers:

535333313588
535333316852
535333316863
535333316874
535333316885
535333316896
535333316900
535333316911

Note: * Indicates taxable item

Merchandise	1,862.56
Misc	0.00
Tax	0.00
Freight	0.00
Trade Discount	0.00
Deposit	0.00
Total	1.862.56

AUG 11 2026

O.K. to pay
(335-730-020)

Correspondence and inquiries can be sent to:
5000 Bradenton Ave
Dublin, OH 43017-3520

SERVICE FEE INVOICE

Broadspire
A CRAWFORD COMPANY

Bill To

DEARBORN HEIGHTS, MI, CITY OF
6045 FENTON AVENUE
DEARBORN HEIGHTS MI 48127
Attention DuJuan Fisher

Invoice Number 103400023

Invoice Date 08/03/2026

Customer Number 34094

Program Number 030790

Program Name DEARBORN HEIGHTS, MI, CITY OF

Terms Due Upon Receipt

Item Code	Description	Amount
Medical Bill Review	July -2026	$9,559.67
	Subtotal	$9,559.67
	Sales Tax	$ 0.00
	Invoice Total	**$9,559.67**

Billing Question - 404-300-0700 or Corporate_Billing@us.crawco.com
Send Remittance Detail - AR_Remittance@us.crawco.com

Please include **invoice number** and **customer number** with payment.

GL # 101-200-724.000
bkt
8/3/26

Remit to: Broadspire Services Inc P O Box 404579 Atlanta, GA 30384-4579
EFT Remittance: Bank of America Acct #003264038771 ABA: ACH 061000052 Wire 026009593.
Federal Tax ID# 36-3917295

REMIT PAYMENT TO:

INVOICE

ACH INFORMATION:
THE NORTHERN TRUST
50 SOUTH LASALLE STREET
CHICAGO, IL 60675

E-mail Remittance To: gachremittance@cdw.com
ROUTING NO.: 071000152
ACCOUNT NAME: CDW GOVERNMENT
ACCOUNT NO.: 91057

CDW Government
75 Remittance Drive, Suite 1515
Chicago, IL 60675-1515

RETURN SERVICE REQUESTED

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
AK38R2E	07/30/26	3194710
SUBTOTAL	**SHIPPING**	**SALES TAX**
$1,562.12	$0.00	$0.00
DUE DATE		**AMOUNT DUE**
08/29/26		**$1,562.12**

89 1 SP 0.780 E0089X I0139 D15268352889 S2 P11094363 0001:0001

CITY OF DEARBORN HTS
ACCTS PAYABLE
6045 FENTON ST
DEARBORN HEIGHTS MI 48127-3287

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

INVOICE DATE	INVOICE NUMBER	PAYMENT TERMS	DUE DATE
07/30/26	AK38R2E	Net 30 Days	08/29/26
ORDER DATE	**SHIP VIA**	**PURCHASE ORDER NUMBER**	**CUSTOMER NUMBER**
07/30/26	FedEx Ground (1-2 days)	NEW HARDWARE FOR ORD	3194710

ITEM NUMBER	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	TOTAL
7941184	SUR PRO11 X1P-64-100 16/256 W11 PLT Manufacturer Part Number: ZIK-00001 Serial No: BK36H3Y26203KV	1	1	0	1,428.05	1,428.05
7866878	MS SUR PRO KEYBOARD PRO10 BLK Manufacturer Part Number: EP2-00395 Serial No: 001257954159	1	1	0	134.07	134.07

Mahdi Bayt
101-258-728.001

GO GREEN!

CDW is happy to announce that paperless billing is now available! If you would like to start receiving your invoices as an emailed PDF, please email CDW at paperlessbilling@cdw.com. Please include your Customer number or an Invoice number in your email for faster processing.

REDUCE PROCESSING COSTS AND ELIMINATE THE HASSLE OF PAPER CHECKS!

Begin transmitting your payments electronically via ACH using CDW's bank and remittance information located at the top of the attached payment coupon. Email credit@cdw.com with any questions.

ACCOUNT MANAGER	SHIPPING ADDRESS:
HARIS IMAMOVIC 847-465-6000 haris.imamovic@cdwg.com	CITY OF DEARBORN HEIGHTS ATTN:SEAN GIBSON 24590 GEORGE ST DEARBORN HEIGHTS MI 48127-3116
SALES ORDER NUMBER	
1CKRT0K	

SUBTOTAL	$1,562.12
SHIPPING	$0.00
SALES TAX	$0.00
AMOUNT DUE	**$1,562.12**

Cage Code Number 1KH72
DUNS Number 02-615-7235
Unique Entity ID (SAM): PHZDZ8SJ5CM1
ISO 9001 and ISO 14001 Certified
CDW GOVERNMENT FEIN 36-4230110

HAVE QUESTIONS ABOUT YOUR ACCOUNT?
PLEASE EMAIL US AT credit@cdw.com
VISIT US ON THE INTERNET AT www.cdwg.com

REMIT PAYMENT TO:

INVOICE

CDW Government
75 Remittance Drive, Suite 1515
Chicago, IL 60675-1515

RETURN SERVICE REQUESTED

ACH INFORMATION:
THE NORTHERN TRUST
50 SOUTH LASALLE STREET
CHICAGO, IL 60675

E-mail Remittance To: gachremittance@cdw.com
ROUTING NO.: 071000152
ACCOUNT NAME: CDW GOVERNMENT
ACCOUNT NO.: 91057

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
AK4UZ3M	08/04/26	3194710
SUBTOTAL	**SHIPPING**	**SALES TAX**
$1,516.19	$0.00	$0.00
DUE DATE		**AMOUNT DUE**
09/03/26		**$1,516.19**

89 1 SP 0.780 E0089X I0121 D15282018754 S2 P11099416 0001:0001

CITY OF DEARBORN HTS
ACCTS PAYABLE
6045 FENTON ST
DEARBORN HEIGHTS MI 48127-3287

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

INVOICE DATE	INVOICE NUMBER	PAYMENT TERMS	DUE DATE
08/04/26	AK4UZ3M	Net 30 Days	09/03/26
ORDER DATE	**SHIP VIA**	**PURCHASE ORDER NUMBER**	**CUSTOMER NUMBER**
08/03/26	FedEx Ground (1-2 days)	LAPTOP FOR LGL + EXT. COVERAGE	3194710

ITEM NUMBER	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	TOTAL
7941180	SUR LT7 15IN X1E-80-100 16/512 W11 G Manufacturer Part Number: ZHQ-00026 Serial No: BK33DCP26113HJ	1	1	0	1,516.19	1,516.19

Mahdi Bayd
101-258-728.001

GO GREEN!

CDW is happy to announce that paperless billing is now available! If you would like to start receiving your invoices as an emailed PDF, please email CDW at paperlessbilling@cdw.com. Please include your Customer number or an Invoice number in your email for faster processing.

REDUCE PROCESSING COSTS AND ELIMINATE THE HASSLE OF PAPER CHECKS!

Begin transmitting your payments electronically via ACH using CDW's bank and remittance information located at the top of the attached payment coupon. Email credit@cdw.com with any questions.

ACCOUNT MANAGER	SHIPPING ADDRESS:		
HARIS IMAMOVIC 847-465-6000 haris.imamovic@cdwg.com	CITY OF DEARBORN HEIGHTS ATTN:SEAN GIBSON 24590 GEORGE ST DEARBORN HEIGHTS MI 48127-3116	SUBTOTAL	$1,516.19
		SHIPPING	$0.00
SALES ORDER NUMBER		SALES TAX	$0.00
1CKSBJY		**AMOUNT DUE**	**$1,516.19**

Cage Code Number 1KH72
DUNS Number 02-615-7235
Unique Entity ID (SAM): PHZDZ8SJ5CM1
ISO 9001 and ISO 14001 Certified
CDW GOVERNMENT FEIN 36-4230110

HAVE QUESTIONS ABOUT YOUR ACCOUNT?
PLEASE EMAIL US AT credit@cdw.com
VISIT US ON THE INTERNET AT www.cdwg.com

0001:0001

THE TERMS AND CONDITIONS ARE LIMITED TO THOSE CONTAINED HEREIN AND THE ADDITIONAL TERMS AND CONDITIONS CONTAINED IN THE "TERMS AND CONDITIONS" LINK AT WWW.CDW.COM INCORPORATED HEREIN BY REFERENCE. ANY TERMS NOT DEFINED HEREIN ARE DEFINED AT WWW.CDW.COM. ANY ADDITIONAL OR DIFFERENT TERMS OR CONDITIONS IN ANY FORM DELIVERED BY YOU ("CUSTOMER") ARE HEREBY DEEMED TO BE MATERIAL ALTERATIONS AND NOTICE OF OBJECTION TO THEM AND REJECTION OF THEM IS HEREBY GIVEN.

BY ACCEPTING DELIVERY OF THE PRODUCTS OR BY ENGAGING THE CDW AFFILIATE IDENTIFED ON THE INVOICE, STATEMENT OF WORK OR OTHER CDW DOCUMENTATION ("SELLER") TO PROVIDE PRODUCT OR PERFORM OR PROCURE ANY SERVICES, CUSTOMER AGREES TO BE BOUND BY AND ACCEPTS THESE TERMS AND CONDITIONS UNLESS CUSTOMER AND SELLER HAVE SIGNED A SEPARATE AGREEMENT FOR THE PROVISION OF PRODUCT OR PERFORMANCE OF SERVICES, IN WHICH CASE THE SEPARATE AGREEMENT WILL GOVERN.

Important Information About These Terms and Conditions
These Terms and Conditions constitute a binding contract between Customer and Seller and are referred to herein as either "Terms and Conditions" or this "Agreement". Customer accepts these Terms and Conditions by making a purchase from or placing an order with Seller or shopping on Seller's Website (the "Site") or otherwise requesting products (the "Products") or engaging Seller to perform or procure any Services (as this and all capitalized terms are defined herein).

Customer may issue a purchase order for administrative purposes only. Additional or different terms and conditions contained in any such purchase order will be null and void. This Agreement including the terms contained in the "Terms and Conditions" link at www.cdw.com which Customer acknowledges and agrees are incorporated herein by reference contains the entire understanding of the parties with respect to the matters contained herein and supersedes and replaces in its entirety any and all prior communications and contemporaneous agreements and understandings, whether oral, written, electronic or implied, if any, between the parties with respect to the subject matter hereof.

Governing Law
THESE TERMS AND CONDITIONS, ANY STATEMENTS OF WORK, THE SERVICES HEREUNDER AND ANY SALE OF PRODUCTS HEREUNDER WILL BE GOVERNED BY THE LAWS OF THE STATE OF ILLINOIS, WITHOUT REGARD TO CONFLICTS OF LAWS RULES. ANY ARBITRATION, ENFORCEMENT OF AN ARBITRATION OR LITIGATION WILL BE BROUGHT EXCLUSIVELY IN COOK COUNTY, ILLINOIS, AND CUSTOMER CONSENTS TO THE JURISDICTION OF THE FEDERAL AND STATE COURTS LOCATED THEREIN, SUBMITS TO THE JURISDICTION THEREOF AND WAIVES THE RIGHT TO CHANGE VENUE. CUSTOMER FURTHER CONSENTS TO THE EXERCISE OF PERSONAL JURISDICTION BY ANY SUCH COURT WITH RESPECT TO ANY SUCH PROCEEDING. Except in the case of nonpayment, neither party may institute any action in any form arising out of these Terms and Conditions more than one (1) year after the cause of action has arisen. The rights and remedies provided Seller under these Terms and Conditions are cumulative, are in addition to, and do not limit or prejudice any other right or remedy available at law or in equity.

Title; Risk of Loss
If Customer provides Seller with Customer's carrier account number or selects a carrier other than a carrier that regularly ships for Seller, title to Products and risk of loss or damage during shipment pass from Seller to Customer upon delivery to the carrier (F.O.B. Origin, freight collect). For all other shipments, title to Products and risk of loss or damage during shipment pass from Seller to Customer upon delivery to the specified destination (F.O.B. Destination, freight prepaid and added). Notwithstanding the foregoing, title to software will remain with the applicable licensor(s), and Customer's rights therein are contained in the license agreement between such licensor(s) and Customer. A purchase money security interest is retained in the Products to secure payment in full. Customer authorizes Seller to file a financing statement reflecting such security interest and, if requested, Customer will record such purchase money security interest on its books.

Payment
Orders are not binding upon Seller until accepted by Seller. Customer agrees to pay the total purchase price for the Products plus shipping (to the extent shipping is not prepaid by Customer), including shipping charges that are billed to Seller as a result of using Customer's carrier account number. Terms of payment are within Seller's sole discretion. In connection with Services being performed pursuant to a Statement of Work, Customer will pay for the Services in the amounts and in accordance with any payment schedule set forth in the applicable Statement of Work. If no payment schedule is provided, Customer will pay for the Services as invoiced by Seller. Invoices are due and payable within the time period specified on the invoice, measured from the date of invoice, subject to continuing credit approval by Seller. Seller, or any of its Affiliates on behalf of Seller may issue an invoice to Customer. Seller may invoice Customer separately for partial shipments, and Seller may invoice Customer for all of the Services described in a Statement of Work or any portion thereof. Customer agrees to pay interest on all past-due sums at the lower of one and one-half percent (1.5%) per month or the highest rate allowed by law. In the event of a payment default, Customer will be responsible for all of Seller's costs of collection, including, but not limited to, court costs, filing fees and attorneys' fees. In addition, if payments are not received as described above, Seller reserves the right to suspend Services until payment is received.

Export Sales
If this transaction involves an export of items (including, but not limited to commodities, software or technology), subject to the Export Administration Regulations, such items were exported from the United States by Seller in accordance with the Export Administration Regulations. Diversion contrary to United States law is prohibited.

Warranties
Customer understands that Seller is not the manufacturer of the Products purchased by Customer hereunder and the only warranties offered are those of the manufacturer, not Seller or its Affiliates. In purchasing the Products, Customer is relying on the manufacturer's specifications only and is not relying on any statements, specifications, photographs or other illustrations representing the Products that may be provided by Seller or its Affiliates. SELLER AND ITS AFFILIATES HEREBY EXPRESSLY DISCLAIM ALL WARRANTIES EITHER EXPRESS OR IMPLIED, RELATED TO PRODUCTS, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF TITLE, ACCURACY, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. WARRANTY OF NONINFRINGEMENT, OR ANY WARRANTY RELATING TO THIRD PARTY SERVICES. THE DISCLAIMER CONTAINED IN THIS PARAGRAPH DOES NOT AFFECT THE TERMS OF ANY MANUFACTURER'S WARRANTY. Customer expressly waives any claim that it may have against Seller or its Affiliates based on any product liability or infringement or alleged infringement of any patent, copyright, trade secret or other intellectual property rights (each a "Claim") with respect to any Product and also waives any right to indemnification from Seller or its Affiliates against any such Claim made against Customer by a third party. Customer acknowledges that no employee of Seller or its Affiliates is authorized to make any representation or warranty on behalf of Seller or any of its Affiliates that is not in this Agreement.

Seller warrants that the Services will be performed in a good and workmanlike manner. Customer's sole and exclusive remedy and Seller's entire liability with respect to this warranty will be, at the sole option of Seller, to either (a) use its reasonable commercial efforts to reperform or cause to be reperformed any Services not in substantial compliance with this warranty or (b) refund amounts paid by Customer related to the portion of the Services not in substantial compliance; provided, in each case, Customer notifies Seller in writing within five (5) business days after performance of the applicable Services. EXCEPT AS SET FORTH HEREIN OR IN ANY STATEMENT OF WORK THAT EXPRESSLY AMENDS SELLER'S WARRANTY, AND SUBJECT TO APPLICABLE LAW, SELLER MAKES NO OTHER, AND EXPRESSLY DISCLAIMS ALL OTHER, REPRESENTATIONS, WARRANTIES, CONDITIONS OR COVENANTS, EITHER EXPRESS OR IMPLIED (INCLUDING WITHOUT LIMITATION, ANY EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, DURABILITY, TITLE, ACCURACY OR NON-INFRINGEMENT) ARISING OUT OF OR RELATED TO THE PERFORMANCE OR NON-PERFORMANCE OF THE SERVICES, INCLUDING BUT NOT LIMITED TO ANY WARRANTY RELATING TO THIRD PARTY SERVICES, ANY WARRANTY WITH RESPECT TO THE PERFORMANCE OF ANY HARDWARE OR SOFTWARE USED IN PERFORMING SERVICES AND ANY WARRANTY CONCERNING THE RESULTS TO BE OBTAINED FROM THE SERVICES. THIS DISCLAIMER AND EXCLUSION SHALL APPLY EVEN IF THE EXPRESS WARRANTY AND LIMITED REMEDY SET FORTH HEREIN FAILS OF ITS ESSENTIAL PURPOSE. CUSTOMER ACKNOWLEDGES THAT NO REPRESENTATIVE OF SELLER OR OF ITS AFFILIATES IS AUTHORIZED TO MAKE ANY REPRESENTATION OR WARRANTY ON BEHALF OF SELLER OR ANY OF ITS AFFILIATES THAT IS NOT IN THIS AGREEMENT OR IN A STATEMENT OF WORK EXPRESSLY AMENDING SELLER'S WARRANTY.

Customer shall be solely responsible for daily back-up and other protection of its data and software against loss, damage or corruption. Customer shall be solely responsible for reconstructing data (including but not limited to data located on disk files and memories) and software that may be lost, damaged or corrupted during the performance of Services. SELLER, ITS AFFILIATES, AND ITS AND THEIR SUPPLIERS, SUBCONTRACTORS AND AGENTS ARE HEREBY RELEASED AND SHALL CONTINUE TO BE RELEASED FROM ALL LIABILITY IN CONNECTION WITH THE LOSS, DAMAGE OR CORRUPTION OF DATA AND SOFTWARE. AND CUSTOMER ASSUMES ALL RISK OF LOSS, DAMAGE OR CORRUPTION OF DATA AND SOFTWARE IN ANY WAY RELATED TO OR RESULTING FROM THE SERVICES.

Seller will not be responsible for and no liability shall result to Seller or any of its Affiliates for any delays in delivery or in performance which result from any circumstances beyond Seller's reasonable control, including, but not limited to, Product unavailability, carrier delays, delays due to fire, severe weather conditions, failure of power, labor problems, acts of war, terrorism, embargo, acts of God or acts or laws of any government or agency. Any shipping dates or completion dates provided by Seller or any purported deadlines contained in a Statement of Work or any other document are estimates only.

Pricing Information; Availability Disclaimer
Seller reserves the right to make adjustments to pricing, Products and Service offerings for reasons including, but not limited to, changing market conditions, Product discontinuation, Product unavailability, manufacturer price changes, supplier price changes and errors in advertisements. All orders are subject to Product availability and the availability of Personnel to perform the Services. Therefore, Seller cannot guarantee that it will be able to fulfill Customer's orders. If Services are being performed on a time and materials basis, any estimates provided by Seller are for planning purposes only.

Credits
Any credit issued by Seller to Customer for any reason must be used within two (2) years from the date that the credit was issued and may only be used for future purchases of Products and/or Services. Any credit or portion thereof not used within the two (2) year period will automatically expire.

Limitation of Liability
UNDER NO CIRCUMSTANCES AND NOTWITHSTANDING THE FAILURE OF ESSENTIAL PURPOSE OF ANY REMEDY SET FORTH HEREIN, WILL SELLER, ITS AFFILIATES OR ITS OR THEIR SUPPLIERS, SUBCONTRACTORS OR AGENTS BE LIABLE FOR: (A) ANY INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES INCLUDING BUT NOT LIMITED TO, LOSS OF PROFITS, BUSINESS, REVENUES OR SAVINGS, EVEN IF SELLER HAS BEEN ADVISED OF THE POSSIBILITIES OF SUCH DAMAGES OR IF SUCH DAMAGES ARE OTHERWISE FORESEEABLE, IN EACH CASE, WHETHER A CLAIM FOR ANY SUCH LIABILITY IS PREMISED UPON BREACH OF CONTRACT, WARRANTY, NEGLIGENCE, STRICT LIABLITY OR OTHER THEORY OF LIABILITY; (B) ANY CLAIMS, DEMANDS OR ACTIONS AGAINST CUSTOMER BY ANY THIRD PARTY; (C) ANY LOSS OR CLAIM ARISING OUT OF OR IN CONNECTION WITH CUSTOMER'S IMPLEMENTATION OF ANY CONCLUSIONS OR RECOMMENDATIONS BY SELLER OR ITS AFFILIATES BASED ON, RESULTING FROM, ARISING OUT OF OR OTHERWISE RELATED TO THE PRODUCTS OR SERVICES; OR (D) ANY UNAVAILABILITY OF THE PRODUCT FOR USE OR ANY LOST, DAMAGED OR CORRUPTED DATA OR SOFTWARE. IN THE EVENT OF ANY LIABILITY INCURRED BY SELLER OR ANY OF ITS AFFILIATES, THE ENTIRE LIABILITY OF SELLER AND ITS AFFILIATES FOR DAMAGES FROM ANY CAUSE WHATSOEVER WILL NOT EXCEED THE LESSER OF: (A) THE DOLLAR AMOUNT PAID BY CUSTOMER FOR THE PRODUCT(S) GIVING RISE TO THE CLAIM OR THE SPECIFIC SERVICES GIVING RISE TO THE CLAIM; OR (B) $50,000.00.

Confidential Information
Each party anticipates that it may be necessary to provide access to information of a confidential nature of such party, the Affiliates or a third party (hereinafter referred to as "Confidential Information") to the other party in the performance of this Agreement and any Statement of Work. "Confidential Information" means any information or data in oral, electronic or written form which the receiving party knows or has reason to know is proprietary or confidential and which is disclosed by a party in connection with this Agreement or which the receiving party may have access to in connection with this Agreement, including but not limited to the terms and conditions of each Statement of Work. Confidential Information will not include information which: (a) becomes known to the public through no act of the receiving party; (b) was known to the receiving party, or becomes known to the receiving party from a third party having the right to disclose it and having no obligation of confidentiality to the disclosing party with respect to the applicable information; or (c) is independently developed by agents, employees or subcontractors of the receiving party who have not had access to such information. To the extent practicable, Confidential Information should be clearly identified or labeled as such by the disclosing party at the time of disclosure or as promptly thereafter as possible, however, failure to so identify or label such Confidential Information will not be evidence that such information is not confidential or protectable.

Each party agrees to hold the other party's Confidential Information confidential for a period of three (3) years following the date of disclosure and to do so in a manner at least as protective as it holds its own Confidential Information of like kind but to use no less than a reasonable degree of care. Disclosures of the other party's Confidential Information will be restricted (i) to those individuals who are participating in the performance of this Agreement or the applicable Statement of Work and need to know such Confidential Information for purposes of providing or receiving the Products or Services or otherwise in connection with this Agreement or the applicable Statement of Work, or (ii) to its business, legal and financial advisors, each on a confidential basis. Each party agrees not to use any Confidential Information of the other party for any purpose other than the business purposes contemplated by this Agreement and the applicable Statement of Work. Upon the written request of a party, the other party will either return or certify the destruction of the Confidential Information of the other party.

If a receiving party is required by law, rule or regulation, or requested in any judicial or administrative proceeding or by any governmental or regulatory authority, to disclose Confidential Information of the other party, the receiving party will give the disclosing party prompt notice of such request so that the disclosing party may seek an appropriate protective order or similar protective measure and will use reasonable efforts to obtain confidential treatment of the Confidential Information so disclosed.

Return Privileges
To obtain Seller's return policy, Customer should contact CDW Customer Relations at 866.SVC.4CDW or email at CustomerRelations@cdw.com. Customer must notify CDW Customer Relations of any damaged Products within ten (10) days of receipt.

Arbitration
Any claim, dispute, or controversy (whether in contract, tort or otherwise, whether preexisting, present or future, and including, but not limited to, statutory, common law, intentional tort and equitable claims) arising from or relating to the Products, the Services, the interpretation or application of these Terms and Conditions or any Statement of Work or the breach, termination or validity thereof, the relationships which result from these Terms and Conditions or any Statement of Work (including, to the full extent permitted by applicable law, relationships with third parties who are not signatories hereto), or Seller's or any of its Affiliates' advertising or marketing (collectively, a "Claim") WILL BE RESOLVED, UPON THE ELECTION OF ANY OF SELLER, CUSTOMER OR THE THIRD PARTIES INVOLVED, EXCLUSIVELY AND FINALLY BY BINDING ARBITRATION. If arbitration is chosen, it will be conducted pursuant to the Rules of the American Arbitration Association. If arbitration is chosen by any party with respect to a Claim, neither Seller nor Customer will have the right to litigate that Claim in court or to have a jury trial on that Claim or to engage in pre-arbitration discovery, except as provided for in the applicable arbitration rules or by agreement of the parties involved. Further, Customer will not have the right to participate as a representative or member of any class of claimants pertaining to any Claim. Notwithstanding any choice of law provision included in these Terms and Conditions, this arbitration agreement is subject to the Federal Arbitration Act (9 U.S.C. §§ 1-16). The arbitration will take place exclusively in Chicago, Illinois. Any court having jurisdiction may enter judgment on the award rendered by the arbitrator(s). Each party involved will bear its own cost of any legal representation, discovery or research required to complete arbitration. The existence or results of any arbitration will be treated as confidential. Notwithstanding anything to the contrary contained herein, all matters pertaining to the collection of amounts due to Seller arising out of the Products or Services will be exclusively litigated in court rather than through arbitration.

Miscellaneous
Seller may assign or subcontract all or any portion of its rights or obligations with respect to the sale of Products or the performance of Services or assign the right to receive payments, without Customer's consent. Customer may not assign these Terms and Conditions, or any of its rights or obligations herein without the prior written consent of Seller. Subject to the restrictions in assignment contained herein, these Terms and Conditions will be binding on and inure to the benefit of the parties hereto and their successors and assigns. No provision of this Agreement or any Statement of Work will be deemed waived, amended or modified by either party unless such waiver, amendment or modification is in writing and signed by both parties. The relationship between Seller and Customer is that of independent contractors and not that of employer/employee, partnership or joint venture. If any term or condition of this Agreement or a Statement of Work is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or conditions hereof or thereof or the whole of this Agreement or the applicable Statement of Work. Notices provided under this Agreement will be given in writing and deemed received upon the earlier of actual receipt or three (3) days after mailing if mailed postage prepaid by regular mail or airmail or one (1) day after such notice is sent by courier or facsimile transmission. Any delay or failure by either party to exercise any right or remedy will not constitute a waiver of that party to thereafter enforce such rights.

Version Date: 02/23/2010

Cummins Sales and Service

Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:
Cummins Sales and Service
PO Box 772639
Detroit, MI 48277-2639

DEARBORN MI BRANCH
3760 WYOMING
DEARBORN, MI 48120-
(313)843-6200

REPRINT

INVOICE NO
S2-260843183
TO PAY ONLINE LOGON TO customerpayment.cummins.com

BILL TO

CITY OF DEARBORN HEIGHTS
6045 FENTON ST
DEARBORN HTS, MI 48127-3287

OWNER

DEARBORN HEIGHTS DPW
24600 VAN BORN
PO 24-023
DEARBORN HTS, MI 48125-
LEONARD PARKER - 734 7750529

*** CHARGE ***

Water Department

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
07-AUG-2026	Truck # 65	25-MAR-2021	L9 CM2350 L116B		FREIGHTLINER
CUSTOMER NO.	**SHIP VIA**	**FAIL DATE**	**ENGINE SERIAL NO.**	**CPL NO.**	**EQUIPMENT MODEL**
221752		27-JUL-2026	74693201		M2 112
REF. NO.	**SALESPERSON**	**PARTS DISP.**	**MILEAGE/HOURS**	**PUMP CODE**	**UNIT NO.**
167267	BL420				65

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT

OSN/MSN/VIN 1FVHG5FE8MHMP1081

COMPLAINT UNIT 65: TOWED IN ,CHECK ENGINE LIGHT WITH DERATE

CAUSE DEF HEADER -

AIR FILTER -

CORRECTION

ELECTRONIC SERVICE TOOL - OPERATE
COURTESY VISUAL INSPECTION
DIAGNOSTIC LABOR
T8-PREVENTATIVE MAINTENANCE INSPECTION
TECHNICIAN ADMINISTRATIVE TIME - NON-FIELD ACTION SERVICE EVENT
JOB SAFETY ASSESSMENT
AFTERTREATMENT DEF QUALITY, TEMPERATURE, AND TANK LEVEL SENSOR
HEADER - REMOVE AND INSTALL
AFTERTREATMENT DIESEL PARTICULATE FILTER (DPF) - REGENERATION TEST (CMI)
THANK YOU FOR YOUR BUSINESS

COVERAGE CUSTOEMR BILLABLE.

REMARK

BL295
LAST SAVED : 31 JUL 2026 09:57:14 AM EDT
OKAY FOR 4K

LENARD OKAY 4K

1		COURTESY INSPECTION	COURTESY INSPECTION		

PARTS:		0.00
PARTS COVERAGE CREDIT:		0.00 CR
TOTAL PARTS:	**0.00**	
SURCHARGE TOTAL:		**0.00**

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

AUTHORIZED BY (print name)_____ **SIGNATURE**_____ **DATE**_____

Cummins Sales and Service

Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:
Cummins Sales and Service
PO Box 772639
Detroit, MI 48277-2639

DEARBORN MI BRANCH
3760 WYOMING
DEARBORN, MI 48120-
(313)843-6200

REPRINT

INVOICE NO
S2-260843183
TO PAY ONLINE LOGON TO customerpayment.cummins.com

BILL TO

CITY OF DEARBORN HEIGHTS
6045 FENTON ST
DEARBORN HTS, MI 48127-3287

OWNER

DEARBORN HEIGHTS DPW
24600 VAN BORN
PO 24-023
DEARBORN HTS, MI 48125-
LEONARD PARKER - 734 7750529

*** CHARGE ***

Water Department

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
07-AUG-2026	Truck # 65	25-MAR-2021	L9 CM2350 L116B		FREIGHTLINER
CUSTOMER NO.	**SHIP VIA**	**FAIL DATE**	**ENGINE SERIAL NO.**	**CPL NO.**	**EQUIPMENT MODEL**
221752		27-JUL-2026	74693201		M2 112
REF. NO.	**SALESPERSON**	**PARTS DISP.**	**MILEAGE/HOURS**	**PUMP CODE**	**UNIT NO.**
167267	BL420				65

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
OSN/MSN/VIN	1FVHG5FE8MHMP1081						
					LABOR:		0.00
					LABOR COVERAGE CREDIT:		0.00 CR
					TOTAL LABOR:	**0.00**	
					MISC.:		0.00
					MISC. COVERAGE CREDIT:		0.00 CR
					TOTAL MISC.:	**0.00**	
1	1	04-35959-000	DEF HEADER ASSY	EXPARTC		1,138.97	1,138.97
1	1	P621097	AIR FILTER	EXPART3		344.04	344.04
1	1	CC36077	OAT	FLG		20.31	20.31
					PARTS:		1,503.32
					PARTS COVERAGE CREDIT:		0.00 CR
					TOTAL PARTS:	**1,503.32**	
					SURCHARGE TOTAL:		**0.00**
					LABOR:		2,289.00
					LABOR COVERAGE CREDIT:		0.00 CR
					TOTAL LABOR:	**2,289.00**	
					MISC.:		0.00
					MISC. COVERAGE CREDIT:		0.00 CR
					TOTAL MISC.:	**0.00**	
					STATE		**0.00**

TAX EXEMPT NUMBERS:

Inspected Items	Findings
Air filter restriction	Air filter plugged

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

AUTHORIZED BY (print name)_____ **SIGNATURE**_____ **DATE**_____

Cummins Sales and Service

Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:
Cummins Sales and Service
PO Box 772639
Detroit, MI 48277-2639

DEARBORN MI BRANCH
3760 WYOMING
DEARBORN, MI 48120-
(313)843-6200

REPRINT

INVOICE NO
S2-260843183
TO PAY ONLINE LOGON TO customerpayment.cummins.com

BILL TO

CITY OF DEARBORN HEIGHTS
6045 FENTON ST
DEARBORN HTS, MI 48127-3287

OWNER

DEARBORN HEIGHTS DPW
24600 VAN BORN
PO 24-023
DEARBORN HTS, MI 48125-
LEONARD PARKER - 734 7750529

*** CHARGE ***

Water Department

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
07-AUG-2026	Truck # 65	25-MAR-2021	L9 CM2350 L116B		FREIGHTLINER
CUSTOMER NO.	**SHIP VIA**	**FAIL DATE**	**ENGINE SERIAL NO.**	**CPL NO.**	**EQUIPMENT MODEL**
221752		27-JUL-2026	74693201		M2 112
REF. NO.	**SALESPERSON**	**PARTS DISP.**	**MILEAGE/HOURS**	**PUMP CODE**	**UNIT NO.**
167267	BL420				65

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT

OSN/MSN/VIN 1FVHG5FE8MHMP1081

Account # 592-536-932.000

3792.32

Truck #65
DEF System Issue

8/11/26
John Danci

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

SUB TOTAL:	3,792.32
TOTAL TAX:	0.00
TOTAL AMOUNT: US $	**3,792.32**

AUTHORIZED BY (print name)_____ **SIGNATURE**_____ **DATE**_____

DUKE'S
ROOTED IN INNOVATION

INVOICE

Document Number	Document Date	Page
44146	**08/10/2026**	**1/1**

Customer No.	Contact / Phone / Email
C-018153	**John Danci** **313-791-6000** **jadanci@dearbornheightsmi.gov**

Duke's Job Number	PO Number
6079	

Payment Terms
Net 60

Shipping Type	FOB Point

DEARBORN HEIGHTS, CITY
jadanci@dearbornheightsmi.gov
Dearborn Heights MI 48125
USA

Delivery Address
DEARBORN HEIGHTS, CITY
24600 VAN BORN
DEARBORN HEIGHTS MI 48125
USA

Invoice Remarks
Service Date: July 21-25, 2026

Job Details

Dearborn Heights 2025-2028 Sanitary Sewer Cleaning and Televising Inspection-3004

Description	Quantity	UoM	Price	Total
Cleaning 10-inch Sanitary Sewer or Less (6"-10")	**513.7**	**FT**	**$ 1.25**	**$ 642.13**
Cleaning 12 to 15-inch Sanitary Sewer	**1,004**	**FT**	**$ 1.25**	**$ 1,255.00**
Television Inspection Sanitary Sewer 21-inch or less (6"-21")	**1,517.7**	**FT**	**$ 1.50**	**$ 2,276.55**

GL # 592-536-818.030

Invoice Subtotal:	**$ 4,173.68**
Total Before Tax:	**$ 4,173.68**
Total Tax Amount:	**$ 0.00**
Total Amount:	**$ 4,173.68**
Balance Due:	**$ 4,173.68**

8/10/26
John Danci

Remittance Address
Duke's Root Control, Inc.
1707 N. Randall Road, Ste 180
Elgin, IL 60123

VISA mastercard. AMERICAN EXPRESS
All credit card charges will incur 3% convenience fee

Tax ID No.: 75-3026801
Website: www.dukes.com

Accounting
Phone: 800-447-6687
Fax: 315-475-4203
E-Mail: accounts@dukes.com

Duke's Root Control Summary Sheet

Contractor:	City of Dearborn Heights	Location:	Dearborn Heights, MI	Job Number:	
Start Date:	Monday, July 27, 2026	Finish Date:	Sunday, August 2, 2026	Contract/PO No:	
Attention to:	John Danci	Notes for Billing:	Dearborn Heights - Performed CCTV Inspections and Cleaning		
Email Address:	jadanci@dearbornheightsmi.gov		CCTV Inspections were conducted for the week of 7/20/26 to 7/26/2026		

	CCTV / FLUSH / MH	Price:	Qty:	Total:
1	Cleaning 10 inch Pipe or less (7/21), SA09SE051_SA09SE049	$ 1.25	255.90	$ 319.88
2	Cleaning 10 inch Pipe or less (7/21), SA09SE041_SA09SE049	$ 1.25	257.80	$ 322.25
3	CCTV Inspection 21 inch Pipe or less (7/21), SA09SE041_SA09SE049	$ 1.50	257.80	$ 386.70
4	CCTV Inspection 21 inch Pipe or less (7/21), SA09SE051_SA09SE049	$ 1.50	255.90	$ 383.85
5	CCTV Inspection 21 inch Pipe or less (7/25), SA09SE045_SA09SE073	$ 1.50	251.00	$ 376.50
6	Cleaning 12 inch to 15 inch Pipe (7/25) SA09SE045_SA09SE073	$ 1.25	251.00	$ 313.75
7	Cleaning 12 inch to 15 inch Pipe (7/25) SA09SE056_SA09SE055	$ 1.25	37.50	$ 46.88
8	Cleaning 12 inch to 15 inch Pipe (7/25) SA09SE055_SA09SE054	$ 1.25	210.00	$ 262.50
9	Cleaning 12 inch to 15 inch Pipe (7/25) SA09SE053_SA09SE052	$ 1.25	188.70	$ 235.88
10	Cleaning 12 inch to 15 inch Pipe (7/25) SA09SE054_SA09SE053	$ 1.25	316.80	$ 396.00
11	CCTV Inspection 21 inch Pipe or less (7/25), SA09SE056_SA09SE055	$ 1.50	37.50	$ 56.25
12	CCTV Inspection 21 inch Pipe or less (7/25), SA09SE055_SA09SE054	$ 1.50	210.00	$ 315.00
13	CCTV Inspection 21 inch Pipe or less (7/25), SA09SE053_SA09SE052	$ 1.50	188.70	$ 283.05
14	CCTV Inspection 21 inch Pipe or less (7/25), SA09SE054_SA09SE053	$ 1.50	316.80	$ 475.20
			Total Profit:	$ 4,173.68

COSTS:	Rate	Qty:	Total:
Total Labor			$ -
Total Data and Admin			$ -
Total Expenses			$ -
			$ -
			$ -
		Total Cost:	$ -

TOTALS:	
Sub. Total:	$ 4,173.68
Total:	$ 4,173.68
Revenue:	$ 4,173.68
Cost:	$ -
Profit/Loss:	$ 4,173.68

Additional Info:

City of Dearborn Heights
6045 Fenton St.
Dearborn Heights, MI 48127
313-791-3400

DUKE'S
ROOTED IN INNOVATION

INVOICE

Document Number	Document Date	Page
44148	**08/10/2026**	**1/1**

Customer No.	Contact / Phone / Email
C-018153	**John Danci** **313-791-6000** **jadanci@dearbornheightsmi.gov**

Duke's Job Number	PO Number
6079	

Payment Terms
Net 60

Shipping Type	FOB Point

DEARBORN HEIGHTS, CITY
jadanci@dearbornheightsmi.gov
Dearborn Heights MI 48125
USA

Delivery Address
DEARBORN HEIGHTS, CITY
24600 VAN BORN
DEARBORN HEIGHTS MI 48125
USA

Invoice Remarks
Service Date: July 28-30, 2026

Job Details

Dearborn Heights 2025-2028 Sanitary Sewer Cleaning and Televising Inspection-3004

Description	Quantity	UoM	Price	Total
Cleaning 10-inch Sanitary Sewer or Less (6"-10")	**146.4**	**FT**	**$ 1.25**	**$ 183.00**
Cleaning 12 to 15-inch Sanitary Sewer	**395**	**FT**	**$ 1.25**	**$ 493.75**
Television Inspection Sanitary Sewer 21-inch or less (6"-21")	**541.4**	**FT**	**$ 1.50**	**$ 812.10**
Emergency Work	**22**		**$ 550.00**	**$ 12,100.00**

GL# 592-536-818.030

Invoice Subtotal:	**$ 13,588.85**
Total Before Tax:	**$ 13,588.85**
Total Tax Amount:	**$ 0.00**
Total Amount:	**$ 13,588.85**
Balance Due:	**$ 13,588.85**

8/10/26
John Danci

Remittance Address
Duke's Root Control, Inc.
1707 N. Randall Road, Ste 180
Elgin, IL 60123

VISA mastercard AMERICAN EXPRESS
All credit card charges will incur 3% convenience fee

Tax ID No.: 75-3026801
Website: www.dukes.com

Accounting
Phone: 800-447-6687
Fax: 315-475-4203
E-Mail: accounts@dukes.com

Duke's Root Control Summary Sheet

Contractor:	City of Dearborn Heights	Location:	Dearborn Heights, MI	Job Number:	
Start Date:	Monday, July 27, 2026	Finish Date:	Sunday, August 2, 2026	Contract/PO No:	
Attention to:	John Danci	Notes for Billing:	Dearborn Heights - Performed CCTV Inspections and Cleaning		
Email Address:	jadanci@dearbornheightsmi.gov		CCTV Inspections were conducted for the week of 7/27/26 to 8/2/2026		

	CCTV / FLUSH / MH	Price:	Qty:	Total:
1	Emergency Work (7/28)	$ 550.00	6.00	$ 3,300.00
2	Cleaning 10 inch Pipe or less (7/28), 26600 Ann Arbor Trail	$ 1.25	146.40	$ 183.00
3	CCTV Inspection 21 inch Pipe or less (7/28), 26600 Ann Arbor Trail	$ 1.50	146.40	$ 219.60
4	Emergency Work (7/29)	$ 550.00	8.00	$ 4,400.00
5	Emergency Work (7/30)	$ 550.00	8.00	$ 4,400.00
6	Cleaning 12 inch to 15 inch Pipe (7/30) John Daly and Canfield Dr Crestwood Manor Condos	$ 1.25	66.80	$ 83.50
7	Cleaning 12 inch to 15 inch Pipe (7/30) 8641 Nightingale	$ 1.25	328.20	$ 410.25
8	CCTV Inspection 21 inch Pipe or less (7/30) John Daly and Canfield Dr Crestwood Manor Condos	$ 1.50	66.80	$ 100.20
9	CCTV Inspection 21 inch Pipe or less (7/30) 8641 Nightingale	$ 1.50	328.20	$ 492.30
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
			Total Profit:	$ 13,588.85

TOTALS:	
Sub. Total:	$ 13,588.85
Total:	$ 13,588.85
Revenue:	$ 13,588.85
Cost:	$ -
Profit/Loss:	$ 13,588.85

Additional Info:

COSTS:	Rate	Qty:	Total:
Total Labor			$ -
Total Data and Admin			$ -
Total Expenses			$ -
			$ -
			$ -
		Total Cost:	$ -

City of Dearborn Heights
6045 Fenton St.
Dearborn Heights, MI 48127
313-791-3400

DUKE'S
ROOTED IN INNOVATION

INVOICE

Document Number	Document Date	Page
44147	**08/10/2026**	**1/1**

Customer No.	Contact / Phone / Email
C-018153	**John Danci** **313-791-6000** **jadanci@dearbornheightsmi.gov**

Duke's Job Number	PO Number
6079	

Payment Terms
Net 60

Shipping Type	FOB Point

DEARBORN HEIGHTS, CITY
jadanci@dearbornheightsmi.gov
Dearborn Heights MI 48125
USA

Delivery Address
DEARBORN HEIGHTS, CITY
24600 VAN BORN
DEARBORN HEIGHTS MI 48125
USA

Invoice Remarks
Service Date: July 20-22, 2026

Job Details

Dearborn Heights 2025-2028 Sanitary Sewer Cleaning and Televising Inspection-3004

Description	Quantity	UoM	Price	Total
Cleaning 10-inch Sanitary Sewer or Less (6"-10")	**614.1**	**FT**	**$ 1.25**	**$ 767.63**
Cleaning 12 to 15-inch Sanitary Sewer	**269.7**	**FT**	**$ 1.25**	**$ 337.13**
Television Inspection Sanitary Sewer 21-inch or less (6"-21")	**883.8**	**FT**	**$ 1.50**	**$ 1,325.70**
Emergency Work	**25.5**		**$ 550.00**	**$ 14,025.00**

GL# 592-536-818.030

Invoice Subtotal:	**$ 16,455.46**
Total Before Tax:	**$ 16,455.46**
Total Tax Amount:	**$ 0.00**
Total Amount:	**$ 16,455.46**
Balance Due:	**$ 16,455.46**

8/10/26
John Danci

Remittance Address
Duke's Root Control, Inc.
1707 N. Randall Road, Ste 180
Elgin, IL 60123

VISA mastercard. AMERICAN EXPRESS
All credit card charges will incur 3% convenience fee

Tax ID No.: 75-3026801
Website: www.dukes.com

Accounting
Phone: 800-447-6687
Fax: 315-475-4203
E-Mail: accounts@dukes.com

Duke's Root Control Summary Sheet

Contractor:	City of Dearborn Heights	Location:	Dearborn Heights, MI	Job Number:	
Start Date:	Monday, July 20, 2026	Finish Date:	Sunday, July 26, 2026	Contract/PO No:	
Attention to:	John Danci	Notes for Billing:	Dearborn Heights - Performed CCTV Inspections and Cleaning		
Email Address:	jadanci@dearbornheightsmi.gov		CCTV Inspections were conducted for the week of 7/20/26 to 7/26/2026		

	CCTV / FLUSH / MH	Price:	Qty:	Total:
1	Emergency Work (7/20)	$ 550.00	8.00	$ 4,400.00
2	Cleaning 10 inch Pipe or less (7/20), Heyden ER	$ 1.25	286.00	$ 357.50
3	Cleaning 10 inch Pipe or less (7/20), 5137 Princess ER	$ 1.25	328.10	$ 410.13
4	CCTV Inspection 21 inch Pipe or less (7/20), Heyden ER	$ 1.50	286.00	$ 429.00
5	CCTV Inspection 21 inch Pipe or less (7/20), 5137 Princess ER	$ 1.50	328.10	$ 492.15
6	Emergency Work (7/21)	$ 550.00	7.00	$ 3,850.00
7	Emergency Work (7/21)	$ 550.00	2.50	$ 1,375.00
8	Emergency Work (7/22)	$ 550.00	8.00	$ 4,400.00
9	CCTV Inspection 21 inch Pipe or less (7/25), Amboy & Terrell Sinkhole	$ 1.50	269.70	$ 404.55
10	Cleaning 12 inch to 15 inch Pipe (7/25) SAmboy & Terrell Sinkhole	$ 1.25	269.70	$ 337.13
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
			Total Profit:	$ 16,455.45

TOTALS:	
Sub. Total:	$ 16,455.45
Total:	$ 16,455.45
Revenue:	$ 16,455.45
Cost:	$ -
Profit/Loss:	$ 16,455.45

COSTS:	Rate	Qty:	Total:
Total Labor			$ -
Total Data and Admin			$ -
Total Expenses			$ -
			$ -
			$ -
		Total Cost:	$ -

Additional Info:

City of Dearborn Heights
6045 Fenton St.
Dearborn Heights, MI 48127
313-791-3400

DUKE'S
ROOTED IN INNOVATION

INVOICE

Document Number	Document Date	Page
44150	**08/10/2026**	**1/1**

Customer No.	Contact / Phone / Email
C-018153	**John Danci** **313-791-6000** **jadanci@dearbornheightsmi.gov**

Duke's Job Number	PO Number
6079	

Payment Terms
Net 60

Shipping Type	FOB Point

DEARBORN HEIGHTS, CITY
jadanci@dearbornheightsmi.gov
Dearborn Heights MI 48125
USA

Delivery Address
DEARBORN HEIGHTS, CITY
24600 VAN BORN
DEARBORN HEIGHTS MI 48125
USA

Invoice Remarks
Service Date: July 27-Aug 1, 2026

Job Details

Dearborn Heights 2025-2028 Sanitary Sewer Cleaning and Televising Inspection-3004

Description	Quantity	UoM	Price	Total
Cleaning 10-inch Sanitary Sewer or Less (6"-10")	**1,768**	**FT**	**$ 1.25**	**$ 2,210.00**
Cleaning 12 to 15-inch Sanitary Sewer	**3,026.9**	**FT**	**$ 1.25**	**$ 3,783.64**
Cleaning 16 to 21-inch Sanitary Sewer	**265**	**FT**	**$ 1.75**	**$ 463.75**
Cleaning 22 to 27-inch Sanitary Sewer	**258**	**FT**	**$ 1.75**	**$ 451.50**
Television Inspection 22 to 36-inch Sanitary Sewer	**258**	**FT**	**$ 1.50**	**$ 387.00**
Heavy Cleaning 22 to 27-inch Sanitary Sewer	**258**	**FT**	**$ 8.00**	**$ 2,064.00**
Television Inspection Sanitary Sewer 21-inch or less (6"-21")	**5,059.9**	**FT**	**$ 1.50**	**$ 7,589.85**
Emergency Work	**5.5**		**$ 550.00**	**$ 3,025.00**

GL # 592-536-818.030

8/10/26
John Danci

Invoice Subtotal:	**$ 19,974.74**
Total Before Tax:	**$ 19,974.74**
Total Tax Amount:	**$ 0.00**
Total Amount:	**$ 19,974.74**
Balance Due:	**$ 19,974.74**

Remittance Address
Duke's Root Control, Inc.
1707 N. Randall Road, Ste 180
Elgin, IL 60123

VISA mastercard AMERICAN EXPRESS
All credit card charges will incur 3% convenience fee

Tax ID No.: 75-3026801
Website: www.dukes.com

Accounting
Phone: 800-447-6687
Fax: 315-475-4203
E-Mail: accounts@dukes.com

Duke's Root Control Summary Sheet

Contractor:	City of Dearborn Heights	Location:	Dearborn Heights, MI	Job Number:	
Start Date:	Monday, July 27, 2026	Finish Date:	Sunday, August 2, 2026	Contract/PO No	
Attention to:	John Danci	Notes for Billing:	Dearborn Heights - Performed CCTV Inspections and Cleaning		
Email Address	jadanci@dearbornheightsmi.gov		CCTV Inspections were conducted for the week of 7/27/26 to 8/2/2026		

	CCTV / FLUSH / MH	Price:	Qty:	Total:		TOTALS:	
1	CCTV Inspection 21 inch Pipe or less (7/27), SA09SE029_SA09SE027	$ 1.50	264.30	$ 396.45		Sub. Total:	$ 19,974.73
2	CCTV Inspection 21 inch Pipe or less (7/27), SA09SE077_SA09SE026	$ 1.50	132.90	$ 199.35			
3	CCTV Inspection 21 inch Pipe or less (7/27), SA09SE027_SA09SE077	$ 1.50	275.80	$ 413.70			
4	CCTV Inspection 21 inch Pipe or less (7/27), SA09SE077_SA09SE026	$ 1.50	153.30	$ 229.95			
5	Cleaning 12 inch to 15 inch Pipe (7/27) SA09SE029_SA09SE027	$ 1.25	264.30	$ 330.38			
6	Cleaning 12 inch to 15 inch Pipe (7/27) SA09SE077_SA09SE026	$ 1.25	132.90	$ 166.13			
7	Cleaning 12 inch to 15 inch Pipe (7/27) SA09SE027_SA09SE077	$ 1.25	275.80	$ 344.75			
8	Cleaning 12 inch to 15 inch Pipe (7/27) SA09SE077_SA09SE026	$ 1.25	153.30	$ 191.63			
9	Cleaning 12 inch to 15 inch Pipe (7/28) SA09SE019_SA09SE020	$ 1.25	262.50	$ 328.13		Total:	$ 19,974.73
10	CCTV Inspection 21 inch Pipe or less (7/28), SA09SE019_SA09SE020	$ 1.50	262.50	$ 393.75			
11	CCTV Inspection 21 inch Pipe or less (7/28), SA04SW095_SA04SW096	$ 1.50	105.00	$ 157.50			
12	CCTV Inspection 21 inch Pipe or less (7/28), SA04SW098_SA04SW099	$ 1.50	500.00	$ 750.00			
13	CCTV Inspection 21 inch Pipe or less (7/28), SA04SW096_SA04SW097	$ 1.50	148.00	$ 222.00			
14	CCTV Inspection 21 inch Pipe or less (7/28), SA04SW094_SA04SW095	$ 1.50	395.00	$ 592.50			
15	CCTV Inspection 21 inch Pipe or less (7/28), SA04SW093_SA04SW097	$ 1.50	130.00	$ 195.00			
16	CCTV Inspection 21 inch Pipe or less (7/28), SA04SW008_SA04SW010	$ 1.50	114.00	$ 171.00			
17	CCTV Inspection 21 inch Pipe or less (7/28), SA04SW100_SA04SW008	$ 1.50	151.00	$ 226.50			
18	Cleaning 12 inch to 15 inch Pipe (7/28) SA04SW095_SA04SW096	$ 1.25	105.00	$ 131.25		Revenue:	$ 19,974.73
19	Cleaning 12 inch to 15 inch Pipe (7/28) SA04SW098_SA04SW099	$ 1.25	500.00	$ 625.00		Cost:	$ -
20	Cleaning 12 inch to 15 inch Pipe (7/28) SA04SW096_SA04SW097	$ 1.25	148.00	$ 185.00		Profit/Loss:	$ 19,974.73
21	Cleaning 12 inch to 15 inch Pipe (7/28) SA04SW094_SA04SW095	$ 1.25	395.00	$ 493.75	Additional Info:		
22	Cleaning 12 inch to 15 inch Pipe (7/28) SA04SW093_SA04SW097	$ 1.25	130.00	$ 162.50			
23	Cleaning 16 inch to 21 inch Pipe (7/28) SA04SW008_SA04SW010	$ 1.75	114.00	$ 199.50			
24	Cleaning 16 inch to 21 inch Pipe (7/28) SA04SW100_SA04SW008	$ 1.75	151.00	$ 264.25			
25	Cleaning 12 inch to 15 inch Pipe (7/29) SA09SE017_SA09SE018	$ 1.25	287.00	$ 358.75			
26	Cleaning 12 inch to 15 inch Pipe (7/29) SA09SE078_SA09SE026	$ 1.25	167.10	$ 208.88			
27	Cleaning 12 inch to 15 inch Pipe (7/29) SA09SE025_SA09SE078	$ 1.25	206.00	$ 257.50			
28	Cleaning 10 inch Pipe or less (7/29), SA09SE023_SA09SE022	$ 1.25	292.00	$ 365.00			
29	CCTV Inspection 21 inch Pipe or less (7/29), SA09SE017_SA09SE018	$ 1.50	287.00	$ 430.50			
30	CCTV Inspection 21 inch Pipe or less (7/29), SA09SE078_SA09SE026	$ 1.50	167.10	$ 250.65			
31	CCTV Inspection 21 inch Pipe or less (7/29), SA09SE025_SA09SE078	$ 1.50	206.00	$ 309.00			
32	CCTV Inspection 21 inch Pipe or less (7/29), SA09SE023_SA09SE022	$ 1.50	292.00	$ 438.00			
33	Emergency Work (7/30)	$550.00	1.00	$ 550.00			
34	Cleaning 22 inch to 27 inch Pipe (7/30) SA04SW083_SA04SW008	$ 1.75	258.00	$ 451.50			
35	CCTV Inspection 22 inch to 36 inch Pipe (7/30), SA04SW083_SA04SW008	$ 1.50	258.00	$ 387.00			
36	Heavy Cleaning 22 inch to 27 inch Pipe (7/30) SA04SW083_SA04SW008	$ 8.00	258.00	$ 2,064.00			
37	Emergency Work (8/1)	$550.00	4.50	$ 2,475.00			
38	CCTV Inspection 21 inch Pipe or less (8/1), SA09NW019_SA09NW020	$ 1.50	82.90	$ 124.35			
39	CCTV Inspection 21 inch Pipe or less (8/1), SA09NW006_SA09NW018	$ 1.50	285.40	$ 428.10			
40	CCTV Inspection 21 inch Pipe or less (8/1), SA09NW023_SA09NW022	$ 1.50	86.70	$ 130.05			
41	CCTV Inspection 21 inch Pipe or less (8/1), SA09NW017_SA09NW018	$ 1.50	250.60	$ 375.90			
42	CCTV Inspection 21 inch Pipe or less (8/1), SSA09NW023_SA09NW022	$ 1.50	56.60	$ 84.90			
43	CCTV Inspection 21 inch Pipe or less (8/1), SA09NW024_SA09NW023	$ 1.50	105.20	$ 157.80			
44	CCTV Inspection 21 inch Pipe or less (8/1), SSA09NW019_SA09NW020	$ 1.50	154.70	$ 232.05			
45	CCTV Inspection 21 inch Pipe or less (8/1), SA09NW018_SA09NW019	$ 1.50	243.50	$ 365.25			
46	CCTV Inspection 21 inch Pipe or less (8/1), SA09NW022_SA09NW021	$ 1.50	210.40	$ 315.60			
47	Cleaning 10 inch Pipe or less (8/1), SA09NW019_SA09NW020	$ 1.25	82.90	$ 103.63			
48	Cleaning 10 inch Pipe or less (8/1), SA09NW006_SA09NW018	$ 1.25	285.40	$ 356.75			
49	Cleaning 10 inch Pipe or less (8/1), SA09NW023_SA09NW022	$ 1.25	86.70	$ 108.38			
50	Cleaning 10 inch Pipe or less (8/1), SA09NW017_SA09NW018	$ 1.25	250.60	$ 313.25			
51	Cleaning 10 inch Pipe or less (8/1), SA09NW023_SA09NW022	$ 1.25	56.60	$ 70.75			
52	Cleaning 10 inch Pipe or less (8/1), SA09NW024_SA09NW023	$ 1.25	105.20	$ 131.50			
53	Cleaning 10 inch Pipe or less (8/1), SA09NW019_SA09NW020	$ 1.25	154.70	$ 193.38			
54	Cleaning 10 inch Pipe or less (8/1), SA09NW018_SA09NW019	$ 1.25	243.50	$ 304.38			
55	Cleaning 10 inch Pipe or less (8/1), SA09NW022_SA09NW021	$ 1.25	210.40	$ 263.00			
		Total Profit:		$ 19,974.73	City of Dearborn Heights		

EMS | MC | AccuMed Group

INVOICE

EMS Management & Consultants

INVOICE #: **TAG-006620**
DATE: **07/31/2026**

Invoice Questions: (800)948-7991
Or email: finance-AR@emsmc.com

BILL TO: **Dearborn Heights Fire Department MI**
1999 N Beech Daly
DEARBORN HEIGHTS, MI 48127

PAYMENT TERMS	DUE DATE	CUSTOMER ID	PURCHASE ORDER NO.
Net 45	09/14/2026	C-1536	

ITEM #	DESCRIPTION	RECEIPTS	RATE	AMOUNT
MGMT SERVICE - EMSmart	Billing Service Fee (EMS)	170,276.63	0.0650	$11,067.98
COLLECTION AGENCY ADJUSTMENT	Collection Agency Adjustment	-1,087.37	0.0650	$-70.68

Subtotal	**$10,997.30**
Payments/Credits	**$0.00**
Total	**$10,997.30**

Billing Period: 07/01/2026 - 07/31/2026

Thank you for your continued business. We appreciate it very much
Please reference your Customer Number on your check.

Please remit payment to:
EMS Management & Consultants, Inc.
2540 Empire Drive Ste. 300
Winston-Salem, NC 27103

AUG 17 2026

O.K. to pay
(335-818)

Esri Inc
380 New York Street
Redlands CA 92373

Subject: Renewal Quotation

Date: 08/17/2026
To: David Cooper
Organization: City of Dearborn Heights
Department of Innovation
Fax #: **Phone #:** 3137913455

From: Tyler Tellez
Fax #: **Phone #:** + 19093695184 Ext. 5184
Email: ttellez@esri.com

Number of pages transmitted (including this cover sheet): 3

Quotation #26356372
Document Date: 06/03/2026

Please find the attached quotation for your forthcoming term. Keeping your term current may entitle you to exclusive benefits, and if you choose to discontinue your coverage, you will become ineligible for these valuable benefits and services.

If your quote is regarding software maintenance renewal, visit the following website for details regarding the maintenance program benefits at your licensing level
https://www.esri.com/en-us/cp/maintenance

All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your coverage at a later date.

Please note: Certain programs and license types may have varying benefits. Complimentary User Conference registrations, software support, and software and data updates are not included in all programs.

Customers who have multiple copies of certain Esri licenses may have the option of supporting some of their licenses with secondary maintenance.

For information about the terms of use for Esri products as well as purchase order terms and conditions, please visit
http://www.esri.com/legal/licensing/software-license.html

If you have any questions or need additional information, please contact Customer Service at 888-377-4575 option 5.

esri® 380 New York Street
Redlands, CA 92373
Phone: + 190936951845184

Quotation

Date: 06/03/2026 **Quotation Number:** 26356372

City of Dearborn Heights
Department of Innovation
6045 Fenton St
Dearborn Heights MI 48127-3287
Attn: David Cooper
Email: dcooper@dearbornheightsmi.gov
Phone: 313-791-3520
Customer Number: 808090
For questions regarding this document, please contact Customer Service at 888-377-4575.

Send Purchase Orders To:
Environmental Systems Research Institute, Inc.
380 New York Street
Redlands, CA 92373-8100
Attn: Tyler Tellez
Please include the following remittance address on your Purchase Order:
Environmental Systems Research Institute, Inc.
P.O. Box 741076
Los Angeles, CA 90074-1076

Item	Qty	Material#	Unit Price	Extended Price
10	2	153147 ArcGIS Online Viewer User Type Annual Subscription Start Date: 09/02/2026 End Date: 09/01/2027 Subscription ID: 2611586419	125.00	250.00
1010	1	165536 ArcGIS Online Professional (formerly Standard) User Type Annual Subscription Start Date: 09/02/2026 End Date: 09/01/2027 Subscription ID: 2611586419	2,200.00	2,200.00

GL#592-536-818.000

8/17/26
John Danci

Item Subtotal		2,450.00
Estimated Tax		0.00
Total	**USD**	**2,450.00**

DUNS/CEC: 06-313-4175 CAGE: 0AMS3

Please note Esri has introduced a price change and this quote reflects current pricing for your organization. It is important to us that we are able to continue to deliver value through enhancements to products, solutions, and capabilities.

Your renewal provides access to all the benefits you are familiar with, which you can review at https://go.esri.com/maintenance
For questions related to the price change, please reach out to your assigned Esri Account Manager.

Quotation is valid for 90 days from document date.

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

To expedite your order, please reference your customer number and this quotation number on your purchase order.

380 New York Street
Redlands, CA 92373
Phone: + 190936951845184

Quotation

Date: 06/03/2026 **Quotation No:** 26356372 **Customer No:** 808090

Item	Qty	Material#	Unit Price	Extended Price

To expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, EA, GSA, BPA) on your ordering document.

If you choose to discontinue your support, you will become ineligible for support benefits and services. All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your support coverage at a later date.

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at http://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at http://assets.esri.com/content/dam/esrisites/media/legal/ma-full/ma-full.pdf apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at http://www.esri.com/en-us/legal/terms/state-supplemental apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

INVOICE #1453

ISSUED: 08/10/2026

DUE: 08/10/2026

RECIPIENT:

City Of Dearborn Heights*

24600 Van Born Road
Dearborn Heights, Michigan 48125

SENDER:

Grays Outdoor Services

5920 Commerce Drive
Westland, Michigan 48185

Phone: 248-470-2316, 734-452-6046
Email: graysoutdoorpeople@yahoo.com
Website: https://graysoutdoorservices.com/

PAST DUE

For Services Rendered

Product/Service	Description	Qty.	Unit Price	Total
Tree Removal	Removal of tree in backyard @ 23346 ~~Sincerest,~~ Sincrest Dearborn Heights	1	$2,900.00	$2,900.00

GL # 101-440-818.000

8/17/26
John Danci

Thank you for your business. Please contact us with any questions regarding this invoice.

Total	**$2,900.00**
Account balance	**$2,900.00**

Pay Now

INVOICE #1452

ISSUED: 08/06/2026

DUE: 08/06/2026

RECIPIENT:

City of Dearborn Heights
6045 Fenton Street
Dearborn Heights, Michigan 48127

SENDER:

Grays Outdoor Services
5920 Commerce Drive
Westland, Michigan 48185

Phone: 248-470-2316, 734-452-6046
Email: graysoutdoorpeople@yahoo.com
Website: https://graysoutdoorservices.com/

For Services RenderedDearborn Heights Stump Removals

Product/Service	Description	Qty.	Unit Price	Total
Stump Removal	Removal of 28 stumps 6115 Whitefield, 25851 Midway, 26007 Midway X2, 5872 Rockland Ct, 5909 Norborne, 5734 Berwyn, 5640 Berwyn, 26361 Timber Tr, 5905 Plainfield, 6150 Cambourne, 6754 Berwyn, 6925 Whitefield, 6801 Nightingale, 7244 Colonial, 7404 North Gulley, 7128 North Evangeline X2, 7565 Plainfield, 27110 Clairview, 8404 Glengarry, 8581 Robindale, 8375 Salem, 8554 Dixie Ln, 8468 Dale, 8311 Riverview, 8291 Appleton, 8075 Virgil	28	$250.00	$7,000.00

8/10/26
John Danci

101-440-731.000
OK To Pay
8-10-26

Thank you for your business. Please contact us with any questions regarding this invoice.

Total	**$7,000.00**
Account balance	$17,500.00

Pay Now

HESCO
Knowledgeable • Professional • Attentive • Likeable
29770 Hudson Drive Novi, MI 48377
Phone: (586) 978-7200
hesco-mi.com

Invoice No. 20211464-007

Date: 08/12/2026

Billed To: Dearborn Heights, City of

dborowski@dearbornheightsmi.gov, lparker@dearbornh

Client ID: 969
Contract ID:
HESCO Project 20211464 Dearborn Hgts Parkland PS

Contact: John Danci **P.O.#** Monthly Maintenanc **Salesperson:** Daniel Roberts **Due Date:** 09/11/2026

Description	Unit	Quantity	Price	Amount
July 2026 Monthly Maintenance Monthly Preventative Maintenance - Parkland PS	Each	1.00	323.57	323.57
Call out - 7/6	Each	5.00	162.30	811.50
Call out - 7/7	Each	7.50	162.30	1,217.25
Call out - 7/8	Each	7.00	162.30	1,136.10

Notes:

GL # 592-536-818.000

8/17/26
John Danci

ACH PAYMENTS:
HESCO GROUP LLC

Please note attachments for change in bank details and W-9.

ACH/EFT Remittance:
AR@hesco-mi.com

Remittance Checks To:
HESCO Group LLC
29770 Hudson Drive
Novi, MI 48377

Credit Card Payment:
Please call Receivables 1-586-978-7200 ext 101

A Service Charge of 4% will be applied to all credit card purchases.

Non-Taxable Amount:	3,488.42
Taxable Amount:	0.00
Sales Tax:	0.00
Total Invoice	3,488.42
Retention:	0.00
Payments/Credits:	0.00
Amount Due	**3,488.42**

P.O. Box 820 Holland, OH 43528
800-875-2785

Dearborn Heights City
Libraries (MI)
Digital Account
24590 George Street
Dearborn Heights MI 48127

Invoice #	**509082294**
Customer #	2000018140
Customer Ref #	
Payment Terms:	Terms: 30 Days Net
Page	1 of 1

Month Ending 06/30/2026

Description	Quantity	Extended Amount
Digital Audiobook	**723**	**1,925.43**
Digital BingePass	**11**	**33.07**
Digital Comics	**39**	**59.86**
Digital Ebook	**165**	**317.38**
Digital Movie	**62**	**149.18**
Digital Music	**21**	**32.29**
Digital Television	**60**	**109.60**
Amount Due :	**1,081**	**2,626.81**
Total Due in USD :		**2,626.81**

2026?

738-783-8026
OK-TODAY
NR
8/4/2026

To view and/or download transactional data for the above charges, please login to your account at https://midwesttape.com

Remit ACH/wire payments to:
Beneficiary Bank: Key Bank
Beneficiary Bank Routing Number: 021052053
Beneficiary Account Name: Midwest Tape LLC
Beneficiary Account #: 14628438

Remit check payments to:
Midwest Tape, LLC
P.O. Box 715733
Cincinnati, OH 45271-5733

Federal ID# 37-1499686

For questions on your invoice, please email us at accountsreceivable@hoopladigital.com

P.O. Box 820 Holland, OH 43528
800-875-2785

Dearborn Heights City
Libraries (MI)
Digital Account
24590 George Street
Dearborn Heights MI 48127

Invoice #	**509220609**
Customer #	2000018140
Customer Ref #	
Payment Terms:	Terms: 30 Days Net
Page	1 of 1

Month Ending 07/31/2026

Description	Quantity	Extended Amount
Digital Audiobook	**809**	**2,195.83**
Digital BingePass	**18**	**57.82**
Digital Comics	**22**	**39.39**
Digital Ebook	**193**	**352.57**
Digital Movie	**66**	**154.36**
Digital Music	**22**	**33.28**
Digital Television	**62**	**104.78**
Amount Due :	**1,192**	**2,938.03**
Total Due in USD :		**2,938.03**

OK-ROM
PM
730-735 2020
9/4/2020

To view and/or download transactional data for the above charges, please login to your account at https://midwesttape.com

Remit ACH/wire payments to:
Beneficiary Bank: Key Bank
Beneficiary Bank Routing Number: 021052053
Beneficiary Account Name: Midwest Tape LLC
Beneficiary Account #: 14628438

Federal ID# 37-1499686

Remit check payments to:
Midwest Tape, LLC
P.O. Box 715733
Cincinnati, OH 45271-5733

For questions on your invoice, please email us at accountsreceivable@hoopladigital.com

KCI
3901 East Paris Ave. SE
Grand Rapids, MI 49512
616.957.2120 phone
616.957.3026 fax
kentcommunications.com

Customer Copy

Invoice

361679

Invoice Date	8/11/2026
Invoice Due	8/11/2026
Job Number	188036
Your Order #	

Attention
Invoice To

Rachel LaPointe
City of Dearborn Heights
6045 Fenton
Dearborn Heights, MI 48127

Salesrep Autumn Hoffman

Quantity	*Description*	*Setup*	*Min*	*Unit Price*	*U/M*	*Sub Total*	*Tax*	*Total*
	EGLE Water Letter Mailer							
7,932	Perz Letter			678.3000		678.30		678.30
2	Pre-Press	40.00		40.0000	ea	120.00		120.00
1	Load File		55.00			55.00		55.00
1	Personalized Letter - Setup 1 Side		175.00			175.00		175.00
7,932	CASS & PAVE Certify File		50.00	10.0000	/m	79.32		79.32
7,932	#10 DW Env			33.5833	/m	266.38		266.38
7,932	Insert (1), Sort & Mail		180.00	36.0000	/m	285.55		285.55
1	Prepare Forms/Verify and/or Del. to PO		15.00			15.00		15.00

Postage Earmarked for Job	$4,968.00
Postage Used from Suspense	$4,968.00
Postage Usage for Job	($4,892.18)
Postage Balance Applied to Services	($75.82)

592-536-728000

TERMS: PLEASE NOTE OUR TERMS ARE NET 0 DAYS FROM DATE OF INVOICE.

Sub Total	$1,674.55
Sales Tax	
Postage Balance	$(75.82)
TOTAL DUE	**$1,598.73**

Customer # : *12459* Tax # :

LIBERTY VOTE

P.O. Box 40005
Denver CO 80204 United States
FED ID#27-0565149

Invoice Date	08/14/2026
Invoice #	LV164665
Page	1

Bill To:

Dearborn Heights City, MI (Wayne County)
Lynne Senia
6045 Fenton Street
Dearborn Heights MI 48127

Ship To:

City of Dearborn Heights, MI (Wayne County)
Lynne Senia
6045 Fenton Street
Dearborn Heights MI 48127

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
	USMIDEARBO	LPATRICOLA	BEST WAY	Net 30	08/28/2026	74,892

Ordered	Shipped	B/O	Item Description	Discount	Unit Price	Ext. Price
16	16	0	Election Setup - Base per ICP Precinct (15 ED Precincts / 2 EV Precincts)	$0.00	$125.00	$2,000.00
1	1	0	Election Setup - Base per AVCB Precinct (AVCB928 1 ICC)	$0.00	$125.00	$125.00
2	2	0	Election Setup - ADA Setup Per Unit (1 ED VAT, 1 EV VAT)	$0.00	$10.00	$20.00
3	3	0	Election Setup - Base Charge per Precinct Split	$0.00	$35.00	$105.00

Approved for Payment

Lynne M. Senia

101 - 190 - 818. 000

8/17/26

REMIT TO:
Liberty Vote USA Inc.
P.O. Box 538214
Atlanta, GA 30353-8214

COURIER ADDRESS:
Liberty Vote USA Inc.
Lockbox #538214
1669 Phoenix Parkway, Suite 210
College Park, GA 30349

Subtotal	$2,250.00
Tax	$0.00
Freight	$0.00
Trade Discount	$0.00
Total	**$2,250.00**

Comments: SF0040007

We accept returns or exchanges for non-service items within 30 days of purchase. Items must be unused, in original packaging, and accompanied by a receipt or proof of purchase. Customized items and consumables are not eligible. For more details, contact your Customer Success Manager.

Michigan Humane

INVOICE # DH 2607

City of Dearborn Heights
Attn: Usef Nasrallah
25637 Michigan Avenue
Dearborn Heights, MI 48125

Animal handling contract for month ending **July 31, 2026**

Total # of additional court billable days:		-
Boarding rate per billable day:	$	57.75
Total court hold fees =	$	-
Flat rate boarding fees =	$	9,660.00
Number of healthy wildlife (exceeding 10 animals):		-
Fee per healthy wildlife	$	94.50
Healthy wildlife fees =	$	-
Number of sick or injured wildlife:		2.00
Fee per sick or injured wildlife:	$	63.00
Sick or injured wildlife fees =	$	126.00
Number of wildlife litters:		-
Fee per wildlife litter:	$	94.50
Wildlife litter fees =	$	-
Rabies testing fees =	$	-
Total fees =	$	9,786.00
Less:		
Pick-up Fees:	$	125.00
Boarding Fees:	$	336.00
	$	461.00
Total Due =	**$**	**9,325.00**

8/17/26

2937 E. Grand Blvd Suite 800 Detroit, MI 48202 P. 866.648.6263 F. 248.283.5700

MOTOROLA SOLUTIONS

#	Description	Ship Date	Service Period	Unit Price	Qty	Amount
1	BILLING FOR YOUR SERVICE AGREEMENT USC000002955			82,913.00	1	82,913.00
2	SERVICE FROM 01-MAR-2025 TO 28-FEB-2026			0.00	0	0.00

USD Subtotal	82,913.00
USD Total Tax	0.00
USD Invoice Total	**82,913.00**
USD Amount Due	82,913.00

300.818 - LY

Gizowski

8/12/26

MOTOROLA SOLUTIONS

Need help or have question?
Scan the QR code or visit
support.motorolasolutions.com/invoicing

Motorola Solutions, Inc.
500 West Monroe
Chicago IL 60661
United States
Federal Tax ID: 36-1115800

Invoice 1188085676

Issue Date	**P.O. No.**	**P.O. Date**
Feb 20, 2026		
Sales Order	**Delivery No.**	**Customer No.**
USC000002955		1000521410

Billing Address
DEARBORN HEIGHTS, CITY OF
ATTN: Accounts Payable
6045 FENTON
DEARBORN HEIGHTS MI 48127
United States

Important Information

For all invoice payment inquiries contact
SLT5CTRC@motorolasolutions.com
Telephone: 800-247-2346

Payment Details

Payment Method / Terms
Net Due in 30 Days

Payment Address
Motorola Solutions, Inc.
13104 Collections Center Drive
Chicago, IL 60693
United States

Bank
CHICAGO

Bank Account No.
3756319819

ABA Routing No. for ACH
111000012

ABA Routing No. for Wire Transfer
026009593

SWIFT
BOFAUS3N

Invoice Total
USD 82,913.00
Payment Due Date Mar 22, 2026

Pay Online

motorolasolutions.com/billing

Please detach here and return the bottom portion with your payment

Payment Coupon

Invoice 1188085676

Issue Date	**Customer No.**
Feb 20, 2026	1000521410

Please put your Transaction Number and your Customer Account Number on your payment for prompt processing.

Billing Address
DEARBORN HEIGHTS, CITY OF
ATTN: Accounts Payable
6045 FENTON
DEARBORN HEIGHTS MI 48127
United States

Payment Address
Motorola Solutions, Inc.
13104 Collections Center Drive
Chicago, IL 60693
United States

Invoice Total
USD 82,913.00
Tax Included 0.00
Payment Due Date **Mar 22, 2026**

Provide your remittance details to:
US.remittance@motorolasolutions.com

MOTOROLA SOLUTIONS

Diversion contrary to export control law is prohibited

NEW IMAGE Building Services

New Image Building Services, LLC
1405 Combermere
Troy MI 48083
248-817-4907

INVOICE NO.	135645
DATE	08/01/26

CUSTOMER

Accounts Payable
City Of Dearborn Heights
The Caroline Kennedy Library
24590 George Street
Dearborn Heights, MI 48127

SERVICE LOCATION

Caroline Kennedy Library/Parent Crew
24590 George St
Dearborn Heights, MI 48127-3116

TERMS:	CUSTOMER NO.	JOB NO.	P.O. NO.
Net 30 Days - Mail Invoice	1046000	1046001	

Description	Quantity	Unit of Measure	Price	Amount
Cleaning Services - Caroline Kennedy Library	1.00	Month	2,080.01	2,080.01
Cleaning Services - John F. Kennedy Library	1.00	Month	1,023.77	1,023.77

Please remit payment to: New Image Building Services, LLC 1405 Combermere Troy, MI 48083

If paying by CHECK, include INVOICE # on Memo Line of Check
Send ACH Payments: CIBC Bank USA
Account Number: 2875802 / Routing Number: 0710-0648-6
EIN 85-3416644

Sub-Total	3,103.78
Sales Tax	
TOTAL	$3,103.78

NEW IMAGE Building Services

New Image Building Services, LLC
1405 Combermere
Troy MI 48083
248-817-4907

INVOICE NO.	135400
DATE	07/01/26

CUSTOMER

Accounts Payable
City Of Dearborn Heights
The Caroline Kennedy Library
24590 George Street
Dearborn Heights, MI 48127

SERVICE LOCATION

Caroline Kennedy Library/Parent Crew
24590 George St
Dearborn Heights, MI 48127-3116

TERMS:	CUSTOMER NO.	JOB NO.	P.O. NO.
Net 30 Days - Mail Invoice	1046000	1046001	

Description	Quantity	Unit of Measure	Price	Amount
July Monthly Services				
Cleaning Services - Caroline Kennedy Library	1.00	Month	2,080.01	2,080.01
Cleaning Services - John F. Kennedy Library	1.00	Month	1,023.77	1,023.77

CK TO DAL
ITM
736-787-8180
5/4/2026

Please remit payment to: New Image Building Services, LLC 1405 Combermere Troy, MI 48083

If paying by CHECK, include INVOICE # on Memo Line of Check
Send ACH Payments: CIBC Bank USA
Account Number: 2875802 / Routing Number: 0710-0648-6
EIN 85-3416644

Sub-Total	3,103.78
Sales Tax	
TOTAL	$3,103.78

O'REILLY RANCILIO P.C.

Time for July 1 through July 31, 2026

Invoices dated August 7, 2026

MATTER	INVOICE DATE	INVOICE NO.	INVOICE AMOUNT
GENERAL COUNSEL	08/07/2026	8248	$1,584.00
WATER & SEWER	08/07/2026	8247	$1,376.00
LITIGATION - GENERAL	08/07/2026	8239	$126.00
LITIGATION - CLASS ACTION SEWER DISPOSAL CLAIM	08/07/2026	8253	$900.00
LITIGATION - PREMIER GROUP ASSOCIATES, LLC	08/07/2026	8254	$846.00
LITIGATION - MCMASTER			
LITIGATION - CLASS ACTION HEADLEE CLAIM	08/07/2026	8240	$0.00
LITIGATION - MAJID - 440 S GULLEY	08/07/2026	8255	$2,592.00
LITIGATION - PARK FOREST APARTMENTS	08/07/2026	8252	$360.00
LITIGATION - LED LION INC	08/07/2026	8249	$504.00
20TH DISTRICT COURT PROSECUTIONS			
LITIGATION - LORI DAVIS AND JOHN NRZGLOD	08/07/2026	8251	$333.80
LITIGATION - 26508 PENNIE EVICTION	08/07/2026	8241	$2,628.00
LITIGATION - 25924 MCDONALD	08/07/2026	8264	$414.00
LITIGATION - 4960 HAZEL	08/07/2026	8263	$54.00
LITIGATION - 5315 CROISSANT	08/07/2026	8262	$234.00
LITIGATION - 5449 PARDEE	08/07/2026	8261	$54.00
LITIGATION - 6046 ROSETTA	08/07/2026	8260	$216.00
LITIGATION - 8402 NIGHTINGALE	08/07/2026	8259	$144.00
LITIGATION - 8286 LENORE	08/07/2026	8258	$216.00
LITIGATION - 25235 LEHIGH	08/07/2026	8584	$54.00
LITIGATION - 3983 CAMPBELL	08/07/2026	8585	$54.00
TOTAL			$12,689.80

Hussein Saad
Asst. corp. Counsel
8/17/26

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8248
Date	8/7/2026
Matter	3070 - Dearborn Heights - General Counsel
Email	hksaad@dearbornheightsmi.gov

Bill To:

3091 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25001 Matter: 1

Billing Timekeeper: DPD

Time Entries

Time Entries	Billed By	Hours	Sub
7/1/2026 Phone call with A. Baydoun re: gun manufacturer in RM	AME	0.20	$32.00
7/6/2026 Prep for and attend Microsoft Teams Meeting with H. Saad, C. Smith, and A. Baydoun re: gun manufacturer rezoning	AME	1.00	$160.00
7/7/2026 Review gun manufacturer/seller request for ATF zoning sign-off; telephone call with H. Saad re: new quiet title, attorney opinion letter, and eviction matters re: City-owned properties; review list and potential actions re: same	DPD	1.30	$208.00
7/7/2026 Review potential quiet title actions	AJH	0.50	$80.00
7/9/2026 Email to H. Dabajeh regarding upcoming ZBA meeting	AJH	0.20	$32.00
7/10/2026 Email reply to S. Shockey re: FOIA request for Act 78 materials and analysis re: same	DPD	0.60	$96.00
7/14/2026 Prepare for ZBA meeting; email to H. Dabajeh regarding upcoming meeting	AJH	0.60	$96.00
7/14/2026 Review email and issues on real property matters, email to H. Saad regarding 8286 Lenore and 6046 Rosetta	AJH	1.20	$192.00

Time Entries	Billed By	Hours	Sub
7/15/2026 Call title company regarding properties with title issues; send follow up email to title company; phone conference with H. Saad; send response email to H. Saad regarding google docs link; phone conference with title company, review title issues	AJH	2.80	$448.00
7/15/2026 Call and leave voicemail for H. Dabajeh regarding ZBA meeting, message with H. Dabajeh	AJH	0.40	$64.00
7/16/2026 Prepare for ZBA meeting; call and leave voicemail for H. Dabajeh; send H. Dabajeh a follow up email regarding the meeting	AJH	0.70	$112.00
7/21/2026 Phone call with H. Saad re: cell towers; Review status of proposed Warren Valley lease terms	AME	0.20	$32.00
7/23/2026 Prepare for August Planning Commission and ZBA meetings	AJH	0.20	$32.00
		9.90	**$1,584.00**

Total (USD)	$1,584.00
Paid	$0.00
Balance	$1,584.00
I-7796 Previous Balance	$2,816.00
Total Outstanding	$4,400.00

Trust Account Balance

Date	Item	Amount	Balance
8/6/2026	**Current Balance**		**$0.00**

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8247
Date	8/7/2026
Matter	3069 - Dearborn Heights - Water & Sewer
Email	hksaad@dearbornheightsmi.gov

Bill To:

3091 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25001 Matter: 3

Billing Timekeeper: DPD

	Billed By	Hours	Sub
7/8/2026 Cont. draft memorandum re: sewer claim and options (564 Rosemary)	DMP	2.80	$448.00
7/9/2026 Emails with S. Shockey re: 2025 denial of sewer backup claim for 26704 Doxtator	DPD	0.30	$48.00
7/9/2026 Review Doxtator claim	CS	0.20	$32.00
7/10/2026 Email to City personnel re: 26235 Warren settlement offer; email reply to attorney A. Cox re: same	DPD	0.30	$48.00
7/15/2026 Cont. review of claim (564 Rosemary)	DMP	0.50	$80.00
7/15/2026 564 Rosemary - investigate claimant's differing invoices; prepare memorandum re: same	CS	2.50	$400.00
7/16/2026 Continued.review of claim file and continued preparation of memorandum (564 Rosemary)	DMP	1.00	$160.00
7/17/2026 Review updated memo regarding 564 Rosemary	CS	0.30	$48.00
7/25/2026 Receive and review sewer claim for 5251 Westpoint; Draft rejection letter	CS	0.50	$80.00
7/31/2026 Receive phone call from owner of West Point property	CS	0.20	$32.00
		8.60	**$1,376.00**

Total (USD)	$1,376.00
Paid	$0.00
Balance	$1,376.00
I-7795 Previous Balance	$528.00
Total Outstanding	$1,904.00

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8239
Date	8/7/2026
Matter	1880 - Dearborn Heights - Litigation / General
Email	hksaad@dearbornheightsmi.gov

Bill To:

2487 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25003 Matter: 1

Billing Timekeeper: DPD

Time Entries

Time Entries	Billed By	Hours	Sub
7/13/2026 Review new evictions and quiet title actions needed in preparation of documentation needed to draft complaints	CS	0.50	$90.00
7/13/2026 Send correspondence to H. Saad requesting documentation for eviction and quiet title action cases	CS	0.20	$36.00
		0.70	**$126.00**

Total (USD)	$126.00
Paid	$0.00
Balance	$126.00
Total Outstanding	$126.00

Trust Account Balance

Date	Item	Amount	Balance
8/7/2026	**Current Balance**		**$0.00**

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8253
Date	8/7/2026
Matter	60199 - Dearborn Heights - Litigation - Class Action Sewage Disposal Claim
Email	hksaad@dearbornheightsmi.gov

Bill To:

2487 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25003 Matter: 18

Billing Timekeeper: DPD

	Billed By	Hours	Sub
7/6/2026 Draft response to opposing party's Motion to Compel Discovery	CS	1.00	$180.00
7/8/2026 Review opposing party's response to our request for discovery	CS	0.50	$90.00
7/9/2026 Email with counsel; worked re: Discovery/production of documents	KCJ	0.60	$108.00
7/15/2026 Phone conference with Attorney D. Dubin	KCJ	0.30	$54.00
7/20/2026 Prepare for upcoming motion hearing; send correspondence to H. Saad, J. Danci, and others regarding status of discovery responses	CS	0.30	$54.00
7/20/2026 Reviewed and revised Response to Motion to Compel	KCJ	1.00	$180.00
7/22/2026 Draft response to first set of interrogatories and second set of production of documents	CS	0.30	$54.00
7/22/2026 Phone conference and email with Attorney D. Dubin; prepared Order compelling Discovery	KCJ	1.00	$180.00
		5.00	**$900.00**

I-8253

Total (USD)	$900.00
Paid	$0.00
Balance	$900.00
I-7801 Previous Balance	$5,086.49
Total Outstanding	$5,986.49

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8254
Date	8/7/2026
Matter	60210 - Dearborn Heights - Litigation - Premier Group Associates, LLC
Email	hksaad@dearbornheightsmi.gov

Bill To:

2487 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25003 Matter: 19

Billing Timekeeper: DPD

	Billed By	Hours	Sub
7/6/2026 Phone conference and email with D Mercier; emails with H Saad	KCJ	1.00	$180.00
7/7/2026 Review file regarding Plaintiff's requested deponents	CS	0.50	$90.00
7/8/2026 Phone conference and emails with counsel and H Saad; reviewed pleadings re: Depositions	KCJ	0.90	$162.00
7/10/2026 File review; prepared for and attended Teams meeting with H Saad; email follow up	KCJ	1.30	$234.00
7/13/2026 File review; Teams meeting with H Saad	KCJ	1.00	$180.00
		4.70	**$846.00**

Total (USD)	$846.00
Paid	$0.00
Balance	$846.00
I-7803 Previous Balance	$918.00
Total Outstanding	$1,764.00

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8240
Date	8/7/2026
Matter	1885 - Dearborn Heights - Litigation / Class Action Headlee Claim
Email	hksaad@dearbornheightsmi.gov

Bill To:

2487 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25003 Matter: 5

Billing Timekeeper: DPD

Time Entries

Time Entries	Billed By	Hours	Sub
7/27/2026 Review status of pending motions - Complimentary, no charge	NDP	0.10	$0.00
		0.10	**$0.00**

Total (USD)	$0.00
Paid	$0.00
Balance	$0.00
I-7788 Previous Balance	$2,528.85
Total Outstanding	$2,528.85

Trust Account Balance

Date	Item	Amount	Balance
8/6/2026	**Current Balance**		**$0.00**

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8255
Date	8/7/2026
Matter	60500 - Dearborn Heights - Litigation - Majed - 440 S Gulley
Email	hksaad@dearbornheightsmi.gov

Bill To:

2487 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25003 Matter: 21

Billing Timekeeper: DPD

	Billed By	Hours	Sub
7/13/2026 Review scheduling order and begin drafting discovery requests	CS	0.50	$90.00
7/14/2026 Draft discovery requests to Plaintiff	CS	2.50	$450.00
7/14/2026 Begin drafting discovery request to Pamar	CS	0.50	$90.00
7/14/2026 Receive and review Plaintiff's Initial Disclosures and Discovery Requests to the City and Pamar	CS	2.00	$360.00
7/15/2026 Reviewed Plaintiff's Initial Disclosures and Discovery Requests	KCJ	1.30	$234.00
7/15/2026 Review plaintiff's initial disclosures for evidence of 45-day rule compliance	DPD	0.30	$54.00
7/15/2026 Correspondence to H. Saad regarding discovery requests	CS	0.30	$54.00
7/15/2026 Phone call with H. Saad to discuss Plaintiff's discovery requests	CS	0.50	$90.00
7/15/2026 Review documents in preparation of drafting motion for summary disposition	CS	1.00	$180.00
7/16/2026 Review potential motion for summary disposition based on failing to provide a notice of claim	CS	0.50	$90.00
7/16/2026 Continued research re: 45-day notice requirement	DPD	0.20	$36.00

	Billed By	Hours	Sub
7/16/2026 Begin drafting motion for summary disposition	CS	2.00	$360.00
7/16/2026 Update initial disclosures; update draft of interrogatories and requests for production of documents; draft requests for admissions to Plaintiff	CS	2.80	$504.00
		14.40	**$2,592.00**

Total (USD)	$2,592.00
Paid	$0.00
Balance	$2,592.00
I-7805 Previous Balance	$1,602.00
Total Outstanding	$4,194.00

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8252
Date	8/7/2026
Matter	60150 - Dearborn Heights - Litigation - Park Forest Apartments, LLC v Dearborn
Email	hksaad@dearbornheightsmi.gov

Bill To:

2487 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25003 Matter: 17

Billing Timekeeper: DPD

Time Entries

Time Entries	Billed By	Hours	Sub
6/3/2026 Review status	CS	0.50	$90.00
7/7/2026 Prepare settlement agreement; emails with court and counsel re: settlement conference; email draft settlement agreement to attorney L. Gadd	DPD	1.10	$198.00
7/8/2026 Emails with attorney L. Gadd re: settlement agreement draft; revise and finalize same; email to G. Miotke and H. Saad re: same	DPD	0.40	$72.00
		2.00	**$360.00**

Total (USD)	$360.00
Paid	$0.00
Balance	$360.00
I-7800 Previous Balance	$288.00
Total Outstanding	$648.00

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8249
Date	8/7/2026
Matter	3113 - Dearborn Heights - Litigation - LED Lion Inc.
Email	hksaad@dearbornheightsmi.gov

Bill To:

19557 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25003 Matter: 14

Billing Timekeeper: DPD

	Billed By	Hours	Sub
7/7/2026 Received and reviewed Reply Brief	KCJ	0.60	$108.00
7/7/2026 Review plaintiff's reply to City's response to motion for summary disposition	DPD	0.20	$36.00
7/14/2026 File review; Attend hearing re: Motion for Summary Disposition	KCJ	2.00	$360.00
		2.80	**$504.00**

Total (USD)	$504.00
Paid	$0.00
Balance	$504.00
I-7797 Previous Balance	$2,876.20
Total Outstanding	$3,380.20

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8251
Date	8/7/2026
Matter	60129 - Dearborn Heights - Litigation - Lori Davis and John Mrzyglod v Dearborn Heights
Email	hksaad@dearbornheightsmi.gov

Bill To:

2487 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25003 Matter: 16

Billing Timekeeper: DPD

Time Entries

Time Entries	Billed By	Hours	Sub
7/27/2026 Review status of scheduling order dates; email to M. Baydoun re: additional documents	NDP	0.10	$18.00
7/28/2026 Review of milage calculations	MDK	0.40	$72.00
7/31/2026 Review Plaintiff's Motion for Summary Disposition; Re-Notice of Hearing	MDK	1.00	$180.00
		1.50	**$270.00**

Expenses

Expenses	Billed By	Price	Qty	Sub
7/16/2026 Check 5685 Judy Jettke and Associates transcript invoice 18012	Nathan D. Petrusak	$63.80	1.00	$63.80
		Expenses Total:	**1.00**	**$63.80**

Total (USD)	$333.80
Paid	$0.00
Balance	$333.80
I-7799 Previous Balance	$1,746.00
Total Outstanding	$2,079.80

Trust Account Balance

Date	Item	Amount	Balance
8/7/2026	**Current Balance**		**$0.00**

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8241
Date	8/7/2026
Matter	1886 - Dearborn Heights - Litigation - 26508 Pennie Eviction
Email	hksaad@dearbornheightsmi.gov

Bill To:

2487 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25003 Matter: 8

Billing Timekeeper: DPD

Time Entries

Time Entries	Billed By	Hours	Sub
7/8/2026 Reviewed Complaint/Answer/Affirmative Defenses; legal research re: availability of Jury Demand to Plaintiff after failure to request	KCJ	1.20	$216.00
7/14/2026 Email with J Perlman; reviewed Appraisal and related documents	KCJ	0.80	$144.00
7/21/2026 Emails with counsel; emails with H Saad	KCJ	0.60	$108.00
7/22/2026 Emails and phone conference with J Perlman	KCJ	0.40	$72.00
7/23/2026 Emails and phone conference with counsel; attend Zoom with Judge Snow; email with H Saad	KCJ	2.00	$360.00
7/27/2026 Email with H Saad; email with counsel; review Court protocol re: Final Pretrial Order	KCJ	1.00	$180.00
7/28/2026 Review pleadings and documents; conference with H Saad; emails with Council and G Mictke	KCJ	1.40	$252.00
7/29/2026 Worked on Statement of Stipulated facts; Phone conference and email with counsel and Judge Snow	KCJ	0.70	$126.00

Time Entries	Billed By	Hours	Sub
7/30/2026 File review; prepare for and attend closed session	KCJ	1.00	$180.00
7/31/2026 Edit proposed joint statement of facts; send updated proposal to opposing counsel	CS	4.00	$720.00
7/31/2026 Receive and review proposed changes to joint statement of facts from opposing counsel; discuss with K. Jablonski; prepare additional edits and send to opposing counsel	CS	0.50	$90.00
7/31/2026 Reviewed and revised Stipulated Facts; email with counsel	KCJ	1.00	$180.00
		14.60	**$2,628.00**

Total (USD)	$2,628.00
Paid	$0.00
Balance	$2,628.00
Total Outstanding	$2,628.00

Trust Account Balance

Date	Item	Amount	Balance
8/6/2026	**Current Balance**		**$0.00**

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8264
Date	8/7/2026
Matter	60587 - Dearborn Heights - Litigation - 25924 McDonald
Email	hksaad@dearbornheightsmi.gov

Bill To:

2487 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25003 Matter: 30

Billing Timekeeper: DPD

	Billed By	Hours	Sub
7/17/2026 Review title commitment in preparation of complaint	CS	0.30	$54.00
7/30/2026 Review client documents and draft complaint for quiet title action	CS	2.00	$360.00
		2.30	**$414.00**

Total (USD)	$414.00
Paid	$0.00
Balance	$414.00
Total Outstanding	$414.00

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8263
Date	8/7/2026
Matter	60586 - Dearborn Heights - Litigation - 4960 Hazel
Email	hksaad@dearbornheightsmi.gov

Bill To:

2487 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25003 Matter: 29

Billing Timekeeper: DPD

	Billed By	Hours	Sub
7/17/2026 Review title commitment in preparation of complaint	CS	0.30	$54.00
		0.30	**$54.00**

Total (USD)	$54.00
Paid	$0.00
Balance	$54.00
Total Outstanding	$54.00

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8262
Date	8/7/2026
Matter	60585 - Dearborn Heights - Litigation - 5315 Croissant
Email	hksaad@dearbornheightsmi.gov

Bill To:

2487 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25003 Matter: 28

Billing Timekeeper: DPD

	Billed By	Hours	Sub
7/13/2026 5315 Croissant - Draft complaint for quiet title action	CS	1.00	$180.00
7/17/2026 Review title commitment in preparation of complaint	CS	0.30	$54.00
		1.30	**$234.00**

Total (USD)	$234.00
Paid	$0.00
Balance	$234.00
Total Outstanding	$234.00

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8261
Date	8/7/2026
Matter	60583 - Dearborn Heights - Litigation - 5449 Pardee
Email	hksaad@dearbornheightsmi.gov

Bill To:

2487 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25003 Matter: 26

Billing Timekeeper: DPD

	Billed By	Hours	Sub
7/17/2026 Review title commitment in preparation of complaint	CS	0.30	$54.00
		0.30	**$54.00**

Total (USD)	$54.00
Paid	$0.00
Balance	$54.00
Total Outstanding	$54.00

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8260
Date	8/7/2026
Matter	60581 - Dearborn Heights - Litigation - 6046 Rosetta
Email	hksaad@dearbornheightsmi.gov

Bill To:

2487 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25003 Matter: 24

Billing Timekeeper: DPD

	Billed By	Hours	Sub
7/7/2026 Review correspondence; preparations re: attorney opinion letter	AFZ	0.40	$72.00
7/14/2026 Preparations re: 6046 Rosetta; review various correspondence; continued preparation of attorney opinion letter	AFZ	0.50	$90.00
7/17/2026 Communications and continued preparations re: property title work	AFZ	0.30	$54.00
		1.20	**$216.00**

Total (USD)	$216.00
Paid	$0.00
Balance	$216.00
Total Outstanding	$216.00

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8259
Date	8/7/2026
Matter	60580 - Dearborn Heights - Litigation - 8402 Nightingale
Email	hksaad@dearbornheightsmi.gov

Bill To:

2487 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25003 Matter: 23

Billing Timekeeper: DPD

	Billed By	Hours	Sub
7/17/2026 Review title commitment in preparation of complaint	CS	0.30	$54.00
7/17/2026 Begin drafting complaint	CS	0.50	$90.00
		0.80	**$144.00**

Total (USD)	$144.00
Paid	$0.00
Balance	$144.00
Total Outstanding	$144.00

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8258
Date	8/7/2026
Matter	60579 - Dearborn Heights - Litigation - 8286 Lenore
Email	hksaad@dearbornheightsmi.gov

Bill To:

2487 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25003 Matter: 22

Billing Timekeeper: DPD

	Billed By	Hours	Sub
7/7/2026 Review correspondence; preparations re: attorney opinion letter	AFZ	0.40	$72.00
7/14/2026 Preparations re: 8286 Lenore; review various correspondence; continued preparation of attorney opinion letter	AFZ	0.50	$90.00
7/17/2026 Communications and continued preparations re: property title work	AFZ	0.30	$54.00
		1.20	**$216.00**

Total (USD)	$216.00
Paid	$0.00
Balance	$216.00
Total Outstanding	$216.00

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8584
Date	8/7/2026
Matter	60582 - Dearborn Heights - Litigation - 25235 Lehigh
Email	hksaad@dearbornheightsmi.gov

Bill To:

2487 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25003 Matter: 25

Billing Timekeeper: DPD

	Billed By	Hours	Sub
7/13/2026 Draft notice to quit for 25235 Lehigh	CS	0.30	$54.00
		0.30	**$54.00**

Total (USD)	$54.00
Paid	$0.00
Balance	$54.00
Total Outstanding	$54.00

O'REILLY RANCILIO P.C.
ATTORNEYS AT LAW

O'Reilly Rancilio

12900 Hall Road, Suite 350
Sterling Heights, MI 48313
O: (586) 726-1000

INVOICE

Number	8585
Date	8/7/2026
Matter	60584 - Dearborn Heights, City \ Litigation \ 3983 Campbell
Email	hksaad@dearbornheightsmi.gov

Bill To:

2487 - Dearborn Heights, City of
6045 Fenton
Dearborn Heights, MI 48127

Client ID: 25003 Matter: 27

Billing Timekeeper: DPD

	Billed By	Hours	Sub
7/13/2026 Draft notice to quit for 3983 Campbell	CS	0.30	$54.00
		0.30	**$54.00**

Total (USD)	$54.00
Paid	$0.00
Balance	$54.00
Total Outstanding	$54.00

plante moran
GROUP BENEFIT ADVISORS

Plante Moran Group Benefit Advisors II, LLC
3000 Town Center
Suite 100
Southfield, MI 48075-1120
United States of America
Tel:+1 (248) 352-2500

INVOICE

City of Dearborn Heights
6045 Fenton
Dearborn Heights, MI 48127
United States of America

Date:	08/13/2026
Client No:	17784
Invoice No:	10739935
Page:	1

For Professional Services Rendered

Quarterly invoice for ongoing health and welfare benefits consulting services. 3Q 2026	23,050.00
Balance Due	$23,050.00 USD

GL # 101-220-817.000

Remittance Information: *Please send all remittance information for electronic payments to Accounts.Receivable@plantemoran.com*

	ACH: *Preferred Payment Method*	**Wire Transfer:**	**Check:**
Bank	Bank of America	Bank of America	PM Group Benefit Advisors II, LLC 3000 Town Center Suite 100 Southfield, MI 48075
Routing/ABA#	071000039	026009593	
Bank Address	100 North Tryon Street Charlotte, NC 28202	222 Broadway New York, NY 10038	
Account Number	8666041219	8666041219	
Account Name	Plante Moran Group Benefit Advisors II, LLC	Plante Moran Group Benefit Advisors II, LLC	

Client Payment Portal: Client Payment Portal

An affiliate of plante moran

R&R Fire Truck Repair
295 Industrial Park Drive
Belleville, MI 48111
shop@rrfiretruck.com
(248) 344-4443
BAR Number: F142033

Invoice: 74230
Date: 7/23/2026

Bill To
Dearborn Heights Fire Department*
1999 N. Beech Daly Road
Dearborn Heights, MI 48127
P: 313-791-3676 F: 313-791-3661

Remit Payment To
R&R Fire Truck Repair, Inc.
295 Industrial Park Drive
Belleville, MI 48111

Service Order	Terms	Due Date	Authorizer	Customer PO	Service Writer	Unit #
9546	Net 30	8/22/2026	David Brogan		Mitrovich, Larry	1231

Item	Description	Quantity	Rate	Amount
Complaint: Check For Heat In Cab				
Cause: Clogged cores				
Labor	**Correction:** HVAC / HVAC Misc. / Truck came in no heat, Checked all valves they are all open. Found heater core and felt for hot coolant and felt hot on one side but not the other side. Remove turbo after unhooking oil feed and drain and exhaust clamp. Remove bolts for cover on CAC and then removed CAC and found a bunch of metal in it. New one priced at $7451. No way. Will clean it. Much cheaper. Remove water pump, remove service cover, found metal inside water pump. Pulled thermostat housing off, found springs intact. found small fragments of metal in housing. Looked in upper rad hose and found metal impregnated in it. Suspect possible cavitation. Metal has made its way throughout the cooling system. Remove heater cores and flush. Could not flow water through. Totally clogged. Remove radiator and send heater cores, CAC and radiator out for cleaning. They were full of metal, very clogged. Install cores. Replace valves and hoses. Needs engine repair. This part is complete. - Assigned tech(s): Conner P - M271932, Josh M - M270989, Michael F - M272810 Engine repairs on another work order. - Completed: 1/7/2026 - Assigned tech(s): Conner P - M271932, Josh M - M270989, Michael F - M272810	21.70000	$150.00	$3,255.00
Parts	Valve, Shut Off - SV404P-10-6	4.00000	$17.93	$71.73
Parts	Gasket, Turbo Mounting - 08929529	1.00000	$7.17	$7.17
Parts	Fitting, Fuel Line - 08929833	2.00000	$10.22	$20.43
Parts	Hose, Water Pump Inlet - 08929875	2.00000	$42.99	$85.98
Parts	Hose, Water Pump to Cooler - 23506325	2.00000	$61.10	$122.20
Parts	Valve, Shut Off 5/8 x 3/8 - TV404P-10-6	2.00000	$37.32	$74.63
Parts	Radiator Hose, Silicone 2-3/4 - C40-275X36	3.00000	$29.82	$89.45
Parts	2-1/4" ID 90 Degree Coolant Hose - 90-225X10	2.00000	$72.49	$144.98
Parts	Kit SHL 254 U - 23515582	6.00000	$120.13	$720.78

Parts	Clean Heat Exchanger - SUBLET	1.00000	$345.50	$345.50
Parts	Union, 5/8 Heater Hose - 660-1668	1.00000	$8.80	$8.80
			Subtotal	$4,946.65

Unit: 1231 **VIN:** 4P1CT02P2TA000294
1996 Pierce Quantum
Complete Unit: 41,374 Miles
Engine: 10,841 Hours
Fire Pump: 0 Hours
Foam System: 0 Hours
Generator: 0 Hours

Labor	$3,255.00
Parts	$1,691.65
Shop Supplies	$50.00
Pre-Charge Subtotal	$4,996.65
Exempt (0% of $0.00)	$0.00
Total	$4,996.65
Payments & Credits	$0.00
Balance Due	$4,996.65

Lead Tech: Randall B - M226185

Technician Certificate ID: M226185

Signature:

AUG 11 2026

O.K. to pay
(335-932)

CERTIFICATION: All repairs and parts listed were performed in compliance with Michigan Auto Repair Act (P.A.300)

Authorized Representative: Ricke Rosselle

All parts are new unless otherwise stated. You are entitled by law to the return of all parts replaced, except those that are too heavy or large, and those required to be sent back to the manufacturer or distributor because of warranty work or an exchange agreement. You are entitled to inspect the parts that cannot be returned to you. Any warranties on the parts and accessories sold hereby are made by the manufacturer. You understand and agree that we make no warranties of any kind unless expressly stated in writing.

You hereby authorize us to perform the repair work set forth herein and to purchase the necessary materials and parts to perform such repair work. You agree that we are not responsible for loss or damage to your vehicle, or articles left in your vehicle, in case of fire, theft, or any other cause beyond our control, or for any delays caused by unavailability of parts or delays in part shipments by the supplier or transporter. In addition, you agree that we are not responsible for damage to your vehicle from freezing due to lack of antifreeze.

You hereby grant our employees permission to operate your vehicle on streets, highways, or elsewhere for the purpose of testing and/or inspection. You acknowledge and agree that an express mechanic's lien on your vehicle is granted to secure payment of this invoice for the repair work detailed herein.

If paid by Credit Card, a 3% fee wil be added.

R&R Fire Truck Repair
295 Industrial Park Drive
Belleville, MI 48111
shop@rrfiretruck.com
(248) 344-4443
BAR Number: F142033

Invoice: 74241
Date: 7/26/2026

Bill To
Dearborn Heights Fire Department*
1999 N. Beech Daly Road
Dearborn Heights, MI 48127
P: 313-791-3676 F: 313-791-3661

Remit Payment To
R&R Fire Truck Repair, Inc.
295 Industrial Park Drive
Belleville, MI 48111

Service Order	Terms	Due Date	Authorizer	Customer PO	Service Writer	Unit #
9557	Net 30	8/25/2026	David Brogan		Mitrovich, Larry	1231

Item	Description	Quantity	Rate	Amount
PM: Waterous Pump Service				
Cause: Customer request				
(PM)				
Labor	**Correction:** Fire Pump / Transfer Case / Serviced fire pump and transfer case. Inspected pump and screens. Checked the primer oil level. - Completed: 12/3/2025 - Assigned tech(s): Josh M - M270989	1.00000	$150.00	$150.00
Parts	Automatic Transmission Fluid - 226502990	10.50000	$6.58	$69.09
			Subtotal	$219.09
PM: LOF Service				
Cause: Customer request				
(PM)				
Labor	**Correction:** Complete Unit / Vehicle / Lube, Oil and Filter service. Aired tires to specifications. Checked all fluid levels and added as required. Checked batteries and connections. Checked fan belts. Replaced fuel and oil filters. Checked air cleaner. Lubricated the door hinges. Checked chemical quality of the coolant. Greased the drive line and chassis. The waste oil is recycled through an authorized dealer of recycled components and the filters are cut opened and inspected for any unusual contaminates and then they are crushed and disposed of properly. The oil is collected and the metal is then recycled. Any safety problems that are detected will be brought to your immediate attention. Greased the cab lift pins and hinges. Lubricated compartment tray slides. Lubricated moving entry steps. Lubricated compartment door latches. Where applicable. - Completed: 1/7/2026 - Assigned tech(s): Conner P - M271932, Josh M - M270989, Michael F - M272810	2.83000	$150.00	$424.50
Parts	400LE 15W40 - 222290990	40.00000	$8.33	$333.20
Parts	Chev Starplex 2 Grease - 259118653	1.00000	$9.49	$9.49
Parts	Heavy-Duty Coolant Test Strip - 4107	1.00000	$5.50	$5.50
Parts	Sea Foam - Penetrating Oil - DC-14	1.00000	$23.82	$23.82
Parts	Hazmat Charge - Hazmat	1.00000	$8.00	$8.00
Parts	Filter, Fuel - 3118	1.00000	$18.34	$18.34

Parts	Filter, Fuel - 3120	1.00000	$18.24	$18.24
Parts	Filter, Oil - 1971	2.00000	$31.93	$63.86
Parts	Filter, Transmission - 1623	1.00000	$38.92	$38.92
Parts	Filter, Coolant - 4074	1.00000	$41.28	$41.28
Parts	Filter, Air - 500116	1.00000	$639.90	$639.90
Parts	Silicone, Gray RTV - 82194	1.00000	$11.98	$11.98
			Subtotal	$1,637.03

PM: Air Dryer Service

Cause: Customer request

(PM)

Labor	**Correction:** Air System / Air Dryer / Drain air tanks. Serviced air brake dryer cartridge and rebuilt the purge valve. Assemble and test operation. Check for leaks. - Completed: 10/30 /2025 - Assigned tech(s): Gonzalo C - M290215, Josh M - M270989, Scott C - M152068	1.50000	$150.00	$225.00
Parts	Air Dryer Cartridge - Wabco / AD-IS / AD-SP - 109994K	1.00000	$50.93	$50.93
Parts	Purge Valve Rebuild Kit / Wabco - 950014K	1.00000	$87.18	$87.18
			Subtotal	$363.11

PM: Federal Annual DOT Inspection - Engine / Tanker / Tractor

Cause: Customer request

(PM)

Labor	**Correction:** Complete Unit / Vehicle / Annual DOT inspection with report attached. - Completed: 12 /12/2025 - Assigned tech(s): Conner P - M271932, Josh M - M270989	1.00000	$150.00	$150.00
			Subtotal	$150.00

PM: HD Single Rear Differential Service

Cause: Oil light brown, most likely water intrusion

(PM)

Labor	**Correction:** Rear Axle / Differential / Drain rear differential fluid. Inspect fluid for debris. Oil water contaminated. Flush out. Clean magnet. Refill with fresh fluid. - Completed: 12/3/2025 - Assigned tech(s): Scott C - M152068	1.00000	$150.00	$150.00
Parts	Gear Oil 80W90 - 223022773	20.00000	$7.75	$155.00
			Subtotal	$305.00

PM: Pump Test 501 GPM - 1500 GPM

Cause: Customer request

(PM)

Labor	**Correction:** Fire Pump / Pump / Annual pump test with report attached. - Completed: 11/30/2025 - Assigned tech(s): Josh M - M270989, Michael F - M272810, Randall B - M226185	1.11429	$150.00	$167.14
			Subtotal	$167.14

Complaint: Air leak at brake modulator valve

Cause: Hose deteriorated and leaking from crimp

(Inspection)

Labor	**Correction:** Accessories / Accessories Misc. / Found air leak at curbside drive modulator valve supply to brake chamber. Tried to separate it but it was stuck. Was able to carefully thread adapter at the valve off it self and then had to slit the nut at the chamber side with a die grinder and beat it off with chisel. Got it off and gave it to parts for sample. Installed new hose and checked for leaks. Good to go - Completed: 1/7/2026 - Assigned tech(s): Conner P - M271932	3.84000	$150.00	$576.00
Parts	Hose, Brake - 100R5-08KIT	1.00000	$227.95	$227.95
Parts	Elbow GALV 3/4" 90 DEG. - 47777	1.00000	$9.48	$9.48
			Subtotal	$813.43

Complaint: Transmission will not shift

Cause: Bad air valve

(Inspection)

Labor	**Correction:** Accessories / Accessories Misc. / Check system and found that the modulator valve was not activating. Check the valve and you could hear air leaking into the transmission case from the valve. Bad valve. Remove and replace the valve. Leak repaired. Test drive and transmission shifts and is good to go. - Completed: 1/7/2026 - Assigned tech(s): Conner P - M271932, Michael F - M272810	5.74000	$150.00	$861.00
Parts	Air Modulator Valve - WM775B	1.00000	$137.70	$137.70
			Subtotal	$998.70

Unit: 1231 **VIN:** 4P1CT02P2TA000294
1996 Pierce Quantum
Complete Unit: 41,374 Miles
Engine: 10,841 Hours
Fire Pump: 0 Hours
Foam System: 0 Hours
Generator: 0 Hours

Labor	$2,703.64
Parts	$1,949.86
Shop Supplies	$50.00
Pre-Charge Subtotal	$4,703.50
Exempt (0% of $0.00)	$0.00
Total	$4,703.50
Payments & Credits	$0.00
Balance Due	$4,703.50

Lead Tech: Randall B - M226185

Technician Certificate ID: M226185

Signature:

AUG 11 2026

O.K. to pay
(335-932)

CERTIFICATION: All repairs and parts listed were performed in compliance with Michigan Auto Repair Act (P.A.300)

Authorized Representative: Ricke Rosselle

INVOICE NUMBER	ACCOUNT NAME	ACCOUNT NUMBER	INVOICE DATE	REFERENCE #
20260810121037	City of Dearborn Heights	121037	08/10/2026	N/A

INVOICE TOTAL DUE

$7,204.79 **USD**

Billing Period	2/10/2026-8/10/2026
Due Date	9/9/2026

BILL TO

City of Dearborn Heights (DBA - City of Dearborn Heights)
24600 Van Born Road
Dearborn Heights, MI 48125
United States

SOLD TO

City of Dearborn Heights
24600 Van Born Road
Dearborn Heights, MI 48125
United States

PAYMENT OPTIONS

Electronic payment remittance should be emailed to:remittance@RedWingBusinessAdvantageAccount.com

By Check

Please detach remit slip and send check to:
Red Wing Business Advantage Account
PO Box 844329
Dallas, TX 75284-4329
United States

By ACH

Bank of America
ABA Routing #: 081000032
Account #: 010161004777

By Wire

Bank of America
ABA Routing #: 026009593
Account #: 010161004777

NOTES

Thank you for your business.

Activity

Transaction Date	Transaction Reference	Employee Name	SKU	Billed Tax	Subsidy	Payroll Deduct	Billed Total
07/21/2026	513TR1-5481053	Mark Russ	Multiple	$0.00	$286.73	$0.00	$286.73
07/21/2026	513TR1-5481056	David Jackson	Multiple	$0.00	$268.73	$0.00	$268.73
07/21/2026	513TR1-5481377	Joe Sabatini	Multiple	$0.00	-$277.23	$0.00	-$277.23
07/21/2026	513TR1-5481072	Chris Stevens	Multiple	$0.00	$253.48	$0.00	$253.48
07/21/2026	513TR1-5481326	Joe Sabatini	Multiple	$0.00	$277.23	$0.00	$277.23
07/21/2026	513TR1-5481042	Don Harper	Multiple	$0.00	$294.23	$0.00	$294.23

Transaction Date	Transaction Reference	Employee Name	SKU	Billed Tax	Subsidy	Payroll Deduct	Billed Total
07/21/2026	513TR1-5481050	Jesse Dombrowski	02412E 120	$0.00	$300.00	$0.00	$300.00
07/21/2026	513TR1-5481175	Matt Jaramillo	Multiple	$0.00	$274.73	$0.00	$274.73
07/21/2026	513TR1-5481201	Dan Watt	96329 120	$0.00	$74.99	$0.00	$74.99
07/21/2026	513TR1-5481522	Gerald Roberts	01222E2120	$0.00	$233.74	$0.00	$233.74
07/21/2026	513TR1-5481057	John Laslo	Multiple	$0.00	$291.73	$0.00	$291.73
07/21/2026	513TR1-5481064	Lucas Hall	02462E2110	$0.00	$267.74	$0.00	$267.74
07/21/2026	513TR1-5481287	Scott Fletcher	Multiple	$0.00	$277.23	$0.00	$277.23
07/21/2026	513TR1-5481086	Anthony Stuart	Multiple	$0.00	$285.73	$0.00	$285.73
07/21/2026	513TR1-5481107	Brett Hendges	Multiple	$0.00	$249.23	$0.00	$249.23
07/21/2026	513TR1-5481127	Aaron Kiselis	Multiple	$0.00	$274.73	$0.00	$274.73
07/21/2026	513TR1-5481077	Lawrence Harris	Multiple	$0.00	$282.48	$0.00	$282.48
07/21/2026	513TR1-5481083	Ben Craft	Multiple	$0.00	$285.73	$0.00	$285.73
07/21/2026	513TR1-5481088	Vien Huynh	Multiple	$0.00	$285.73	$0.00	$285.73
07/21/2026	513TR1-5481091	Horatio Sanders	03596E2130	$0.00	$276.24	$0.00	$276.24
07/21/2026	513TR1-5481047	Chris Rockensuess	96329 120	$0.00	$74.99	$0.00	$74.99
07/21/2026	513TR1-5481101	mario guzman	Multiple	$0.00	$300.00	$0.00	$300.00
07/21/2026	513TR1-5481136	Oscar Telles	Multiple	$0.00	$268.73	$0.00	$268.73
07/21/2026	513TR1-5481404	Joe Sabatini	Multiple	$0.00	$277.23	$0.00	$277.23
07/21/2026	513TR1-5481093	Valentine Peppers	Multiple	$0.00	$272.98	$0.00	$272.98
07/21/2026	513TR1-5481230	Glenn Ray	Multiple	$0.00	$268.73	$0.00	$268.73
07/21/2026	513TR1-5481112	William Collins	Multiple	$0.00	$268.73	$0.00	$268.73
07/23/2026	513ST1-5509690	Horatio Sanders	03596E2130	$0.00	-$276.24	$0.00	-$276.24

Transaction Date	Transaction Reference	Employee Name	SKU	Billed Tax	Subsidy	Payroll Deduct	Billed Total
07/23/2026	513ST1-5509705	Horatio Sanders	04499E2130	$0.00	$254.99	$0.00	$254.99
07/24/2026	513ST1-5514577	Rod Rodriguez	Multiple	$0.00	$234.23	$0.00	$234.23
07/25/2026	513TR1-5529888	Dan Watt	Multiple	$0.00	$270.48	$0.00	$270.48
07/25/2026	513TR1-5529763	Chris Rockensuess	Multiple	$0.00	$270.48	$0.00	$270.48
07/27/2026	513ST1-2206257021	Valentine Peppers	02400D 130	$0.00	-$237.99	$0.00	-$237.99
07/29/2026	513ST1-2328225565	Rod Rodriguez	Multiple	$0.00	-$234.23	$0.00	-$234.23
07/29/2026	513ST1-2328768237	Rod Rodriguez	02204D 100	$0.00	$250.74	$0.00	$250.74
07/31/2026	513ST1-2381712457	Robert Cairns	Multiple	$0.00	$128.48	$0.00	$128.48
08/07/2026	513ST1-2530944261	Rod Rodriguez	96416 100	$0.00	$49.26	$0.00	$49.26
37 Transactions			Subtotal	$0.00	$7,204.79	$0.00	$7,204.79

For questions and payment instructions, contact us:

800-239-1064

support@redwingbusinessadvantageaccount.com

redwingbusinessadvantageaccount.com

Subsidy Product:	$7,204.79
Subsidy Tax:	$0.00
Billed Total:	$7,204.79

Please detach remit slip below this line and send with check to:

RED WING BUSINESS ADVANTAGE ACCOUNT

SEND TO
Red Wing Business Advantage Account
PO Box 844329
Dallas, TX 75284-4329
United States

Invoice Number	20260810121037
Account Name	City of Dearborn Heights
Account Number	121037
Invoice Date	08/10/2026

INVOICE TOTAL DUE
$7,204.79 USD

Due Date 9/9/2026

GL# 101-265-713.000 - $2,000
GL# 101-440-713.000 - $3,204.79
GL# 592-536-713.000 - $2,000

8/10/26
John Danci

Outlook

Red Wing Shoes - Invoices - City of Dearborn Heights - 121037

From support@redwingbusinessadvantageaccount.com <support@redwingbusinessadvantageaccount.com>
Date Mon 8/10/2026 6:31 AM
To John A. Danci <jadanci@dearbornheightsmi.gov>

1 attachment (284 KB)
RWBAA_ConsolidatedInvoice_20260810_121037_1of1.pdf;

CAUTION:
This is an external email. Please take care when clicking links or opening attachments.

Hello John Danci,

Attached are your **20260810** invoices for customer **121037**. Note, the information may be sent in multiple emails due to file size.

To help us ensure accurate and timely application of your payment, a remittance advice should be sent with your payment. Electronic payments should have remittance information emailed to remittance@RedWingBusinessAdvantageAccount.com. Our payment options are listed below to assist you.

Please contact our Program Support team by replying to this email or calling 800-239-1064 for questions you may have regarding your invoice.

Red Wing Business Advantage Account Support

PAYMENT OPTIONS:

By Check send to:
Red Wing Business Advantage Account
PO Box 844329
Dallas, TX 75284-4329, United States

By ACH:
Bank of America
ABA Routing #: 081000032
Account #.: 010161004777

By Wire:
Bank of America
ABA Routing #: 026009593
Account # 010161004777

Note: This email is intended for accounts payable or other personnel that process invoices within your company. If this email was routed to you in error, please forward to contactupdate@RedWingBusinessAdvantageAccount.com the name, email address and phone number of the correct recipient(s) or the referral who can provide this information.

For your convenience, please note the following links:

- For instructions on how to dispute your invoices click here
- To request access to the Red Wing Business Advantage Account portal send an email to: access@redwingbusinessadvantageaccount.com
- For a copy of the Red Wing Business Advantage Account W9 click here
- Privacy Policy

This email is intended solely for the use of the addressee and may contain information that is confidential, proprietary, or both. If you receive this email in error please immediately notify the sender and delete the email.

Invoice Number:	0903153
Invoice Date:	07/22/26
Invoice Due Date:	08/21/26
Account Number:	0000864
Ship to Code:	1000

28340 Wick Road
Romulus, MI 48174
Phone: (800) 875-FUEL
orders@RKA.com

SOLD TO: Dearborn Heights Fire Dept
1999 N Beach Daly
Dearborn Heights, MI 48127

SHIP TO: Fire Dept
1999 N Beech Daly
Dearborn Heights, MI 48127-3487

Customer P.O.	Terms	Driver	Truck	Delivery Date	BOL Number
19-019	Net 30 Days		1709	07/22/26	BOL# 0000038136

Product		Delivered	Price per Unit	Amount
#2 Ultra Low Sulfur Diesel		500.00	4.288900	2,144.45
FEDERAL LUST TAX DIESEL			0.00100	0.50
MI ENVIRONMENTAL FEE DIESEL			0.01000	5.00
FEDERAL SUPERFUND FEE DIESEL			0.00429	2.15

AUG 0 4 2026

O.K. to pay
(335.867)

SUBJECT TO CORRECTION OF CLERICAL ERRORS. A service charge of 1.5% will be assessed to your account on all past due balances.
"DYED DIESEL/KEROSENEFUEL, NONTAXABLEUSE ONLY, PENALTY FOR TAXABLE USE"

SUBTOTAL	2,152.10
SALES TAX	0.00
TOTAL	$2,152.10

Invoice Number:	0905536
Invoice Date:	07/31/26
Invoice Due Date:	08/30/26
Account Number:	0000864
Ship to Code:	1000

28340 Wick Road
Romulus, MI 48174
Phone: (800) 875-FUEL
orders@RKA.com

SOLD TO: Dearborn Heights Fire Dept
1999 N Beach Daly
Dearborn Heights, MI 48127

SHIP TO: Fire Dept
1999 N Beech Daly
Dearborn Heights, MI 48127-3487

Customer P.O.	Terms	Driver	Truck	Delivery Date	BOL Number
19-019	Net 30 Days		2394	07/31/26	BOL# 0000038265

Product		Delivered	Price per Unit	Amount
87 Regular Gasoline E10		485.60	3.410300	1,656.04
FEDERAL LUST TAX GAS			0.00100	0.49
MI ENVIRONMENTAL FEE GAS			0.01000	4.86
FEDERAL SUPERFUND FEE E-10			0.00386	1.87

AUG 0 4 2026

O.K. to pay
(335-867)

SUBJECT TO CORRECTION OF CLERICAL ERRORS. A service charge of 1.5% will be assessed to your account on all past due balances.
"DYED DIESEL/KEROSENEFUEL, NONTAXABLEUSE ONLY, PENALTY FOR TAXABLE USE"

SUBTOTAL	1,663.26
SALES TAX	0.00
TOTAL	$1,663.26

Invoice Number:	0909516
Invoice Date:	08/12/26
Invoice Due Date:	09/11/26
Account Number:	0001630
Ship to Code:	1000

28340 Wick Road
Romulus, MI 48174
Phone: (800) 875-FUEL
orders@RKA.com

SOLD TO: City of Dearborn Heights DPW
24600 Van Born Road
Dearborn Heights, MI 48125-2006

SHIP TO: Dept of Public Works
24600 Vanborn Road
Dearborn Heights, MI 48125-2006

Customer P.O.	Terms	Driver	Truck	Delivery Date	BOL Number
	Net 30 Days		1851	08/12/26	BOL# 0000038419

Product		Delivered	Price per Unit	Amount
87 Regular Gasoline E10		3,322.00	3.200400	10,631.73
FEDERAL LUST TAX GAS			0.00100	3.32
MI ENVIRONMENTAL FEE GAS			0.01000	33.22
FEDERAL SUPERFUND FEE E-10			0.00386	12.82

Account # 592-536-867.000

10,681.09

8/17/26
John Danci

Fuel for CDH
Fleet Vehicles

SUBJECT TO CORRECTION OF CLERICAL ERRORS. A service charge of 1.5% will be assessed to your account on all past due balances.
"DYED DIESEL/KEROSENEFUEL, NONTAXABLEUSE ONLY, PENALTY FOR TAXABLE USE"

SUBTOTAL	10,681.09
SALES TAX	0.00
TOTAL	$10,681.09

SHRADER TIRE & OIL

2045 Sylvania Ave.
Toledo, OH 43613

Phone: (419) 472-2128
Fax: (419) 471-2534

"IMMEDIATE ATTENTION"

1st SOURCE ELITE

SALES ID	INVOICE
43	26-1047380-00
DUE DATE	INVOICE DATE
09/09/2026	8/10/2026
TAKEN BY	TERMS
5551	NET 30 DAYS
SHIP VIA	TIME / PAGE
DTC	4:35 PM / 1 of 1

24 HOUR EMERGENCY SERVICE: 800-589-6589
For all of our locations, visit shradertireandoil.com/locations

SOLD TO
DEARBORN HTS. DPW
24600 VAN BORN RD
DEARBORN HEIGHTS, MI 48125

Attn: MATTHEW PAUL
Phone: 313-791-3443 Fax: 313-791-6011

SHIP TO
DEARBORN HTS. DPW
24600 VAN BORN
313-277-7924 RUN 1
DEARBORN HEIGHTS, MI 48125

Attn: Water Department
Phone: Highway Department

CUSTOMER #	CUST P. O.	ORDERED BY	ORDER DATE	TECH I D	WHSE #
DEA003	23-133	STEVE	8/6/2026		55
FLEET ID #	**UNIT #**	**VEHICLE DESCRIPTION**	**MILEAGE**		**LICENSE**
STOCK					

Item Number	Size	Description	QTY	Unit Price	F.E.T.	Extension Tx
29114	11R22.5H	UNIROYAL HD2	4	$482.42	$0.00	$1,929.68 N
16202	11R22.5H	UNIROYAL HS2	2	$465.38	$0.00	$930.76 N
DMFT		DISMNT FLEET TRUCK TIRE(S	6	$17.50	$0.00	$105.00 N
MF		MOUNT FLEET TRUCK TIRE(S	6	$17.50	$0.00	$105.00 N
BS		BALANCE-SPIN (S0639)	2	$45.00	$0.00	$90.00 N
T-BRITE3	THERMO-BRITE-\	PREMIUM 3-STEP RIM RECON	6	$39.98	$0.00	$239.88 N
VALVE		VALVE STEM / TRUCK (S0631)	6	$7.95	$0.00	$47.70 N
SCRAPT		TRK. SCRAP TIRE DISPOS.(S0	6	$14.00	$0.00	$84.00 N
SS3		MISC. SUPPLY CHARGE (S019	1	$8.95	$0.00	$8.95 N
TR618A	5/8IN 26-147	TIRE VALVE-GRADER	1	$18.29	$0.00	$18.29 N
ACE1J7ZR001	12-16.5F	TITAN ACES SKID STEER NHS	1	$181.50	$0.00	$181.50 N
DMD		OTR TIRE(S0780)	1	$22.50	$0.00	$22.50 N
MFD		OTR TIRE(S0781)	1	$22.50	$0.00	$22.50 N
SCRAPT	OTR TIRE	TRK. SCRAP TIRE DISPOS.(S0	1	$14.00	$0.00	$14.00 N

Account # 592-536-932.000 2533.17

Account # 101-440-932.000 1266.59

3799.76

Vehicle and Equipment Tires

8/11/26
John Dancs

PARTS	LABOR	% TAX	TAXABLE TOTAL	F.E.T.	
$3,454.76	$345.00		$0.00	$0.00	

Received by: _____
PRINT NAME
Signature _____

PLEASE REMIT TO: 2045 SYLVANIA AVE. TOLEDO, OHIO 43613

Subtotal:	$3,799.76
6% Sales Tax:	$0.00
	$0.00
TOTAL:	**$3,799.76**

Fire Department

Fire Chief
Philip Hall

Mayor
Mo Baydoun

To: Mahdi Baydoun, Comptroller

From: Philip Hall, Fire Chief

Date: August 17, 2026

RE: Check Request

Please be advised I am requesting the following check:

Amount: $2,375.00

Made Payable To: Trent Wolter

ACCOUNT # 101-335-962.000

REASON: Trent paid using his personal credit card
MUSAR Training

Philip Hall, Fire Chief

Gmail Trent Wolte [redacted]

Transaction Receipt from MUSAR TRAINING FOUNDATION for $2375.00 (USD)

1 message

Auto-Receipt <noreply@mail.authorize.net> Wed, Mar 18, 2026 at 4:21 PM
Reply-To: Stephanie Majszak <musaracct@gmail.com>
To: Trent Wolte [redacted]

Order Information

Description: MUSAR Training Foundation - Order 275
Invoice Number 275
Customer ID [redacted]

Billing Information **Shipping Information**

[redacted]

Item	Name	Description	Qty	Taxable	Unit Price	Item Total
2080	July 22-29, 2026, (no class 25-		1	N	$2375.00 (USD)	$2375.00 (USD)

Shipping: $0.00 (USD)
Tax: $0.00 (USD)
Total: $2375.00 (USD)

Payment Information

Date/Time: 18-Mar-2026 13:21:42 PDT
Transaction ID: [redacted]
Payment Method: [redacted]
Transaction Type: Purchase
Auth Code: [redacted]

Merchant Contact Information
MUSAR TRAINING FOUNDATION
PLYMOUTH, MI 48170
US
musaracct@gmail.com

AUG 12 2026

O.K. to pay
(335-962)

Gmail [redacted]

Your MUSAR Training Foundation enrollment request has been received

1 message

MUSAR Training Foundation <musar@ersintl.org> Wed, Mar 18, 2026 at 4:21 PM
Reply-To: MUSAR Training Foundation <musar@ersintl.org>
To: [redacted]

Your MUSAR Enrollment Request Information

Hi Trent,

We have finished processing your order.

[redacted](03/18/2026)

Product	Quantity	Price
July 22-29, 2026, (no class 25-26) Structural Collapse Technician, Howell **Please Provide Each Person's Name, Phone, Email:** • Trent Wolter [redacted]	1	$2,375.00
Subtotal:		$2,375.00
Payment method:		Enter Credit Card
Total:		$2,375.00

Billing address

Trent Wolter
[redacted]

You will see a **DISCOUNT** if you have used a **COUPON** in order to be **INVOICED.** You will be receiving the invoice very soon. Please be sure to pay that in order to retain your seat(s) in the course.

If you have paid by credit card, your enrollment is complete.

Contact musar@ersintl.org with any questions.

Michigan Urban Search and Rescue

Training Foundation

This certifies that

Trent Wolter

has completed

Structural Collapse Technician

on

August 1, 2026

and has demonstrated knowledge and skills consistent with the Technician Level competencies outlined in NFPA 2500 for Collapse Rescue.

Dave Potter

Program Manager

Agency Representative

Invoice

Invoice Number	Create Date	Page
INV272778	7/30/2026 12:00:00 AM	1 of 1
PO#	**Sales Order#**	**Payment Terms**
00509317	SO188801	Net 30
Inco 1	**Inco 2**	**Ship Method**
FOB Dearborn Heights,MI		FedEx P1 (Priority overnight)

Remit Payment by EFT
Thermo Scientific Portable Analytical Instruments Inc.
Bank of America
ACH ABA number 111 000 012 Beneficiary Account #4426843850

Wire ABA number 026 009 593 Beneficiary Account #4426843850
Swift Code BOFAUS3N
Lock box: 415918
To pay by check: Make check payable to
Thermo Scientific Portable Analytical Instruments Inc.
PO Box 415918, Boston, MA 02241-5918

EIN number 01-0650031
Duns# 11-289-3131

1oz - #10 - Q39082
209 - 754 - F1 P1517

Bill To : C15055

Dearborn Heights Police Department
25637 Michigan Ave.
Dearborn Heights, MI 48125
USA

Seller :

Thermo Scientific Portable Analytical Instruments Inc.
2 Radcliff Rd.
Tewksbury, MA 01876
T:(800)875-1578 Fax:(877)680-2568

Ship To :

Dearborn Heights Police Department
25637 Michigan Ave.
Dearborn Heights, MI 48125
USA

Line Nbr	Material No.	Description	Qty	Unit Price	Total Price
1	820-00542-01	TruNarc Optimized Program-Three	1.0000 each	$5,775.00	$5,775.00

-Kevin Campbell , 3132777408 , kcampbell@ci.dearborn-heights.mi.us
-Customer Asset: TN5350
-Service Event: SE-2204340490
-Replaced rechargeable battery. Passed diagnostics. Upgraded software to version 1.9.2.19454.
-<WT>

Traffic
266-266-830.060

Subtotal :	$5,775.00
Sales Tax:	$0.00
VAT Tax :	$0.00
Shipping Charges :	$0.00
VAT Freight :	$0.00
Total :	$5,775.00

8/6/26
GUZOWSKI

These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations. Unless otherwise agreed to in writing, Thermo Scientific Portable Analytical Instruments Inc terms and conditions shall apply and take precedence.

A part of: ThermoFisher SCIENTIFIC

Invoice Number
11000004
Invoice Date
11/01/2025
Due Date
12/01/2025

COUNTY OF WAYNE

Warren C. Evans - County Executive
500 Griswold,
Detroit, MI, 48226, US

Invoice

Send Remittance To:

Customer Number:	500005
Customer Name: Dearborn Heights, City of 6045 Fenton, Dearborn Heights,MI,48127,US	

Wayne County,
Accounts Receivable,
500 Griswold,
14th Floor,
Detroit,MI,48226,US

Direct Inquiries to :

Mrs Joan Telephone Joan Theile (313) 224-7354 Email-jtheile@waynecountymi.gov

Line No	Description	Amount
001	RVSDS Monthly Fixed Sewage November 2025	601,156.00
		Line Total 601,156.00
		Total 601,156.00
	592-537-929.000	8/5/26 John Danci
	Please Pay This Amount =>	$601,156.00

Return Remittance copy of Invoice with Payment

INVOICE #1449

ISSUED: 08/03/2026

DUE: 08/03/2026

RECIPIENT:

City of Dearborn Heights
6045 Fenton Street
Dearborn Heights, Michigan 48127

SENDER:

Grays Outdoor Services
5920 Commerce Drive
Westland, Michigan 48185

Phone: 248-470-2316, 734-452-6046
Email: graysoutdoorpeople@yahoo.com
Website: https://graysoutdoorservices.com/

PAST DUE

For Services Rendered

Product/Service	Description	Qty.	Unit Price	Total
08/03/2026				
Tree Removal	4427 Weddel Remove large oak tree in front yard, leave stump	1	$3,500.00	$3,500.00
Tree Removal	4417 Bedford Removal of top half of large oak over the residents house from fence over	1	$7,000.00	$7,000.00

GL #101-440-818.000

8/19/26
John Danci

Total **$10,500.00**

Thank you for your business. Please contact us with any questions regarding this invoice.

Pay Now

Approved for the Agenda of:	
8/25/2026	Motion No.

Water Billing

TO: Honorable Mayor Mo Baydoun

Honorable City Council Members

FROM: Rachel Lapointe, Director

DATE: August 18, 2026

RE: Water Billing Director LaPointe - Water Bill Printing Bids

Honorable Council.

The Water Billing Department is requesting your review and approval of a one-year contract (with two one-year renewal options) for printing water bills, notices and other communications. We recommend Wolverine Solutions Group.

Motion to award the bid for a one-year contract, with two one-year renewal options, for water bill printing and mailing services and other miscellaneous printing and mailing for the Water Billing Department to Wolverine Solutions Group for the cost of .13 cents per single-sided color mailing, .135 cents per double-sided color mailing and other miscellaneous pricing as reflected in the backup. In addition, authorize the Mayor and Clerk to sign the contract on behalf of the City. Furthermore, authorize the Mayor and Comptroller or Clerk to sign the necessary warrants, and the Treasurer to issue payment from Account 592-536-728.000.

Attachments:

1. Bid Presentation Letter
2. Bid Comparison Sheet
3. Renkim Bid
4. WolverineSolutionsGroup Bid
5. Arista Bid
6. MoonlightBPO Bid
7. InfoSend Bid
8. IVS bid
9. OneSource Bid
10. The Master's Touch Bid
11. Lineage Connect Bid

MO BAYDOUN
MAYOR

RACHEL LaPOINTE
DIRECTOR

CITY OF DEARBORN HEIGHTS
WATER BILLING DEPARTMENT

Honorable City Council,

The Water Billing Department is requesting your review and approval of a one year contract (with two one year renewal options) for printing services of water bills, notices and other communications.

We recommend **Wolverine Solutions Group** as the approved vendor.

Outsourcing printing will help the city save money and allow staff additional time to better serve customers and focus on other important tasks. The department has consistently faced a heavy workload and limited time, and we look forward to completing essential tasks that have previously been difficult to accomplish.

Current Bill Design- one sided, perforated paper, color ink.

Renkim Cooperation	$	117,567.72
Pre_Sort Center of Stockholm (IVS)	$	42,364.35
City's Current Annual Cost	***$***	***37,085.16***
The Master's Touch	$	24,848.25
Moonlight BPO	$	24,280.29
InfoSend Inc	$	19,651.42
Meridian Cooperative	$	19,168.65
One Source	$	17,393.78
Wolverine Solutions Group	**$**	**16,745.82**
Lineage Connect	$	12,069.15

6045 FENTON STREET. DEARBORN HEIGHTS, MI 48127
(313) 791-3450 • WWW.DEARBORNHEIGHTSMI.GOV

CITY OF DEARBORN HEIGHTS

PROJECT NAME : Comprehensive Printing and Mailing Service

Date: 7/7/2026

Project Number: 11142025

	Bidder				InfoSend Inc				Lineage Connect		Meridian Cooperative		Moonlight BPO		One Source		Pre_Sort Center of Stockholm		Renkim Cooperation		The Master's Touch				Wolverine Solution		
	Bid Bond																										
	Description	Unit	QTY From	Qty. To	U/P_1	U/P_2	Total _1	Total_2	U/P	Total	U/P	Total	U/P	Total	U/P	Total	U/P	Total	U/P	Total	U/P_1	U/P_2 options	Total_1	Total-2	U/P	Min. Order	Total
1	Residential Water Bill – Option 1 -127,350 est. per year -Color, 8½×11, bottom perforated, single-sided -Printed, folded, inserted into #10 envelope with return envelope	EA	1	127,350	$0.1384	N/A	$17,625.24	N/A	$0.085	$10,824.75	$0.135	$17,192.25	0.1710	$21,776.85	$0.1225	15600.38	$0.2930	37,313.55	$0.8280	$105,445.80	$0.1750	-	$22,286.2500		$0.1300		$16,555.5000
1-a	Set up / Plate fee				waived				N/A		$150/hour		0.0000	$0.00	$500.0000		$125.0000		included		None	-			$0.0000		
1-b	Min. Order Charge				N/A				$100.000		$500.000	$500.00	0.0000	$0.00	$50.0000		$300.0000		N/A		$150.0000	-			$250.0000		
2	**Residential Water Bill – Option 2 - 127,350 est. per year -Color, 8½×11, bottom perforated, double-sided -Printed, folded, inserted into #10 envelope with return envelope**	EA	1	127,350	$0.1424		$18,134.64	N/A	$0.099	$12,607.65	$0.145	$18,465.75	0.1810	$23,050.35	$0.1251	15931.49	$0.3290	41,898.15	$0.9380	$119,454.30	$0.1750	-	$22,286.2500		$0.1350		$17,192.2500
2-a	Set up / Plate fee				waived				N/A		$150/Hour		0.0000	$0.00	$500.0000		$125.0000		included		None	-			$0.0000		
2-b	Min. Order Charge				N/A				$100.000		$500.000	$500.00	0.0000	$0.00	$50.0000		$300.0000		N/A		$150.0000	-			$250.0000		
3	**Commercial Water Bill – Option 1 14,640 est. per year -Color, 8½×11, bottom perforated, single-sided -Printed, folded, inserted into #10 envelope with return envelope**	EA	1	14,640	$0.1384		$2,026.18	N/A	$0.085	$1,244.40	$0.135	$1,976.40	0.1710	$2,503.44	$0.1225	1793.40	$0.3450	5,050.80	$0.8280	$12,121.92	$0.1750	$0.2200	$2,562.0000	$3,220.8000	$0.0130		$190.3200
																					If printed & mailed with residemtial	If printed as separate mailing					
3-a	Set up / Plate fee				waived				N/A		$150/Hour		0.0000	$0.00	$500.0000		$75.0000		included		None	None			$0.0000		
3-b	Min. Order Charge				N/A				$100.000		$500.000	$500.000	0.0000	$0.00	$50.0000		$300.0000		N/A		$150.0000	$150.0000			$250.0000		
4	**Commercial Water Bill – Option 2 14,640 est. per year -Color, 8½×11, bottom perforated, double-sided -Printed, folded, inserted into #10 envelope with return envelope**	EA	1	14,640	$0.1424		$2,084.74	N/A	$0.099	$1,449.36	$0.145	$2,122.80	0.1810	$2,649.84	$0.1251	1831.46	$0.3950	5,782.80	$0.9380	$13,732.32	$0.1750	$0.2200	$2,562.0000	$3,220.8000	$0.1350		$1,976.4000
																					If printed & mailed with residemtial	If printed as separate mailing					
4-a	Set up / Plate fee				waived				N/A		$150/hr		0.0000		$500.0000		$75.0000		included		None	None			$0.0000		
4-b	Min. Order Charge				N/A				$100.000		$500.000	$500.000	0.0000		$50.0000		$300.0000		N/A		$150.0000	$150.0000			$250.0000		
	Option 1: Total 1-3						**$19,651.42**			**$12,069.15**		**$19,168.65**		**$24,280.29**		**$17,393.78**		**$42,364.35**		**$117,567.72**			**$24,848.25**				**$16,745.82**
	Option 2: Total 2-4						**$20,219.38**			**$14,057.01**		**$20,588.55**		**$25,700.19**		**$17,762.95**		**$47,680.95**		**$133,186.62**			**$24,848.25**				**$19,168.65**
5	**Post Cards, 4x6, Color, double-sided**																										
5-a	Set Up/Base fee	LS	1		$150.00			$150.00	$75.000	$75.00	$150/hr		45.0000	$45.00	$150.0000	150.00	$300.0000	300.00	included	$0.00	None		$0.0000		$0.0000	$450.0000	$0.0000
5-b		EA	1	999	$300.0000	Small Batch Fee	$300.00	N/A	$0.120	$119.88	$0.140	$139.86	0.1572	$157.04	$0.1250	124.88	$0.3790	378.62	$0.8385	$837.66	150/job		$150.0000		$585/Lot		$585.0000
5-c		EA	1000	4,999	$300/under 2500	0.145 ea/above 2500	$300.00	$724.86	$0.080	$399.92	$0.140	$699.86	0.1572	$785.84	$0.0750	374.93	$0.2220	1,109.78	$0.8385	$4,191.66	$0.1500		$749.8500		$885/Lot	$450.0000	$885.0000
5-d		EA	5000	24,999	$.12/ea for 5000-9999	$.10/ea for above 10000	$1,199.88	$2,499.90	$0.070	$1,749.93	$0.140	$3,499.86	0.1250	$3,124.88	$0.0550	1374.95	$0.1520	3,799.85	$0.8385	$20,961.66	$0.1000		$2,499.9000		$1565/Lot	$450.0000	$1,565.0000
5-e		EA	25000+		to be quoted upon request				$0.056	$1,400.00	$0.110	$2,750.00	0.1250	$3,125.00	$0.0490	1225.00	$0.1440	3,600.00	$0.8385	$20,962.50	$0.0800		$2,000.0000		$0.0600	$450.0000	$1,500.0000
6	**Ad Hoc / One-Off Mailing, 8½×11, color, single-sided**																										
6-a	Set Up/Base fee	LS	1		$150.00		$150.00	N/A	$50.000	$50.00	$150/hr		45.0000	$45.00	$250.0000	250.00	$300.0000	300.00	included	$0.00	None		None		$125.0000	$250.0000	$125.0000
6-b		EA	1	999	$300.0000	Small Batch Fee	$300.00	N/A	$0.110	$109.89	$0.135	$134.87	0.1430	$142.86	$0.2500	249.75	$0.6100	609.39	$0.8280	$827.17	180/job		$180.0000		$0.1300		$129.8700

6-c		EA	1000	4,999	$300 under 2500	$0.2257/ea above 2500	$300.00	$1,128.27	$0.085	$424.92	$0.135	$4,999.14	0.1430	$714.86	$0.1500	749.85	$0.4300	2,149.57	$0.8280	$4,139.17	$0.1500	$180 Min	$749.8500		$0.1300		$649.8700
6-d		EA	5000	24,999	$0.2057/ea for up to 9999	$.1857/ea for 10000 and above	$2,056.79	$4,642.31	$0.085	$2,124.92	$0.135	$3,374.87	0.1430	$3,574.86	$0.1250	3124.88	$0.3700	9,249.63	$0.8280	$20,699.17	$0.1200		$2,999.8800		$0.1300		$3,249.8700
6-e		EA	25000+		to be quoted upon request				**$0.850**	**$21,250.00**	$0.115	$2,875.00	0.1430	$3,575.00	$0.1100	2750.00	$0.3300	8,250.00	$0.7700	$19,250.00	$0.1100		$2,750.0000		$0.1300		$3,250.0000
7	**Ad Hoc / One-Off Mailing, 8½×11, color, double-sided**																									
7-a	Set Up/Base fee	LS	1		$150.00		$150.00	N/A	$50.000	$50.00	$150/hr		45.0000	$45.00	$250.0000	250.00	$300.0000	300.00	included	$0.00	None		None		$150.0000	$250.0000	$150.0000
7-b		EA	1	999	$300.0000	Small Batch Fee	$300.00	N/A	$0.150	$149.85	$0.145	$144.86	0.1660	$165.83	$0.2750	274.73	$0.6500	649.35	$0.9380	$937.06	180/job		$180.0000		$0.1350		$134.8650
7-c		EA	1000	4,999	$300 under 2500	$0.2457/ea above 2500	$300.00	$1,228.25	$0.085	$424.92	$0.145	$724.86	0.1660	$829.83	$0.1650	824.84	$0.4700	2,349.53	$0.9380	$4,689.06	$0.1500	$180 Min	$749.8500		$0.1350		$674.8650
7-d		EA	5000	24,999	$.2257/ea for up to 9999	$.2057/ea for 10000 and above	$2,256.77	$5,142.29	$0.085	$2,124.92	$0.145	$3,624.86	0.1660	$4,149.83	$0.1350	3374.87	$0.4100	10,249.59	$0.9380	$23,449.06	$0.1200		$2,999.8800		$0.1350		$3,374.8650
7-e		EA	25000+		to be quoted upon request				**$0.850**	**$21,250.00**	$0.125	$3,125.00	0.1660	$4,150.00	$0.1250	3125.00	$0.3700	9,250.00	$0.8800	$22,000.00	$0.1100		$2,750.0000		$0.1350		$3,375.0000
8	**Ad Hoc / One-Off Mailing, 8½×11, B&W, single-sided**																									
8-a	Set Up/Base fee	LS	1		$150.00		$150.00	N/A	$50.000	$50.00	$150/hr		45.0000	$45.00	$250.0000	250.00	$300.0000	300.00	included	$0.00	None		None		$150.0000	$250.0000	$150.0000
8-b		EA	1	999	$300.0000	Small Batch Fee	$300.00	N/A	$0.100	$99.90	$0.135	$134.87	0.1300	$129.87	$0.2350	234.77	$0.5700	569.43	$0.8080	$807.19	180/job		$180.0000		$0.1100		$109.8900
8-c		EA	1000	4,999	$300 under 2500	$0.1857/ea above 2500	$300.00	$937.31	$0.075	$374.93	$0.135	$674.87	0.1300	$649.87	$0.1500	749.85	$0.3650	1,824.64	$0.8080	$4,039.19	$0.1500	$180 Min	$749.8500		$0.1100		$549.8900
8-d		EA	5000	24,999	$.1657/ea for up to 9999	$.1457/ea for 10000 and above	$1,656.83	$3,642.35	$0.075	$1,874.93	$0.135	$3,374.87	0.1300	$3,249.87	$0.1250	3124.88	$0.3000	7,499.70	$0.8080	$20,199.19	$0.1200		$2,999.8800		$0.1100		$2,749.8900
8-e		EA	25000+		to be quoted upon request				**$0.700**	**$17,500.00**	$0.115	$2,875.00	0.1300	$3,250.00	$0.1100	2750.00	$0.2900	7,250.00	$0.7500	$18,750.00	$0.1100		$2,750.0000		$0.1100		$2,750.0000
9	**Ad Hoc / One-Off Mailing, 8½×11, B&W, double-sided**																									
9-a	Set Up/Base fee	LS	1		$150.00		$150.00	N/A	$50.000	$50.00	$150/hr		45.0000	$45.00	$250.0000	250.00	$300.0000	300.00	included	$0.00	None		None		$150.0000	$250.0000	$150.0000
9-b		EA	1	999	$300.0000	Small Batch Fee	$300.00	N/A	$0.110	$109.89	$0.145	$144.86	0.1340	$133.87	$0.2500	249.75	$0.6050	604.40	$0.8980	$897.10	180/job		$180.0000		$0.1150		$114.8850
9-c		EA	1000	4,999	$300 under 2500	$0.2057/ea above 2500	$300.00	$1,028.29	$0.085	$424.92	$0.145	$724.86	0.1340	$669.87	$0.1650	824.84	$0.3800	1,899.62	$0.8980	$4,489.10	$0.1500	$180 Min	$749.8500		$0.1150		$574.8850
9-d		EA	5000	24,999	$.1857/ea for up to 9999	$.1657/ea for 10000 and above	$1,856.81	$4,142.33	$0.085	$2,124.92	$0.145	$3,624.86	0.1340	$3,349.87	$0.1350	3374.87	$0.3300	8,249.67	$0.8980	$22,449.10	$0.1200		$2,999.8800		$0.1150		$2,874.8850
9-e		EA	25000+		to be quoted upon request				**$0.700**	**$17,500.00**	$0.125	$3,125.00	0.1340	$3,350.00	$0.1250	3125.00	$0.3200	8,000.00	$0.8400	$21,000.00	$0.1100		$2,750.0000		$0.1150		$2,875.0000
Optional:																										
10	Rush / expedited handling surcharge				TBD				$200.000		N/A		75.0000		$150.0000		$125.0000		included		N/A				$250.00/10t	Mail 48 hours or less	
11	Additional insert per piece (e.g., flyer added to envelope)				.01/EA				$0.050		$0.100		included		$0.019/0.025	If inserts prvided by One source / Dearborn	$0.2875		$0.0750		$0.0030				0.008/ea	Print is additional	
12	Data processing / variable data handling fee				$0.0100				$0.005		included		included		$0.0000		included		included		included				$0.0000	included in set up	
13	NCOA / address verification processing fee				$0.3/HIT				$0.005		included		included		$0.0000		included		$0.0100		No charges for even 48 months				$0.2500	Per Updated record	
14	Reprinting due to City-provided file error				SAME AS ORIGINAL				Actual Cost				cost is same as original print file		see quotation		City pays for reprint		printing & postage		20% Discount				per pricing table		
15	Reprinting due to vendor error				N/C				No Cost				free		$0.0000		vendor will reprint no charge		reprint and mail would be on Remkin		No charges at all				0 +/_	Based on Error	
16	Other (please describe any other services or options you provide):				SEE QUOTATION FOR PROPOSED SERVICES								N/A				see below remark				0.18/record				$0.621/Ea Please Refer to quotation quotation		
REMARKS					#Total is always based on the Max qty value				For item 16, please check quotation Items 5-8, Total is based on the Max. qty		For item 10- 16, please check quotation Items 5-9, Total based on the Max. qty		#For item 16, please check quotation. #Items 5-9, Total is based on the Max. qty		#For item 16, please check quotation. #For quantity below 999, please check minimum order in quotation #Items 5-8, Total is based on the Max.		#for item 16, informational mailers, marketing materials, kitting, assembly, warehousing/storage, inventory control, mailing services #Items 5-8, Total is based on the Max. qty		#Item 16: Secure email,sms,mms,certified mail, custom reporting,document design,customer servic				#Items 5-8, Total is based on the Max. qty		

PART II — BID RESPONSE FORM

Complete all sections. Return this entire document as your bid response.

A. VENDOR INFORMATION

Company Name:	Renkim Corporation
Mailing Address:	13333 Allen Rd
City, State, ZIP:	Southgate, Mi 48195
Primary Contact:	Bobbie Blue
Title:	Director of Business Development
Phone:	517-281-2284
Email:	bblue@renkim.com
Website:	www.renkim.com
Years in Business:	44

B. PRICING

All prices must be per-piece unless otherwise noted. Unit pricing must exclude postage — postage is advanced by the vendor and billed as a separate pass-through line item on monthly invoices. Enter N/A if a field does not apply.

B.1 Standard Service Pricing

Service	Unit Price (per piece)	Setup / Plate Fee	Min. Order Charge	Notes / Assumptions
Residential Water Bill – Option 1 -127,350 est. per year -Color, 8½×11, bottom perforated, **single-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$0.828	included	n/a	Includes printing, folding,insert,presort
Residential Water Bill – Option 2 -127,350 est. per year -Color, 8½×11, bottom perforated, **double-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$0.938	included	n/a	Includes printing, folding,insert,presort
Commercial Water Bill – Option 1 14,640 est. per year -Color, 8½×11, bottom perforated, **single-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$0.828	included	n/a	Includes printing, folding,insert,presort
Commercial Water Bill – Option 2 14,640 est. per year -Color, 8½×11, bottom perforated, **double-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$0.9380	included	n/a	Includes printing, folding,insert,presort

B.2 Postcard and Ad Hoc Mailing Pricing

For postcards and ad hoc / one-off mailings, fill in all that apply. If you offer tiered pricing, use the quantity ranges below.

Service	Setup / Base Fee	Per Piece 1–999	Per Piece 1,000–4,999	Per Piece 5,000–24,999	Per Piece 25,000+
Postcard, 4×6, color, double-sided	included	$0.8385	$0.8385	$0.8385	$0.8385
Ad Hoc / One-Off Mailing, 8½×11, color, **single-sided**	included	$0.8280	$0.8280	$0.8280	$0.7700
Ad Hoc / One-Off Mailing, 8½×11, color, **double-sided**	included	$0.9380	$0.9380	$0.9380	$0.8800
Ad Hoc / One-Off Mailing, 8½×11, B&W, **single-sided**	included	$0.8080	$0.8080	$0.8080	$0.7500
Ad Hoc / One-Off Mailing, 8½×11, B&W, **double-sided**	included	$0.8980	$0.8980	$0.8980	$0.8400

B.3 Additional Services and Surcharges

List any additional fees that may apply. Enter $0.00 or N/A if not applicable.

Item	Price / Rate	Notes
Rush / expedited handling surcharge	included	
Additional insert per piece (e.g., flyer added to envelope)	$0.075	
Data processing / variable data handling fee	included	
NCOA / address verification processing fee	$0.01	
Reprinting due to City-provided file error	printing and postage	
Reprinting due to vendor error	reprint and mail would be on us	
Other (please describe any other services or options you provide):	Type text here	Secure email,sms,mms,certified mail, custom reporting,document design,customer service

C. TURNAROUND TIME AND SCHEDULING

Turnaround time is measured from the City's final approval of the digital proof to USPS drop/acceptance. Specify business days.

C.1 Standard Turnaround Time by Service Type

Service	Standard Turnaround (business days)	Maximum Capacity per Run
Residential Water Bill	1	1mm
Commercial Water Bill	1	1mm
Postcard, 4×6	1	1mm
Ad Hoc / One-Off Mailing	2	n/a

C.2 Rush / Expedited Service

Do you offer rush / expedited turnaround?	☑ Yes ☐ No
If yes, minimum rush turnaround time (business days):	2 - 3 business days
Maximum advance notice required for scheduling a rush job:	2 - 3 business days

C.3 File Submission Cutoffs

File submission cutoff time to ensure same-day processing start:	3:00 pm EST
What happens if a file is received after the cutoff?	exceptions can be made or next day processing
Can you accommodate same-day proof approval and next-day processing?	☑ Yes ☐ No

D. PROOFING, APPROVAL, AND FILE SUBMISSION WORKFLOW

D.1 Proofing Process

Do you provide a digital proof before every print run?	☑ Yes ☐ No
Format of digital proof provided:	Secure PDF (hard copy available on request)
How many rounds of revisions are included before additional charges apply?	Reasonable revisions included: charges only apply for major scope changes
What is the typical time from file submission to proof delivery?	Typically within one business day, often same day for standard jobs
What is your process when the City requests a change after approving a proof?	Production is paused if possible, revisions made, and a new proof is issued for approval.

D.2 Online Portal / File Submission

Do you provide an online portal for file submission, proofing, and job tracking?	☑ Yes ☐ No
Portal name / URL (or describe if proprietary):	Renkim Vision - secured proprietary client portal
What functions does the portal support?	File upload, proofing, job tracking, document archive, mail tracking
Can the City view real-time status of a job in production?	☑ Yes ☐ No
What file formats do you accept for submission?	PDF, CSV, JSON, TXT, Excel, and other standard formats
How are files transmitted to your facility (beyond the portal)?	SFTP, encrypted email, API
Dedicated account rep assigned to this contract?	☑ Yes ☐ No
How will the City communicate change requests or special instructions?	Through a dedicated account manager via email, or Renkim Vision

E. DATA SECURITY AND PRIVACY

How is the City's customer data secured in transit and at rest?	Data is encrypted using PGP in trnsit and Townsend encryption while stored and prcessed
Do you hold any data security certifications (SOC 2, ISO 27001, etc.)?	SOC 2 Type II PCI DSS Certified
How long do you retain the City's customer data after a job is complete?	Client data is retained for 45 days unless otherwise specified by contract
What is your policy and procedure in the event of a data breach?	Formal Inciodent Security Response Team (SIRT) detects, contains,investigates, notifies,and mediates incidents
Will any subcontractors or third parties have access to the City's data?	☑ Yes ☐ No
If yes, identify subcontractors and describe data handling agreements:	IDI may preform approved hygiene services, all vendors undergo due dilligence

F. MAIL PROCESSING AND POSTAGE

Do you hold an active USPS bulk mail entry unit (BMEU) permit?	☑ Yes ☐ No
Can you process mailings under the City's postage permit account?	☑ Yes ☐ No
Do you provide a USPS acceptance / postage manifest after each drop?	☐ Yes ☑ No
Is CASS certification / address validation included in your standard service?	☑ Yes ☐ No
Do you offer NCOA (National Change of Address) processing?	☑ Yes ☐ No
Do you offer IMB (Intelligent Mail Barcode) tracking?	☑ Yes ☐ No
How do you handle and report returned / undeliverable pieces to the City?	Returned mail is reported back through return files and provided with applicable USPS reason codes

G. REFERENCES

Provide a minimum of three (3) references from current or recent clients with similar scope (municipal utility billing preferred).

Reference 1

Organization:	City of Wyandotte
Contact Name:	Heather Zagor
Phone / Email:	734-324-7190 hzagor@wyoandottemi.gov
Services Provided:	Water bills, Tax assesment, cable bills
Approx. Annual Volume:	240,000

Reference 2

Organization:	City of Southgate
Contact Name:	Doug Drysdale
Phone / Email:	734-258-3074 ddrysdale@southgatemi.gov
Services Provided:	Tax assessment, water bills
Approx. Annual Volume:	120,000

Reference 3

Organization:	City of St. Clair Shores
Contact Name:	Vicky Shipman
Phone / Email:	586-447-3357 vickys@scsmi.net
Services Provided:	Tax assessment, water bills
Approx. Annual Volume:	180,000

H. EXCEPTIONS AND DEVIATIONS

List any exceptions or deviations from the specifications or terms in this RFB. If none, state “None.” The City reserves the right to reject bids with material exceptions. You may also use this space to note any other comments.

Section	Exception / Deviation	Proposed Alternative
n/a		

I. CERTIFICATION AND SIGNATURE

By signing below, the authorized representative of the vendor certifies that:

- All information provided in this bid response is true, accurate, and complete.
- The vendor has the legal authority and capacity to enter into a contract with the City of Dearborn Heights.
- The vendor has read, understands, and agrees to the terms and conditions set forth in this RFB.
- The pricing provided is firm for a minimum of ninety (90) days from the bid submission deadline.
- No collusion or conflict of interest exists with respect to this bid.

Authorized Signature:	
Printed Name:	Bobbie Blue
Title:	Director of Business Development
Date:	06/29/26

WOLVERINE SOLUTIONS GROUP

Printing and Mailing Services — Water Bills and Related Mailings

Submitted To:

City of Dearborn Heights
RFP Intent to Bid: 07.2026
Rachel LaPointe, rclapointe@dearbornheightsmi.gov

Due Date: 07/02/2026 4:00 PM

Submitted By:
Stacey Blue | Senior Sales Executive
313.871.3547 | sblue@wolverinemail.com | wolverinemail.com
1601 Clay Street, Detroit, MI 48211

Structure: city
RFP Category: Utility Statements

Table of Contents

Executive Introduction 4
Our Founding Commitment and Evolution 5
Why Wolverine Is the Right Partner 6
Company Overview & Qualifications 7
Management Summary 7
Qualifications 7
Experience 8
Wolverine Highlights 10
Corporate Capacity 10
Staffing 11
Security, Compliance & Certifications 12
Confidentiality & Cybersecurity Framework 13
Data Transmission Security 13
Data at Rest & Access Controls 13
Physical & Production Security 13
Network & Endpoint Security 13
Data Retention & Destruction 13
Workforce Accountability 13
Project Understanding & Approach 15
Understanding of the Project 15
Proposed Implementation Plan 17
Implementation Timeline (6 Weeks) 18
Project Deliverables 19
Post Go-Live Support & Customer Service 20
Customer Service & Issue Escalation 20
Production Cutover Plan 21
Disaster Recovery & Business Continuity 21
Wolverine Connect™ Client Portal 22
Portal Walkthrough 28
WSG Electronic Payments Platform 33
Secure, Flexible & Full-Featured 33
Reach Customers on Their Own Terms 33
The WSG Platform Advantage 34
Reporting, Administration & Integration 35
Security & Compliance 35

Pricing & Project Timeline 37
Frequently Asked Questions 38
Assumptions & Closing Statement 40
Assumptions 40

Executive Introduction

Dear Evaluation Committee,

On behalf of Wolverine Solutions Group, it is our privilege to present this formal response to your Request for Proposal. We appreciate the opportunity to be considered as your strategic partner for the secure, accurate, and timely printing and mailing of Water Bills and Related Mailings, communications that are foundational to public trust and operational effectiveness within any municipality or utility district.

WHY WOLVERINE

48+ years serving government agencies, municipalities & all other regulated industries

Detroit-based | Capacity: 1.5+ million documents per day

SOC 2 Type II Certified • FSC Certified • USPS Seamless Acceptance • PCI-DSS Aligned

Proprietary Wolverine Connect™ portal: real-time visibility, proofing, tracking & reporting

Single-source, end-to-end solution, no subcontractors for any core services

Unmatched Experience in Transactional Communications

Since our founding in 1978, Wolverine Solutions Group has remained focused on a singular mission: delivering compliant, timely, and high-integrity print and mail communications for clients with mission-critical requirements. We have worked with cities, counties, state agencies, healthcare providers, financial institutions, and utility companies to streamline document production and eliminate risk from the communication chain.

Our decades of experience have taught us that every client has different needs, and every file has different complexities. We maintain a highly adaptable workflow capable of handling virtually any data format, variable logic rule set, or billing structure, whether you use a legacy billing platform, a modern ERP, or a third-party billing integrator.

Scalable Infrastructure with High-Volume Output

Wolverine operates secure, high-capacity production facilities in Southeast Michigan, with the infrastructure to produce between 1.5 million and 2.5 million critical documents per day. We own the entire workflow end-to-end, controlling quality, timing, and final delivery of every job. All outbound mail is dropped at the USPS Metroplex facility in Pontiac, Michigan, one of the largest USPS mail processing and distribution centers in the Midwest, ensuring faster in-home delivery windows and stronger predictability for billing cycles across the country.

Our Founding Commitment and Evolution

Wolverine Solutions Group was founded in 1978 with a singular focus: to provide mission-critical print and mail services to clients for whom accuracy and timeliness are non-negotiable. In nearly five decades of continuous operation, that focus has never wavered. What has changed is the sophistication of our technology, the depth of our compliance framework, and the breadth of industries we serve, but the core commitment to getting it right, every time, remains unchanged.

Over the decades, Wolverine has grown from a regional print and mail provider into one of the most trusted transactional communications partners in the Midwest. We have invested consistently in people, technology, and infrastructure, not to grow for growth's sake, but to ensure that we can always meet the escalating demands of the clients who depend on us. Today, our facilities span more than 250,000 square feet across three secure production locations in Southeast Michigan, our workforce is experienced and specialized, and our technology infrastructure is purpose-built for the kind of high-stakes, high-volume work that utilities and municipalities require.

We have served clients in virtually every regulated industry: electric, gas, and water utilities; municipalities and county governments; state agencies; healthcare networks; financial institutions; insurance providers; and nonprofit organizations. Each of these relationships has deepened our understanding of what it means to handle sensitive data responsibly, produce documents with zero margin for error, and deliver communications within tight regulatory windows. That accumulated expertise is what we bring to this engagement.

Technology-Driven Transparency Through Wolverine Connect™

Wolverine Connect is our proprietary, client-facing production dashboard providing authorized users real-time access to project status, job proofs, production logs, and mail tracking data. Key features include:

- Online proofing and approval with full version history and change logs
- Real-time production tracking, from file receipt through USPS induction
- Piece-level mail tracking via Intelligent Mail Barcode (IMb) technology
- Historical job data for audit, trend analysis, and constituent inquiries

View our Wolverine Connect introductory video:

https://youtu.be/1VjaTD_-j5I

A Strategic Partner for Long-Term Success

Many of our clients have been with us for 10, 15, and even 40+ years; not because of long-term contracts, but because of the trust we have earned. We approach every new relationship with the intention of making your operations smoother, your communications more effective, and your internal team more empowered. Our onboarding process includes a dedicated project manager, technical analyst, and client success representative from day one.

Why Wolverine Is the Right Partner

When evaluating responses to this RFP, the city should be looking for a partner that demonstrates not only technical capability, but operational maturity, and a genuine understanding of the critical communications environment. Wolverine Solutions Group delivers on all fronts.

Experience that is directly applicable. We have managed complex programs for municipalities throughout Michigan and across the country for decades. We are intimately familiar with the complexities of multi-cycle mailings, exception handling, complex letter workflows, and the operational cadence that municipalities depend on to maintain revenue continuity.

Infrastructure that eliminates single points of failure. Wolverine owns and operates two geographically separate production facilities, ensuring that no single disruption can compromise your billing cycle. Our redundant equipment, immutable cloud-based backups, and documented recovery procedures mean that continuity is not aspirational; it is engineered.

Technology that sets us apart. Wolverine Connect, our proprietary client portal, gives clients real-time visibility into every stage of the production lifecycle. This is not a third-party tracking tool bolted onto our process; it is a platform we built and continue to enhance based on direct client feedback, because we believe that transparency is the foundation of every strong partnership.

A culture of accountability. Wolverine is privately held, which means our leadership is directly involved in client relationships. We do not have layers of bureaucracy between our executive team and the clients we serve. When you have a question, a concern, or a time-sensitive need, you will have a direct line to the people who can act on it immediately.

Sincerely,

Stacey Blue
Senior Sales Executive
Wolverine Solutions Group
313.871.3547 Direct
313.399.7772 Mobile
sblue@wolverinemail.com

Company Overview & Qualifications

Management Summary

Legal Name	Wolverine Mailing, Packaging, Warehouse, Inc.
DBA	Wolverine Solutions Group
Address	1601 Clay Street, Detroit, MI 48211
Website	www.wolverinemail.com
Main Phone	(313) 873-6800
Primary Contact	Stacey Blue, Senior Sales Executive
Direct Phone	(313) 871-3547
Email	sblue@wolverinemail.com
Founded	1978
Facilities	Three secure facilities | 250,000+ sq ft combined
Daily Capacity	1.5 to 2.5 million pieces per day
FEIN	38-2233061
D&B Number	09-160-7481

Wolverine Solutions Group is a nationally respected leader in high-volume business-critical communications. We operate in-house across three full shifts with no reliance on third-party subcontractors for core services.

Qualifications

Our team brings deep expertise in managing transactional documents across key disciplines:

- Data processing and variable data composition
- High speed inkjet web and cut-sheet printing capabilities
- Document integrity management and chain-of-custody procedures
- High-speed mail insertion and postal logistics
- Client program management and regulated compliance workflows

Experience

Wolverine Solutions Group has extensive experience supporting counties, cities, appraisal districts, and assessment offices across the United States with reliable, accurate, and secure printing and mailing of government documents. Since 1978, Wolverine has partnered with public sector organizations to produce annual Tax Statements, Notices of Assessment, Personal Property Returns, Utility Statements, and a wide range of statutory communications that require absolute precision and predictable service. Our long-standing municipal portfolio demonstrates our ability to manage programs of every size, from high-volume jurisdictions processing hundreds of thousands of records to smaller municipalities generating fewer than ten thousand statements each year.

Wolverine's production environment is built for both scale and flexibility. Our facilities operate with the capacity to produce between one million and two million printed and mailed pieces per day across multiple high-speed inkjet web presses, sheet-fed production presses, and automated inserting platforms. This capacity allows Wolverine to comfortably manage peak seasonal workloads associated with assessor cycles while maintaining full-service levels for year-round government clients. At the same time, our ability to dynamically allocate equipment, staffing, and workflows ensures that smaller municipal customers receive the same level of attention, accuracy, and turnaround time as large jurisdictions.

Our experience includes handling complex data structures from government systems, including text-based tax data, state-mandated form templates, and multi-page PDF outputs. Wolverine uses enterprise-grade workflow software, secure data-exchange platforms, and industry-leading hardware to ensure that every document is processed correctly, matched accurately, printed cleanly, and mailed according to the precise timing needed for taxpayer notification requirements. We routinely process projects that involve multi-color forms, tri-fold mailers, window envelopes with official tax markings, nested informational inserts, and strict statutory deadlines. Each job proceeds through layered integrity checks, automated barcode matching, color and layout quality controls, and full audit tracking.

Wolverine's ability to scale is supported by our investment in advanced technology, including high-speed inserters with intelligent match verification, G7-certified print systems, and secure SOC 2 Type II audited data processes. These capabilities allow us to maintain accuracy, speed, and reliability across programs of any size. Whether the Utility Statements requires the production of more than one hundred thousand Notices of Assessment or a smaller volume of less than ten thousand tax statements, Wolverine is equipped to deliver consistent quality, dependable capacity, and a seamless client experience.

Wolverine's expertise aligns directly with the requirements outlined in the City of Dearborn Heights RFP. We understand the importance of accurate data processing, secure file handling, on-time delivery, and strict adherence to statutory communication deadlines. Our team manages government programs every year that follow similar cycles, similar technical requirements, and similar expectations for efficiency and flawless execution. Wolverine Solutions Group is confident in its ability to deliver a full-service municipal print-and-mail program that meets or exceeds the expectations of City of Dearborn Heights.

Our production environment supports:

- Multiple high-speed inkjet web presses, sheet-fed presses, and automated inserting platforms
- Complex data structures including text-based billing data, state-mandated templates, and multi-page PDFs
- Multi-color forms, tri-fold mailers, window envelopes, nested informational inserts, and strict statutory deadlines
- G7-certified print systems with SOC 2 Type II audited data processes

Wolverine Highlights

Corporate Capacity

Wolverine maintains the stability necessary to support a multi-year engagement of this size and scope. Key capacity highlights:

- Three production facilities in Southeast Michigan (Detroit + Sterling Heights + Taylor) totaling 250,000+ sq ft
- Fully in-house operations: print, insert, postal processing, data handling, and QC, with no need for subcontractors
- Infrastructure that accommodates print and mail cycles of any size and scope
- Daily printing capacity of over 3,750,000 documents
- Average daily mail quantity of 1,500,000 to 2,500,000 communications
- Built-in redundancy across print and inserting lines to rebalance quickly during overlaps or surges
- USPS Optional Procedures and Seamless Acceptance certification; faster mail entry, fewer delays

Staffing

Each client program is supported by a structured team aligned to their unique requirements:

Role	Responsibilities & Availability
Project Manager	Single point of contact throughout implementation; owns timeline, communication, milestone tracking, risk/issue management, and all project artifacts. Available 8 AM–5 PM EST.
Technical Lead	Oversees system integration, XML data mapping, composition logic, and infrastructure configuration. Primary liaison with BWL IT and CIS teams.
Integration Specialists	Hands-on configuration of data workflows, XML mapping, and testing support. Validate data structures and troubleshoot end-to-end processing.
QA Lead & Analysts	Develop and execute comprehensive test plans across document outputs, file return processes, print workflows, and system integrations. Document all results.
Production Manager	Oversee all print and mail activities; ensure daily processing, quality control, and SLA compliance. Manages production staff and operators.
Postal Operations Lead	Presort optimization, USPS Seamless Acceptance compliance, mail.dat documentation, NCOA/CASS oversight, and quarterly postal performance reviews.
Client Services Manager	Primary post-go-live liaison; manages day-to-day communication, coordinates requests, and oversees issue resolution and account performance.
Senior Account Leadership	Executive oversight, program governance, and escalation point for operational, compliance, or scheduling matters.

All dedicated resources supporting your engagement will be based in Michigan (Eastern Time Zone) and available during business hours of 8:00 AM–6:00 PM EST without exception.

Security, Compliance & Certifications

Certifications Overview

Certification	Description & Relevance
SOC 2 Type II	Annual independent third-party attestation confirming the effectiveness of Wolverine's controls across security, availability, processing integrity, confidentiality, and privacy. Updated annually; available to BWL under mutual NDA.
FSC® Certified	Certified sustainable material sourcing. Wolverine is authorized to apply the FSC logo to printed materials upon request, supporting BWL's sustainability objectives.
SBE Certified	Certified Small Business Enterprise, supporting public sector supplier diversity requirements.
USPS Seamless Acceptance	Awarded only to mailers demonstrating exceptional accuracy, compliance, and operational integrity. Allows direct mail entry into the USPS network without manual verification, faster induction, fewer delays, real-time monitoring.
USPS Full-Service IMb	Intelligent Mail Barcode tracking from point of entry through final delivery scan. Provides complete postal traceability and supports piece-level visibility in Wolverine Connect.
PCI-DSS Aligned	All payment processing components operate within a PCI-compliant environment. Sensitive financial data protected through tokenization, encryption, and secure authentication.
NIST Cybersecurity Framework	Wolverine's cybersecurity controls align with NIST guidance for identifying, protecting, detecting, responding to, and recovering from security events.
Municipal / State Licensing	Wolverine will promptly secure any Board- or State-specific licenses, permits, or registrations required upon contract award.

Confidentiality & Cybersecurity Framework

Wolverine Solutions Group maintains a comprehensive confidentiality and cybersecurity framework built to protect sensitive customer, billing, and operational data throughout the entire print and mail lifecycle. Security is not a feature or an add-on at Wolverine, it is embedded into every layer of our people, processes, and technology.

Data Transmission Security

- All client data received through secure, encrypted transfer methods including SFTP with controlled authentication and access restrictions
- Data in transit protected using SFTP (SSH, AES-256 or better) or FTPS (TLS 1.2 or better)
- All inbound data files received from clients are PGP-encrypted; all outbound files returned to clients are also PGP-encrypted

Data at Rest & Access Controls

- Data at rest protected using AES-256 encryption within secure, access-controlled environments
- Role-based access controls ensure employees access only the data required for their specific job functions
- User access reviewed regularly and adjusted as roles change or access is no longer required
- Multi-factor authentication enforced on all client-facing and production systems

Physical & Production Security

- Production areas access-controlled, monitored, and restricted to authorized personnel
- Printed materials containing customer data handled within secure production zones with documented chain-of-custody
- Exception documents and reprints tracked and reconciled to prevent unauthorized duplication or disclosure

Network & Endpoint Security

- Layered network security including firewalls, malware protection, intrusion detection, and continuous monitoring
- Regular system updates, patch management, and vulnerability testing to maintain a hardened environment
- All security incidents governed by a formal incident response process: containment, investigation, communication, and corrective action

Data Retention & Destruction

- All relevant data retained based on client retention needs
- Automated lifecycle management ensures data is securely stored for the required duration and then systematically purged
- Secure deletion and controlled archival processes prevent data from being retained beyond required periods

Workforce Accountability

- All employees bound by confidentiality agreements
- Ongoing security awareness training and internal audits reinforce confidentiality obligations

Technology Standards & Data Requirements

Wolverine fully meets and exceeds expected technology standards:

- All sensitive data is encrypted at rest (AES-256) and in transit (SFTP/SSH or TLS 1.2+)
- Encryption on all files received from and returned to clients
- Data retention: (up to) 365 days with automated lifecycle management and secure purging
- Batch process automation with built-in failure/anomaly handling, monitoring, and alerting
- Redundant systems and well-defined operational procedures ensuring high availability
- Barcode recommendation: 2D barcodes over AIAG B-3 linear formats; greater data density, smaller footprint, and support for advanced QC including piece-level integrity tracking, automated document matching, and full job reconciliation
- Enterprise postal processing and composition software platforms

Project Understanding & Approach

Understanding of the Project

Wolverine Solutions Group understands that the city is seeking a reliable, secure, and experienced partner to provide end-to-end print and mail production services for residential and commercial water billing communications, as well as various ad hoc mailings and postcard campaigns. These communications serve as a critical link between the city and its utility customers, making accuracy, timeliness, data security, and postal efficiency essential components of a successful program.

Based on our review of the RFP, the city requires a vendor capable of receiving print-ready files, producing high-quality full-color documents, performing all required finishing services including folding and perforating, inserting return envelopes and additional materials as directed, and preparing mail for USPS acceptance. The selected vendor must also provide address hygiene services, including CASS certification and National Change of Address (NCOA) processing, while ensuring compliance with all applicable USPS regulations. In addition, the city seeks a secure and efficient workflow that includes electronic proofing, online job management capabilities, and transparent tracking throughout the production process.

We recognize that the city's residential and commercial water bills are recurring customer communications that must be processed accurately and delivered within established schedules. Any delay, production error, or data integrity issue can negatively impact customer service, payment collection, and public confidence. As such, the city requires a production partner with proven operational controls, redundant production capabilities, rigorous quality assurance procedures, and extensive experience managing high-volume municipal billing programs.

Wolverine Solutions Group is uniquely qualified to fulfill these requirements. For nearly five decades, we have provided secure print and mail solutions for local governments, counties, utilities, school districts, special districts, and other public-sector organizations throughout the United States. Our organization currently supports approximately 85 counties and nearly 700 cities, townships, villages, school districts, and governmental entities with critical communications including utility bills, tax statements, assessment notices, election materials (including election ballots, absentee voter mailing, and voter registration cards), invoices, notices, and other time-sensitive documents.

We understand that the city will provide customer data containing personally identifiable information and that maintaining the confidentiality, integrity, and security of this information is paramount. Wolverine utilizes documented security controls, restricted-access production environments, secure file transfer protocols, role-based system permissions, and comprehensive quality control procedures designed to protect sensitive customer information throughout the production and mailing process. We fully understand that city data may only be used for the purpose of fulfilling the requirements of this contract and must be handled in accordance with all applicable privacy and security requirements.

We further understand the importance of postal optimization and compliance. Our team manages millions of mail pieces annually and maintains extensive expertise in USPS regulations, postal preparation requirements, address quality management, and postage optimization strategies. We maintain active USPS mailing capabilities and can utilize either our permits or the city's permit structure, depending on the city's preference. All mailings are prepared in accordance with current USPS standards and verified through established quality control procedures prior to acceptance.

Ultimately, Wolverine Solutions Group views this engagement as more than a print and mail project. We view it as a partnership focused on ensuring the city's residents and businesses receive accurate, professional, and timely communications while providing city staff with responsive customer service, operational transparency, and confidence that every mailing is executed correctly. Our experience supporting mission-critical municipal communications positions us to deliver a secure, efficient, and dependable solution that meets the city's expectations today and scales with its future needs.

Proposed Implementation Plan

Work Plan Overview

Wolverine's proposed implementation is organized into four phases designed to build sequentially, minimize risk, and ensure a fully tested, smooth go live. A dedicated Project Manager oversees all phases as the single point of accountability.

Phase 1 — Due Diligence

Wolverine collaborates directly with clients to gather all critical information before any production or automation begins:

- Collect file types, data structures, and naming conventions for seamless integration
- Review current invoice templates, statement layouts, inserts, and supplemental documents
- Evaluate production schedules, delivery timelines, and communication preferences
- Establish secure SFTP endpoints, encrypted directories, SOC 2 controls, and file-transfer monitoring

Phase 2 — Automation Build

All requirements documented, Wolverine configures automated workflows for speed and precision:

- Build transformation scripts, mapping documents, barcode logic, insert rules, and reporting structures
- Create business rules ensuring accuracy in variable data printing and intelligent inserting
- Integrate USPS-certified address verification and postal optimization tools
- Configure e-billing HTML templates, tracking, bounce handling, and test lists

Phase 3 — User Acceptance Testing

Client confirms the solution meets all operational, technical, and design expectations before go-live:

- Generate test files simulating client data; produce sample bills, envelopes, and inserts for review
- Verify formatting, accurate data mapping, and compliance with client branding requirements
- Test barcoding, postal optimization, and file processing logic
- Board provides feedback; revisions incorporated until full satisfaction is achieved
- USPS validation: IMb readability, CASS, forwarding logic

Phase 4 — Go Live & Stabilization

First official live data files processed through automated workflows:

- Operations and client service teams monitor every aspect of the first production runs
- Real-time job visibility through Wolverine Connect for the Board throughout
- Daily alignment calls during transition period with the Project Manager
- Heightened QC staffing on print, insert, and metering lines; close USPS tracking monitoring

Implementation Timeline (6 Weeks)

Phase 1: Project Initiation & Discovery Weeks 1–2

- Kickoff meeting & stakeholder alignment
- Requirements gathering & data review
- Project plan finalization
- Secure file transfer channel setup

Phase 2: Design & Architecture Weeks 3

- Data mapping & transformation logic
- Document composition design & bill template refinements
- System architecture & integration design
- Technical specifications & documentation

Phase 3: Build & Configuration Week 4

- Template development & system configuration
- Secure file transfer setup & PGP key exchange
- Wolverine Connect configuration
- Electronic presentment platform setup

Phase 4: Testing & Validation Week 5

- Unit testing, integration testing, and UAT
- Physical print & insert sample testing with Board approval
- E-billing and USPS validation tests
- Joint validation sessions across Dev, Test, and Prod environments

Phase 5: Production Readiness & Cutover Week 6

- Final system validation & production environment configuration
- Cutover planning, execution & go-live approval
- Client staff training on Wolverine Connect and presentment tools

Phase 6: Go-Live & Stabilization Week 6

- Initial production runs with enhanced monitoring
- Daily alignment calls & issue resolution
- Transition to fully steady-state operations

Project Deliverables

Wolverine will deliver a complete and structured set of project artifacts, documentation, and trained systems in fulfillment of all deliverables outlined the city. The following table confirms Wolverine's commitment to each required deliverable:

Deliverable	Wolverine's Approach
Project Kickoff Meeting with Presentation	Conducted immediately upon contract execution; covers objectives, scope, timeline, roles, and protocols
Project Management Plan & Schedule	Formal plan developed by assigned Project Manager; includes milestones, deliverables, go-live dates, and resource assignments
Qualified Project Manager & Standard PM Artifacts	Dedicated PM produces Project Charter, Scope Document, detailed Project Plan/Schedule, Risk & Issues Log, Communication Plan, and weekly Status Reports
Bi-Weekly Status Reports During Implementation	Formal written status reports delivered on schedule; includes progress, risks, issues, and upcoming activities
Technical Specification Document / XML Schema	Developed in collaboration with BWL IT and CIS teams; covers data mapping, composition specs, and integration
Design Documents (Network Diagrams)	Network diagrams, data flow diagrams, and system architecture documentation developed and reviewed
Systems Configured in Dev, Test, and Prod Environment	Each environment configured and validated through joint validation sessions
Technical Documentation, Software Configuration	Comprehensive documentation of all software configuration components
Technical Documentation, Equipment Configuration	Comprehensive documentation of all production equipment configuration
Test Plan with Input / Data Requirements	Full test plan developed; includes scenarios, data inputs, expected outputs, and validation criteria; joint sessions across all environments
System Test Results	All test results documented and provided to client; all defects tracked through resolution prior to go-live approval
User Documentation	Step-by-step guides and reference materials for all system components including Wolverine Connect
Production Transition Plan	Detailed cutover plan with tasks, responsibilities, timing, dependencies, and contingency measures
Production Transition Training Sessions	Hands-on training sessions for client staff covering all operational workflows and system functionality
Web Portal (Wolverine Connect)	Fully configured per all requirements including tracking and reporting
User Training for Web Portal	Structured training in live virtual, in-person, or pre-recorded formats; ongoing support through dedicated Client Services

Post Go-Live Support & Customer Service

Post Go-Live Support Plan

Wolverine's post go-live support is structured in two phases:

Stabilization Period (Days 1–60): Heightened monitoring of all workflows; data intake, file-to-PDF generation, file returns, print/mail production, and electronic presentment. Daily or weekly status meetings per client. Dedicated technical and operational resources for rapid issue resolution.

Steady-State Operations (Duration of Contract): Dedicated Client Services Manager as primary contact. Ongoing monitoring, production management, reporting/analytics, troubleshooting, and quarterly performance reviews. Support for document messaging updates, performance tuning, and process improvement initiatives.

SUPPORT HOURS & ESCALATION

All dedicated resources available 8:00 AM–6:00 PM EST, Monday–Friday

Defined escalation path: Client Services Rep → Senior Operations / Account Leadership → Executive

All issues documented, root-cause analyzed, and confirmed resolved with follow-up to prevent recurrence

Customer Service & Issue Escalation

Wolverine's customer service model emphasizes direct access, continuity of personnel, and defined escalation paths:

- Every client has a named Account Manager and Client Services Representative, no general support queues
- Self-service visibility via Wolverine Connect for routine inquiries (status, proofs, tracking)
- Issues escalated at the lowest appropriate level; critical issues receive immediate executive attention
- Trends in inquiries and production exceptions reviewed regularly for continuous improvement

Production Cutover Plan

Wolverine's cutover plan ensures a seamless, zero-disruption transition to live operations:

- Formal readiness assessment to review all defects resolved and formal approvals obtained before cutover
- Final end-to-end validation using production-level data across all workflows
- Dedicated resources across project management, technical operations, and production teams engaged throughout initial run
- Real-time validation checkpoints: file integrity, document accuracy, piece counts, mail induction confirmation
- Pre-defined contingency and rollback procedures; alternative workflows activated if unexpected issues arise
- Post-cutover review with client to evaluate performance and confirm all objectives met

Disaster Recovery & Business Continuity

Recovery Time Objective	Recovery Point Objective
< 4 Hours	**< 15 Minutes**

Infrastructure

- Dual production facilities (Detroit + Sterling Heights + Taylor, MI), geographically separated
- 250,000+ sq ft combined production capacity
- Fully immutable, cloud-based backups, cannot be altered, overwritten, or deleted once created
- Continuous replication of print-ready files, job control data, and production configurations
- Documented recovery procedures with cross-trained personnel for operational continuity

Wolverine Connect™ Client Portal

Wolverine Connect is our secure, web-based client portal providing transparency, control, and reporting across the entire print and mail lifecycle. No special software installation required, accessible via any modern browser on desktop, tablet, or mobile. All activity is time-stamped and logged for audit purposes.

Feature	Capability
Role-Based Logins & MFA	Configurable permissions per user; multi-factor authentication; encrypted transmission; session timeout; IP monitoring; comprehensive audit logging
Executive Dashboards	High-level production cycle status, volume summaries, postage metrics, USPS delivery statistics, and exception reporting, at a glance
Online Proofing & Approval	Secure electronic review and approval of print-ready files; time-stamped audit trail; production does not begin until approval is recorded
Real-Time Production Visibility	Continuous status tracking from data receipt through mail induction; time-stamped milestones; eliminates need for manual status inquiries
USPS Mail Tracking	IMb-based delivery visibility: mail entry confirmation, USPS processing activity, delivery performance trends, and in-home timing statistics
Reporting & Data Export	Production summaries, volume tracking, postage analysis, performance metrics; filterable by date/cycle; exportable for financial reconciliation and audits
Admin User Management	Add, modify, and offboard client users; manage permissions; all access changes fully auditable
Bill Messaging Updates	Client staff can independently update bill messaging within approved, controlled regions, no vendor change request required
User Training & Support	Live virtual sessions, on-site when appropriate, and pre-recorded training available; ongoing support via dedicated Account Manager and Client Services Rep

Wolverine Connect

Client Portal

Our secure, web-based platform provides municipalities and public agencies with real-time transparency, proofing workflows, and mail lifecycle visibility, all in one intuitive interface.

Secure by Design
MFA, encrypted transmission, role-based access, and full audit logging.

Real-Time Visibility
Live production status from data receipt through USPS mail induction.

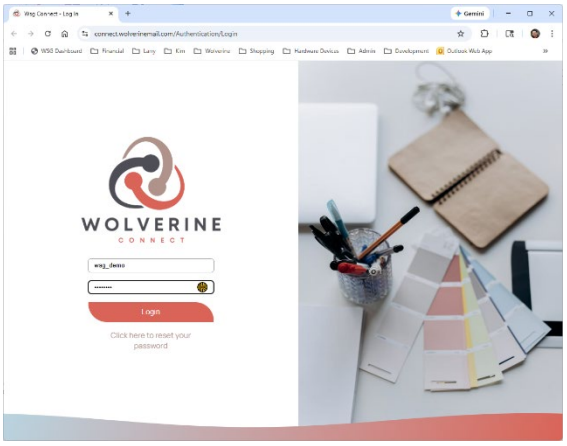
No Software Required
Browser-based on desktop, tablet, or mobile, nothing to install.

Wolverine Connect is our secure, web-based client portal designed to provide transparency, control, and reporting across the entire print and mail lifecycle. Developed specifically for high-volume transactional environments, the platform gives municipalities and public agencies real-time visibility into production activity, proofing workflows, and mail movement. No special software installation is required the portal is accessible through any modern browser on desktop, tablet, or mobile devices. All activities are time-stamped and logged, providing a documented record for audit purposes.

01 User-Based Logins & Role Controls

Wolverine Connect utilizes role-based user authentication to ensure that access aligns with each individual's responsibilities. User permissions are configured to control visibility and authority levels across the platform, allowing organizations to maintain internal security policies while providing appropriate operational access.

The login process is straightforward and secure, and users are guided through a clear dashboard upon entry. This structured access model supports accountability, data protection, and operational efficiency.

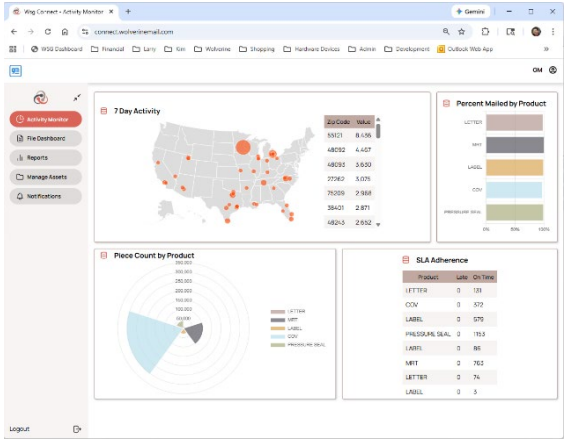


Login & authentication screen

02 Multi-Factor Authentication & Security

Security is foundational within Wolverine Connect. The portal supports multi-factor authentication to provide an additional layer of protection beyond traditional credentials. Authentication methods can be configured to align with client security standards and IT policies.

Additional safeguards include encrypted data transmission, enforced role-based access controls, session timeout management, IP monitoring, and comprehensive audit logging, ensuring sensitive customer data remains protected while maintaining a smooth user experience.



Activity monitor, volume, product mix & SLA adherence

03 Executive-Level Dashboards

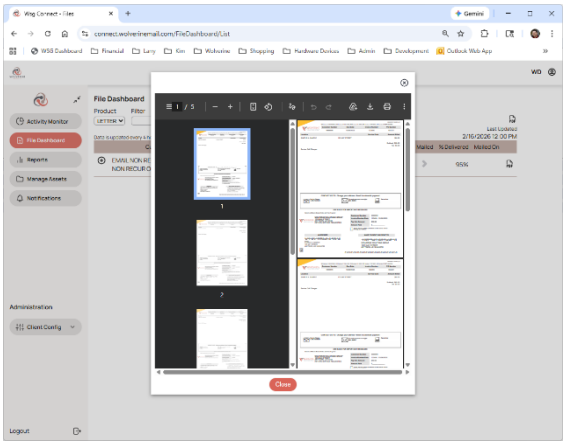
Wolverine Connect includes executive dashboards designed to provide leadership with immediate, high-level program insight without requiring detailed operational navigation.

Dashboards display production cycle status, volume summaries, postage metrics, USPS delivery performance statistics, and exception reporting in a clear, visual format. This consolidated view allows decision-makers to quickly evaluate program performance and operational trends at a glance.

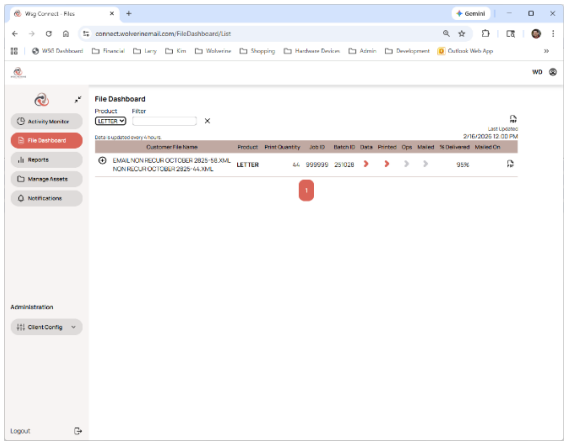
04 Online Proofing & Approval

Wolverine Connect provides secure online proofing capabilities that allow clients to review and approve documents electronically prior to production. Proofs are presented within the portal in a format that is easy to review, zoom, and navigate.

Approvals are completed directly within the system and are time-stamped and logged, creating a documented audit trail. Production does not begin until approval is recorded, ensuring compliance with internal review requirements.



File Dashboard, inline document proofing & review



File Dashboard, live production status per billing cycle

05 Real-Time Production Visibility

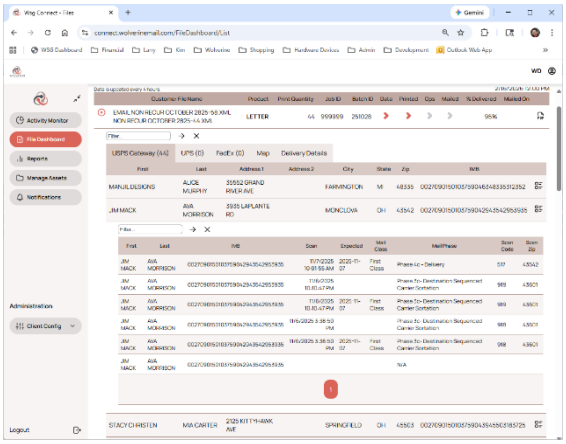
The platform provides continuous visibility into each production cycle from data receipt through mail induction. Clients can confirm file receipt, monitor proof status, track production progress, and view mail induction milestones in real time.

Status indicators are clearly displayed, making it easy for users to determine exactly where a job stands in the workflow. Each production event is time-stamped and recorded, eliminating uncertainty and reducing manual status inquiries.

06 USPS Mail Tracking & Delivery Statistics

Where Intelligent Mail Barcode tracking is applied, Wolverine Connect provides postal visibility from induction through delivery scans. Clients can monitor mail entry confirmation, USPS processing activity, delivery performance trends, and in-home timing statistics by billing cycle.

This information is presented in an easy-to-understand format that supports improved forecasting and enhanced customer service responsiveness.



USPS Gateway, IMB tracking from induction to delivery

08 User Training & Ongoing Support

07 Reporting & Data Export

Wolverine Connect includes robust reporting tools that allow clients to generate and export operational data. Reporting capabilities include production summaries, volume tracking, postage analysis (future release), and performance metrics by billing cycle.

Reports can be filtered by date range or production cycle and exported in standard formats to support financial reconciliation, internal reporting, and audit preparation.

Wolverine provides comprehensive user training for all authorized personnel. Training can be conducted live virtually, in person, or through pre-recorded sessions accessible at any time.

Ongoing support is available through the dedicated Account Manager and Client Services Representative, ensuring confident adoption across operational, financial, IT, and executive teams.

Summary

Wolverine Connect delivers a secure, user-friendly platform that combines online proofing, real-time production visibility, executive dashboards, and postal tracking within a single interface. Supported by structured training and dedicated client service, the system promotes transparency, accountability, and operational efficiency across every billing cycle.

- Secure role-based access & MFA
- Executive dashboards & KPI views
- Real-time production status
- No software installation required
- Online proofing with audit trail
- USPS IMB mail tracking
- Reporting & data export tools
- Structured training & dedicated support

WOLVERINE SOLUTIONS GROUP

Electronic Payment & Presentment Platform

A complete walkthrough of the WSG secure client payment portal — from login to receipt, and everything in between.

wolverinemail.com | Detroit, MI | (313) 873-6800

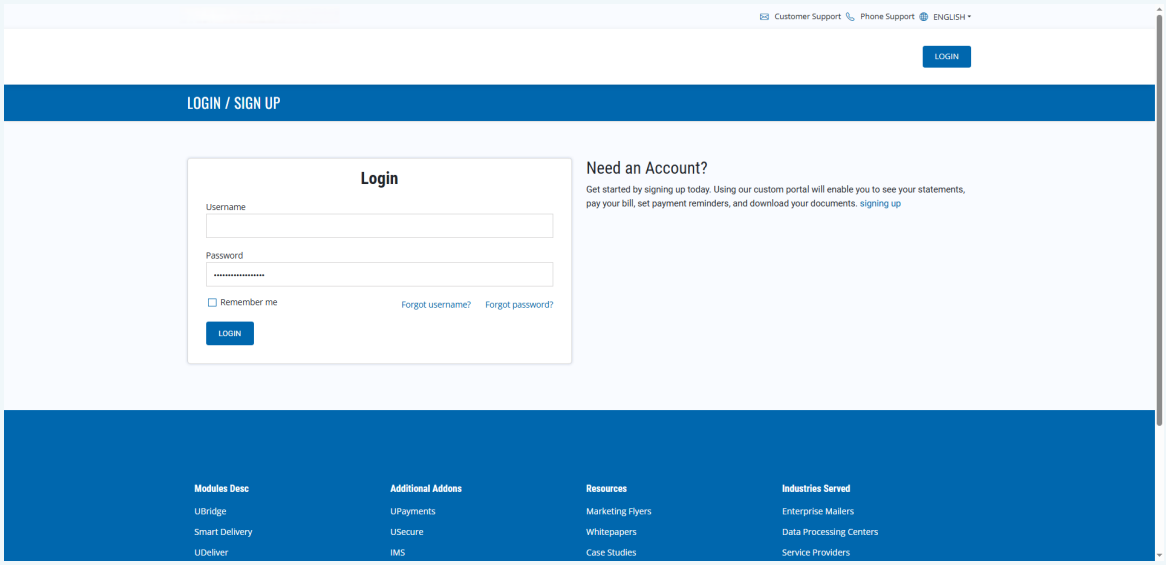
Portal Walkthrough

The following pages provide a step-by-step walkthrough of the Wolverine Solutions Group secure electronic payment and presentment portal. Each screen is designed to provide utility customers with a seamless, intuitive experience, from initial login through final receipt. The platform is fully PCI-compliant, browser-based, and requires no software installation.

PCI Compliant	Multi-Method	Any Device	Real-Time
End-to-end secure payment processing	Credit, debit, ACH, check & more	Desktop, tablet, and mobile ready	Instant confirmations & receipts

1 Secure Login & Account Access

PCI-compliant portal entry with self-service enrollment



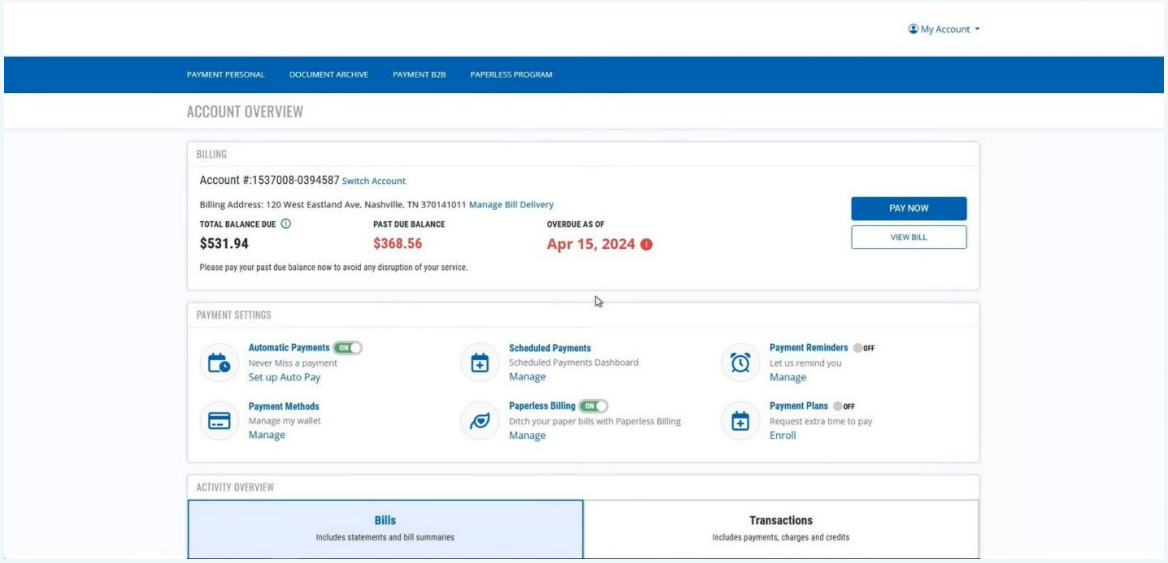
Customers access the portal through a secure, branded login screen that supports both returning users and new account registration. The sign-up flow is streamlined, customers who enroll gain immediate access to their statements, payment history, and billing preferences without requiring phone or in-person interaction.

The portal supports single sign-on, multi-factor authentication, and language preferences, ensuring accessibility and security for all customer segments.

- ✓ Secure username & password login
- ✓ New account self-enrollment
- ✓ Multi-factor authentication support
- ✓ Language & accessibility options
- ✓ Forgot username / password recovery
- ✓ Customer support links on-screen

2 Full Account Overview & Control Center

Billing summary, settings, schedules, and payment preferences in one view



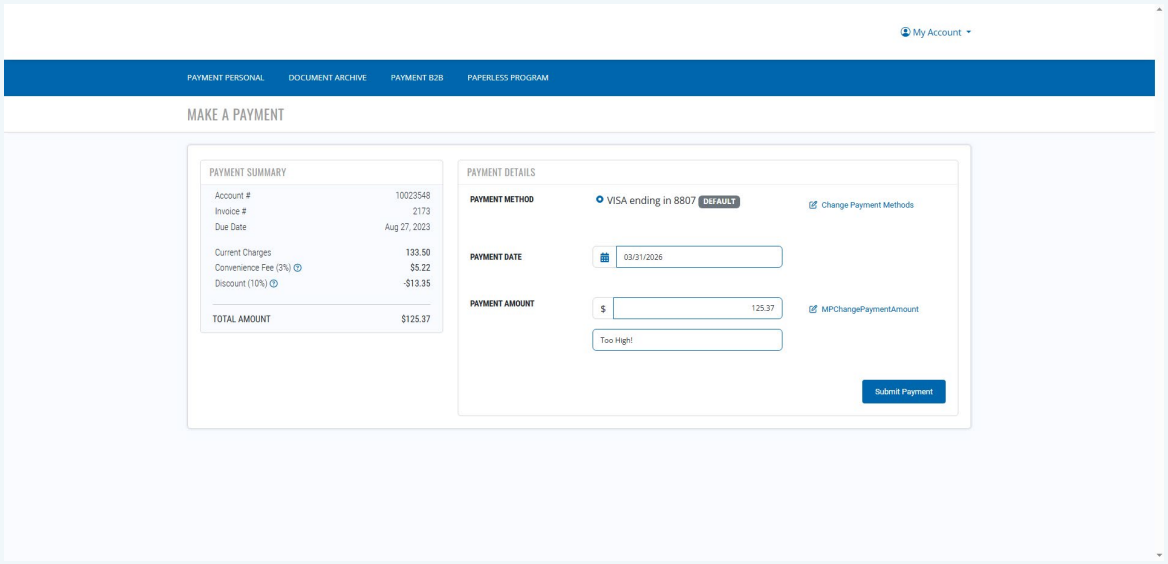
Once logged in, customers land on a comprehensive account dashboard that displays their current balance, past-due balance, and next due date at a glance. From this single screen, customers can manage every aspect of their billing relationship, no phone calls are required.

The dashboard surfaces six key control panels: Automatic Payments, Payment Methods, Scheduled Payments, Paperless Billing, Payment Reminders, and Payment Plans. Each can be toggled and configured independently to match the customer's preferences.

- ✓ Total & past-due balance display
- ✓ One-click "Pay Now" button
- ✓ Automatic payment enrollment
- ✓ Scheduled payments dashboard
- ✓ Paperless billing toggle
- ✓ Payment reminder configuration
- ✓ Payment plan enrollment
- ✓ Bills & transactions activity view

3 Make a Payment

Flexible payment methods with stored wallet and real-time amount validation



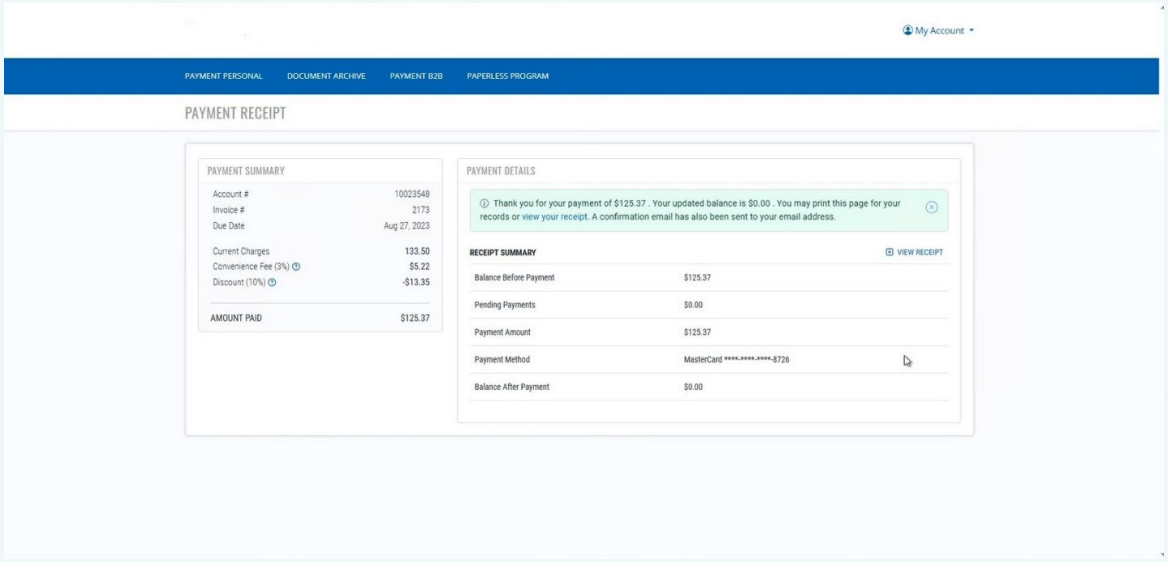
The payment screen presents a clean, two-panel layout: a Payment Summary on the left confirms account number, invoice number, due date, current charges, convenience fee, and any applicable discounts, so customers always know exactly what they are paying before submitting.

On the right, customers select their payment method from stored cards or add a new one, choose a payment date, and enter or adjust the payment amount. The system validates input in real time, flagging any issues before submission.

- ✓ Credit card payments (Visa, MC, Amex, Discover)
- ✓ ACH / eCheck bank transfers
- ✓ Stored card electronic wallet
- ✓ Partial & full payment options
- ✓ Convenience fee disclosure
- ✓ Early pay discount application
- ✓ Future-dated payment scheduling
- ✓ Real-time amount validation

4 Instant Payment Receipt — On-Screen

Visual confirmation displayed immediately upon successful payment



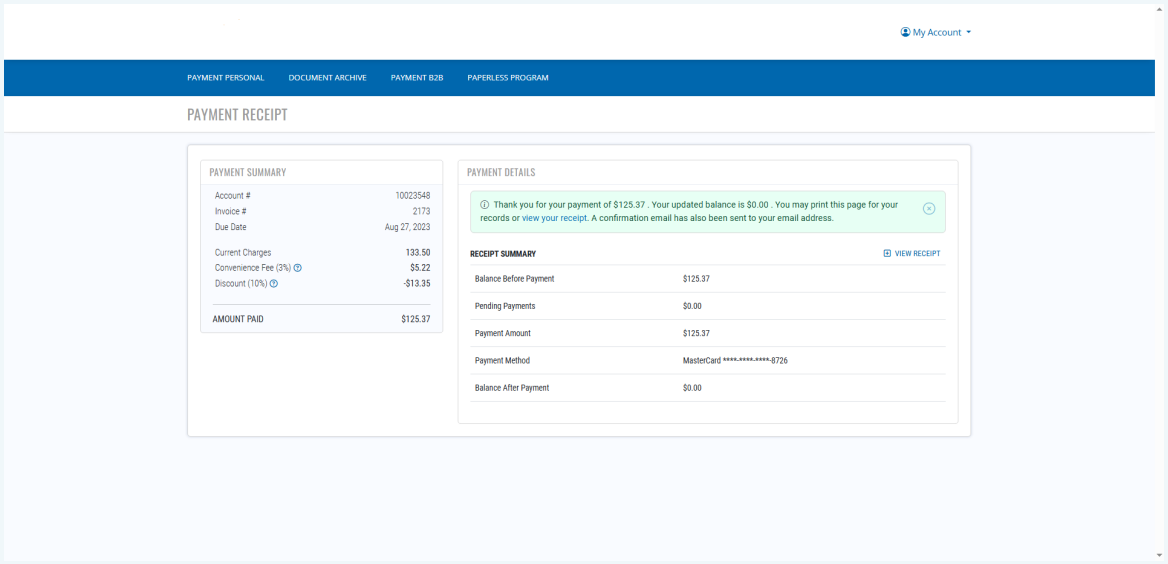
Immediately upon payment submission, customers receive a full on-screen receipt that confirms every detail of the transaction. The receipt is structured in two panels: Payment Summary (charges, fees, discounts, and amount paid) and Payment Details (balance before payment, payment amount, payment method used, and updated balance after payment).

A success confirmation banner at the top of the screen guides customers to print the receipt or view a formatted version. A confirmation email is simultaneously dispatched to the customer's email address on file.

- ✓ Instant on-screen receipt display
- ✓ Balance before & after payment shown
- ✓ Full payment method confirmation
- ✓ Printable receipt format available
- ✓ Automatic email confirmation sent
- ✓ Linked to transaction history

5 Detailed Receipt View & Document Archive

Complete transaction record with archive access and email delivery



The detailed receipt view presents the complete transaction record in a structured, easy-to-read format. Customers can view the receipt inline, print it directly, or access it later through the Document Archive tab, which stores all past statements and receipts for reference.

Every receipt is permanently stored in the customer's account archive, ensuring a complete, auditable payment history is always accessible. This reduces inbound customer service calls and gives customers the documentation they need for their own records.

- ✓ Full itemized receipt on demand
- ✓ Balance before & after confirmed
- ✓ Masked payment method shown for security
- ✓ View Receipt button for formatted view
- ✓ Stored permanently in document archive
- ✓ Accessible from any device at any time

WSG Electronic Payments Platform

ONE SIMPLE SOLUTION — FOR A BETTER CUSTOMER EXPERIENCE

Customers today expect bill payment solutions that are simple, convenient, and fast. Wolverine Solutions Group answers that demand with a powerful electronic bill presentment and payment (EBPP) platform that adds full-scale ePayment functionality to your existing utility billing operation, with no costly or time-consuming IT intervention required.

The WSG payment platform is designed to generate, deliver, and receive payments automatically across multiple channels. It receives and adjusts PDFs and structured data files from your current billing system, making it compatible with virtually any existing infrastructure. This is a new revenue stream and a new level of service for your customers, deployed on your timeline.

"Wolverine's integrated payment processing helps utilities get paid faster, better manage cash flow, and provide customers with the convenience and security they expect."

Secure, Flexible & Full-Featured

With so many digital payment methods available credit cards, debit cards, ACH, mobile wallets, and more, utilities must offer variety to meet customer expectations. The WSG payment platform is a secure, PCI-compliant solution that supports multiple payment methods and delivers electronic bills, invoices, or notices through each customer's preferred channel: print, email, or text.

Additional payment capabilities include partial payments, over-payments, future and recurring payments, one-time guest payments, convenience and service fees, late fees, and discounts, giving both the utility and the customer maximum flexibility in managing their account.

✓ Secure PCI-compliant payment processing	✓ Quick deployment, no heavy IT lift
✓ Collect payments via web, mobile, SMS & IVR	✓ Convenience fees & service fees
✓ Direct integration with payment processors	✓ Fast approvals & structured onboarding
✓ Credit card & ACH / eCheck payments	✓ Payment late fees & early discounts
✓ Low processing rates & transparent fees	✓ Extensive reporting dashboard
✓ Future-dated & recurring payments	✓ Payment credits & balance adjustments
✓ User-friendly payment interface	✓ Store up to 10 payment types per customer
✓ One-time guest payment option	✓ Payment plan enrollment & management

Reach Customers on Their Own Terms

The WSG payment platform is more than a simple e-Presentment solution. As customer payment preferences continue to evolve, our platform provides a secure payment processing environment that focuses on end-user convenience, communicating with and receiving payments from customers through the channel they prefer, whether that is print, email, or SMS text.

Preference management is built directly into the platform. Every customer account carries linked communication and billing preferences, ensuring that each interaction is routed correctly without manual intervention. Customers who prefer paper continue to receive printed statements. Customers who prefer digital get email or text notifications with a secure payment link. Both can pay online, by phone, or through a mobile device.

Email Delivery

- Branded HTML bill notifications
- Secure payment link included
- Delivery & open tracking
- Automated due-date reminders
- Paperless enrollment management

SMS / Text

- Text-to-pay short codes
- Balance due notifications
- Payment confirmation texts
- Opt-in / opt-out management
- Integrates with IVR systems

Print & Mail

- Physical statement production
- QR code for online payment
- Return envelope included
- USPS First Class delivery
- Intelligent Mail tracking

The WSG Platform Advantage

Wolverine's electronic payment platform integrates directly with leading payment gateways and processors, including FIS/Worldpay and First American Payment Systems, ensuring competitive processing rates and broad payment network access. The platform is deployed once and scales across multiple billing cycles, customer segments, and delivery channels without rebuilding.

1	Quickly add EBPP, e-Bill, or payment processing with full site branding and security, without costly IT projects.
2	Easily send electronic bills, invoices, or notices through each customer's preferred channel (print, email, or text).
3	Securely receive payments on your customers' behalf through a PCI-compliant environment.
4	Reduce DSO and streamline the Revenue Cycle Management process through automation and real-time reporting.
5	Set up the application once and deploy it across multiple customer segments and delivery channels simultaneously.
6	Expand your service portfolio, utility billing, collection notices, payment plans, and e-presentment in one platform.

Reporting, Administration & Integration

The WSG platform includes a comprehensive reporting dashboard that gives administrators real-time visibility into bill presentment and payment activity across the entire portfolio. Reports can be filtered by date range, billing cycle, payment method, or customer segment and exported in standard formats to support financial reconciliation, audit preparation, and operational review.

Payment and notification data is transmitted securely back to the utility's Customer Information System (CIS) in real time or on a scheduled basis, ensuring that account balances, payment status, and delivery preferences remain synchronized without manual data entry. Our implementation team works directly with your IT and billing staff to configure workflows, define business rules, and test integration points before go-live.

✓ Real-time payment activity dashboard	✓ Role-based admin access controls
✓ Transaction reporting by cycle or date range	✓ Audit log for all system activity
✓ Postage & delivery cost tracking	✓ Custom report exports (CSV, PDF)
✓ Exception and failed-payment reporting	✓ Payment gateway reconciliation
✓ CIS integration for automatic account updates	✓ Chargeback & dispute management tools

Security & Compliance

Security is foundational to the WSG payment platform. Every component, from data transmission to payment processing to document storage, is governed by strict security controls aligned with industry standards for regulated utility environments.

PCI DSS Compliance

All payment card data is handled in a fully PCI-compliant environment using industry-standard encryption, tokenization, and secure authentication protocols. Cardholder data is never stored on Wolverine's production systems.

SOC 2 Type II Certified

Wolverine's broader infrastructure, including data intake, processing, and storage, is governed by our SOC 2 Type II certification, providing independent attestation of our security, availability, and confidentiality controls.

Encrypted Data Transmission

All data, billing files, payment data, and customer information, is transmitted using encrypted SFTP or HTTPS protocols with role-based access controls and session monitoring.

Tokenization & Stored Wallet

Payment method tokens replace raw card data in all stored records. Customers can securely save up to 10 payment methods in their digital wallet without exposing sensitive account data.

One Platform. Every Channel. Zero Gaps.

Wolverine Solutions Group delivers seamless, fully integrated electronic bill presentment and payment solution that grows with your utility, from basic PDF delivery to a full-featured, multi-channel payment ecosystem with automated notifications, recurring billing, and real-time reporting.

Stacey Blue | Senior Sales Executive

313.871.3547 Direct | 313.399.7772 Mobile | sblue@wolverinemail.com

wolverinemail.com

Pricing & Project Timeline

One-Time Implementation Investment

TOTAL ONE-TIME IMPLEMENTATION COST: $0.00 (Implementation Costs Waived)

Includes: Project Management & Governance • Requirements Gathering • Technical Design & Architecture • Data Mapping • Document Template Design • Integration Setup • Environment Setup • QA & Testing • UAT Support • Training • Production Deployment Support

Notes:

- Postage is billed at actual USPS rates at time of mailing
- Volume assumptions based on provided estimates; pricing may be tiered based on actual volumes (for variance greater than 30% from RFP)
- Fee adjustments no more than once every 12 months based on CPI, beginning second anniversary of Agreement; 90-day written notice

Frequently Asked Questions

What resources does your organization have to support high-volume municipal print and mail programs?

Wolverine operates large-scale, secure facilities with high-speed full-color variable data print platforms, 20+ high-speed intelligent inserting systems supporting selective insertion and variable page counts, and USPS-certified presort/postal optimization software. Our experienced team (programmers, data analysts, postal specialists, production supervisors, QA personnel, client services) fully supports municipal and utility billing environments without reliance on subcontractors.

What is your standard process and timeline from receipt of data to mail induction?

Upon secure receipt of data via encrypted transfer, files are logged and immediately validated through automated integrity checks. Address hygiene, presort optimization, and document composition are performed. Proofs are generated for electronic client approval. Following approval, documents move directly into print, insert, and mail preparation. Mail is typically inducted into USPS within one business day; same-day processing is available when data is transmitted and approved early.

What document design, programming, and composition capabilities do you provide?

Our platform supports full-color layouts, conditional messaging, dynamic tables, usage charts, graphs, branding elements, and data-driven formatting. Layouts auto-adjust based on field values, account attributes, or billing conditions. We support accumulation of totals, grouping logic, aggregation, suppression rules, multi-account consolidation, multiple meter presentation, and selective envelope suppression.

How do you ensure billing accuracy and quality control?

QA is embedded at every stage: automated file balancing, dollar total reconciliation, page count verification, barcode validation, insert matching, and envelope integrity checks, complemented by manual QC at every phase. Spoiled documents and reprints are logged and reconciled. Exception reporting confirms all records are accounted for before mail induction.

What security measures protect customer data?

Encrypted file transfer (SFTP/SSH, AES-256), role-based access controls, network monitoring, secure production zones, controlled document handling, and employee confidentiality agreements. Backups are fully immutable. Documented retention and destruction policies enforced per contractual requirements. SOC 2 Type II audited.

Do you provide online proofing, tracking, and job visibility?

Yes, via Wolverine Connect. Clients review and approve proofs electronically, confirm data receipt, monitor production milestones, and track mail induction status. The portal also offers document archiving, downloadable PDFs, role-based access, and detailed production history. IMb reporting provides delivery progress visibility.

Can you support selective inserting and conditional messaging?

Yes. Selective insertion is controlled through account-level data indicators. Multiple conditional message zones can be populated dynamically for service alerts, promotions, high-usage alerts, payment reminders, or regulatory disclosures. Messaging updates occur at each billing cycle, subject to production cutoffs and proof approval.

How do you manage address certification and postal optimization?

All records processed through USPS-approved CASS certification and NCOA. Mail presorted for optimal discounts and delivery efficiency. Non-certifiable address reporting provided within agreed timelines. Postal specialists continuously monitor programs and promotions to reduce costs and improve delivery performance.

What insert and enclosure capabilities do you offer?

Full-service printing and intelligent insertion for formats from partial sheet inserts to full-page inserts. Insert inventory tracked and reconciled per production cycle. Electronic files are preferred for optimal quality. Insert deadlines coordinated during implementation to align with production schedules and SLAs.

How is client service handled?

Every client has a dedicated Account Manager and Client Services Representative, never routed through a general queue. Wolverine Connect provides real-time self-service for routine inquiries. The dedicated team manages special requests, schedule adjustments, and escalations, and remains available throughout business hours for relationship-driven support.

What is your typical production capacity and turnaround time?

We routinely manage high-volume transactional programs processed daily, weekly, and monthly. Infrastructure supports same-day or next-business-day production following client approval. High page-count, variable page, and oversized formats are supported through automated workflows that maintain postal compliance while minimizing manual handling.

What disaster recovery and business continuity measures are in place?

Dual geographically separated production facilities (250,000+ sq ft combined). Immutable cloud-based backups with continuous replication. RTO: < 4 hours. RPO: < 15 minutes. Redundant infrastructure, documented response plans, and cross-trained personnel ensure continuity under any conditions.

Assumptions & Closing Statement

Assumptions

Artwork & Templates

- Envelope artwork, logos, and seals supplied in high-resolution, print-ready formats
- All mandated forms and templates provided in PDF or other print-ready formats

Data & File Inputs

- Complete data layouts and data dictionaries supplied prior to implementation
- Data files delivered within established timelines; address data complete, current, and accurate

Scheduling & Approvals

- Annual mailing calendar provided or created jointly
- Proofs reviewed promptly; written approval required before production, time is of the essence

Postage & Billing

- A pre-funded postage escrow account established prior to first mail drop (unless utilizing client permit)
- Billing based on actual quantities produced and mailed
- Actual postage invoiced based on qualifications per mail drop

System Credentials

- All login credentials, naming conventions, and directory paths required for upload processes provided in advance

Closing Statement

Wolverine Solutions Group appreciates the opportunity to respond to the City of Dearborn Heights request for proposal. We are confident that our 48+ years of experience, our scalable infrastructure, our commitment to compliance, quality, and service, and our geographic presence make us uniquely qualified and a highly dependable partner.

Our fully integrated, end-to-end solution eliminates the inefficiencies and risks of multi-vendor environments. By managing data intake, document composition, print and mail production, and electronic presentment within a single organization, we provide complete accountability and unmatched responsiveness. Through Wolverine Connect, your team will have real-time insight into every stage of the process, reducing uncertainty and empowering your team to serve constituents with confidence.

WOLVERINE SOLUTIONS GROUP — AT A GLANCE

48+ years delivering mission-critical communications for utilities, municipalities & regulated industries

Detroit-based; mail inducted at USPS Metroplex in Pontiac, MI

SOC 2 Type II • USPS Seamless Acceptance • FSC Certified • PCI-DSS Aligned • NIST Framework

Single-source solution: data intake → composition → print & mail → electronic presentment

Wolverine Connect™: real-time production visibility, proofing, reporting, and admin controls

Redundant Capacity • RTO < 4 hours • RPO < 15 minutes • Immutable cloud backups

Sincerely,

Stacey Blue
Senior Sales Executive
Wolverine Solutions Group
313.871.3547 Direct
313.399.7772 Mobile
sblue@wolverinemail.com

PRINTING SYSTEMS

Michigan Election Clients

Michigan Counties | Cities | Townships | Election Jurisdictions Served

The following represents a selection of election jurisdictions served by Printing Systems across Michigan. **Printing Systems is a wholly owned subsidiary of Wolverine Solutions Group**. These long-standing client relationships reflect our commitment to accuracy, reliability, and responsive service at every level of government.

24	96	91	211
Michigan Counties	Michigan Cities	Michigan Townships	Total Michigan Jurisdictions

Michigan Counties (24)

– Berrien County	– Clinton County	– Emmet County	– Genesee County
– Gladwin County	– Grand Traverse County	– Hillsdale County	– Huron County
– Ingham County	– Iosco County	– Kalamazoo County	– Kent County
– Lapeer County	– Macomb County	– Monroe County	– Muskegon County
– Oakland County	– Otsego County	– Ottawa County	– Roscommon County
– Saginaw County	– Shiawassee County	– Tuscola County	– Washtenaw County

Michigan Cities (96)

– City of Adrian	– City of Allen Park	– City of Ann Arbor
– City of Auburn Hills	– City of Bay City	– City of Benton Harbor
– City of Birmingham	– City of Bloomfield Hills	– City of Brighton
– City of Canton	– City of Cedar Springs	– City of Center Line
– City of Chelsea	– City of Clawson	– City of Dearborn Heights
– City of DeWitt	– City of East Grand Rapids	– City of Eastpointe
– City of Farmington	– City of Farmington Hills	– City of Fenton
– City of Flat Rock	– City of Flint	– City of Frankenmuth
– City of Fraser	– City of Garden City	– City of Grand Haven
– City of Grand Rapids	– City of Grandville	– City of Grosse Pointe Park
– City of Harper Woods	– City of Hazel Park	– City of Highland Park
– City of Holland	– City of Howell	– City of Hudsonville
– City of Huntington Woods	– City of Ionia	– City of Iron Mountain
– City of Jackson	– City of Kentwood	– City of Lathrup Village
– City of Livonia	– City of Lowell	– City of Madison Heights
– City of Marquette	– City of Marysville	– City of Milan
– City of Monroe	– City of Mount Clemens	– City of Mount Morris
– City of Mount Pleasant	– City of Muskegon	– City of Muskegon Heights

– City of New Baltimore	– City of Niles	– City of North Muskegon
– City of Northville	– City of Norton Shores	– City of Novi
– City of Oak Park	– City of Owosso	– City of Plymouth
– City of Pontiac	– City of Port Huron	– City of Richmond
– City of Rochester	– City of Rochester Hills	– City of Rockford
– City of Romulus	– City of Roseville	– City of Royal Oak
– City of Saline	– City of Sault Ste. Marie	– City of South Lyon
– City of Southfield	– City of Southgate	– City of St. Clair
– City of St. Clair Shores	– City of St. Johns	– City of St. Joseph
– City of Sterling Heights	– City of Swartz Creek	– City of Traverse City
– City of Trenton	– City of Troy	– City of Utica
– City of Walled Lake	– City of Warren	– City of Wayne
– City of Westland	– City of Whitehall	– City of Wixom
– City of Wyandotte	– City of Ypsilanti	– City of Zeeland

Michigan Townships & Charter Townships (91)

– Algoma Township	– Alpine Township	– Ann Arbor Township
– Argentine Township	– Atlas Township	– Bath Charter Township
– Benton Charter Township	– Berlin Charter Township	– Bloomfield Charter Township
– Brandon Charter Township	– Brighton Charter Township	– Brownstown Charter Township
– Buena Vista Charter Township	– Cannon Township	– Canton Charter Township
– Carrollton Township	– Chesterfield Charter Township	– Clinton Charter Township
– Coloma Charter Township	– Commerce Charter Township	– Davison Township
– DeWitt Charter Township	– East Bay Township	– East China Charter Township
– Fenton Charter Township	– Flint Charter Township	– Fort Gratiot Charter Township
– Gaines Charter Township	– Garfield Charter Township	– Genesee Charter Township
– Georgetown Township	– Grand Blanc Township	– Grand Haven Charter Township
– Green Oak Charter Township	– Grosse Ile Township	– Hamburg Township
– Hampton Charter Township	– Harrison Charter Township	– Highland Charter Township
– Holland Charter Township	– Huron Charter Township	– Independence Charter Township
– Kalamazoo Township	– Lake Charter Township	– Larkin Charter Township
– Lincoln Charter Township	– Lyon Charter Township	– Macomb Township
– Monroe Charter Township	– Montrose Charter Township	– Mount Morris Charter Township
– Mundy Charter Township	– Muskegon Charter Township	– Niles Charter Township
– Northfield Township	– Northville Charter Township	– Oakland Charter Township
– Oceola Township	– Orion Charter Township	– Oscoda Charter Township
– Oshtemo Township	– Owosso Charter Township	– Oxford Charter Township
– Peninsula Township	– Pere Marquette Charter Township	– Pittsfield Charter Township
– Plymouth Charter Township	– Port Huron Township	– Portsmouth Charter Township
– Putnam Township	– Richfield Township	– Robinson Township
– Royal Oak Charter Township	– Salem Township	– Scio Township
– Shelby Charter Township	– Spring Lake Township	– Springfield Charter Township
– St. Joseph Charter Township	– Sumpter Township	– Superior Charter Township
– Texas Township	– Tittabawassee Township	– Tyrone Township
– Union Charter Township	– Washington Charter Township	– Waterford Charter Township
– Watertown Charter Township	– West Bloomfield Charter Township	– White Lake Charter Township

50 Years of Election Experience. Nearly a Half Billion Ballots Printed.

Because every vote, every voice, and every community counts.

CITY OF DEARBORN HEIGHTS

Water Billing Department

REQUEST FOR BIDS

Printing and Mailing Services — Water Bills and Related Mailings

Issue Date:	June 18, 2026
Bid Submission Deadline:	**July 2, 2026, 4:00 P.M. EST**
Questions Deadline:	June 25, 2026, 5:00 P.M. EST
Submit Bids To:	bidnetdirect.com/mitn/city-of-dearborn-heights
Contact / Questions:	Rachel LaPointe, Director of Water Billing, 313-791-3456, rclapointe@dearbornheightsmi.gov

PART I — RFB TERMS AND SPECIFICATIONS

1. PURPOSE AND OVERVIEW

The City of Dearborn Heights Water Billing Department invites sealed bids from qualified vendors to provide comprehensive printing and mailing services for water bills, annual notices, postcards, and other related mailings. The awarded contract will be for an initial one (1) year term with the option to renew for up to two (2) additional one-year terms, subject to satisfactory performance and mutual agreement.

The City of Dearborn Heights serves approximately 1,200 commercial customers who are billed monthly and approximately 21,250 residential customers billed every two months. The Water Billing Department currently handles all printing needs in-house and seeks to outsource the regular bill printing and mailing to a qualified contractor, with an option to perform additional print and mail jobs as needed.

The Water Billing department utilizes BS&A software for utility billing and Neptune water meters. Bills need to be printed in compliance with our bank, JP Morgan Chase. Our bills are currently printed on white 8 ½ x 11” paper, bottom third perforated, single sided, color, and mailed in a #10 windowed envelope with a #9 return envelope (currently preprinted).

2. SCOPE OF SERVICES

The selected vendor shall provide all printing, finishing, inserting, and postal preparation services described below. Vendor unit pricing does not include postage. The vendor shall advance postage on behalf of the City and bill it as a separate pass-through line item on monthly invoices at actual USPS rates with no markup.

Description	Frequency	Est. Annual Qty	Current Specs
Residential water bill — printed, folded, inserted with return envelope, and mailed.	Every 2 months	127,350	Color, 8½×11, bottom perforated, single sided
Commercial water bill — printed, folded, inserted with return envelope, and mailed.	Monthly	14,640	Color, 8½×11, bottom perforated, single sided
Ad hoc/One-off mailings — printed, folded, inserted, and mailed.	Variable	Variable	Color, 8½×11, single or double sided
Postcard mailing — printed and mailed.	Variable	Variable	Color, 4×6, double sided

2.1 Standard Services Required

- Full-color professional printing on standard or specified stock
- Folding and perforating per specification
- Inserting with return envelopes or other inserts as directed by the City
- CASS-certified address processing and USPS NCOA (National Change of Address) compliance
- Postal-drop preparation, including bulk mail sorting, metering, and USPS acceptance
- Digital proof provided to the City for approval before every print run
- Secure, online portal for file submission, proof approval, and job tracking

2.2 File Submission Requirements

The City will supply print-ready design files. The vendor must accept files in PDF format at minimum. The City's data files contain customer personal information and must be treated as confidential.

3. GENERAL REQUIREMENTS

- The vendor must hold an active USPS bulk mail entry permit or demonstrate the ability to use the City's permit.
- All work must comply with applicable USPS regulations for Standard Mail and First-Class Mail.
- All customer data provided by the City must be handled in compliance with applicable privacy laws. Data shall not be used for any purpose other than fulfilling this contract.
- The City reserves the right to perform quality control inspections at the vendor's facility prior to award and at any time during the contract period.

4. BID SUBMISSION REQUIREMENTS

All bids must be submitted in writing and must include a completed copy of the Bid Response Form (Part II of this document). Incomplete submissions may be disqualified.

Submission must also include:

- Cover letter on company letterhead
- Completed Bid Response Form (Part II)
- Minimum three (3) references from similar municipal or governmental clients
- Sample prints / samples of comparable work
- Signed Bid Certification (Section 4 of the Response Form)

5. EVALUATION CRITERIA

Bids will be evaluated on the following criteria. The City reserves the right to award to the vendor offering the best overall value, which may not necessarily be the lowest price.

Criterion	Weight
Pricing — total cost across estimated annual volumes	40%
Experience and qualifications (municipal or comparable clients)	25%
Turnaround time, reliability, and capacity	20%
Proofing process, portal capability, and workflow quality	10%
Data security practices and certifications	5%

6. TERMS AND CONDITIONS

6.1 Contract Term

Initial term of one (1) year from the date of award, with up to two (2) additional one-year renewal options.

6.2 Confidentiality and Data Security

The vendor shall maintain strict confidentiality of all City customer data. Data may not be shared with or sold to third parties. The vendor shall provide a written data security policy upon request and notify the City within 24 hours of any suspected data breach.

6.3 Indemnification

The vendor shall indemnify, defend, and hold harmless the City from any claims, losses, or damages arising from the vendor's performance or failure to perform under this contract.

6.4 Right to Reject

The City reserves the right to reject any or all bids, waive informalities, and award the contract in the best interest of the City.

6.5 Contract Termination

Either party may terminate the contract with thirty (30) days written notice. The City may terminate immediately for cause, including but not limited to failure to meet turnaround requirements, data breach, or quality deficiencies.

6.7 Payment Terms and Invoicing

The vendor shall submit invoices on a monthly basis for all services rendered during the prior calendar month. Each invoice must separately itemize: (a) print and mail services by job, including job description, piece count, unit price, and extended total; and (b) postage costs as a pass-through line item, supported by USPS postage manifests or equivalent USPS acceptance documentation. Postage will be reimbursed at actual cost with no markup.

Payment terms are Net 30 from the City's receipt of a complete, accurate invoice with all required supporting documentation. Invoices that are incomplete or lack required documentation may be returned, and the 30-day period will not begin until a corrected invoice is received. Invoices should be submitted to the City of Dearborn Heights Water Billing Department at the address designated in the executed contract.

6.8 Contract Agreement

Upon award, the City of Dearborn Heights and the selected vendor shall execute a written contract governing the services described in this RFB. The parties may use either: (a) the City's standard contract for services, which is provided in the bid documents; or (b) the vendor's standard service agreement, provided it is reviewed and approved by the City and is consistent with the terms, specifications, and requirements of this RFB. In the event of any conflict between the vendor's service agreement and the terms of this RFB, the terms of this RFB shall prevail. The City reserves the right to require modifications to any vendor-provided agreement prior to execution.

PART II — BID RESPONSE FORM

Complete all sections. Return this entire document as your bid response.

A. VENDOR INFORMATION

Company Name:	
Mailing Address:	
City, State, ZIP:	
Primary Contact:	
Title:	
Phone:	
Email:	
Website:	
Years in Business:	

B. PRICING

All prices must be per-piece unless otherwise noted. Unit pricing must exclude postage — postage is advanced by the vendor and billed as a separate pass-through line item on monthly invoices. Enter N/A if a field does not apply.

B.1 Standard Service Pricing

Service	Unit Price (per piece)	Setup / Plate Fee	Min. Order Charge	Notes / Assumptions
Residential Water Bill – Option 1 -127,350 est. per year -Color, 8½×11, bottom perforated, **single-sided** **-**Printed, folded, inserted into #10 envelope with return envelope				
Residential Water Bill – Option 2 -127,350 est. per year -Color, 8½×11, bottom perforated, **double-sided** **-**Printed, folded, inserted into #10 envelope with return envelope				
Commercial Water Bill – Option 1 14,640 est. per year -Color, 8½×11, bottom perforated, **single-sided** **-**Printed, folded, inserted into #10 envelope with return envelope				
Commercial Water Bill – Option 2 14,640 est. per year -Color, 8½×11, bottom perforated, **double-sided** **-**Printed, folded, inserted into #10 envelope with return envelope				

B.2 Postcard and Ad Hoc Mailing Pricing

For postcards and ad hoc / one-off mailings, fill in all that apply. If you offer tiered pricing, use the quantity ranges below.

Service	Setup / Base Fee	Per Piece 1–999	Per Piece 1,000–4,999	Per Piece 5,000–24,999	Per Piece 25,000+
Postcard, 4×6, color, double-sided					
Ad Hoc / One-Off Mailing, 8½×11, color, **single-sided**					
Ad Hoc / One-Off Mailing, 8½×11, color, **double-sided**					
Ad Hoc / One-Off Mailing, 8½×11, B&W, **single-sided**					
Ad Hoc / One-Off Mailing, 8½×11, B&W, **double-sided**					

B.3 Additional Services and Surcharges

List any additional fees that may apply. Enter $0.00 or N/A if not applicable.

Item	Price / Rate	Notes
Rush / expedited handling surcharge		
Additional insert per piece (e.g., flyer added to envelope)		
Data processing / variable data handling fee		
NCOA / address verification processing fee		
Reprinting due to City-provided file error		
Reprinting due to vendor error		
Other (please describe any other services or options you provide):		

C. TURNAROUND TIME AND SCHEDULING

Turnaround time is measured from the City's final approval of the digital proof to USPS drop/acceptance. Specify business days.

C.1 Standard Turnaround Time by Service Type

Service	Standard Turnaround (business days)	Maximum Capacity per Run
Residential Water Bill		
Commercial Water Bill		
Postcard, 4×6		
Ad Hoc / One-Off Mailing		

C.2 Rush / Expedited Service

Do you offer rush / expedited turnaround?	☐ Yes ☐ No
If yes, minimum rush turnaround time (business days):	
Maximum advance notice required for scheduling a rush job:	

C.3 File Submission Cutoffs

File submission cutoff time to ensure same-day processing start:	
What happens if a file is received after the cutoff?	
Can you accommodate same-day proof approval and next-day processing?	☐ Yes ☐ No

D. PROOFING, APPROVAL, AND FILE SUBMISSION WORKFLOW

D.1 Proofing Process

Do you provide a digital proof before every print run?	☐ Yes ☐ No
Format of digital proof provided:	
How many rounds of revisions are included before additional charges apply?	
What is the typical time from file submission to proof delivery?	
What is your process when the City requests a change after approving a proof?	

D.2 Online Portal / File Submission

Do you provide an online portal for file submission, proofing, and job tracking?	☐ Yes ☐ No
Portal name / URL (or describe if proprietary):	
What functions does the portal support?	
Can the City view real-time status of a job in production?	☐ Yes ☐ No
What file formats do you accept for submission?	
How are files transmitted to your facility (beyond the portal)?	
Dedicated account rep assigned to this contract?	☐ Yes ☐ No
How will the City communicate change requests or special instructions?	

E. DATA SECURITY AND PRIVACY

How is the City's customer data secured in transit and at rest?	
Do you hold any data security certifications (SOC 2, ISO 27001, etc.)?	
How long do you retain the City's customer data after a job is complete?	
What is your policy and procedure in the event of a data breach?	
Will any subcontractors or third parties have access to the City's data?	☐ Yes ☐ No
If yes, identify subcontractors and describe data handling agreements:	

F. MAIL PROCESSING AND POSTAGE

Do you hold an active USPS bulk mail entry unit (BMEU) permit?	☐ Yes ☐ No
Can you process mailings under the City's postage permit account?	☐ Yes ☐ No
Do you provide a USPS acceptance / postage manifest after each drop?	☐ Yes ☐ No
Is CASS certification / address validation included in your standard service?	☐ Yes ☐ No
Do you offer NCOA (National Change of Address) processing?	☐ Yes ☐ No
Do you offer IMB (Intelligent Mail Barcode) tracking?	☐ Yes ☐ No
How do you handle and report returned / undeliverable pieces to the City?	

G. REFERENCES

Provide a minimum of three (3) references from current or recent clients with similar scope (municipal utility billing preferred).

Reference 1

Organization:	
Contact Name:	
Phone / Email:	
Services Provided:	
Approx. Annual Volume:	

Reference 2

Organization:	
Contact Name:	
Phone / Email:	
Services Provided:	
Approx. Annual Volume:	

Reference 3

Organization:	
Contact Name:	
Phone / Email:	
Services Provided:	
Approx. Annual Volume:	

H. EXCEPTIONS AND DEVIATIONS

List any exceptions or deviations from the specifications or terms in this RFB. If none, state “None.” The City reserves the right to reject bids with material exceptions. You may also use this space to note any other comments.

Section	Exception / Deviation	Proposed Alternative

I. CERTIFICATION AND SIGNATURE

By signing below, the authorized representative of the vendor certifies that:

- All information provided in this bid response is true, accurate, and complete.
- The vendor has the legal authority and capacity to enter into a contract with the City of Dearborn Heights.
- The vendor has read, understands, and agrees to the terms and conditions set forth in this RFB.
- The pricing provided is firm for a minimum of ninety (90) days from the bid submission deadline.
- No collusion or conflict of interest exists with respect to this bid.

Authorized Signature:	
Printed Name:	
Title:	
Date:	

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

July 1, 2026

City of Dearborn Heights Water Billing Department
6045 Fenton St.
Dearborn Heights, MI 48127

We understand that the City of Dearborn Heights Water Billing Department aims to adopt a more proactive and cohesive approach to serving its customers. This includes leveraging state-of-the-art technology provided by Arista Information Systems, which will consist of:

- Bill Print and Mail (BPM) Processing Service

The City of Dearborn Heights Water Billing Department currently handles all printing in-house, serving approximately 1,200 commercial customers billed monthly and 21,250 residential customers billed bi-monthly. The Department's goal is to outsource its regular bill printing and mailing — along with annual notices, postcards, and other related mailings — to a qualified contractor, reducing the impact on workflow while increasing the functionality and security of its current processes. Arista's BPM Processing Service is designed to integrate with your existing BS&A billing software and Neptune meter data, maintaining your current bill format — single-sided color printing on 8½ x 11" paper with bottom-third perforation, mailed in a #10 windowed envelope with a preprinted #9 return envelope — while meeting JP Morgan Chase's required compliance standards.

For decades, Arista Information Systems has been a leading authority in multichannel delivery solutions, helping utilities modernize how they communicate with the customers they serve. Today, Arista remains an industry leader, empowering utilities to deliver insightful, high-quality customer interactions across multiple channels.

We are pleased to provide the enclosed proposal from Arista Information Systems, outlining the following resources for your department. Under this agreement, Arista will:

- Facilitate implementation
- Provide training resources
- Provide ongoing support
- Accommodate additional print and mail jobs as needed, beyond regular bill cycles

Thank you for this opportunity to partner with the City of Dearborn Heights Water Billing Department. We are committed to serving our customers above and beyond industry standards and are prepared to support the initial one-year term, with the option to renew for up to two additional years, based on satisfactory performance. We look forward to your feedback and to speaking with you soon.

Kindest regards,

Mary Ellen Warta
Business Development Director
Phone: (404) 917-5010 | Email: maryellenw@meridian.coop

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

PART II — BID RESPONSE FORM

Complete all sections. Return this entire document as your bid response.

A. VENDOR INFORMATION

Company Name:	Arista Information Systems
Mailing Address:	2200 Northmont Parkway, Suite100
City, State, ZIP:	Duluth, GA 30096
Primary Contact:	Mary Ellen Warta
Title:	Business Development Director
Phone:	404-917-5010
Email:	maryellenw@meridian.coop
Website:	www.aristainfo.com
Years in Business:	50

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

B. PRICING

All prices must be per-piece unless otherwise noted. Unit pricing must exclude postage — postage is advanced by the vendor and billed as a separate pass-through line item on monthly invoices. Enter N/A if a field does not apply.

B.1 Standard Service Pricing

Service	Unit Price (per piece)	Setup / Plate Fee	Min. Order Charge	Notes / Assumptions
Residential Water Bill – Option 1 -127,350 est. per year -Color, 8½×11, bottom perforated, **single-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$.135	$150/hour	$500	
Residential Water Bill – Option 2 -127,350 est. per year -Color, 8½×11, bottom perforated, **double-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$.145	$150/hour	$500	
Commercial Water Bill – Option 1 14,640 est. per year -Color, 8½×11, bottom perforated, **single-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$.135	$150/hour	$500	
Commercial Water Bill – Option 2 14,640 est. per year -Color, 8½×11, bottom perforated, **double-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$.145	$150/hour	$500	

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

B.2 Postcard and Ad Hoc Mailing Pricing

For postcards and ad hoc / one-off mailings, fill in all that apply. If you offer tiered pricing, use the quantity ranges below.

Service	Setup / Base Fee	Per Piece 1–999	Per Piece 1,000–4,999	Per Piece 5,000–24,999	Per Piece 25,000+
Postcard, 4×6, color, double-sided	$150/hour	$.14	$.14	$.14	$.11
Ad Hoc / One-Off Mailing, 8½×11, color, **single-sided**	$150/hour	$.135	$.135	$.135	$.115
Ad Hoc / One-Off Mailing, 8½×11, color, **double-sided**	$150/hour	$.145	$.145	$.145	$.125
Ad Hoc / One-Off Mailing, 8½×11, B&W, **single-sided**	$150/hour	$.135	$.135	$.135	$.115
Ad Hoc / One-Off Mailing, 8½×11, B&W, **double-sided**	$150/hour	$.145	$.145	$.145	$.125

B.3 Additional Services and Surcharges

List any additional fees that may apply. Enter $0.00 or N/A if not applicable.

Item	Price / Rate	Notes
Rush / expedited handling surcharge		Not available
Additional insert per piece (e.g., flyer added to envelope)	$.010	Third party inserts
Data processing / variable data handling fee	$0.00	Included
NCOA / address verification processing fee	$0.00	Included
Reprinting due to City-provided file error		same pricing but will be invoiced for services rendered printing
Reprinting due to vendor error		vendor will absorb costs for printing error
Other (please describe any other services or options you provide):		
PDF Archive Service	$.01 per image	
Electronic Bill Payment and Processing (EBPP) Fee Schedule		
Credit Card Merchant ID Initial Setup (one time)	$400	
E-Check Initial Setup (one time)	$400	
Initial EBPP Setup (one time)	$1,500	
Monthly EBPP Service	$300	
Suppressed Account (per BPM pricing above)	$0.07 per statement	
Interactive Voice Response (IVR) Fee Schedule		
Credit Card Merchant ID Initial Setup (one time)	$400	
E-Check Initial Setup (one time)	$400	
Initial IVR Setup (one time)	$1,500	
Lockbox (prcing upon request)		
Premium Communications		
Outbound Text	$0.03	
Inbound Text	$0.01	
Initial Setup Fee (one time)	$500.00	

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

C. TURNAROUND TIME AND SCHEDULING

Turnaround time is measured from the City's final approval of the digital proof to USPS drop/acceptance. Specify business days.

C.1 Standard Turnaround Time by Service Type

Service	Standard Turnaround (business days)	Maximum Capacity per Run
Residential Water Bill	1	None
Commercial Water Bill	1	None
Postcard, 4×6	1	None
Ad Hoc / One-Off Mailing	1	None

C.2 Rush / Expedited Service

Do you offer rush / expedited turnaround?	☐ Yes X No
If yes, minimum rush turnaround time (business days):	
Maximum advance notice required for scheduling a rush job:	

C.3 File Submission Cutoffs

File submission cutoff time to ensure same-day processing start:	We do not offer same day processing but do provide 24 business hour turn times
What happens if a file is received after the cutoff?	
Can you accommodate same-day proof approval and next-day processing?	☐ Yes X No

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

D. PROOFING, APPROVAL, AND FILE SUBMISSION WORKFLOW

D.1 Proofing Process

Do you provide a digital proof before every print run?	☐ X Yes ☐ No
Format of digital proof provided:	PDF
How many rounds of revisions are included before additional charges apply?	3
What is the typical time from file submission to proof delivery?	< 1 hour
What is your process when the City requests a change after approving a proof?	If able to be halted in production and has not been submitted to the USPS, the mailing is deleted or destroyed depending on the current status. Any printed documents are shredded. The mailing is billed for services for the amount of produced material but not for the postage.

D.2 Online Portal / File Submission

Do you provide an online portal for file submission, proofing, and job tracking?	☐ Yes X No
Portal name / URL (or describe if proprietary):	ftp.aristainfo.com
What functions does the portal support?	FTP and SFTP
Can the City view real-time status of a job in production?	☐ Yes X No
What file formats do you accept for submission?	Any fixed position or delimited files, XML, PDF
How are files transmitted to your facility (beyond the portal)?	SFTP
Dedicated account rep assigned to this contract?	☐ X Yes ☐ No
How will the City communicate change requests or special instructions?	via email

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

E. DATA SECURITY AND PRIVACY

How is the City's customer data secured in transit and at rest?	transfer by SFTP
Do you hold any data security certifications (SOC 2, ISO 27001, etc.)?	No
How long do you retain the City's customer data after a job is complete?	45 days
What is your policy and procedure in the event of a data breach?	We have a documented Incident Response Plan and Business Continuity Plan in case of a cybersecurity incident, which governs incident classification, handling procedures, detection and reporting, documentation, communication protocols.
Will any subcontractors or third parties have access to the City's data?	☐ Yes X No
If yes, identify subcontractors and describe data handling agreements:	

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

F. MAIL PROCESSING AND POSTAGE

Do you hold an active USPS bulk mail entry unit (BMEU) permit?	☐ X Yes ☐ No	
Can you process mailings under the City's postage permit account?	☐ Yes X No	
Do you provide a USPS acceptance / postage manifest after each drop?	☐ Yes X No	No, however, we do send a breakdown at processing time.
Is CASS certification / address validation included in your standard service?	☐ X Yes ☐ No	
Do you offer NCOA (National Change of Address) processing?	☐ X Yes ☐ No	
Do you offer IMB (Intelligent Mail Barcode) tracking?	☐ X Yes ☐ No	
How do you handle and report returned / undeliverable pieces to the City?	If the address is deemed completely invalid, the document is programmatically separated and can be returned to the City via USPS, UPS or digitally.	

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

G. REFERENCES

Provide a minimum of three (3) references from current or recent clients with similar scope (municipal utility billing preferred).

Reference 1

Organization:	Village of Newberry
Contact Name:	Amanda Kitzman
Phone / Email:	906-293-5681 / wladminoffice1@newberrymi.gov
Services Provided:	bill, print and mailing services
Approx. Annual Volume:	18,000

Reference 2

Organization:	City of St. Charles
Contact Name:	Angelina DeRosa
Phone / Email:	630-377-4426 / aderisa@stcharlesil.gov
Services Provided:	bill, print and mailing services
Approx. Annual Volume:	147,600

Reference 3

Organization:	City of Winston-Salem
Contact Name:	Ricky Ruvio
Phone / Email:	(336) 747-7423 / rickyr@cityofws.org
Services Provided:	bill, print and mailing services
Approx. Annual Volume:	888,000

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

H. EXCEPTIONS AND DEVIATIONS

List any exceptions or deviations from the specifications or terms in this RFB. If none, state “None.” The City reserves the right to reject bids with material exceptions. You may also use this space to note any other comments.

Section	Exception / Deviation	Proposed Alternative
C.1	Postcard 4 x 6	Postcard 4.25 x 5.5
Purpose and Overview	#9 return envelopes are currently preprinted #10 windowed envelope	#8 5⁄8 single window standard envelope #10 double windowed envelope

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

I. CERTIFICATION AND SIGNATURE

By signing below, the authorized representative of the vendor certifies that:

- All information provided in this bid response is true, accurate, and complete.
- The vendor has the legal authority and capacity to enter into a contract with the City of Dearborn Heights.
- The vendor has read, understands, and agrees to the terms and conditions set forth in this RFB.
- The pricing provided is firm for a minimum of ninety (90) days from the bid submission deadline.
- No collusion or conflict of interest exists with respect to this bid.

Authorized Signature:	Signed by: John Stack 5190909409474 02...
Printed Name:	John Stack
Title:	Senior VP & Chief Financial Officer
Date:	7/2/2026

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

Appendix

Sample Bill Formats & Communication Materials

The following pages contain representative samples of bill formats, envelope layouts, and customer communication materials produced by Arista Information Systems for other utility clients.

Carroll EMC

155 N Hwy 113
Carrollton, GA 30117
Phone: 770-832-3552
www.carrollemc.com

Account Information	
Account Name	SAMPLE
Telephone	
Service Address	123 MAIN ST
Account Number	123-001

Current Month's Usage	Total Amount Due
Previous Reading: 7891 Present Reading: 7936 kWh Usage: 45 kWh Service Period 04/26/22 through 05/04/22	**-$90.15** Bill Date: 05/04/22 Due & payable upon receipt **Due Date: May 18, 2022**

Past Due Balance	$56.00
Current Month's Charges	$12.94
Tax	$0.91
Other Deposit	-$160.00
Current Bill Due	-$146.15
Total Amount Due	**-$90.15**
After 05/18/22 Pay	**-$90.15**
FINAL BILL	
Total Roundup Contribution For Previous Year	$0.59

Power Cost Adjustment (PCA) of $0.0229 per kwh includes $0.0042 interest during construction. Check CEMC's website to see if you're eligible for unclaimed capital credits.

Payment Options

Auto Bank Draft
Auto Credit Card Draft
Online
Mobile App
PaySite™ Kiosks
Phone
Mail

For more information or to chat live with a Member Services Representative, please visit carrollemc.com.

To report a power outage, call 1-877-9-OUTAGE

Find ways to reduce your monthly usage and see if you qualify for our available discounts by visiting carrollemc.com.

PLEASE DETACH AND RETURN BOTTOM PORTION WITH PAYMENT – RETAIN TOP PORTION FOR YOUR RECORDS

GA00340G

Carroll EMC

Carroll EMC
155 N Hwy 113
Carrollton, GA 30117
Return Service Requested

Account Number	123-001
Total Amount Due	**-$90.15**
Past Due After	May 18, 2022
Total If Paid After Due Date	-$90.15

FINAL BILL

**********SNGLP

SAMPLE
PO BOX 123
CHARLOTTE NC 28234

1
1

CARROLL EMC
155 N HIGHWAY 113
CARROLLTON GA 30117-7501

01007 0021 3 0000000000 0000000000 0000000000 0

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

True Natural Gas

EMC Coweta-Fayette

RELYCO Security Resources

SAMPLE
123 MAIN ST
NEWNAN GA 30263

Palmetto Office
807 Collinsworth Road
Palmetto, GA 30268

Newnan Office
14 Hospital Road
Newnan, GA 30263

Fayette District Office
103 Sumner Road
Fayetteville, GA 30214

Service Location: 123 MAIN ST
Phone Number:

Customer Service
Monday - Friday, 8:00 a.m. to 5:00 p.m.
770-502-0226
www.utility.org

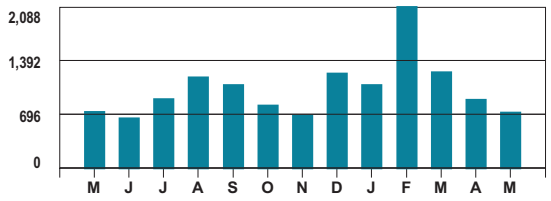
Your Account Number	Statement Date	Total Due Now	Due Date
123456001	05/06/2022	$90.36	05/26/2022

BILL IS DELINQUENT AFTER DUE DATE

Explanation of Charges

Previous Amount Due		$113.20
Payment Received on 04/16/2022		$-118.48
Previous Credit Balance		**$-5.28**
Current Charges		
KWH Usage Charges		$76.08
Power Cost Adj	0.018500	$13.30
Sales Tax		$6.26
Total Electric Charges		$95.64

KWH History



Payment options include:

Automatic Bank Draft
Automatic Credit Card Draft
Phone
Credit Card
E-Check
Internet

TOTAL AMOUNT DUE **$90.36**

After Due Date Pay **$94.56**

Current bill due date does not apply to previous balance due date.

Late Payment Notice: If payment is not made by the due date, balances on electric accounts will incur a 5% charge.

Return Check Fee: Account will be charged a $25.00 fee if your check is returned from the bank unpaid.

Meter Reading Information

Meter Number	Service From	Service To	Days of Service	Begin Read	End Read	KWH Used	Multiplier
1234567	04/03/2022	05/03/2022	30	32,559	33,278	719	1

Cycle	Rate	Bill Type
705	1	Normal

Message Center: We are happy to have you as a customer.
May is electric safety month. Take a look at this month's Powelines for information you can use.

KEEP THIS STATEMENT FOR YOUR RECORDS

PLEASE DETACH AND RETURN THIS PORTION WITH A CHECK OR MONEY ORDER MADE PAYABLE TO COWETA-FAYETTE EMC.
PLEASE DO NOT ENCLOSE CASH.

GA01030F
705

EMC Coweta-Fayette

807 Collinsworth Rd
Palmetto, GA 30268
770-502-0226
Return Service Requested

Account Number	123456001
Total Due	$90.36
Due Date	05/26/2022
Past Due After	05/26/2022
After Due Date Pay	$94.56

**********AUTO**5-DIGIT 30263

SAMPLE
123 MAIN ST
NEWNAN GA 30263

21
4645

COWETA-FAYETTE EMC
SEDC
PO BOX 530812
ATLANTA GA 30353-0812

01022 001 6 0000000000 000009036 000009456 8

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

Payment Options

Mail - Check or Money Order
Branches - In Person (night drop available)
Bank Draft
Credit Card - By phone, in person or over the internet
Credit Card Draft

Payment Assistance

Ga. Department of Human Resources
Low Income Energy Assistance Program
1-877-423-4746

Salvation Army
1-800-25SHARE

Contact customer service for names of local organizations which may provide assistance.

Medical Emergency

Service shall not be disconnected for nonpayment of a bill to a residential customer who has a serious illness which would be aggravated by said disconnection, provided the customer notifies the company of this condition in writing or orally, with a written statement within ten (10) days thereafter from a physician, county board of health, hospital, or clinic identifying the illness, its expected duration and certifying the illness would be aggravated by such discontinuance. Each certification form will be valid for the shorter of the length of such medical condition or one (1) month from the date of certification form. Upon expiration, the customer may file a second certification form which will renew the postponment period. No further renewals of the postponement period will be allowed.

Billing Disputes

If you think your bill is incorrect, or if you need more information about your bill, there are three (3) methods you can contact our office:

Mail: Coweta Fayette EMC
Attention: Customer Service Supervisor
807 Collinsworth Road
Palmetto, Georgia 30268

Fax: 770-251-9788
Email: CustomerService@utility.org

You must notify us within thirty (30) days of the date your bill was produced. You may phone us but doing so will not preserve your rights. In your letter, provide the following information:

- Your name and your Coweta Fayette EMC electric and Natural Gas account number(s)
- The amount in question
- What is believed to be incorrect or what information is desired

You do not have to pay the amount in question while we are investigating your request. Our customer service center can be reached by dialing local 770-502-0226 and selecting option two (2).

Reporting Power Outages

Before contacting Coweta Fayette EMC concerning a power outage check your fuses or breakers, also contact neighbors if possible to insure there are no local issues. Call our 24 hour service at 770-502-0226 and select option one (1) from our main menu for automated services. Once you are connected to the automated services system, select option one (1) to report a power outage. If your telephone number is recognized an outage ticket will be opened automatically. If your telephone number is not recognized, you will be required to enter your account number. To make sure we have your current phone number you can contact customer service during normal business hours to verify.

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

MAY 2022 A Newsletter From

powerlines

Coweta-Fayette EMC
True Natural Gas
RELYCO Security Resources

Mary was having a good time hanging out with a friend. Realizing a storm was brewing, she pulled the weather card and used it as an excuse not to leave. As teens often do, Mary led with her most compelling reason. "Oh no, I can't come home right now. It's dangerous," referring to the half-hour drive.

Her mom, however, was not buying what Mary was selling. Karen Gehrig's maternal instinct kicked in, and like moms everywhere, she wanted her daughter home before the skies opened. Mary reluctantly headed home around 9 p.m.

On any other evening, 17-year-old Mary's protest about coming home mixed with a smidge of teenage attitude might have been nothing out of the ordinary. Everyone in the family would be safe and sound and come morning, they would make small talk over breakfast. However, on this night, the evening unfolded in a way that no one would have anticipated.

Her ride home started fine. It was raining, but nothing Mary couldn't handle. "I've never really been afraid to drive in storms; I'm pretty good with them," she explained.

But as she got closer to home, things took a turn for the worse. Mary recalls that many cars had pulled off to the side of the road due to low visibility caused by torrential rains, but since she was almost home, she thought she would keep going.

However, the storm took a drastic turn and got so bad that she was driving blind.

After she made one of her last turns onto a county road, she said that flashes of lightning illuminated glimpses of white lines in the distance, but she could not tell what they were. As she got closer, she realized that there was nothing small about the linear obstructions strewn across the roadway.

"By the time I realized it's on the road, it's big and I was not going to (be able to) drive over it. I was like, I am going to hit this," Mary recalls. She slammed on the brakes and her car struck whatever was in the road. She said her next thought was, "Oh my gosh, what did I do."

What she hit was a massive, high-voltage transmission power line that was no longer hanging in its proper place. The wrath of the storm had damaged several structures and brought down large lines. Mother Nature's fury bent many of the transmission structures in half due to the wind shear.

Although transmission towers are designed to withstand all kinds of conditions, many were irreversibly damaged due to the storm system which became more volatile than originally forecasted.

"You're looking at all these towers, and they're doing toe touches," said Chris Gehrig, Mary's dad.

After Mary's car came to a stop, she says it began malfunctioning and was rendered undrivable. It was a life-changing moment that could have gone either way, depending on what she did next.

Fortunately, Mary's next thought was to call her parents.

"When we learned that she had hit a power line," her dad Chris recalls, he told Mary in no uncertain terms to, "Stay put. Don't move. Don't do anything. Call 9-1-1." Luckily, her phone's charge lasted an hour or so after she hit the power line.

Fire chief Rich Schock, who was on the scene that night, said, "Those are large transmission lines with a lot of volts in them, and this could get bad fast."

Although Mary experienced a full range of emotions while waiting in her car, she could not get out and first responders could not approach it until it was confirmed that the power lines were deenergized.

If Mary would have gotten out, which she admits she did consider doing at one point, her body could have become the path to ground for the stray voltage and she could have been electrocuted. However, Mary stayed put, and the Gehrigs hope that others will learn from her experience. Her family is quick to credit everyone involved with her safe recovery.

"I think Mary did everything right," Schock said, since Mary stayed inside the vehicle until it was safe to get out.

After returning home in the early morning hours, "She was very happy, probably happier than I've ever seen her, to be home and see us," her mom Karen said.

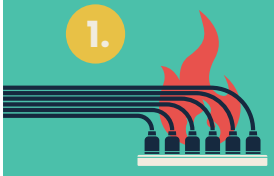
"I feel like that energy and that fritz of 'this could be the end,' it helps you appreciate things so much more," Mary said. "Now, I drive slower. I'm more cautious, especially in the dark. I appreciate my friends and parents more. Having that kind of death-defying moment, it gets to the core of you; it gets to your heart real quick."

To watch Mary's story and to learn more, visit SafeElectricity.org.

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

ELECTRICITY 101

To stay safe around electricity, start with these **SEVEN** basic tips:



1. DON'T OVERLOAD OUTLETS OR CIRCUITS

Plugging in too many items or drawing too much power on a circuit can cause overheating, fire, and damage to devices.

2. DON'T USE FAULTY ELECTRICAL CORDS OR PLUGS

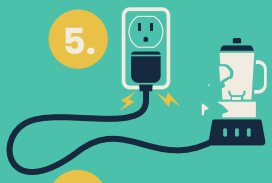
Do not use cords that look frayed, worn or cracked. Do not use broken plugs. Never remove the grounding pin from a three-pronged plug.

3. HAVE YOUR ELECTRICIAN'S NUMBER IN YOUR PHONE

Most electrical repairs or installations are not DIY projects. Hire an expert to avoid serious injury or wiring problems.

4. BE CAREFUL AROUND H_2O

Never use electricity while standing in damp or wet conditions. Keep all electrical devices away from water, including cell phones that are charging.



5. EVALUATE YOUR APPLIANCES

Do not use appliances in disrepair. Older or broken appliances can overheat, start a fire, and cause serious injuries.

6. TEST YOUR GFCIs

Outlets near a water source should be equipped with GFCIs, which help prevent shock and electrocution caused by ground faults. Test monthly to make sure they are working.

7. MAKE SURE YOUR HOME IS UP TO CODE

Your home should be properly wired and electrically sound. Contact a reputable electrician to evaluate your home.

EMC Coweta-Fayette

Safe Electricity.org®

The President's Message

Chris Stephens
CEO

Electricity lights homes and businesses and keeps appliances and equipment running smoothly. During Electrical Safety Month, we want to share some electrical safety tips to help you avoid hazards both inside and outdoors.

Staying safe on the road

Downed power lines can happen because of wind, storms, animals or an auto accident/collision.

1. If you see a downed power line, call 9-1-1 to report it and stay in your car. You cannot tell by looking or listening if the power line is deenergized. Wait in your vehicle until an electric utility crew member says it is safe to get out.

2. Do not drive over a downed power line. Doing so could cause a domino effect and bring down other lines, poles and equipment.

3. The only time you should exit is if your vehicle or cab is on fire. If this is the case, make a solid jump from the car or cab without touching it, landing with both feet together. Then, hop away with your feet together as far as you can.

Staying safe outside

When working outside, be aware of overhead and underground power lines.

1. Keep at least 10 feet away from overhead power lines. Keep any items you are carrying or using, such as long poles or other extended equipment, 10 feet away from power lines at all times.

2. Make sure all outside outlets are ground-fault circuit interrupter (GFCI) protected.

3. Before digging, call 8-1-1. Buried lines such as electric, gas, water, sewer and other lines bring services indoors. Besides the dangers of coming in contact with a gas or electric line, fines due to damage are the responsibility of the homeowner or landowner.

4. When you see lightning, take shelter inside the house, shop or a hard-topped vehicle for protection. Stay away from high places, and do not take shelter under an isolated tree. Stay away from items that conduct electricity, such as metal fences. If you are swimming or in a hot tub, get out.

Staying safe inside

With so many people working from home, the workplace and where you live can be one and the same. This means more devices are plugged into outlets or circuits that may not be able to handle the load.

1. Have a qualified electrician/licensed contractor check for hazards if you notice the following: dimming lights, a sizzling or buzzing sound, the smell of warm plastic, a switch plate that feels warm or looks scorched, sparks when plugging in or unplugging items or circuits that trip often.

2. When working with electrical equipment inside the house or shop, be aware that electrical equipment can spark when flammable vapors, gases or dust are present.

3. Do not overstretch a cord or use frayed or damaged cords.

4. During storms, lightning can enter homes through corded phones, televisions, radios or computers. Lightning can also travel through plumbing, so do not take a bath, shower or wash dishes when you see lightning strikes. If possible, unplug appliances and electronics before the storm, including cell phones that are charging via electricity. Surges caused by lightning can damage electronics and appliances.

For more information on electrical safety, visit SafeElectricity.org or utility.org.

BOARD OF DIRECTORS
James W. Fulton, III, Chairman • J. Neal Shepard, Vice Chairman • Daniel C. Langford, Jr., Secretary-Treasurer
Therol Brown • Donald Harris • Ross Henry • James Lee Hunter • Alice J. Mallory
Mildred A. Winkles

POWER*lines* • Editor: Chellie Phillips • 807 Collinsworth Road, Palmetto, GA 30268

North Georgia EMC

A Touchstone Energy® Cooperative

Power with Purpose

1850 Cleveland Hwy | PO Box 1407 | Dalton GA 30722-1407
Calhoun: 706-629-3160 | Dalton: 706-259-9441
Fort Oglethorpe: 706-866-2231 | Trion: 706-734-7341

Account Number	123456789
Member Name	JOHN Q SAMPLE
Home Phone	(336) 776-1105
Cell Phone	(678) 473-1885
Service Address	FAIRCHILD RD
Rate	22 - Residential
Billing Period - 30 Days	01/22/19 to 02/21/19
Multiplier	40
Usage For This Period Last Year	12040
Previous Reading on 01/22/19	6647
Current Reading on 02/21/19	6952
Energy Usage in kilowatt-hours (kWh)	**12200**

Account subject to disconnection if payment is not received prior to the due date. Late payment fees are applicable after listed due date.

Payment Options

Bank Draft / E-Check
www.NGEMC.com
My NGEMC Account App
Self-Service Kiosks
Cash, Check or Money Order
Credit or Debit Card
Lobby / Drive Thru / Drop Box / Phone

Detailed explanation of charges at www.ngemc.com/Mybill

Bill Information	
Bill Date	02/21/19
Prior Balance	1,293.00
Payment Received on 02/12/19	-1,293.00
Energy Charge $0.06866/kWh X 12200 kWh	837.65
TVA Power Generation Fuel Charge $0.02127/kWh X 12200 kWh	259.49
TVA Grid Access Charge $0.00500/kWh X 12200 kWh	61.01
Demand Charge $1.50000/kW X 43.480 kW	65.22
System Support Fee	23.50
State/Local Sales Tax	87.28
Operation Round-Up	0.85

Learn how 100% of your ORU contribution benefits local agencies or opt out by visiting www.ngemc.com/ORU

Your Year to Date ORU Contribution is $6.54

TO BE PAID BY DRAFT

Total Current Charges Due By 02/28/19	1,335.00
Combined Total Due	1,335.00

Power with Purpose

Return this portion with payment. Keep top portion for your records. GA09070G

TOTAL DUE	**1,335.00**
Previous Balance	0.00
Current Charges - Due By 02/28/19	1,335.00
Total After 02/28/19	1,335.00
Account Number	123456789
Payment Amount Enclosed	

123456789

NORTH GEORGIA EMC
PO BOX 1407
DALTON GA 30722-1407

TEMP-RETURN SERVICE REQUESTED

**********SNGLP

JOHN Q SAMPLE
1105 FAIRCHILD RD
WINSTON SALEM NC 27105-4527

1
1

NORTH GEORGIA EMC
SEDC
PO BOX 530812
ATLANTA GA 30353-0812

01011 00123456789 5 0000000000 000133500 000133500 4

Walton EMC
Customer-Owned Electric Power
770-267-2505

EMC Security — Every Moment Counts
emcsecurity.com

Georgia Proud Walton GAS
Toll Free 1-866-WEMCGAS

To Make a Payment call (770) 267-8409

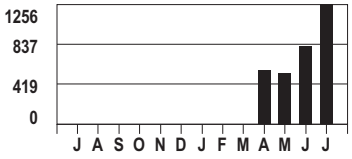
To Report a Power Outage call (770)267-2505

Statement Date	Due Date	Amount Due
07/09/22	**08/01/22**	**171.25**

Previous Budget Balance	171.25
Payment(s)	-171.25
Balance Forward	0.00
Account Balance as of 07/09/22	53.62
Current Charges	205.52
Total Amount Due	**171.25**

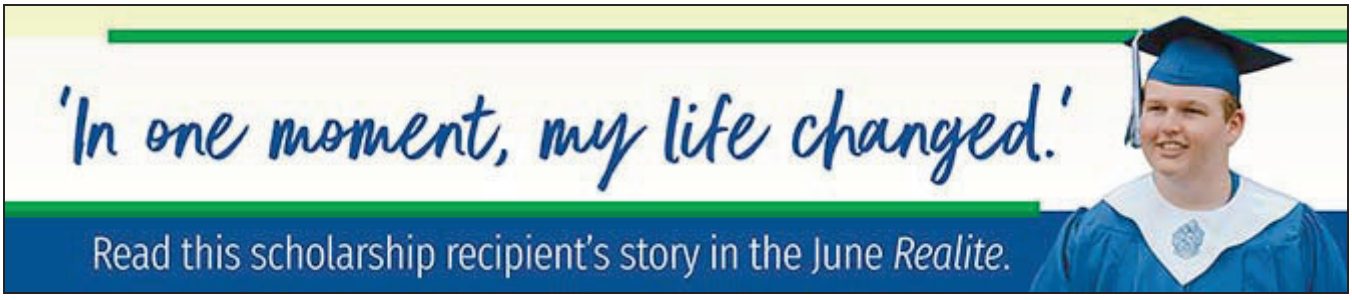
Thank you for your business.

Electric Service
Budget



Svc Loc: 123 MAIN ST **SAMPLE**
Account: 70001 **Meter: 882** **Residential**

FROM	TO	DAYS	LAST READ	CURRENT	MULT	PCA	KWH	AMOUNT
06/03/22	07/03/22	30	17695	18951	1	0.035	1256	172.63
1 Wood Pole							0	3.75
2 100W Equiv LED OH OL							110	17.50
Taxes								11.64
Current Electric Charges								205.52
Previous Budget Balance								171.25
Thank You For Your Payment 06/29/22								-171.25
Actual Account Balance								53.62
Total Budget Amount Due (Automatically Drafted)								**171.25**



Please detach and return this portion with payment. GA00350F

Walton EMC
Customer-Owned Electric Power
PO Box 1347
Monroe GA 30655-1347
Address Service Requested

Account Number	Due Date	Amount Due
70001	**08/01/22**	**171.25**

AUTOMATICALLY DRAFTED

Enter Amount Paid _____

☐ I would like to participate in Operation Round Up

Please make checks payable to:

WALTON EMC
PO BOX 1347
MONROE GA 30655-1347

**********AUTO**5-DIGIT 30052

SAMPLE
123 MAIN ST
LOGANVILLE GA 30052-2403

34
7056

0000000000 70001 00000017125 00000017125 5

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

708

CARROLL ELECTRIC COOPERATIVE CORPORATION
PO BOX 4000
BERRYVILLE AR 72616-4000
ADDRESS SERVICE REQUESTED

Presorted
First Class Mail
US Postage Paid
Mailed from Zipcode 30096
Permit # 7006

SHUT-OFF NOTICE

Our records show your account is past due and becomes subject to disconnect after the "LAST DAY TO PAY" shown on this notice unless the AMOUNT PAST DUE is paid in full or you take other appropriate action. SEE REVERSE SIDE.

If a collector accepts payment due, or customer requests that a collector be dispatched, a collection fee will be added to the amount due. When service is disconnected a reconnect fee will be added when service is reconnected.

DATE BILL BECAME PAST DUE	12/06/2021
PAYMENTS APPLIED THROUGH	12/06/2021
COLLECTION FEE	$40.00
RECONNECT FEE (Normal Work Hours)	$60.00
RECONNECT FEE (After Work Hours)	$75.00

DATE MAILED	12/06/2021
ACCOUNT NUMBER	12345-001
CYCLE 22	
AMOUNT PAST DUE	$120.40
**** LAST DAY TO PAY**	12/15/2021

SERVICE LOCATION
123 MAIN ST

**********AUTO**5-DIGIT 72756

SAMPLE 708 2
123 MAIN ST
ROGERS AR 72756

YOU MAY QUALIFY TO PAY YOUR BILL IN INSTALLMENTS AND AVOID SHUT-OFF BUT YOU MUST CONTACT THE COOPERATIVE BUSINESS OFFICE BY THE CLOSE OF BUSINESS ON THE LAST DAY TO PAY PRINTED ON THIS NOTICE AND ASK FOR A DELAYED PAYMENT AGREEMENT.

Any residential customer who has a serious medical condition, or is 65 or older, or is handicapped may contact the Cooperative about qualifying for delaying suspension.

You may contact the Cooperative for the names of federal, state, and local bill payment assistance agencies.

GENERAL INFORMATION

Please contact the office most convenient to you or call 1-800-432-9720 if you have questions about your account, or wish to make payment arrangements. You may also pay your bill at any of these locations. When paying by mail please send payment with this notice to: Carroll Electric Cooperative Corporation, PO Box 4000, Berryville, AR 72616. The address and telephone number of Carroll Electric Cooperative Corporation offices are listed below.

TOLL FREE 1-800-432-9720

Berryville	Bentonville	Jasper	Huntsville
PO Box 4000	PO Box 329	PO Box 389	PO Box 280
Berryville AR 72616	Bentonville AR 72712	Jasper AR 72641	Huntsville AR 72740
870-423-2161	479-273-2421	870-446-5114	479-738-2217

OFFICE HOURS

8:00 a.m. - 4:30 p.m. Monday through Friday.
EMERGENCY SERVICE 24 HOURS EVERY DAY.
A night deposit box is available at each office.

If you cannot resolve your inquiry with Carroll Electric Cooperative Corporation, you may contact:

The Arkansas Public Service Commission
PO Box 400, 1000 Center Street
Little Rock AR 72203
1-800-482-1164 or 501-682-1718

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

PO BOX 487
REIDSVILLE GA 30453-0487

Phone: 800-342-0134
Fax: 912-557-4396

Address Service Requested

70

Presorted
First Class Mail
US Postage Paid
Mailed from Zipcode 30096
Permit # 7006

**********SNGLP

SAMPLE JOHN Q
1234 MAIN ST
LUDOWICI GA 31316

70 1

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

Important Reminder

According to our records, your account is no longer current. Your account will become subject to disconnection after the "Last Day to Pay" shown on this notice.

Please contact us at **1-800-342-0134** or log into your member account at **www.canoocheeemc.com** to verify your account balance if you believe that you are receiving this notice in error.

Date Mailed: 02/21/2020

Account Number: 12345-001

Last Day to Pay: 03/03/2020

CEMC is an equal opportunity provider and employer.

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

1

Heartland REMC
4563 E MARKLE RD
MARKLE IN 46770

Temp-Return Service Requested

Presorted
First-Class Mail
US Postage Paid
Mailed From
ZIP Code 30096
Permit # 7006

0001234567

**********AUTO**5-DIGIT 46701

1
1

SAMPLE
123 MAIN ST
ALBION IN 46701

Docusign Envelope ID: FAB8DB25-B3BD-862D-819B-A2E14F6619F4

THE CITY OF DEARBORN HEIGHTS

CITY OF DEARBORN HEIGHTS

Water Billing Department

06182026 – Comprehensive Printing and Mailing Service

MOONLIGHTBPO

Submitted by: Ellen Koch
Moonlight BPO LLC

Moonlight BPO LLC

1114 West Fourth Plain Blvd
Vancouver, WA 98660
www.moonlightbpo.com
541-382-8402

June 29, 2026

Rachel LaPointe
Director of Water Billing
City of Dearborn Heights Water Billing Department
rclapointe@dearbornheightsmi.gov

Re: Request for Bids — Printing and Mailing Services, Water Bills and Related Mailings

Dear Ms. LaPointe,

Moonlight BPO LLC is pleased to submit this proposal in response to the City of Dearborn Heights' Request for Bids for printing and mailing services supporting the Water Billing Department. With 41 years in business, Moonlight BPO has built a track record of reliable, secure, and high-quality print and mail fulfillment for utility billing and municipal clients, and we are well positioned to support the City's residential and commercial water bill printing, postcard mailings, and ad hoc mailing needs.

As a women-owned business holding SOC 2 Type II certification, Moonlight BPO places data security and confidentiality at the center of how we operate. Our secure, customized client portal supports file submission, digital proofing, and real-time job tracking, and our standard turnaround time of 24–48 hours from proof approval to USPS drop allows the City to maintain consistent, predictable billing cycles. We also offer rush/expedited service for time-sensitive mailings and hold an active USPS bulk mail entry permit.

We welcome the opportunity to discuss our qualifications further and to support the City of Dearborn Heights as a long-term printing and mailing partner. Please find our completed Bid Response Form enclosed.

Sincerely,

Ellen Koch
Vice President
Moonlight BPO LLC
ellen@moonlightbpo.com | 541-382-8402

BID RESPONSE FORM

City of Dearborn Heights — Printing and Mailing Services, Water Bills and Related Mailings

A. Vendor Information

Company Name:	Moonlight BPO LLC
Mailing Address:	1114 West Fourth Plain Blvd
City, State, ZIP:	Vancouver, WA 98660
Primary Contact:	Ellen Koch
Title:	Vice President
Phone:	541-382-8402
Email:	ellen@moonlightbpo.com
Website:	www.moonlightbpo.com
Years in Business:	41 years

B. Pricing

All prices must be per-piece unless otherwise noted. Unit pricing must exclude postage. Pricing to be completed by Moonlight BPO prior to submission.

B.1 Standard Service Pricing

Service	Unit Price (per piece)	Setup / Plate Fee	Min. Order Charge	Notes
Residential Water Bill – Option 1 (single-sided)	$0.171	$0.00	$0.00	
Residential Water Bill – Option 2 (double-sided)	$0.181	$0.00	$0.00	
Commercial Water Bill – Option 1 (single-sided)	$0.171	$0.00	$0.00	
Commercial Water Bill – Option 2 (double-sided)	$0.181	$0.00	$0.00	

B.2 Postcard and Ad Hoc Mailing Pricing

Service	Setup Fee	1–999	1,000–4,999	5,000–24,999	25,000+
Postcard, 4×6, color, double-sided	$45.00	$0.1572	$0.1572	$0.125	$0.125
Ad Hoc, 8½×11, color, single-sided	$45.00	$0.143	$0.143	$0.143	$0.143

Ad Hoc, 8½×11, color, double-sided	$45.00	$0.166	$0.166	$0.166	$0.166
Ad Hoc, 8½×11, B&W, single-sided	$45.00	$0.130	$0.130	$0.130	$0.130
Ad Hoc, 8½×11, B&W, double-sided	$45.00	$0.134	$0.134	$0.134	$0.134

B.3 Additional Services and Surcharges

Rush / expedited handling surcharge:	$75.00
Additional insert per piece:	Included
Data processing / variable data handling fee:	Included in the per piece price
NCOA / address verification processing fee:	Included in the per piece price
Reprinting due to City-provided file error:	Cost would be the same as the original print file and would only be the costs of the production stage it was in at the time.
Reprinting due to vendor error:	$0.00 – Moonlight BPO bears full cost of any vendor-caused reprint
Other:	N/A

C. Turnaround Time and Scheduling

C.1 Standard Turnaround Time by Service Type

Service	Standard Turnaround (business days)	Maximum Capacity per Run
Residential Water Bill	1–2 business days (24–48 hrs) from proof approval	100,000
Commercial Water Bill	1–2 business days (24–48 hrs) from proof approval	100,000
Postcard, 4×6	1–2 business days from proof approval	100,000
Ad Hoc / One-Off Mailing	1–2 business days from proof approval	100,000

C.2 Rush / Expedited Service

Offer rush / expedited turnaround?	Yes
Minimum rush turnaround time:	Same business day, subject to file submission cutoff (see C.3)

Maximum advance notice required for scheduling a rush job:	4 hours

C.3 File Submission Cutoffs

File submission cutoff for same-day processing start:	10 am PST
What happens if a file is received after the cutoff:	Production processing begins next business day
Can accommodate same-day proof approval and next-day processing?	Yes

D. Proofing, Approval, and File Submission Workflow

D.1 Proofing Process

Digital proof provided before every print run?	Yes
Format of digital proof provided:	PDF proof via secure client portal
Revision rounds included before additional charges apply:	3 rounds
Typical time from file submission to proof delivery:	Once the file is processed through Moonlight's system the proof is available within 3-5 minutes.
Process when City requests a change after approving a proof:	Moonlight has a ticket system that allows a client to submit an urgent ticket for the change or call your dedicated CSR.

D.2 Online Portal / File Submission

Online portal for submission, proofing, and job tracking?	Yes
Portal name / URL:	Moonlight BPO Secure Client Portal (proprietary)
Portal functions supported:	File upload, proof review/approval, real-time job status, job history, user maintenance, web proofing, search records, report printing.
Can the City view real-time status of a job in production?	Yes
File formats accepted for submission:	PDF (Searchable & editable),
How files are transmitted beyond the portal:	Secure SFTP

Dedicated account rep assigned to this contract?	Yes
How City will communicate change requests / special instructions:	Dedicated account rep, portal messaging, Moonlight client ticket system, email, phone.

E. Data Security and Privacy

How City data is secured in transit and at rest:	Encryption in transit (TLS) and at rest, access controls.
Data security certifications:	SOC 2 Type II certified; Moonlight BPO is also a certified women-owned business
Data retention period after a job is complete:	Moonlight's standard retention is 90 days. There is an option for longer retention times for a small fee.
Policy and procedure in the event of a data breach:	Moonlight BPO maintains a documented Incident Response Plan to address any suspected or confirmed data breach. In the event of a breach, we immediately contain the incident, assess its scope and impact, preserve evidence, notify affected clients without undue delay, and comply with all applicable legal and contractual notification requirements. We conduct a thorough root cause analysis, implement corrective actions to prevent recurrence, and provide ongoing communication until the incident is fully resolved. If you'd like, I can also tailor this response to emphasize your **SOC 2 Type II, HIPAA, and PCI DSS** compliance, which is often beneficial for public-sector and healthcare RFPs.
Will subcontractors/third parties access City data?	No
If yes, subcontractors and data handling agreements:	N/A

F. Mail Processing and Postage

Active USPS bulk mail entry unit (BMEU) permit?	Yes
Can process mailings under the City's postage permit account?	Yes
USPS acceptance / postage manifest provided after each drop?	Yes
CASS certification / address validation included?	Yes
NCOA (National Change of Address) processing offered?	Yes

IMB (Intelligent Mail Barcode) tracking offered?	Yes
How returned / undeliverable pieces are handled and reported:	Bad address and NCOA reports are available to our clients on their web portal. We work with our clients on their preference for undeliverable mail. We can shred them or return them to you.

G. References

Reference 1 – Organization:	Foothills Utilities – Water
Contact Name:	Kajean Ricci
Phone / Email:	928-304-8961/ kricci@foothillsutilities.com
Services Provided:	Water statements, Past Due Notices, Rate Change Letters. postcards
Approx. Annual Volume:	150,120

Reference 2 – Organization:	Citrus Heights Water District
Contact Name:	Dana Mellado
Phone / Email:	916-735-7713/ dmellado@chwd.com
Services Provided:	Water statements, Past Due Notices, Rate Change Letters, Postcards
Approx. Annual Volume:	61,992

Reference 3 – Organization:	City of Rohnert Park
Contact Name:	Cheri Hawkins
Phone / Email:	707-585-6730/ chawkins@rpcity.org
Services Provided:	Utility bills, dog & business licenses, past due notices, postcards, shut-off notices
Approx. Annual Volume:	149,856

H. Exceptions and Deviations

None.

I. Certification and Signature

By signing below, the authorized representative of the vendor certifies that all information provided in this bid response is true, accurate, and complete; that the vendor has the legal authority and capacity to enter into a contract with the City of Dearborn Heights; that the vendor

has read, understands, and agrees to the terms and conditions set forth in this RFB; that the pricing provided is firm for a minimum of ninety (90) days from the bid submission deadline; and that no collusion or conflict of interest exists with respect to this bid.

Authorized Signature:	Ellen Koch
Printed Name:	Ellen Koch
Title:	Vice President
Date:	07/01/2026

InfoSend, Inc. Response to:

City of Dearborn Heights
Water Billing Department
Request for Bids
Printing and Mailing Services — Water Bills and Related Mailings

Due: July 2, 2026 - 4:00 P.M. EST

Attention:
Rachel LaPointe
Director of Water Billing,
rclapointe@dearbornheightsmi.gov

Provided By:
Tim Zombik
Territory & Direct Communications Sales Manager
O: 800.955.9330 x 273
M: 817.800.2199
tim.z@infosend.com

Table of Contents

Cover Letter ____ 3

PART II — BID RESPONSE FORM ____ 5

A. VENDOR INFORMATION ____ 5

B. PRICING ____ 6

C. TURNAROUND TIME AND SCHEDULING ____ 12

D. PROOFING, APPROVAL, AND FILE SUBMISSION WORKFLOW ____ 13

E. DATA SECURITY AND PRIVACY ____ 27

F. MAIL PROCESSING AND POSTAGE ____ 30

G. REFERENCES ____ 34

H. EXCEPTIONS AND DEVIATIONS ____ 36

I. CERTIFICATION AND SIGNATURE ____ 37

Samples ____ 38

InfoSend Response to Scope of Services & General Requirements ____ 50

2. SCOPE OF SERVICES ____ 50

3. GENERAL REQUIREMENTS ____ 51

Cover Letter

Cover letter on company letterhead

July 2, 2026

City of Dearborn Heights - Water Billing Department
Request for Bids - Printing and Mailing Services — Water Bills and Related Mailings

To the Review Team:

InfoSend, Inc. is pleased to present this response to the City of Dearborn Heights. InfoSend, Inc., founded in 1996, is a privately held California corporation with a mission to provide the best possible Customer Communications Management (CCM) platform while still maintaining a client-focused company culture. Now delivering more than 300 million print and electronic documents annually across multiple channels, InfoSend proudly maintains an industry best client retention and satisfaction rate.

InfoSend has never accepted investment from Private Equity or Venture Capital firms. The company was founded with capital provided by its CEO, and all growth since has been funded through bank financing and reinvested profits. This consistent ownership structure has given our clients a uniquely stable, long-term partner.

For more than 30 years, our focus has been delivering high-quality service and support that foster enduring client relationships. While many competitors pursue rapid market share by pricing services at or near cost—only to later sell to investment firms—InfoSend has taken a different path. We offer competitive yet sustainable pricing, ensuring quality service, minimal risk of ownership change, and protection from the service declines that often follow cost-cutting by new owners.

InfoSend provides a comprehensive outsourced bill printing, mailing, and eBilling/payments setup to over 900 clients nationwide. InfoSend's team is confident that our offering and benefits presented herein will provide the **City of Dearborn Heights** and its customers with the greatest value in the market today. InfoSend meets or exceeds the requirements specified in the scope of work, and additional to quoting services pertaining to the requirements we have also included supplemental information about our processing setup, data security, and bill print/mail solution. We propose to provide print and mail services for the **City of Dearborn Heights** from our **Downers Grove, Illinois** facility without the use of subcontractors for any portion of the production, including disaster recovery. InfoSend has four production facilities strategically positioned across the country and has provided detail on each location in this response document.

Key Advantages of InfoSend

- Company culture prioritizes client satisfaction, leading to industry best client retention and satisfaction rate.
- Over 230 employees across multiple states, with high employee retention ensuring clients are handled with consistent knowledge and care.
- Wholly owned and operated out of 4 regional production facilities. We never use subcontractors to sub excess printing volume out to other vendors.
- Modern Electronic Billing, Payment and Presentment platform, with PCI-Level 1 certification, IVR and SMS.
- Specializes in supporting more than 700 utility clients nationwide, out of our 900+ clients.
- InfoSend is CIS agnostic and has interfaced with more than 50 different CIS platforms, including **BS&A.**
- 30+ years of expertise working with the USPS, guaranteeing the lowest cost presort and most efficient setup, never marking up postage from USPS rates.
- Excellent account management tools and personnel with continued attention to cost savings.
- No need to order preprinted stock, due to our full color duplex variable printing capabilities and customer targeted messaging.
- We manufacture our own #10 outgoing and #9 return envelopes
- Capacity to handle both high-volume and low-volume, specialized print and mailing requests with fast turn-around times.
- PCI DSS Level 1 Compliant and SOC 2 Type I & II Audited as well as other regulatory compliance.

Summary

The InfoSend solution is a complete, proven technology practice that includes print/finish/mail services, and an enhanced print and delivery process. InfoSend provides unequalled technical support, based on our proven experience and significant investment in staff and R&D roadmap. We believe that efficiencies can be improved by introducing new thoughts and ideas. We are proud to say that in 30 years we have never had a public agency client discontinue services with InfoSend due to programming, production, quality, customer service, or operational issues. We think that makes us pretty unique in our industry.

InfoSend's Customer Communications Management (CCM) platform distributes critical documents across multiple channels, including InfoSend's own manufacturing environments in Texas, California, Illinois, and Florida for Data Processing, Printing and Mailing (DPPM). InfoSend's hosted Electronic Billing, Presentment and Payment (EBPP) applications drive the customer remittance process with web, IVR, SMS and Bank BillPay payments. The cloud-based, Software as a Service (SaaS) approach allows InfoSend to refine offerings without client-side installed software or maintenance, as well as providing for flexible integrations to existing systems or vendors.

InfoSend is capable and eager to meet the requirements as laid out in this proposal, leveraging our experience and focus on client satisfaction. Further, the commitment to evolving the services ensures that a partnership with InfoSend will help your organization evolve with the continually changing landscape of consumer communication, interaction, and payments.

Thank you for the opportunity.

Russ Rezai
President
russ.r@infosend.com
O. 714.993.2690 x 233

Tim Zombik
Territory & Direct Communications Sales Manager
tim.z@infosend.com
O: 800.955.9330 x 273
M: 817.800.2199

PART II — BID RESPONSE FORM

A. VENDOR INFORMATION

PART II — BID RESPONSE FORM

Complete all sections. Return this entire document as your bid response.

A. VENDOR INFORMATION

Company Name:	InfoSend, Inc.
Mailing Address:	HQ: 4240 E. La Palma Ave. Primary Production Facility: 1406 Centre Circle
City, State, ZIP:	HQ: Anaheim, CA 92807 Primary Production Facility: Downers Grove, IL 60515
Primary Contact:	Tim Zombik
Title:	Territory & Direct Communications Sales Manager
Phone:	Office: 800.955.9330 x 273 Mobile: 817.800.2199
Email:	tim.z@infosend.com
Website:	www.infosend.com
Years in Business:	30

B. PRICING

B. PRICING

All prices must be per-piece unless otherwise noted. Unit pricing must exclude postage — postage is advanced by the vendor and billed as a separate pass-through line item on monthly invoices. Enter N/A if a field does not apply.

B.1 Standard Service Pricing

Service	Unit Price (per piece)	Setup / Plate Fee	Min. Order Charge	Notes / Assumptions
Residential Water Bill – Option 1 -127,350 est. per year -Color, 8½×11, bottom perforated, **single-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$0.1384	Waived	N/A	Price based on 21,500 residential bills every other month and 1,200 commercial bills every month. Using custom #10 window and custom #9 non window envs per samples
Residential Water Bill – Option 2 -127,350 est. per year -Color, 8½×11, bottom perforated, **double-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$0.1424	Waived	N/A	Price based on 21,500 residential bills every other month and 1,200 commercial bills every month. Using custom #10 window and custom #9 non window envs per samples
Commercial Water Bill – Option 1 14,640 est. per year -Color, 8½×11, bottom perforated, **single-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$0.1384	Waived	N/A	Price based on 21,500 residential bills every other month and 1,200 commercial bills every month. Using custom #10 window and custom #9 non window envs per samples
Commercial Water Bill – Option 2 14,640 est. per year -Color, 8½×11, bottom perforated, **double-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$0.1424	Waived	N/A	Price based on 21,500 residential bills every other month and 1,200 commercial bills every month. Using custom #10 window and custom #9 non window envs per samples

B.2 Postcard and Ad Hoc Mailing Pricing

For postcards and ad hoc / one-off mailings, fill in all that apply. If you offer tiered pricing, use the quantity ranges below.

Service	Setup / Base Fee	Per Piece 1–999	Per Piece 1,000–4,999	Per Piece 5,000–24,999	Per Piece 25,000+
Postcard, 4×6, color, double-sided	$150.00	Small batch fee - $300.00	Under 2,500 pieces Small batch fee - $300.00, 2,500-4,999 = $0.145ea	5,000-9,999 pieces = $0.12ea 10,000 – 24,900 pieces = $0.10ea	To be quoted upon request based on quantity
Ad Hoc / One-Off Mailing, 8½×11, color, **single-sided**	$150.00	Small batch fee - $300.00	Under 2,500 pieces Small batch fee - $300.00, 2,500-4,999 = $0.2257ea	5,000-9,999 pieces = $0.2057ea 10,000 – 24,900 pieces =$0.1857ea	To be quoted upon request based on quantity
Ad Hoc / One-Off Mailing, 8½×11, color, **double-sided**	$150.00	Small batch fee - $300.00	Under 2,500 pieces Small batch fee - $300.00, 2,500-4,999 = $0.2457ea	5,000-9,999 pieces = $0.2257ea 10,000 – 24,900 pieces = $0.2057ea	To be quoted upon request based on quantity
Ad Hoc / One-Off Mailing, 8½×11, B&W, **single-sided**	$150.00	Small batch fee - $300.00	Under 2,500 pieces Small batch fee - $300.00, 2,500-4,999 = $0.1857ea	5,000-9,999 pieces = $0.1657ea 10,000 – 24,900 pieces = $0.1457ea	To be quoted upon request based on quantity
Ad Hoc / One-Off Mailing, 8½×11, B&W, **double-sided**	$150.00	Small batch fee - $300.00	Under 2,500 pieces Small batch fee - $300.00, 2,500-4,999 = $0.2057ea	5,000-9,999 pieces = $0.1857ea 10,000 – 24,900 pieces = $0.1657ea	To be quoted upon request based on quantity

**Ad hoc letter mailings include using the same #10 window envelope as the billing statements

B.3 Additional Services and Surcharges

List any additional fees that may apply. Enter $0.00 or N/A if not applicable.

Item	Price / Rate	Notes
Rush / expedited handling surcharge	TBD	Charge, if any, based on a case by case basis, based on specifics
Additional insert per piece (e.g., flyer added to envelope)	$0.01 each	Machine inserting fee
Data processing / variable data handling fee	$0.01	This fee is included in statement package price for statements
NCOA / address verification processing fee	$0.30 per hit	Per address changed/updated
Reprinting due to City-provided file error	Same as original cost	
Reprinting due to vendor error	N/C	
Other (please describe any other services or options you provide): **In addition to the products and services priced above and on the Pricing Detail included below, InfoSend also offers a wide-variety of eServices.** ***eBilling** ***Electronic Payments and Presentment** ***IVR Platform** ***SMS Platform**	*Pricing for eServices varies based on client-specific requirements and shall be provided upon request.	Please see included Pricing Detail for all other services with itemized pricing.

InfoSend Data Processing, Print and Mail Pricing

Client Volume Assumptions & Cycles
The City of Dearborn Heights serves approximately 1,200 commercial customers who are billed monthly and approximately 21,250 residential customers billed every two months. Residential water bill: 127,350/year Commercial water bill: 14,640/year One-off mailings: Varies Postcards: Varies

Document Production Summary	
Residential & Commercial Water Bills – Single-Sided Package includes: Data processing, one printed page up to 4/0 ink, custom outgoing #10 single window envelope, custom #9 return non window envelope	**$0.1384 per document**
Residential & Commercial Water Bills – Double-Sided Package includes: Data processing, one printed page up to 4/4 ink, custom outgoing #10 window envelope, custom #9 return non window envelope	**$0.1424 per document**
Residential & Commercial Water Bills – Single-Sided Package includes: Data processing, one printed page up to 4/0 ink, InfoSend outgoing #10 envelope, InfoSend #9 return envelope	**$0.124 per document**
Residential & Commercial Water Bills – Double-Sided Package includes: Data processing, one printed page up to 4/4 ink, InfoSend outgoing #10 envelope, InfoSend #9 return envelope	**$0.1284 per document**

Finished mail pieces are delivered to the USPS **within one (1) business day.** If electronic PDF samples (proofs) are requested then the mailing will be completed within one day of sample approval. File upload deadline for next-day mailing is 3:00PM local time at the production facility designated for your account. If samples are required then they must be approved by 5:30PM local time for the file to be mailed by the next business day.

The below provides the components of the summary price given above. All pricing is based on "Client Volume Assumptions" listed and excludes applicable sales tax.

Data Processing	
Setup Fee - Express PDF Input Files	$0.00 (Waived during initial install)
Setup Fee – Data Only Input Files	$0.00 (Waived during initial install)
Document Re-Design Fee	$0.00 (Waived during initial install)
Data Processing Fee (per document)	**$0.01**

Printing and Mailing Service	
Residential & Commercial Water Bills - Printing & Mailing Fee with up to 4/0 Ink	**$0.051**
Residential & Commercial Water Bills - Printing & Mailing Fee with up to 4/4 Ink	**$0.055**
USPS Postage	**Pass-through** A postage deposit will be required prior to starting service.
Print Color Options (colors per side) *	$0.051 for up to 4/0 printing $0.055 for up to 4/4 printing
Inline Insert Print Fee*	$0.05 Black printing $0.055 Color printing
Batch Fee (per mailing batch under 200 mail pieces)	$5.00
Excess Pages Handwork Surcharge (per mail piece)	$0.35

Address Updates – per "hit" (address that gets updated)	$0.30 NCOA $0.30 ACS
*Prices assume normal ink/toner coverage for business documents. Flood coating the entire page in color or other types of extremely high coverage designs may cost more or not be technically feasible. Extremely high coverage designs can cause content to bleed through to the other side of the page or to cause the page to curl too much to work properly with high-speed mail inserting equipment.	
The postage deposit is subject to ongoing review and may be adjusted at any time to account for changes to Client average mailing volume or changes to USPS postage rates with at least thirty (30) days' written notice to Client.	

Materials*	
Standard 8.5" x 11" Paper Stock (per sheet)	**$0.016**
Standard Double Window Outgoing #10 Envelope	**$0.025**
Standard Single Window Return #9 Envelope	**$0.022**
Custom #10 single window envelope per sample provided	$0.0327
Custom #9 non window envelope per sample provided	$0.0287
Outgoing Flat Envelope – used for mail pieces with excess pages	$0.17
*InfoSend reserves the right to increase paper, form, and envelope fees as needed, with thirty (30) days' written notice to Client, in the event of extraordinary increases to the cost of paper. If the parties are unable to reach agreement on the proposed increase, either party may terminate the Agreement without penalty.	

Insert Services	
InfoSend Produced	Quoted based on specification
Envelope Messaging (Snipes)	Quoted based on specification
Electronic Inserts	$0.010
Inserting Fee Fee to insert an InfoSend produced or Client provided marketing or informational insert. Client provided (drop-shipped) inserts must be professionally packaged and ready for usage. If folding is required then additional fees apply based on folding requirements. Minimum fee is $0.01 per insert for folding. If inserts are not professionally packaged and damaged in shipment or require additional labor to prepare for inserting then additional fees can apply. Per item fee assumes the insert will be included in all mail pieces. Selective inserting is available but requirements must be reviewed on a case-by-case basis to determine if additional fees will apply for setup and handling.	$0.010 per insert

Optional Document Services	
Print Image Archiving (Per Document Image), with included USPS mail tracking	$0.010 - For 12 Months of Retention $0.015 - For 18 Months of Retention $0.020 - For 24 Months of Retention $0.025 - For 36 Months of Retention
Print Image Archive API Monthly Support Fee	$100.00
Final Doc Transfer (FDT)	Option 1: $0.015 per document. One PDF will be provided per batch with multiple documents in it. InfoSend standard batch file format provides account and page numbers for each record in the batch. Option 2: $0.025 per document. Each document will be provided in a separate PDF file. A custom batch file format can be provided if the InfoSend standard format will not work.
Professional Services Rate (per hour)	$205.00
Returned Mail Handling	$0.35 per reported returned mail piece
Remit Tracking	$50.00 monthly support fee

Fee Explanations

Data Processing

- **Setup Fee - Express PDF Input:** Requires a final composed PDF is uploaded to InfoSend for processing. Clients maintain control of document look and feel, but InfoSend designs a program to parse the necessary data from the PDF.
- **Setup Fee - Data Only Input:** Requires the client provide a flat data extract, InfoSend creates, hosts and maintains an application to generate documents. Existing document design is copied.
- **Document Re-Design Fee:** Using the "Data Only Input" method, InfoSend's Client Services Team assists in redesigning the format of printed documents to improve communications or to take advantage of new printing capabilities.
- **Data Processing Fee:** Per document image that is processed by the InfoSend system for output.

Printing and Mailing Service

- **Print Fee:** Price includes baseline number of colors printed on the front and back of the document. All variable and static images are dynamically imaged onto white form with a perforation.
- **Postage:** Clients are invoiced for the exact postage used. Leveraging InfoSend's USPS compliance and expertise, clients are provided the lowest possible USPS automated rates when client batches qualify.
- **Optional Color Upgrades:** Different options are available at different prices. Numbers fewer than 4 equal individual colors, 4 equals full color. The number 1 means black or grey. All sheets are billed at the same rate; the price for the sheet with the highest number of colors is the applicable fee. **4 equals CMYK (full color).**
- **Batch Fee:** Assessed to cover InfoSend costs when batches transferred to InfoSend fall below threshold.
- **Inline Insert Print Fee:** Price for inserts printed on demand as additional pages. Allows for more dynamic customer messaging without the extra pre-production lead time and overhead.
- **Excess Pages Handwork Surcharge:** Surcharge is assessed per mail piece (not per page). This surcharge only applies to multiple page bills that have too many pages to be inserted into a #10 envelope by machine. This surcharge covers the necessary manual labor required to process these mail pieces.
- **Address Updates – NCOALink or ACS:** Per reported update. InfoSend electronically reports the addresses it received in your data that need to be updated because the customer filed a Change of Address Report with the USPS. Cost is per update.

Materials

- **Paper Stock:** White paper stock with or without perforation. Paper is 8.5x11" and 24lb. Price includes all inventory costs. A larger 8.5x14" format is available at a higher material cost and higher printing cost.
- **Outgoing #10 Envelope:** #10 InfoSend Standard Double Window Outgoing Envelope. Includes security tint printed on the inside of the paper stock and clear film that prevent the contents of the envelope from being viewed. Sourced with sustainably logged paper (SFI).
- **Return #9 Envelope:** #9 InfoSend Standard Single Window Return Envelope. Includes the same security tint and SFI paper as the #10.
- **Outgoing Flat Envelope:** Single window envelope, only used for multiple page statements that do not fit in the #10 envelope.

Insert Services

- **InfoSend Produced Inserts:** Utilizing InfoSend printing and/or design services, inserts can be produced by InfoSend. Price quoted on request.
- **Envelope Messaging (Snipes):** Custom messages and images can be printed onto the standard InfoSend #10 double window envelope as a more cost-effective alternative to pre-manufactured custom envelopes. The price depends on the artwork – number of colors and whether it prints on one or both sides of the envelope, as well as order quantity. Price is quoted upon request.
- **Electronic Inserts:** Fee per digital image of a physically produced insert included in the PDF copy of a document. Ensures that client representatives and client customers can get the same information in the electronic bill as would go out physically.
- **Inserting Fee:** Client provided or InfoSend produced inserts to be included with InfoSend produced mail. Additional fee applies if insert arrives at InfoSend but requires folding prior to insertion. Setup fees may apply for programming selective inserting. InfoSend-printed inserts are quoted upon request.

Optional Document Services

- **Enhanced Print Quality:** The baseline print image quality for transactional documents such as statements and invoices is 600 x 600 DPI. Work produced from InfoSend's Anaheim facility can be printed at an enhanced image quality at an additional cost. This option uses high-definition pigment ink & variable drop sizes to achieve a perceived 1200 x 1200 DPI image quality.
- **Print Image Archiving:** Fee per document to process, index, and store a document as a PDF for a set number of months. PDFs are securely accessed using an InfoSend website application, and includes USPS mail tracking for all outbound First Class mailed documents. Setup fees may apply depending on configuration needs.
- **Print Image Archive API Monthly Support Fee:** A flat monthly support fee to provide API access to documents in the InfoSend Print Image Archive. InfoSend will work with the designated third parties that a client chooses, and provide support and open access to API calls on a monthly basis.
- **Final Doc Transfer FTP:** Each completed InfoSend batch is indexed and transferred to you via FTP or SFTP to store on your own network. InfoSend's standard Batch File format is one PDF per batch with an XML companion file providing meta data and page numbers. If the client requires a custom scheme, including individual PDFs per each image in a batch, the Custom fee applies. Note: setup fees may also apply for some custom setups.
- **Professional Services Fee:** Per hour and performed only upon request for customizations made to processing program or document format after go-live. Work is only started after receiving client approval of a formal quote.
- **Returned Mail Handling:** InfoSend will provide electronic reporting of mail that is returned by USPS, saving clients the hassle of receiving and opening returned mail to update records. All records which are not delivered will be securely destroyed and recycled after reporting.
- **Remit Tracking:** For clients utilizing the Print Image Archiving service, InfoSend can also track inbound mail from customers utilizing an included remittance stub in the outbound mail. With Remit Tracking clients will be able to see when a customer responded to the original mail piece, as well as get a daily report of inbound mail with an estimated value of payment remittances based on the outbound mail.

C. TURNAROUND TIME AND SCHEDULING

C. TURNAROUND TIME AND SCHEDULING

Turnaround time is measured from the City's final approval of the digital proof to USPS drop/acceptance. Specify business days.

C.1 Standard Turnaround Time by Service Type

Service	Standard Turnaround (business days)	Maximum Capacity per Run
Residential Water Bill	1 business day	
Commercial Water Bill	1 business day	
Postcard, 4×6	7 business days	
Ad Hoc / One-Off Mailing	7 business days	

C.2 Rush / Expedited Service

Do you offer rush / expedited turnaround?	☑ Yes ☐ No
If yes, minimum rush turnaround time (business days):	This is dependent on the specifications of the project
Maximum advance notice required for scheduling a rush job:	This timing is based on available bandwidth at the time of the request.

C.3 File Submission Cutoffs

File submission cutoff time to ensure same-day processing start:	See Pricing Detail included within our response
What happens if a file is received after the cutoff?	Mails 2nd business day
Can you accommodate same-day proof approval and next-day processing?	☑ Yes ☐ No

D. PROOFING, APPROVAL, AND FILE SUBMISSION WORKFLOW

D.1 Proofing Process

Do you provide a digital proof before every print run?	☑ Yes ☐ No
Format of digital proof provided:	PDF
How many rounds of revisions are included before additional charges apply?	Any changes to statements that require programming are billed at our Professional Services rate. Any changes to ad hoc mailings are dependent on whether we are making the changes or if the city is making the changes.
What is the typical time from file submission to proof delivery?	PDF proofs are available to view through our portal within 1 hour of file submission for utility statements Proof times for ad hoc mailing varies
What is your process when the City requests a change after approving a proof?	For statement uploads InfoSend's CS department accepts requests to cancel entire batches or pull select documents from a batch as a standard function of the department. Ad hoc mailings are treated on a case by case basis and is dependent on what stage the job is when the change is requested. Please refer to the following pages for additional information.

D.2 Online Portal / File Submission

Do you provide an online portal for file submission, proofing, and job tracking?	☑ Yes ☐ No
Portal name / URL (or describe if proprietary):	www.infosend.com
What functions does the portal support?	The InfoSend website allows clients on a 24/7 basis to upload, view, approve, control messaging on output, as well as interact with InfoSend Client Services.
Can the City view real-time status of a job in production?	☑ Yes ☐ No
What file formats do you accept for submission?	InfoSend's Data Processing platform is completely adaptable to client output, accepting both data-only text files (e.g., flat files, csv, XML, etc.) and print-output PDF files.
How are files transmitted to your facility (beyond the portal)?	InfoSend's Customer Communications Management (CCM) platform is designed to securely and efficiently accept, process and output client data to customers in a reliable and transparent manner. Please refer to this same item below for details, and a workflow diagram, of InfoSend's process.
Dedicated account rep assigned to this contract?	☑ Yes ☐ No
How will the City communicate change requests or special instructions?	All issues or questions reported to support can be tracked via an online support ticket. Account Managers can provide support via telephone, email or the online support ticket tool that can be accessed by logging into www.infosend.com

D.1 Proofing Process

Do you provide a digital proof before every print run?

Yes.

Sample Approval: This optional workflow allows clients to download a sample of the output, with an included Process Summary report of the input/output counts, inserts to be included, suppressions and a postage estimate. The sample file can contain the entire output or a subset based on client criteria. Upon approval, the sample output is released for production and distribution by InfoSend.

Format of digital proof provided:

PDF proofs of every bill uploaded into the system will be available for the City to approve before printing.

How many rounds of revisions are included before additional charges apply?

Once a file has successfully been rendered, clients have the option to review a sample file containing a PDF output of the documents. Sample outputs can contain a percentage of or the complete output and includes a Process Summary report cover page which lists details on the output work to be performed by InfoSend. Clients are provided the option to either reject and resend their data file with corrections or approve the batch. Once files are approved, an email confirmation of the approval is sent, and the output is released to the manufacturing environment for distribution.

If revisions require programming work, they are billed at our Professional Services fee. If there are changes/revisions on the City's side, then you can reupload a new file at no charge.

What is the typical time from file submission to proof delivery?

Online proofs are available within an hour from uploading for statements. Proof timing varies for ad hoc mailings.

What is your process when the City requests a change after approving a proof?

For statement uploads InfoSend's CS department accepts requests to cancel entire batches or pull select documents from a batch as a standard function of the department. Ad hoc mailings are treated on a case by case basis and is dependent on what stage the job is when the change is requested.

File Cancellation and Document Pull Request Procedures
InfoSend's CS department accepts requests to cancel entire batches or pull select documents from a batch as a standard function of the department. This request can be placed through InfoSend's online website support ticketing system, via email, or by calling the 800 number. The request is then documented by the CS team and communicated to the InfoSend production departments through our internal systems.

1. **File Cancellation**: These requests are typically submitted to InfoSend just after file transfer but before printing. InfoSend's CS personnel will immediately change the status of the Job to prevent any further progression through the InfoSend manufacturing environment and remove the Job batch from the queue. Clients utilizing the Sample Approval workflow will have the option to cancel their own job, which will then be removed from the queue.
2. **Pull Document Requests:** These requests are typically submitted by the Client after the file is processed and prior to mailing. Ideally, these requests would be submitted to the CS team prior to the mail piece receiving the "Quality Control" timestamp in the website's client-facing job tracking system. Once the job has been marked as completing Quality Control, it will be moved into Mail Preparation. For this reason, Pull Document Requests made after the job has passed through QC should be communicated directly via phone call to ensure that they are

handled immediately to minimize the chance that the piece is processed for mailing. The document to be pulled will then be intercepted after the document is printed. Pulled documents can either be recycled or returned to the Client.

D.2 Online Portal / File Submission

Do you provide an online portal for file submission, proofing, and job tracking?

Yes.

A key component InfoSend's Customer Communications Management (CCM) platform is the full web administration provided to clients on www.infosend.com. The InfoSend website allows clients on a 24/7 basis to upload, view, approve, control messaging on output, as well as interact with InfoSend Client Services.

Portal name / URL (or describe if proprietary):

InfoSend's website is fully hosted at www.infosend.com.

What functions does the portal support?

InfoSend.com Web Administration Highlights

- **Secure SaaS Cloud Solution:** Secure, hosted, infosend.com website allows clients to administer their InfoSend applications, as well as user roles and permissions from any modern web browser 24/7.
- **File Submission and Job Tracking**: Providing transparency into each file received as it progresses through data processing and manufacturing by InfoSend. Also allows clients to securely upload files via the web.
- **Sample Approval:** Optional workflow, allowing clients to view output and approve prior to manufacturing and distribution.
- **Message Manager:** Allows clients to self-administer ad-hoc and scheduled messaging on customer-facing output.
- **Insert Management:** Allows clients to requests additional materials be included with output, such as flyers, buck slips, newsletters etc.
- **Print Image Archive and Mail Tracking:** Allows clients to view images of each document produced, reprint or email the document, as well as view USPS delivery tracking information for qualified documents.
- **Support Tracking:** Allows clients to open tickets and securely communicate with InfoSend staff on change requests or issues.
- **Reporting:** Reports on the details of each client Job are posted to the website for secure viewing and download.

InfoSend.com Web Administration

A key component InfoSend's Customer Communications Management (CCM) platform is the full web administration provided to clients on www.infosend.com. The InfoSend website allows clients on a 24/7 basis to upload, view, approve, control messaging on output, as well as interact with InfoSend Client Services.

Secure SaaS Cloud Solution

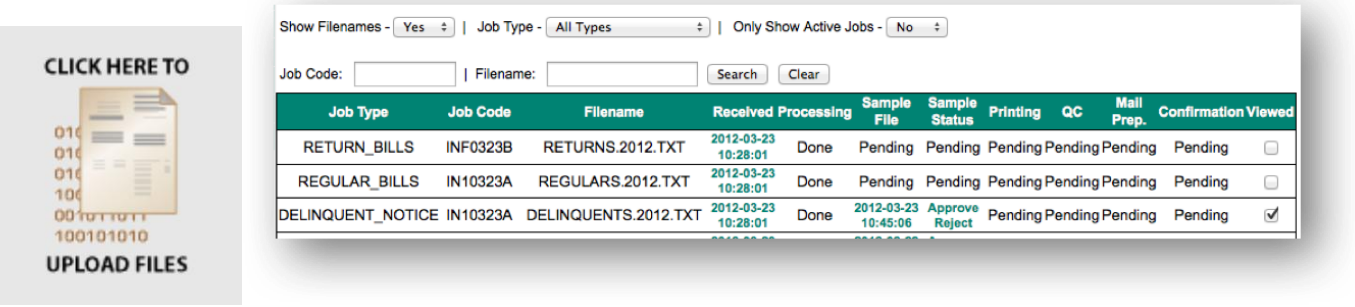
InfoSend's website is fully hosted at www.infosend.com and does not require clients install any software beyond a modern web browser (Chrome, Firefox, Internet Explorer, Safari, etc.). The solution utilizes the latest encryption technology required to ensure communications are unable to be intercepted or accidentally exposed. All sessions occur over HTTPS with TLS encryption, and each client user must be uniquely registered to an email address by an Administrator.

The website provides options to set both user roles and permissions, ensuring only the appropriate level of access is granted to the user at the client organization.

File Submission and Job Tracking

Clients are able to upload files directly to InfoSend over the HTTPS connection, allowing users to send the input data for InfoSend processing on demand (note: PGP file encryption and secure FTP also available).

All status on the fulfillment of client output is displayed via the online tool: confirmation of receipt, processing status, sample file and approval status (optional), printing, quality control, mail prep and confirmation of distribution. Clients are able to check the "Viewed" box to confirm that the batch was reviewed internally.

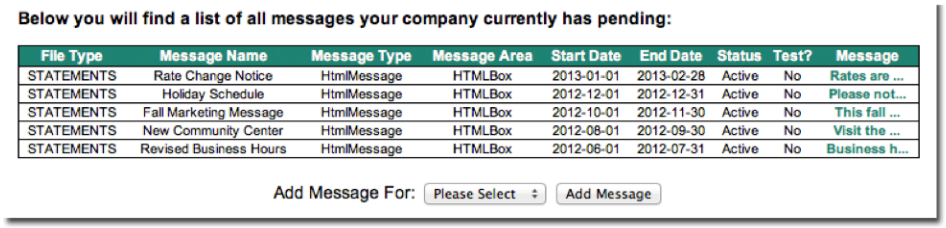


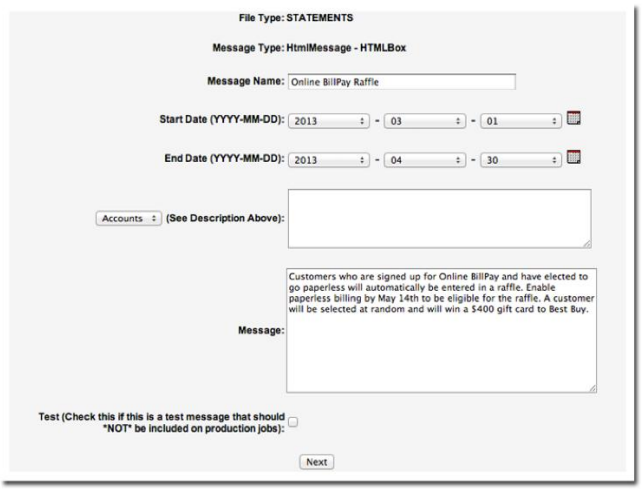
Sample Approval

This optional workflow allows clients to download a sample of the output, with an included Process Summary report of the input/output counts, inserts to be included, suppressions, and a postage estimate. The sample file can contain the entire output or a subset based on client criteria. Upon approval, the sample output is released for production and distribution by InfoSend.

Message Manager

This free account management tool is a custom-built web-based application that allows clients to control the messages that print on output. Clients can schedule the messages months or even years in advance, as well as set criteria to assign unique messages to different types of customers, or even to individual accounts. A PDF preview displays the message in the actual font that will be used.





Insert Management

The Insert Management tool is designed for clients to control what additional materials will be included with the standard output. Clients may request InfoSend-produced inserts as well as schedule drop-shipped inserts from within the tool. The tool also provides the history of all insert requests for client reference.

Here is a list of the last 50 insert requests made by your organization.

Show All Inserts

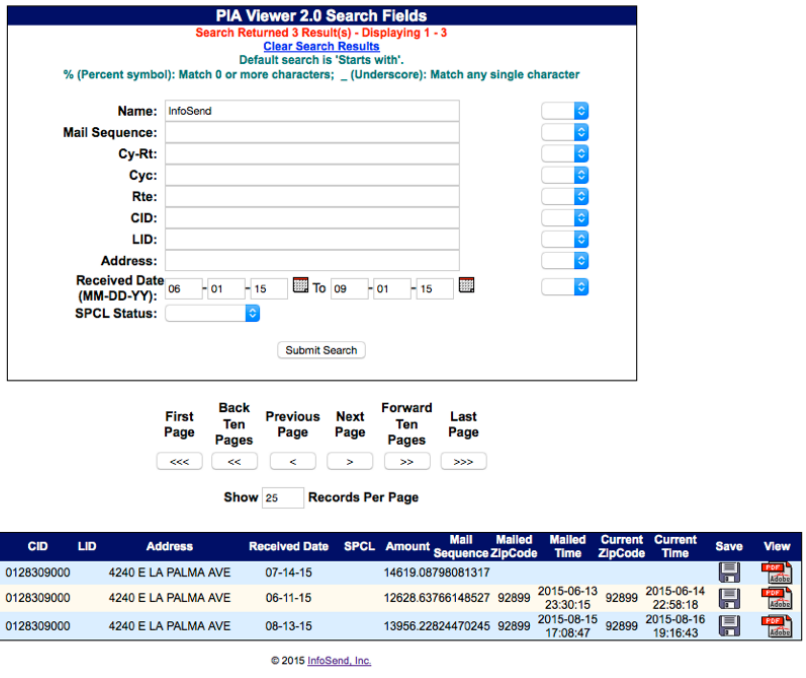
Insert Name	Run Date	Request Submitted On	Insert Status	Programs	Insert Type	Details
*** June 2012 EU Today Newsletter	2012-05-25 to 2012-06-25	2012-05-18 16:04:21	Insert is Approved and Active	INF	Drop Shipped	View
*** May 2012 Electric Dispatch	2012-04-25 to 2012-05-24	2012-04-30 07:27:32	Insert is Approved and Active	INF	Drop Shipped	View
*** May 2012 EU insert	2012-05-03 to 2012-06-01	2012-04-04 12:05:06	Insert is Approved and Active	INF	InfoSend Produced	View

Print Image Archive and Mail Tracking

This optional service is a document archiving tool used by client customer service representatives to download PDF copies of any document that InfoSend produces. This web application allows authorized users to query the database by customer name, account number, or up to **three other custom fields**. Clients can also email documents directly to customers from the application.

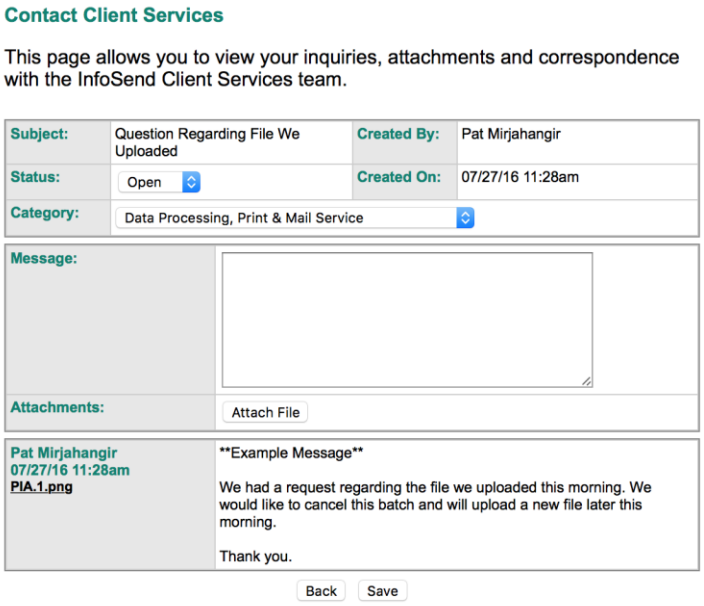
Clients who purchase the Print Image Archive service automatically get Mail Tracking at no additional cost. The USPS data is provided via the IMB Tracing service, where all qualified mail with an Intelligent Mail Barcode that is scanned at a sort facility is logged. This data provides insight into the estimated delivery time frame of mail to the customer. *Only available with mail sent using 1st Class Postage, and not available in some cases with postcard mailings.*

Example Search and Results:



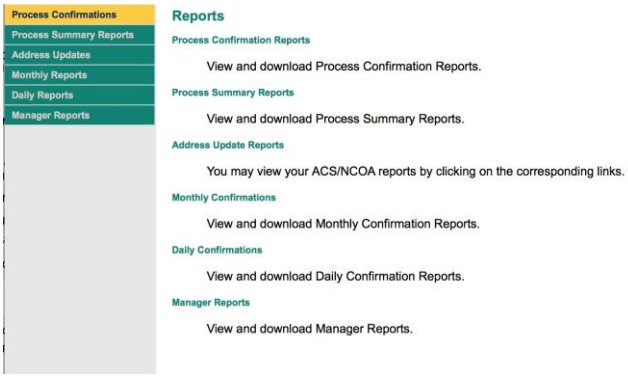
Support Tracking

This tool allows clients to submit change or support requests directly to InfoSend staff via a secure, transparent ticketing system. Clients are able to include file attachment securely, and receive responses from InfoSend staff. The tool allows multiple client contacts to collaborate on the request, and email alerts are sent anytime an update has been made by clients or InfoSend. The tool shows historical requests and allows filtration by Issue Category, as well as the Status of Open or Closed.



Reporting

InfoSend's standard reporting automatically posts report files to the secure website for client retrieval. The typical standard reports include the Process Summary, Process Confirmation and Address update reports. Clients may choose to download the reports at any time.



Can the City view real-time status of a job in production?

Yes.

Data Processing, Print and Mail Reporting Highlights

- **File Transmission and Processing**: InfoSend provides key reports during file transmission, after data processing, and upon file completion so clients are informed throughout the entire process.
- **Process and Postage Summary:** For clients utilizing the Sample Approval workflow, a Process Summary report is presented with details on the work to be performed, along with an estimate of postage.
- **Job Tracking Tool:** As client batches are processed, InfoSend provides a web tool with real-time and historical information when a file has achieved a stage of production.
- **Address Update:** InfoSend provides a full suite of address updates, including National Change of Address (NCOA) reports.

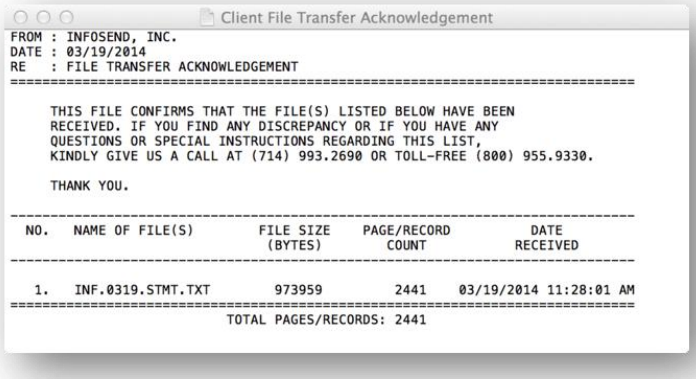
Data Processing, Print and Mail Reporting

InfoSend's Customer Communications Management (CCM) platform provides clients with the necessary reports to reconcile and receive updates throughout the Data Processing, Print and Mail (DPPM) process. InfoSend standard reporting workflow is provided by default, and is able to provide certain reports in a variety of methods including text files, comma delimited files, HTML formatted reports and in some cases, PDFs.

All reports are available either through the InfoSend website and can also be emailed or transmitted via secure FTP. In addition, clients have the capability of assigning internal contacts that have permissions to access/receive reports.

File Transfer Acknowledgement Report

Upon client upload of a data file for processing, InfoSend will send the File Transfer Acknowledgement Report as certification of receipt of the file. The File Transfer Acknowledgement Report provides information about the file name, byte size, page/record count and file receipt date. This report is posted to InfoSend's secure web portal for viewing and is also commonly emailed to designated client staff members.

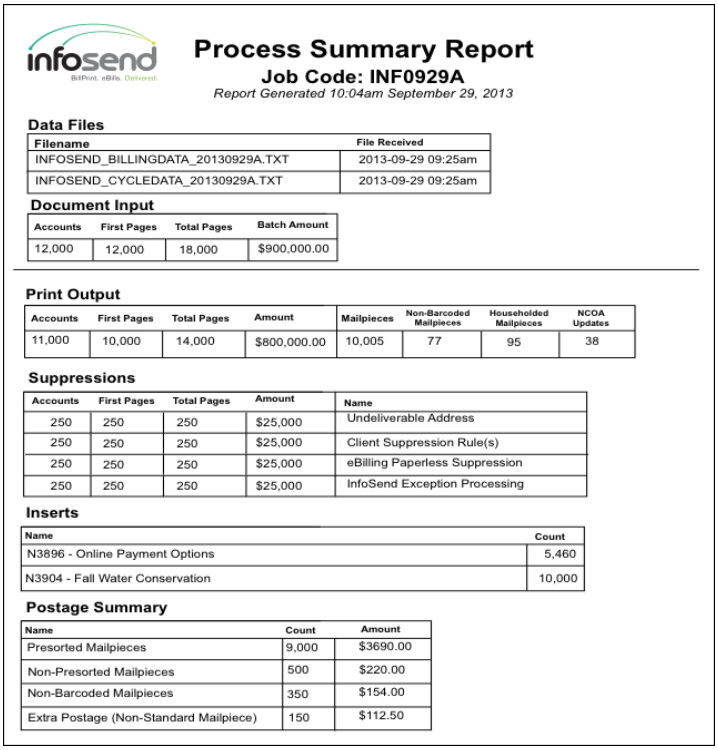


Client File Transfer Acknowledgement

```
FROM : INFOSEND, INC.
DATE : 03/19/2014
RE   : FILE TRANSFER ACKNOWLEDGEMENT
================================================================================

     THIS FILE CONFIRMS THAT THE FILE(S) LISTED BELOW HAVE BEEN
     RECEIVED. IF YOU FIND ANY DISCREPANCY OR IF YOU HAVE ANY
     QUESTIONS OR SPECIAL INSTRUCTIONS REGARDING THIS LIST,
     KINDLY GIVE US A CALL AT (714) 993.2690 OR TOLL-FREE (800) 955.9330.

     THANK YOU.

--------------------------------------------------------------------------------
  NO.   NAME OF FILE(S)         FILE SIZE     PAGE/RECORD          DATE
                                 (BYTES)        COUNT           RECEIVED
--------------------------------------------------------------------------------

   1.   INF.0319.STMT.TXT         973959         2441    03/19/2014 11:28:01 AM
================================================================================
                          TOTAL PAGES/RECORDS: 2441
```

Process Summary Report

The Process Summary Report is a detailed PDF document that summarizes key data points contained within a document run batch. If a client chooses to review sample files prior to printing, the Process Summary Report will be included as a cover page within each set of samples. It is also posted to InfoSend's "Reports" tab of the web portal in PDF form. The Process Summary Report details important information such as data files that were included within the job, document details such as page count and batch amount if documents are bills, print output information, suppressions, inserts included, and USPS presort counts and estimated postage.



infosend
BillPrint. eBills. Delivered.

Process Summary Report

Job Code: INF0929A

Report Generated 10:04am September 29, 2013

Data Files

Filename	File Received
INFOSEND_BILLINGDATA_20130929A.TXT	2013-09-29 09:25am
INFOSEND_CYCLEDATA_20130929A.TXT	2013-09-29 09:25am

Document Input

Accounts	First Pages	Total Pages	Batch Amount
12,000	12,000	18,000	$900,000.00

Print Output

Accounts	First Pages	Total Pages	Amount	Mailpieces	Non-Barcoded Mailpieces	Householded Mailpieces	NCOA Updates
11,000	10,000	14,000	$800,000.00	10,005	77	95	38

Suppressions

Accounts	First Pages	Total Pages	Amount	Name
250	250	250	$25,000	Undeliverable Address
250	250	250	$25,000	Client Suppression Rule(s)
250	250	250	$25,000	eBilling Paperless Suppression
250	250	250	$25,000	InfoSend Exception Processing

Inserts

Name	Count
N3896 - Online Payment Options	5,460
N3904 - Fall Water Conservation	10,000

Postage Summary

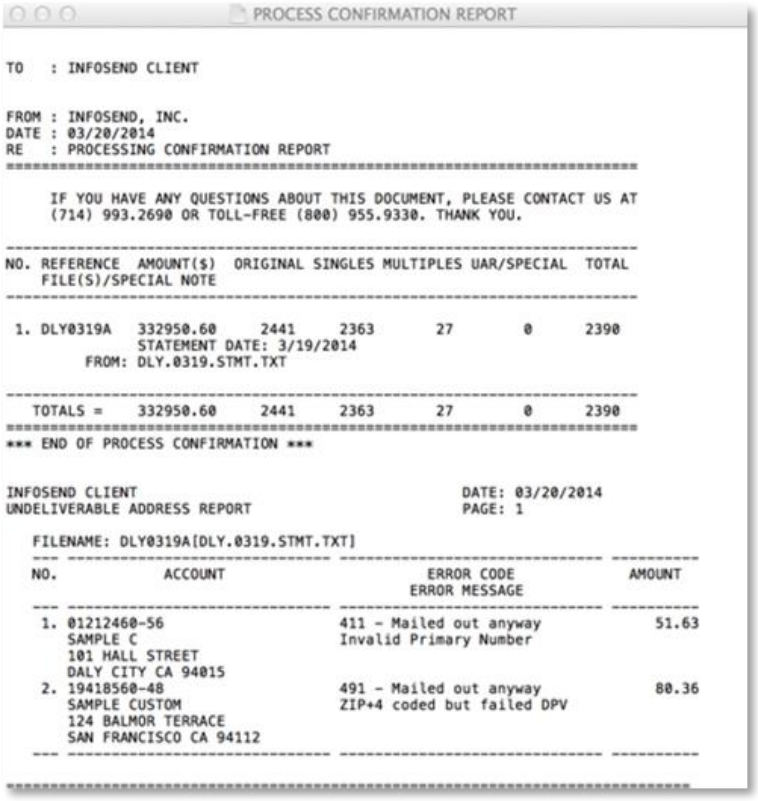
Name	Count	Amount
Presorted Mailpieces	9,000	$3690.00
Non-Presorted Mailpieces	500	$220.00
Non-Barcoded Mailpieces	350	$154.00
Extra Postage (Non-Standard Mailpiece)	150	$112.50

Process Confirmation Report

The Process Confirmation Report is emailed to designated client staff members as well as posted to the reports section of the web portal after documents have been completed for mailing and released to the USPS. This report provides

confirmation that InfoSend has released a job's mail pieces to the USPS for mailing. The Process Confirmation Report can be created in one of three different formats: plain text, XML or HTML.

This report provides the name of the file(s) mailed along with a detailed mail count. For statements, invoices and other financial documents, the total dollar amount is also provided. Additional information can be provided after the "totals" section of the report. For example, addresses that could not be verified for delivery point validation can be listed at the end of this report.

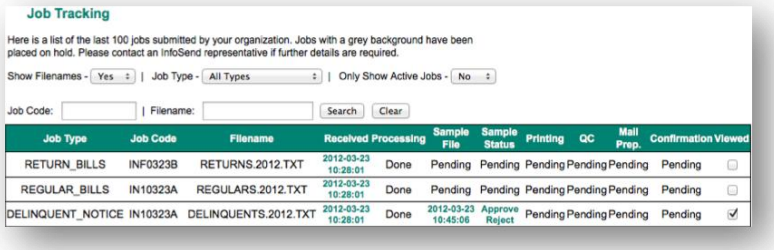


PROCESS CONFIRMATION REPORT

```
TO   : INFOSEND CLIENT

FROM : INFOSEND, INC.
DATE : 03/20/2014
RE   : PROCESSING CONFIRMATION REPORT
================================================================================

     IF YOU HAVE ANY QUESTIONS ABOUT THIS DOCUMENT, PLEASE CONTACT US AT
     (714) 993.2690 OR TOLL-FREE (800) 955.9330. THANK YOU.

--------------------------------------------------------------------------------
NO. REFERENCE  AMOUNT($)  ORIGINAL SINGLES MULTIPLES UAR/SPECIAL  TOTAL
    FILE(S)/SPECIAL NOTE
--------------------------------------------------------------------------------

 1. DLY0319A   332950.60     2441     2363       27        0      2390
               STATEMENT DATE: 3/19/2014
          FROM: DLY.0319.STMT.TXT

--------------------------------------------------------------------------------
   TOTALS =    332950.60     2441     2363       27        0      2390
================================================================================
*** END OF PROCESS CONFIRMATION ***


INFOSEND CLIENT                                  DATE: 03/20/2014
UNDELIVERABLE ADDRESS REPORT                     PAGE: 1

   FILENAME: DLY0319A[DLY.0319.STMT.TXT]
   --- ------------------------- ------------------------------ ----------
   NO.            ACCOUNT                    ERROR CODE             AMOUNT
                                             ERROR MESSAGE
   --- ------------------------- ------------------------------ ----------
    1. 01212460-56                411 - Mailed out anyway           51.63
       SAMPLE C                   Invalid Primary Number
       101 HALL STREET
       DALY CITY CA 94015
    2. 19418560-48                491 - Mailed out anyway           80.36
       SAMPLE CUSTOM              ZIP+4 coded but failed DPV
       124 BALMOR TERRACE
       SAN FRANCISCO CA 94112
   --- ------------------------- ------------------------------ ----------

================================================================================
```

Job Tracking Tool

The Job Tracker provides the current status of jobs as it progresses through InfoSend's data processing and print production departments. The Job Tracking tool contains details such as job type, number of component files that are contained within the job, file receipt timestamps, sample files that may be downloaded and the status of printing/quality control/mail preparation. Once a file has been completed for mailing and mail pieces have been released to the USPS a timestamp of file completion confirmation will be provided. InfoSend provides a history of the past 100 jobs that were processed through the system.



Job Tracking

Here is a list of the last 100 jobs submitted by your organization. Jobs with a grey background have been placed on hold. Please contact an InfoSend representative if further details are required.

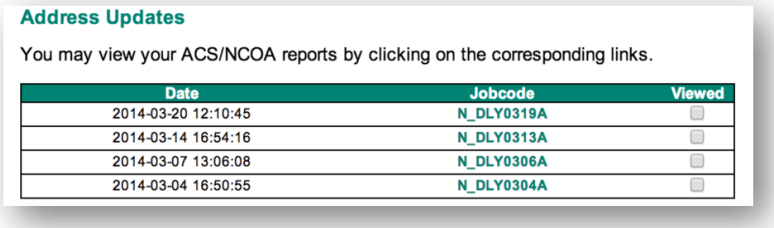
Show Filenames - Yes | Job Type - All Types | Only Show Active Jobs - No

Job Code: | Filename: Search Clear

Job Type	Job Code	Filename	Received	Processing	Sample File	Sample Status	Printing	QC	Mail Prep.	Confirmation	Viewed
RETURN_BILLS	INF0323B	RETURNS.2012.TXT	2012-03-23 10:28:01	Done	Pending	Pending	Pending	Pending	Pending	Pending	☐
REGULAR_BILLS	IN10323A	REGULARS.2012.TXT	2012-03-23 10:28:01	Done	Pending	Pending	Pending	Pending	Pending	Pending	☐
DELINQUENT_NOTICE	IN10323A	DELINQUENTS.2012.TXT	2012-03-23 10:28:01	Done	2012-03-23 10:45:06	Approve Reject	Pending	Pending	Pending	Pending	☑

Address Update Report

Address Updates including NCOALink hits or ACS updates are provided in InfoSend's reporting section. The ACS/NCOALink report is available in three formats: plain text comma delimited, XML or HTML. Most address update reports are either comma delimited or XML formatted so that InfoSend's clients can automate the process of loading updates into their customer information system.



Address Updates

You may view your ACS/NCOA reports by clicking on the corresponding links.

Date	Jobcode	Viewed
2014-03-20 12:10:45	N_DLY0319A	☐
2014-03-14 16:54:16	N_DLY0313A	☐
2014-03-07 13:06:08	N_DLY0306A	☐
2014-03-04 16:50:55	N_DLY0304A	☐

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	MailSequenc	MailerID	JobCode	AccountNum	OAddr1	OAddr2	OCity	OSt	OZip	MAddr1	MAddr2	MCity	MSt	MZip	COAType	Reason
2	700003880	107315	INF0307A	000000-01	123 Water St		WOODLAND	CA	91364	123 Water St		Woodland Hi	CA	91367-4545	NCOA	
3	700004170	107315	INF0307A	000000-02	4240 E La Palma		LOS ANGELE	CA	90011-5518	4240 E La Palma		Los Angeles	CA	90011-3329	NCOA	
4	700004156	107315	INF0307A	000000-03	5454 Main St		LOS ANGELE	CA	90011-3721	5454 Main St		LOS ANGELE	CA	90011-3721	UAA	491:ZIP+4 coded but failed DPV because of invalid primary
5	700004182	107315	INF0307A	000000-04	456 Water St		TORRANCE	CA	90501	456 Water St		TORRANCE	CA	90501	UAA	411:Invalid Primary Number
6	700004080	107315	INF0307A	000000-05	124 Water St		LOS ANGELE	CA	90013	124 Water St		LOS ANGELE	CA	90013	UAA	491:ZIP+4 coded but failed DPV because of invalid primary
7	700004048	107315	INF0307A	000000-06	4241 E La Palma		LONG BEACH	CA	90802	4241 E La Palma		LONG BEACH	CA	90802	UAA	491:ZIP+4 coded but failed DPV because of invalid primary
8	700003938	107315	INF0307A	000000-07	5455 Main St		LOS ANGELE	CA	90007	5455 Main St		LOS ANGELE	CA	90007	RETURN-UAA	V - Vacant
9	700003967	107315	INF0307A	000000-07	5455 Main St		LOS ANGELE	CA	90007	5455 Main St		LOS ANGELE	CA	90007	RETURN-COA	
10																

What file formats do you accept for submission?

InfoSend's Data Processing platform is completely adaptable to client output, accepting both data-only text files (e.g., flat files, csv, XML, etc.) and print-output PDF files.

How are files transmitted to your facility (beyond the portal)?

InfoSend Data Process Flow

InfoSend's Customer Communications Management (CCM) platform is designed to securely and efficiently accept, process and output client data to customers in a reliable and transparent manner. The data flow for InfoSend entails:

1. **Client Input-Data Transfer and Acknowledgement**
2. **Data Processing and Validation**
3. **Document Composition and Sample Approval**
4. **Printing**
5. **Quality Control**
6. **Mailing and Electronic Distribution**
7. **Confirmation and Reporting**

1. Client Input-Data Transfer and Acknowledgement

- **Secure File Upload Options:** On a 24/7 basis, data files can be sent to InfoSend via FTP or SFTP or clients can also log in to InfoSend's secure website and upload files using the HTTPS file upload method. Optionally, and depending on client security requirements, password protected or PGP/GPG encryption can be utilized on the files. When a file is received, it is automatically time-stamped and logged in InfoSend's Job Tracking database.
- **Duplicate File Prevention:** All data transfers are checked against an archive of file-level hashes and if a match is found, the system will detect the file as a duplicate. If a duplicate is detected, the processing program is halted and a warning is generated, calling for immediate follow up by InfoSend support personnel.
- **Multi-File Inputs:** InfoSend's system can be configured to create batches based on multiple source files, as well as wait a predetermined amount of time for more client records to be transferred before beginning the batch processing.
- **Process Confirmation:** Successfully transferred files are identified by client input type, resulting in a confirmation receipt sent.

2. Data Processing and Validation

- **File Integrity:** Each of InfoSend's programs is custom made to work with the clients' specific data file format. Incomplete or erroneous data will result in a program halt, issuing a warning that is escalated to InfoSend support personnel for immediate follow up.
- **Data Checks:** InfoSend programs are set up to check for individual data fields and halt if criteria are not met--for example if a date field contains a value older than an acceptable threshold. All data check halts issue a warning and escalation to InfoSend support personnel.

3. Document Composition and Sample Approval

- **Job Batch Creation:** InfoSend's system will take validated input data and begin processing by assigning a unique production Job Code specific to the client input file(s). This Job Code identifies and accompanies the output through InfoSend's processing.
- **Document Layout and Business Logic:** The input data is rendered by the InfoSend application, resulting in the layout defined during the implementation. Any client defined special business logic conditions are applied at this time.
- **USPS & Special Messaging:** During processing, the system will also validate customer mailing addresses, optionally apply National Change of Address (NCOA) updates, and perform record suppression based on client-defined criteria. The system also performs USPS pre-sorting of records, applying the Intelligent Mail Barcode (IMB) and ensuring the records are in the correct order to maximize postal efficiency. Additionally, InfoSend's CCM platform will check the database for any scheduled messages or inserts to be included with the output.
- **Rendered Output and Sample Review:** Once a file has successfully been rendered, clients have the option to review a sample file containing a PDF output of the documents. Sample outputs can contain a percentage of or the complete output and includes a Process Summary report cover page which lists details on the output work to be performed by InfoSend. Clients are provided the option to either reject and resend their data file with corrections or approve the batch. Once files are approved, an email confirmation of the approval is sent, and the output is released to the manufacturing environment for distribution.

4. Printing

- **Job Priority:** Jobs are printed on an as-received basis, with jobs requiring the shortest turnaround time given priority. InfoSend is committed to meeting the agreed upon mail turnaround times for all clients simultaneously and is staffed and equipped accordingly.
- **Operator Controls:** Once a sample file batch has been approved for printing, files are sent to the print production queue. InfoSend's unique Central Print program monitors print jobs in the production department, prohibiting a job from being printed more than once, and provides operator controls including timestamps of printing time and other tracking metrics. InfoSend production staff with appropriate permissions are granted access to queued files.
- **Job Ticket:** A job ticket is attached during processing to each production run. A job ticket contains information such as printing specifications, form type, envelope options, and whether an insert should accompany the file. The job ticket is printed in our production department and remains with a job until it is released to the USPS for mailing.

5. Quality Control

- **Dedicated Workflow and Staffing:** InfoSend's emphasis on quality and customer satisfaction requires a dedicated step and operator role in the process to validate the printed output. This step in the process takes place after printing but before distribution. Each job is thoroughly checked a minimum of 4 times for general alignment, printing, color or mailing address block issues which would result in problematic processing or mailing: before printing, after printing, upon delivery to the QC department and finally upon delivery to the mailing department.
- **Uniquely Tailored QC Program:** InfoSend has an internally developed workflow that provides onscreen prompts to QC personnel, requesting they check for bill specific information (such as customer name, account number, address) on randomly selected pages throughout the batch. These onscreen prompts are customized to the client's data and ensure the integrity of data throughout the batch before releasing for distribution.

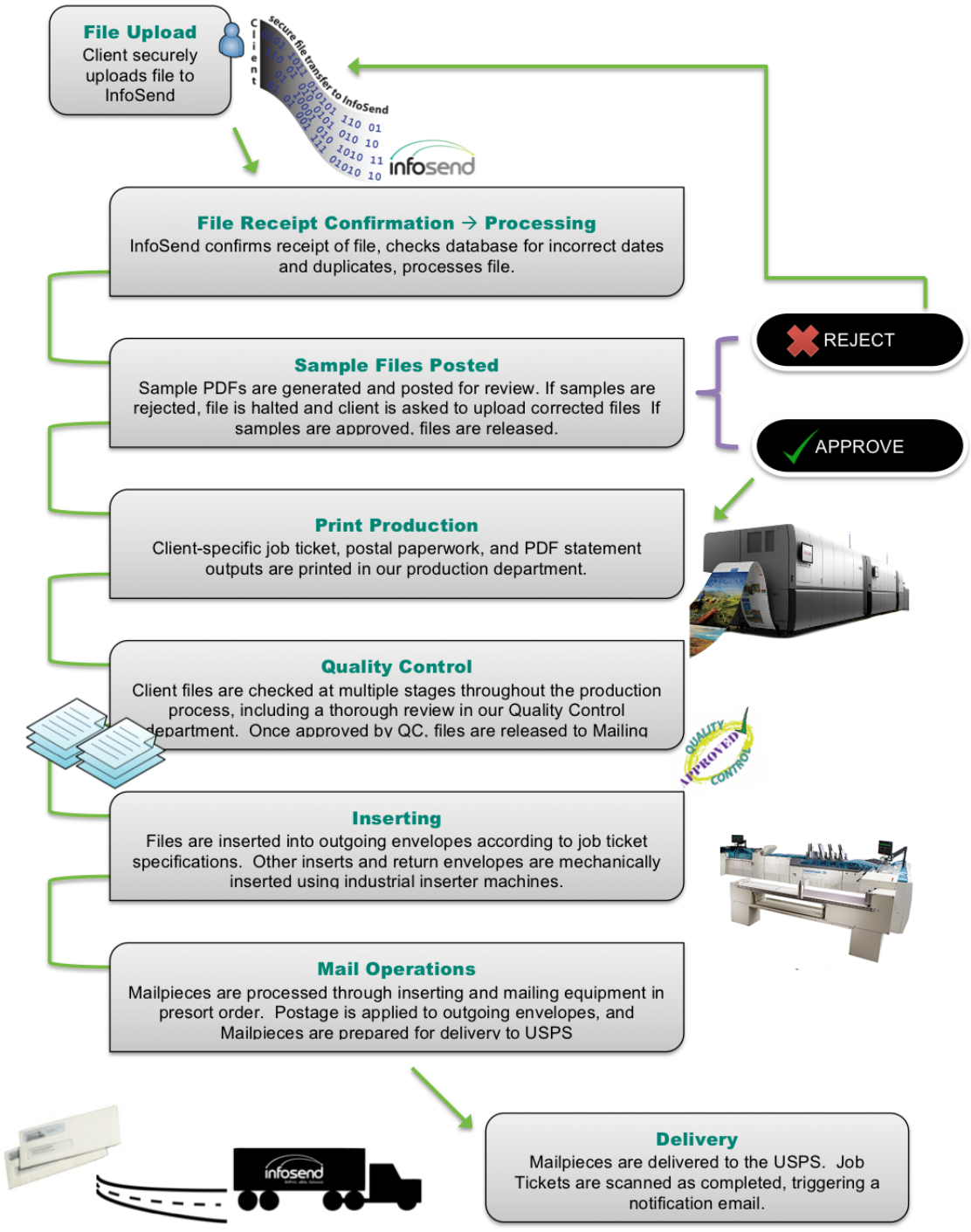
6. Mailing and Electronic Distribution

- **Mailing Department:** Once a job has gone through Quality Control, it is released to the printing department for fulfillment. All printed pages are matched to the correct materials per the Job Ticket and inserted into the envelope for mailing. Mail that has been inserted is then delivered to the USPS with the appropriate postal paperwork for the USPS to validate prior to induction. Upon delivery to the USPS, either at the onsite Detached Mail Unit (DMU) or local distribution center, the job batch is scanned as completed by an InfoSend operator.
- **Electronic, Multi-Channel Distribution:** Upon completion of the job batch, InfoSend's CCM platform begins the electronic distribution of customer records to the InfoSend archive, hosted eBusiness system, back to the client, or other third-party distribution networks.

7. Confirmation and Reporting

- **Process Confirmation:** Once InfoSend has completed the distribution of the client job batch, a confirmation receipt is sent to the client with details on the job batch execution. This receipt serves as the final notification regarding the input data received.
- **Reporting:** InfoSend's platform also provides robust reporting back to clients on the output services performed. InfoSend offers detailed address update and suppression reporting, as well as customized, detailed breakdown of the fulfillment.

Data Processing Workflow Diagram:



Dedicated account rep assigned to this contract?

Absolutely!

InfoSend's mission to provide the industry-best support requires excellence and attention to detail within the Client Services (CS) department. InfoSend has designed support around extensive procedural controls to ensure client output is handled accurately and issues are addressed expeditiously. If InfoSend is awarded this contract, we will at that point assign a dedicated Account Manager to work on the implementation project. This Account Manager will remain the main point of contact throughout the implementation and will also be available after go-live for ongoing maintenance or improvement projects.

How will the City communicate change requests or special instructions?

InfoSend Client Services Support Highlights

- Dedicated Account Manager from implementation also assigned to monitor and provide support.
- Dedicated Support Staff for reviewing and responding to incoming issues.
- Multiple communication channels available for client preference: web support ticketing tool, email, and phone.
- Proactive support initiated by InfoSend staff when client data issues are detected by InfoSend Quality Control processes.
- Issues tracked via InfoSend CRM tool, ensuring full resolution before the ticket can be closed.

InfoSend Client Services Support

InfoSend's mission to provide the industry-best support requires excellence and attention to detail within the Client Services (CS) department. InfoSend has designed support around extensive procedural controls to ensure client output is handled accurately and issues are addressed expeditiously. The following describes InfoSend's standard support coverage, the services that are included as part of annual software support, a listing of call priorities and an outline of escalation procedures.

InfoSend offers emergency an after-hours support line. An after-hours answering service is available 24/7/365. The answering service contacts InfoSend employees sequentially until one receives and acknowledges the call. Requests can be answered within 4 hours. InfoSend provides escalation phone number and contacts during the implementation. After-hours support may be billable. Please note, with the extensive support hours and support channels available, the after-hours answering service being used is extremely rare. Please see typical support channels overview below:

Support Channels and Availability

InfoSend provides the following methods to be reached to initiate a support request:

- 800 Toll-Free Telephone support: (800) 955-9330
- Email via support@infosend.com
- Free electronic access 24 x 7 at www.infosend.com with the following online benefits:
    - Log, track & close support requests
    - View & update support requests
    - Access published documentation
    - Access available downloads
    - Download reports
    - View Job Tracking statistics
    - Download sample files in PDF format

Standard hours of support are from 6:00 AM Pacific to 6:00 PM Pacific, Monday through Friday, excluding designated statutory holidays. Weekend assistance is available and must be scheduled in advance and in most cases is billable.

InfoSend recognizes the below holidays and will be closed should they fall on a weekday.

- New Year's Day
- Memorial Day

- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Inbound Support Ticketing, Escalation, and Resolution Workflow

All issues or questions reported to support can be tracked via an online support ticket. Account Managers can provide support via telephone, email or the online support ticket tool that can be accessed by logging into www.infosend.com.

1. **Contact Dedicated Account Manager**: Each web submission, call or email is handled with personal support. Clients receive support by contacting their dedicated Account Manager. If the client's dedicated contact is not available, the support request will be handled by another cross-trained Account Manager or Senior Account Manager. This representative will be your liaison through the support process, giving you a single point of contact for issue resolution.
2. **Request Logging:** Each support request can be logged using InfoSend's online Support Ticket Tool. Support Ticket requests are assigned a unique ID and can be viewed by both InfoSend Support and the client's authorized representatives. Support Ticket requests are archived and can be filtered by open and closed requests.
3. **Escalation Procedure:** InfoSend staff will internally escalate any required internal technical or operational resources to ensure that quality issues are resolved quickly and completely the first time. All necessary modifications are thoroughly tested before being applied to client applications to ensure that the final product meets quality expectations.
4. **Ticket Resolution:** Once an issue has been resolved, clients are notified of the solution and allowed to review new sets of samples to approve any changes. Extra attention is paid to the new job throughout our production, quality control and mailing process. When all parties confirm that the job is meeting quality expectations through every step in the process, we will approve and release the job for completion.
5. **Client Satisfaction**: Any concerns or questions around the support being provided may be escalated to the Client Services Director.

Proactive File Halt, Validation Error and Quality Control Support Procedures

InfoSend's data processing platform is designed to validate client data and will halt if any anomalies or incomplete data is detected. In addition, InfoSend's dedicated QC process will review all printed outputs to check for issues caused by client data. When issues are detected:

1. **Alert Notification:** InfoSend's internal system will automatically place the Job on hold, open a ticket and alert the CS department via an internal alert system, identifying the client and type of output.
2. **Assessment and Follow Up:** InfoSend's CS personnel will assess and then follow up with the relevant client contacts to notify of the issue.
3. **Resolution:** CS personnel will work with the client on how to address the data, either with a new data file or with programming adjustments.

File Cancellation and Document Pull Request Procedures

InfoSend's CS department accepts requests to cancel entire batches or pull select documents from a batch as a standard function of the department. This request can be placed through InfoSend's online website support ticketing system, via email, or by calling the 800 number. The request is then documented by the CS team and communicated to the InfoSend production departments through our internal systems.

1. **File Cancellation**: These requests are typically submitted to InfoSend just after file transfer but before printing. InfoSend's CS personnel will immediately change the status of the Job to prevent any further progression through the InfoSend manufacturing environment and remove the Job batch from the queue. Clients utilizing the Sample Approval workflow will have the option to cancel their own job, which will then be removed from the queue.
2. **Pull Document Requests:** These requests are typically submitted by the Client after the file is processed and prior to mailing. Ideally, these requests would be submitted to the CS team prior to the mail piece receiving the "Quality

Control" timestamp in the website's client-facing job tracking system. Once the job has been marked as completing Quality Control, it will be moved into Mail Preparation. For this reason, Pull Document Requests made after the job has passed through QC should be communicated directly via phone call to ensure that they are handled immediately to minimize the chance that the piece is processed for mailing. The document to be pulled will then be intercepted after the document is printed. Pulled documents can either be recycled or returned to the Client.

E. DATA SECURITY AND PRIVACY

E. DATA SECURITY AND PRIVACY

How is the City's customer data secured in transit and at rest?	All data files can be PGP encrypted during transfer, and all web traffic utilizes HTTPS, ensuring secure communications both ways. Data is stored with both encryption at rest and extensive compensating controls.
Do you hold any data security certifications (SOC 2, ISO 27001, etc.)?	Yes. InfoSend's systems, security processes, and practices are currently subject to the rules and regulations of multiple laws and/or audit types: •Payment Card Industry Data Security Standard (PCI DSS) •Health Insurance Portability and Accountability Act (HIPAA) •Statement on Standards for Attestation Engagements (SSAE 18) with SOC 1 & 2 Reporting •Gramm-Leach-Bliley Act (GLBA) •Fair and Accurate Credit Transactions Act of 2003 (FACTA)
How long do you retain the City's customer data after a job is complete?	InfoSend keeps the 'untouched' source files for 12 months in Receive Archive. We convert the flies and store those locally for 1 month, then 12 months encrypted.
What is your policy and procedure in the event of a data breach?	Please refer to the following pages for details regarding InfoSend's security procedures and incident protocols.
Will any subcontractors or third parties have access to the City's data?	☐ Yes ☑ No
If yes, identify subcontractors and describe data handling agreements:	Not applicable

InfoSend Security Procedures Highlights

- InfoSend employs industry best practices while complying with numerous regulatory requirements for protecting client data.
- Compliant and/or audited by third parties for PCI-DSS Level 1, HIPAA, SSAE18, GLBA and FACTA.
- All Facility Physical Premises Secured
- Secure Encrypted Data Transfer and Storage Practices
- Secure Segmentation of Client Data
- Secure Disposal of Client Data
- Firewalls and Web Application Security
- Background Checks and Drug Tests for All New Employees
- Annual Security Policy and Awareness Training for Employees
- Formal Suspected Breach Escalation, Review and Notification Process

Incident Response Plan

InfoSend's Incident Response Plan is a component of our Information Security Policy, which is confidential and proprietary. InfoSend will provide our detailed Incident Response Plan upon execution of a non-disclosure agreement. InfoSend has a Computer Incident Response Team (CIRT) comprised of both management and information security employees responsible for implementation of our Incident Response Plan in response to cyber-attacks that includes the following components:

- Detection
- Confinement
- Establishment of Emergency Business Continuity Plan
- Analysis of Intrusion/Forensic Investigation
- Post Forensic Recovery from the Intrusion
- Ensure Proper Security of the System & Network
- Restore Affected Services
- Implement Mandated Reporting
- Update Security Policy to Reflect Lessons Learned

InfoSend's non-confidential Security Procedures are provided below.

InfoSend Security Procedures

InfoSend's Customer Communications Management (CCM) platform is responsible for processing and distributing consumer communications. As such, physical infrastructure, data and computing environment security and safety are paramount to protecting consumer information on behalf of clients. InfoSend's systems, security processes, and practices are currently subject to the rules and regulations of multiple laws and/or audit types:

- Payment Card Industry Data Security Standard **(PCI DSS)**
- Health Insurance Portability and Accountability Act **(HIPAA)**
- Statement on Standards for Attestation Engagements **(SSAE 18)** with SOC 1 & 2 Reporting
- Gramm-Leach-Bliley Act **(GLBA)**
- Fair and Accurate Credit Transactions Act of 2003 **(FACTA)**

InfoSend approaches the risk of data breach via the following methodologies:

1. **All Facility Physical Premises Secured:** All InfoSend facilities are locked and protected at all times, with access requiring security authorization by InfoSend. InfoSend employees have issued I.D. cards that must be worn at all times. Guests are strictly monitored and chaperoned.
2. **Secure Encrypted Data Transfer and Storage Practices:** All data files can be PGP encrypted during transfer, and all web traffic utilizes HTTPS, ensuring secure communications both ways. Data is stored with both encryptions at rest and extensive compensating controls.

3. **Secure Segmentation and Disposal of Client Data:** Data is segmented between each InfoSend customer to ensure no commingling or erroneous joining can occur. All programs and workflows are custom-tailored to the client, ensuring program failure and employee notification in the event data is somehow manually entered into a workflow.
4. **Secure Disposal of Client Data:** All client data, whether digital or printed is disposed of securely.
5. **Firewalls and Web Application Security:** InfoSend limits traffic to and from each facility to business essentials, and employs numerous technologies to detect and thwart intrusion attempts. InfoSend regularly undergoes penetration tests with outside vendors.
6. **Background Checks and Drug Tests for All New Employees**: All InfoSend employee identities are verified and checked for criminal history before acceptance. In addition, employees are administered and must pass a drug test before hiring.
7. **Annual Security Policy and Awareness Training for Employees:** All InfoSend employees are given training on security procedures and risks at least annually, ensuring awareness and compliance.
8. **Formal Suspected Breach Escalation, Review and Notification Process**: All employees are trained to report and escalate suspected breaches or breach attempts to their manager immediately.

Physical Security Details

InfoSend facilities employ physical site security measures such as zoned and controlled access, cameras, alarms and other theft deterrents. In addition, InfoSend ensures that only approved personnel handle client information and materials. Buildings are locked at all times with approved personnel access controlled by key cards. All visitors are required to sign a visitor log, wear a visitor badge and will be escorted while in the building. Additionally, InfoSend maintains a West Coast Headquarters and a Midwest facility for business continuity, as well as to support the growing needs of our customers. These production facilities are located in Anaheim, CA, Downers Grove, IL, Fort Worth, TX and Fort Myers, FL. Each facility operates with mirrored processes and compatible equipment. InfoSend has a tested disaster recovery plan and a secure off-site data center.

Systems Hardening

InfoSend performs the following systems hardening functions:

- System-wide security policies protect data from internal and external threats
- New users must change system-generated passwords upon the first login
- Real-time HTTP and HTTPS application layer security inspection
- Require special characters and minimum length security passwords
- Vendor-supplied default or guest accounts are protected or deleted
- Start-up passwords must be created in a manner that is not predictable
- Anti-virus definitions are updated automatically as they become available to protect client data from viruses, Trojan horses, worms, etc.
- Anti-virus software is installed on each Windows PC, and on the corporate mail server
- Process hardening through use of SELinux
- Live log analysis and file integrity scanning
- Install and maintain the most recent service packs
- Monitor security rollout packages, install patches as needed
- Remove unnecessary applications
- Remove unnecessary services and default settings
- Monitor security rollout packages, install patches as needed

Continuous Improvement

In an effort to continue core operations and provide the excellent support our clients rely on, InfoSend understands the importance of continued improvement of our security practices. Security is at the forefront of this improvement process. Through our extensive research and proactive measures, InfoSend clients can be assured that their data is protected and handled with the highest industry-standard measures of care.

F. MAIL PROCESSING AND POSTAGE

F. MAIL PROCESSING AND POSTAGE

Do you hold an active USPS bulk mail entry unit (BMEU) permit?	☑ Yes ☐ No Please refer to the following pages for additional information.
Can you process mailings under the City's postage permit account?	☑ Yes ☐ No Please refer to the following pages for additional information.
Do you provide a USPS acceptance / postage manifest after each drop?	☑ Yes ☐ No Please refer to the following pages for additional information.
Is CASS certification / address validation included in your standard service?	☑ Yes ☐ No Please refer to the following pages for additional information.
Do you offer NCOA (National Change of Address) processing?	☑ Yes ☐ No Please refer to the following pages for additional information.
Do you offer IMB (Intelligent Mail Barcode) tracking?	☑ Yes ☐ No Please refer to the following pages for additional information.
How do you handle and report returned / undeliverable pieces to the City?	Please refer to the following pages for additional information.

Do you hold an active USPS bulk mail entry unit (BMEU) permit?

USPS Seamless Acceptance
InfoSend manages USPS compliance by maintaining regulatory and processing standards as a Full-Service provider of the USPS, and has been certified as a Seamless Acceptance provider for verifying mail electronically for acceptance. InfoSend meets all mail piece design standards for document design internally, as well as maintains a USPS business relationship account status with the USPS. InfoSend maintains USPS quality data compliance utilizing USPS-approved CASS/Pave, presorting, and move update software (BCC Software) to perform address hygiene, achieve optimal postal discounts, and apply move updates along with associated reporting.

Detached Mailing Unit (DMU)
InfoSend's Anaheim headquarters and Downers Grove facilities are designated as a USPS Detached Mail Unit (DMU). Having DMU status means that outbound First-Class Mail is inspected by USPS employees located at the production facility, removing the need for mail to be inspected after delivery to the USPS. Mail that is presorted at InfoSend's facility is directly entered into the postal distribution system, expediting mail delivery times and increasing the volume of mail InfoSend can induct daily while reducing overhead.

Can you process mailings under the City's postage permit account?

Yes.

InfoSend can accommodate applying postage expenses against the City's permit should the City desire to manage the postal account. InfoSend, however, would be happy to manage the postage account using an InfoSend permit to relieve the City of monitoring available postage funds. InfoSend only requires a postage deposit prior to the first production run. Postage will then be invoiced, even if in excess of the supplied deposit, and the postage deposit will be replenished and available for future production runs. InfoSend has presented pricing options for using our standard cost-saving envelopes in which an InfoSend permit imprint will be presented. With these envelopes, it is required to use InfoSend's postal permit. This will save the City the additional expense of requiring custom envelopes.

Do you provide a USPS acceptance / postage manifest after each drop?

Yes.

The Process Confirmation Report is emailed to designated client staff members as well as posted to the reports section of the web portal after documents have been completed for mailing and released to the USPS. This report provides confirmation that InfoSend has released a job's mail pieces to the USPS for mailing. The Process Confirmation Report can be created in one of three different formats: plain text, XML or HTML.

This report provides the name of the file(s) mailed along with a detailed mail count. For statements, invoices and other financial documents, the total dollar amount is also provided. Additional information can be provided after the "totals" section of the report. For example, addresses that could not be verified for delivery point validation can be listed at the end of this report.

Is CASS certification / address validation included in your standard service?

Yes.

Coding Accuracy Support System (CASS)
InfoSend processes each client file through United States Postal Service (USPS) certified and approved software to ensure the Coding Accuracy Support System (CASS) routine is run. The CASS system improves the accuracy of carrier routes, 5-digit ZIP, ZIP + 4, performing Delivery Point Validation (DPV) on mail pieces, and digitally presorts the order of mail for USPS efficiency. Utilizing CASS certification allows InfoSend to obtain the maximum presort postage discounts for client mailings.

Do you offer NCOA (National Change of Address) processing?

Yes.

USPS Move Updates

InfoSend ensures that clients comply with the USPS Move Update requirements. Mailers must use a USPS-approved method to keep the client's customer address database up to date to qualify for presort discounts. Per USPS requirements, clients must update the addresses in the database using the information that is reported back by the USPS. Failure to update addresses within the USPS's deadline will result in the loss of presort postage discounts.

InfoSend offers two move update services that are compliant with the USPS:

1. **Address Change Service (ACS):** When this option is selected, the USPS forwards client mail to the new address and records the action in its database. InfoSend retrieves this information weekly and sends clients an electronic report of the forwards.
2. **NCOALink Service**: With this option, InfoSend uses the NCOALink database to find the new addresses during data processing. The new addresses can be printed on documents before they are mailed, or printed as-is and forwarded to the new address by the USPS.

In either scenario, clients receive electronic reports of the new addresses after each batch is mailed. If a client elects to have the USPS forward the mail, the addresses must be updated within 90 days.

Do you offer IMB (Intelligent Mail Barcode) tracking?

Yes.

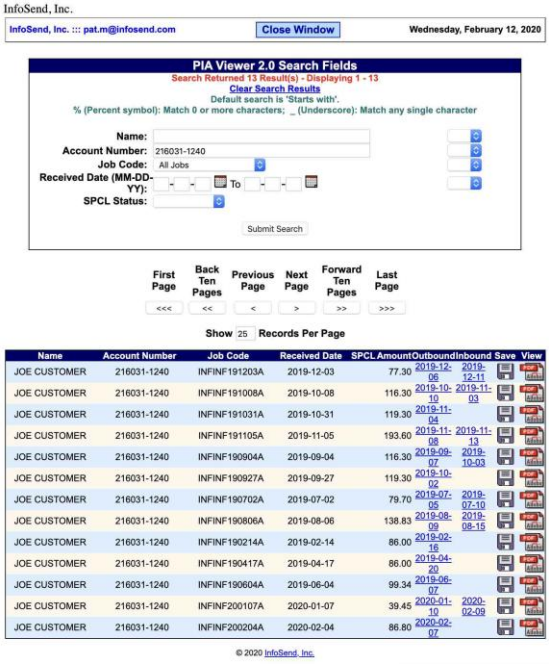
Full-Service with Intelligent Mail Barcode (IMb)

In 2009, the USPS introduced the cost-saving Full-Service mailing option using the Full-Service Intelligent Mail barcode. The Full-Service option provides a number of benefits for qualifying mail pieces. One of the most significant is a postage discount of $0.005 on each qualifying mail piece below the normal lowest pre-sort 5-digit postage rate. InfoSend, by default, will implement the Full-Service Intelligent Mail barcode within client documents produced, saving clients many thousands of dollars in postage costs.

Mail Tracking

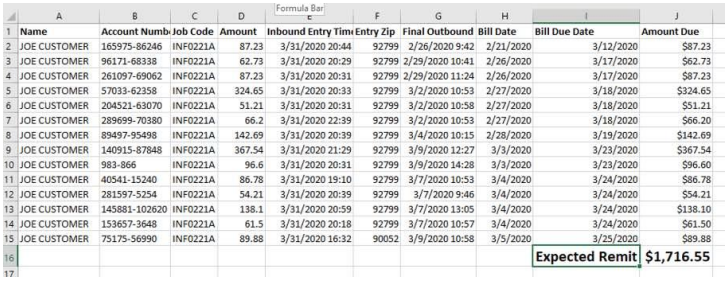
All clients using the hosted Print Image Archive from InfoSend are automatically given Mail Tracking. With Mail Tracking, the USPS data is provided via the IMb Tracing™ service, where all qualified mail with an Intelligent Mail Barcode that is scanned at a sort facility is logged. This data provides insight into the estimated delivery time frame of mail to the customer. *Only available with mail sent using 1st Class Postage, and not available in some cases with postcard mailings.*

Example PIA Search Screen with Mail Tracking Results:



Remit Tracking

For clients utilizing the Print Image Archiving service, InfoSend can also track inbound mail from customers utilizing an included remittance stub in the outbound mail. With Remit Tracking, clients will be able to see when a customer responded to the original mail piece, as well as get a daily report of inbound mail with an estimated value of payment remittances based on the outbound mail, assisting with cashflow expectations.



	A	B	C	D	E	F	G	H	I	J
1	Name	Account Numb	Job Code	Amount	Inbound Entry Time	Entry Zip	Final Outbound	Bill Date	Bill Due Date	Amount Due
2	JOE CUSTOMER	165975-86246	INF0221A	87.23	3/31/2020 20:44	92799	2/26/2020 9:42	2/21/2020	3/12/2020	$87.23
3	JOE CUSTOMER	96171-68338	INF0221A	62.73	3/31/2020 20:29	92799	2/29/2020 10:41	2/26/2020	3/17/2020	$62.73
4	JOE CUSTOMER	261097-69062	INF0221A	87.23	3/31/2020 20:31	92799	2/29/2020 11:24	2/26/2020	3/17/2020	$87.23
5	JOE CUSTOMER	57033-62358	INF0221A	324.65	3/31/2020 20:33	92799	3/2/2020 10:53	2/27/2020	3/18/2020	$324.65
6	JOE CUSTOMER	204521-63070	INF0221A	51.21	3/31/2020 20:31	92799	3/2/2020 10:58	2/27/2020	3/18/2020	$51.21
7	JOE CUSTOMER	289699-70380	INF0221A	66.2	3/31/2020 22:39	92799	3/2/2020 10:53	2/27/2020	3/18/2020	$66.20
8	JOE CUSTOMER	89497-95498	INF0221A	142.69	3/31/2020 20:39	92799	3/4/2020 10:15	2/28/2020	3/19/2020	$142.69
9	JOE CUSTOMER	140915-87848	INF0221A	367.54	3/31/2020 21:29	92799	3/9/2020 12:27	3/3/2020	3/23/2020	$367.54
10	JOE CUSTOMER	983-866	INF0221A	96.6	3/31/2020 20:31	92799	3/9/2020 14:28	3/3/2020	3/23/2020	$96.60
11	JOE CUSTOMER	40541-15240	INF0221A	86.78	3/31/2020 19:10	92799	3/7/2020 10:53	3/4/2020	3/24/2020	$86.78
12	JOE CUSTOMER	281597-5254	INF0221A	54.21	3/31/2020 20:39	92799	3/7/2020 9:46	3/4/2020	3/24/2020	$54.21
13	JOE CUSTOMER	145881-102620	INF0221A	138.1	3/31/2020 20:59	92799	3/7/2020 13:05	3/4/2020	3/24/2020	$138.10
14	JOE CUSTOMER	153657-3648	INF0221A	61.5	3/31/2020 20:18	92799	3/7/2020 10:57	3/4/2020	3/24/2020	$61.50
15	JOE CUSTOMER	75175-56990	INF0221A	89.88	3/31/2020 16:32	90052	3/9/2020 10:58	3/5/2020	3/25/2020	$89.88
16									Expected Remit	$1,716.55
17										

How do you handle and report returned / undeliverable pieces to the City?

Return Mail Processing Service

InfoSend's Return Mail Processing Service provides clients with the option to not receive and process mail physically returned by the USPS. By having InfoSend handle the processing and reporting of returned mail, client staff time is freed for more valuable duties.

The process for InfoSend's Return Mail Processing Service is simple.

- InfoSend receives electronic return records form USPS when Undeliverable-As-Addressed (UAA) mail is processed and detected at USPS sorting centers.
- This information is matched with the original mailing, and is used to generate a detailed report of the returned pieces, including the reported reason for return. All UAA mail detected by USPS is destroyed at the processing facility.
- The electronic process form USPS catches the vast majority of the pieces, USPS does not guarantee that it will catch 100% of UAA records. For this reason, InfoSend also offers a service to process the physical returned mail.
- When using the physical return mail service, InfoSend will send the mail with the return address replaced with a USPS PO Box that is managed by InfoSend.
- This PO Box is checked on a regular basis, and any return mail is brought back to our facility and scanned and processed for reporting. These scanned pieces are matched to the original mailing records, and included in the return mail report which contains the USPS electronic returns.
- This allows us to provide all return mail information in a single report, as it becomes available through either USPS reporting, or the return of the physical mail pieces.

Immediate return on investment (ROI) is available to any client utilizing this service, as the headache of receiving and opening returned mail is handled expertly by InfoSend in an efficient and cost-effective manner.

G. REFERENCES

Minimum three (3) references from similar municipal or governmental clients

G. REFERENCES

Provide a minimum of three (3) references from current or recent clients with similar scope (municipal utility billing preferred).

Reference 1

Organization:	Huron Charter Township, MI
Contact Name:	Stephanie Pelfrey, Clerk
Phone / Email:	734-753-9376 x 123 / spelfrey@hurontownship-mi.gov
Services Provided:	Data Processing Print and Mail
Approx. Annual Volume:	62,400

Reference 2

Organization:	Oakland County, MI
Contact Name:	Nancy Basch, Business Systems Manager
Phone / Email:	248.804.2383 / baschn@oakgov.com
Services Provided:	Data Processing Print and Mail, Print Image Archiving
Approx. Annual Volume:	450,000

Reference 3

Organization:	City of Hamtramck, MI
Contact Name:	Rodney Johnson, Director of Public Services
Phone / Email:	313-800-5233 Ext. 312 / rjohnson@hamtramckcity.com
Services Provided:	Data Processing Print and Mail
Approx. Annual Volume:	110,400

References Additional Information

Huron Charter Township, MI	734-753-9376 x 123
22950 Huron River Drive	Stephanie Pelfrey, Clerk
New Boston, MI 48164	spelfrey@hurontownship-mi.gov

- **Contracted Since**: 2022
- **Billing System**: BS&A
- **Volume**: Approximately 5,200 Mail Pieces Monthly
- **InfoSend Products Used**: Data Processing Print and Mail

Oakland County, MI	248.804.2383
One Public Works Drive	Nancy Basch, Business Systems Manager
Waterford, MI 48328	baschn@oakgov.com

- **Contracted Since:** 2015
- **Billing System:** Harris Northstar
- **Volume:** 37,500 Monthly
- **InfoSend Products Used:** Data Processing Print and Mail, Print Image Archiving

City of Hamtramck, MI	313-800-5233 Ext. 312
3401 Evaline	Rodney Johnson, Director of Public Services
Hamtramck, MI 48212	rjohnson@hamtramckcity.com

"InfoSend's services were a big improvement from what we were using in the past. We now have two-sided bill printing, bills in color, and most important, we have a new updated bill presentation that went over well with our residents. InfoSend provided great assistance with helping us through the process of developing our new water bill format." - Rodney Johnson, Director of Public Services

- **Contracted Since:** 2018
- **Billing System**: BS&A
- **Volume**: 9,200 Mail Pieces Monthly
- **InfoSend Products Used**: Data Processing Print and Mail

H. EXCEPTIONS AND DEVIATIONS

H. EXCEPTIONS AND DEVIATIONS

List any exceptions or deviations from the specifications or terms in this RFB. If none, state “None.” The City reserves the right to reject bids with material exceptions. You may also use this space to note any other comments.

Section	Exception / Deviation	Proposed Alternative
Section: 6.3 Indemnification	Minor revisions to the proposed language by adding "third-party" and "to the extent" and replacing "performance or failure to perform" with "negligent acts or omissions, willful misconduct, or material breach". These revisions preserve the Vendor's responsibility for its own acts while clarifying the intended scope of the indemnity.	"The Vendor shall indemnify, defend, and hold harmless the City from any third-party claims, losses, or damages to the extent arising from the Vendor's negligent acts or omissions, willful misconduct, or material breach of this Contract."

I. CERTIFICATION AND SIGNATURE

Signed Bid Certification (Section 4 of the Response Form)

I. CERTIFICATION AND SIGNATURE

By signing below, the authorized representative of the vendor certifies that:

- All information provided in this bid response is true, accurate, and complete.
- The vendor has the legal authority and capacity to enter into a contract with the City of Dearborn Heights.
- The vendor has read, understands, and agrees to the terms and conditions set forth in this RFB.
- The pricing provided is firm for a minimum of ninety (90) days from the bid submission deadline.
- No collusion or conflict of interest exists with respect to this bid.

Authorized Signature:	
Printed Name:	Russ Rezai
Title:	President
Date:	06/25/2026

Samples

Sample prints / samples of comparable work

InfoSend Document Design Services for Utilities

InfoSend provides document composition services for **hundreds of utilities nationwide**. InfoSend's Account Managers are trained in the use of various graphic design tools which are leveraged to create your documents. The Account Manager assigned to this project will work with the client's project team to create outputs which meet the high standards expected by our clients. Wherever possible we will look to provide suggestions to improve the look, feel, readability, and/or response rate for your custom communications using our extensive experience in a wide-variety of industries. All of the graphic design work for your projects will be conducted in-house at InfoSend allowing for us to maintain a high level of quality and responsiveness to your requirements.

InfoSend maintains a wide array of printing and finishing equipment necessary to handle transactional and promotional document production, including:

- Grayscale and full-color laser printers
- Full-Color Inkjet printer
- High-capacity offline folding equipment
- High-capacity industrial cutting equipment
- Variable speed mail inserting equipment
- Proprietary and licensed software solutions for processing data, creating client outputs, maintaining USPS compliance
- Full compliance with any OCR, barcode or remittance specification, including lockbox testing with the delivery of production samples prior to Go-Live.

Often InfoSend will consult to provide clients with best practices and design options which leverage the data and printing technology to their fullest. InfoSend's design team can assist in making sure a utility statement has information hierarchy, appropriate use of color and white space, as well as innovative graphics.

Utility Bill Design Highlights:

- Information hierarchy based on customer feedback, ensuring Amount Due and Due Date are very clear. Amount Due is placed strategically in multiple locations.
- Color schemes are utilized to enhance labeling of various services and/or charges.
- Usage and historical information are given prime real estate.
- A dynamic message area for clients to place customizable messages to all customers or customers falling under specified criteria.
- Graphs utilizing multiple colors to communicate the various charges that lead to the total.
- Backside of the bill utilized to communicate details of charges and payment options, labeled with different colors by channel.
- We offer multilingual support and are able to present bills in multiple languages.

Simplex Statement

City of Colleyville
Utility Billing
P.O. Box 1016
Colleyville, TX 76034-1016

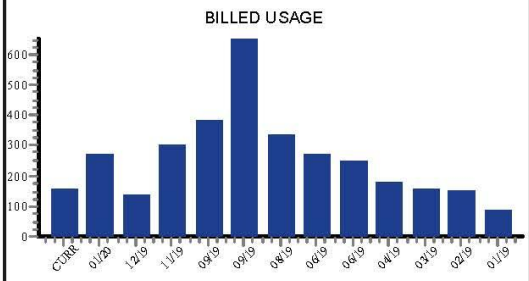
Utility Bill

OFFICE HOURS: 8:00 a.m. - 5:00 p.m. Monday - Friday with the exception of holidays.
An after-hours deposit is located in back foyer of City Hall 100 Main Street
AFTER HOURS EMERGENCY: (817) 743.4522 (after hours fee may apply) **CUSTOMER SERVICE - BILLING INQUIRIES: (817) 503.1020**
GARBAGE/RECYCLE CUSTOMER SERVICE: (972) 392.9300
Residential yearly sewer calculations based on DEC., JAN., FEB., Water Usage. Pay by phone @ 844-207-7417 or online at colleyville.com

Customer Name	Service Address
SAMPLE, JOHN	123 SAMPLE RIDGE STREET

Bill Number	Bill Date	Account Number - Customer Number	Due Date
123456	02/15/2020	0123456 - 789000	3/1/2020

Description	Previous Read Date	Current Read Date	Previous Meter Reading in 1,000 Gallons	Current Meter Reading in 1,000 Gallons	Usage in 1,000 Gallons	Rates Per 1,000 Gallons	Charge
WATER-RESIDENTIAL	1/2/2020	1/31/2020	139.8	155.4	15.6		
BASE RATE							13.46
VOLUMETRIC RATE					15.6	4.32	67.39
SEWER-RESIDENTIAL							
BASE RATE							10.37
VOLUMETRIC RATE					11.8	3.12	36.82
UTILITY CAPITAL PROJECTS RATE							2.72
GARBAGE & RECYCLING SERVICE							14.46
CURBSIDE H.H.W. & E. WASTE							0.55
GARBAGE/RECYCLE/H.H.W. TAX							1.24
DRAINAGE-RESIDENTIAL							7.00
VOLUNTARY PARK/LIBRARY FUND							4.00



To avoid a 10% penalty, amount is due in our office by 5:00 P.M. on or before due date.
Services are subject to disconnection with a previous balance.

Total Current Billing	158.01
Previous Balance	368.99
Penalty/Adjustments	0.00
Deposits	0.00
Less Payments Received	368.99
Total Amount Due	**$158.01**

REMINDER: CONSERVE WATER. 2020 UPCOMING SEWER CALCULATIONS BASED ON YOUR DECEMBER, JANUARY AND FEBRUARY WATER USAGE.

Please detach and return bottom portion with your payment include account number on your check

CITY OF COLLEYVILLE
100 Main St
Colleyville, TX 76034

UTILITY BILL REMIT PORTION

Service Address	Bill Number	Account # - Customer #	Due Date	Amount Due
123 SAMPLE RIDGE STREET	123456	0123456 - 789000	3/1/2020	$158.01

CYV0214B AUTO 5-DIGIT 76034
7000004444 00.0024.0112 4344/1

SAMPLE, JOHN
123 SAMPLE RIDGE STREET
COLLEYVILLE TX 76034-1016

Please remit and make checks payable to:

CITY OF COLLEYVILLE
P.O. BOX 1016
COLLEYVILLE, TX 76034-1016

00001011010000000101100000110011

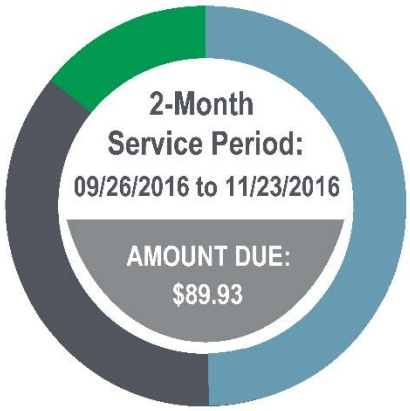
Duplex Statement Front

Cucamonga Valley® Water District

Service Beyond Expectation

UTILITY SERVICES STATEMENT

Customer Name	Account Number	Service Address	Statement Date	Due Date
John Doe	999999-99999	1234 First Ave	12/06/2016	12/27/2016



WATER
$43.64

OUTSIDE AGENCY CHARGES
$34.83
Breakdown of charges on reverse

SEWER
$11.46

USAGE HISTORY

USAGE INFORMATION

METER #: 12345678 METER SIZE: 3/4"

Days of Service	Current Read	Previous Read
58	20	15

2014 Usage (Units)	2015 Usage (Units)	Current Usage (Units)
29	5	5

1 Unit = 748 gallons

Please fold on perforation before tearing and return bottom portion with your payment.

Cucamonga Valley® Water District

Service Beyond Expectation

CUCAMONGA VALLEY WATER DISTRICT
10440 ASHFORD ST.
P.O BOX 638
RANCHO CUCAMONGA, CA 91729-0638

CURRENT CHARGES	PAST DUE BALANCE	AMOUNT DUE
$89.93		$89.93
DUE BY: 12/27/2016	DUE IMMEDIATELY	AMOUNT PAID

ACCOUNT INFORMATION

ACCOUNT NUMBER: 999999-99999

SERVICE ADDRESS: 1234 First Ave

Additional Information on Reverse

Please Make Checks Payable and Remit to

JOHN DOE
1234 E STREET
TUCSON, AZ 85730-1647

CUCAMONGA VALLEY WATER DISTRICT
PO BOX 51788
LOS ANGELES, CA 90051-6088

00000001200002345600000012345

Duplex Statement Back

Previous Activity

Last Bill:	$98.48
Payment:	-$98.48
Late Fee / Other:	$0.00
Balance Forward (Due Immmediately):	$0.00

Billing Detail

WATER	Monthly Service Charge	$35.46
	Tier 1 (0-10 Units) 5 units @ $ 1.60	$8.00
	Water Subtotal	**$43.64**
OUTSIDE AGENCY	MWD Surcharge 5 Units @ $0.11	$0.55
	IEUA Sewer Treatment Charge	$34.28
	Outside Agency Subtotal	**$34.83**
SEWER	CVWD Sewer Collect Fee	$11.46
	CVWD Sewer Subtotal	**$11.46**
TOTAL AMOUNT DUE:		**$89.93**

Cucamonga Valley Water District
10440 Ashford St.
P.O Box 638
Rancho Cucamonga, CA 91730

Office Hours
Monday – Thursday: 7:30 AM - 5:30 PM
Friday: 7:30 AM – 4:30 PM

Pay by Phone / Billing Inquiries:	(909) 476-7265
Customer Service:	(909) 944-6000
24 Hour Emergency Service:	**(909) 987-2591**
Pay Online at: CVWDwater.com	

MESSAGE CENTER

Past Due Bills/Late Fees
A delinquency charge of $3.00 or 0.5% of the bill whichever is greater, will be assessed to those accounts in which payments have not been received by the close of business on the designated due date.

In addition, customers who receive a Disconnection Notice will be assessed a $5.00 charge. Please be aware that any service that is disconnected will be restored only after the full amounts are paid, which includes the past due balance, late charges, processing charges and deposit.

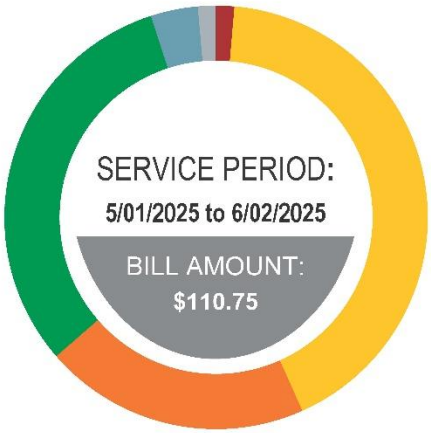
Statement with Insert – Page 1

Rate Class: RESIDENTIAL
Cycle/Route: 02-05

CITY OF KILLEEN UTILITY COLLECTIONS
BILLING STATEMENT

CUSTOMER NAME	ACCOUNT NUMBER
JOHN Q JONES	123456-789012

SERVICE ADDRESS	STATEMENT DATE	DUE DATE
1234 FIRST ST	01/14/2026	01/30/2026



Breakdown of Charges on Reverse

WATER	WASTEWATER	SOLID WASTE	IRRIGATION
$ 18.08	$ 20.76	$ 17.63	$ 0.00

DRAINAGE FEE	STREET MAINTENANCE	OTHER CHARGES	PAST DUE BALANCE
$ 5.08	$ 5.70	$ 1.45	$ 132.05

IMPORTANT MESSAGES

ALL PAYMENTS MUST BE RECEIVED BY 5:00 PM CST FOR SAME DAY CREDIT

Pay Online @ www.KilleenTexas.gov

Pay by Phone (254) 220-4183
Office – 210 West Avenue C, Killeen, Texas

Utility Collections email: UtilityBilling@KilleenTexas.gov

Solid Waste issues or concerns email Solid Waste: SW-Info@KilleenTexas.gov

USAGE INFORMATION

Service Period: 11/12/2025 - 12/11/2025 Days: 29

Svc	Meter Number	Mult	Units	Current	Previous	Usage	Prior Year Usage
W	92742377	1	HGAL	949	920	29	24

PAYMENT PLAN INFORMATION

PAYMENT PLAN NUMBER:	123456789
PAYMENT PLAN TOTAL:	$132.05
AMOUNT NEXT DUE:	$132.05
NEXT DUE DATE:	05/03/2024

Please fold on perforation before tearing and return bottom portion with your payment.

City of Killeen - Utility Collections
P.O BOX 549
Killeen, TX 76540-0549

CURRENT CHARGES	PAST DUE BALANCE	PAYMENTS/ADJUSTMENTS
$68.74	$132.05	$-90.00
OPTIONAL DONATIONS	Due date applies to current charges only.	DUE BY 1/30/2026
		$110.79

Senior Citizen: _____
Youth Services: _____
Animal Services: _____

ACCOUNT NUMBER: 123456-789012
SERVICE ADDRESS: 1234 FIRST ST

INF1031M
2000000058 2/9

JOHN Q JONES
12334 FIRST ST
KILLEEN, TX 76543-4966

Additional Payment Options on Reverse

Please Make Checks Payable and Remit to

CITY OF KILLEEN - UTILITY COLLECTIONS
PO BOX 549
KILLEEN, TX 76540-0549

00012357500010280800011075

Statement with Insert – Page 2

Billing Detail

Water		
Minimum Water Charge		$15.04
Consumption Charge: **Total**	29 GAL	$3.04
Water		**$18.08**
Wastewater		
Min Wastewater Chg:	29 GAL	$20.76
Total Wastewater		**$20.76**
Solid Waste		
Garbage Coll (64 Gal)	03/07/24 - 04/05/24	$17.63
Total Solid Waste		**$17.63**
Street Maintenance		
Street Maint Fee		$5.70
Total Wastewater		**$5.70**
Drainage Utility		
Drainage Utility Fee Total		$5.08
Drainage Utility Fee		**$5.08**
Other Charges		
Sales Tax		$1.45
Total Other Charges		**$1.45**

All bills are due a minimum of fifteen (15) days from the billing date.

A penalty will be assessed to accounts not paid by 5:00 pm (CST) on the due date .

If there is a past due balance shown on the bill your service may be subject to disconnection and additional fees.

Payment extensions are available by contacting our office at (254)501-7800 or utilitybilling@killeentexas.gov.

If service is disconnected for non-payment of charges a reconnection fee is required.

Fees and rates can be found online at www.killeentexas.gov.

Utility Collections email: UtilityBilling@KilleenTexas.gov

Solid Waste issues or concerns email Solid Waste at: SW-Info@KilleenTexas.gov

Current Charges	**$68.70**
Previous Charges	**$132.05**
Payments:	$0.00
Adjustments:	$-90.00
Total Amount Due	**$110.75**

*** Includes Past Due Amount**

Important Message:

UPDATE YOUR CONTACT INFORMATION

Submit in person or by mail

Mailing Address **Apt/Unit/Ste**

City **State** **Zip**

Cell Phone **Home Phone**

Email Address

Pay Online @ www.KilleenTexas.gov

Pay by Phone (254) 220-4183
In Office – 210 West Avenue C, Killeen, Texas

Utility Collections email: UtilityBilling@KilleenTexas.gov

CITY INSIGHT

www.KilleenTexas.gov March 2026 (254) 501-7600

New mayor sworn in

Riakos Adams was officially sworn in as mayor on Saturday, February 21.

Adams assumed the role after previous mayor Debbie Nash-King resigned the position earlier in the month.

Upcoming election

City of Killeen Municipal Elections will be held on May 2, 2026. Early voting will be held April 20-April 28, with no voting on April 21 or weekends.

Early Voting Polling Locations
(lugares de votación para votación anticipada)

Killeen City Hall
101 North College Street

Jackson Professional Learning Center
902 Rev R A Abercrombie Drive

Lions Park Senior Center
1700-B E. Stan Schlueter Loop

Election Day Polling Locations
(lugares de votación el día de las elecciones)

Precincts #106/116/117/201/211
Rancier Middle School
3301 Hilliard Avenue

Precincts#109/110/204/406/410
Utility Collections
210 W. Avenue C

Precincts #203/208/209/210/214/215/217
Cedar Valley Elementary School
4801 Chantz Drive

Precincts #205/207
Jackson Professional Learning Center
902 Rev R A Abercrombie Drive

Precincts#206/408/409/419/420
Killeen Lions Park Senior Center
1700-B E. Stan Schlueter Loop

Precincts #404/412/415
Palo Alto Middle School
2301 W. Elms Road

Precincts #401/405/414
Robert M. Shoemaker High School
3302 Clear Creek Road
Killeen, TX 76549

Precincts #402/413
Roy J. Smith Middle School
6000 Brushy Creek Drive
Killeen, TX 76549

For more information visit
www.killeentexas.gov/election

Happy retirement

Deanna Frazee is retiring as Director of Library Services.

Since joining the City in the early 1990s, Deanna helped transform the library system into a vital hub for lifelong learning.

She oversaw the grand opening of the Copper Mountain Branch Library, expanded access to digital tools such as cloudLibrary and Mango Languages, and launched signature events, including LEGO Day, which now draws nearly 2,000 attendees each year. But it's not the numbers she'll miss most.

"My favorite part has always been hearing the kids coming out of story time," she said. "That joy is what makes this work so meaningful."

In her retirement, Deanna looks forward to playing dominoes with the senior crowd and staying involved in civic causes. Her career may be wrapping up, but her impact continues with every story read, every child inspired, and every community member welcomed into the world of learning.

Current Student REGISTRATION for the 2026-2027 School Year

Parents of Current KISD Students,

It's time to complete registration documents for the upcoming school year through Home Access Center.

Transfer requests must be completed annually during the registration process.

If your child is not returning for the upcoming school year, let us know in the registration form.

All forms can be completed online at:

www.killeenisd.org/hac

REGISTRATION REQUIREMENTS

- **Proof of Residency**
  Current utility bill, housing order (military housing only), homeowner insurance policy, or mortgage statement.
- **Submit one registration per child**

Registration kiosks are available at all campuses for assistance.

Save the Date!

Pk4-Kindergarten Roundup:

- April 9, 2026: 4:30 p.m. - 7:30 p.m.
- April 10, 2026: 9 a.m. – 12 p.m.
- April 11, 2026: 8 a.m. - 1 p.m.

At All Killeen ISD Campuses

REGISTRATION OPENS:

FEBRUARY 09, 2026

COMPLETE REGISTRATION BY: MARCH 13, 2026

KILLEEN INDEPENDENT SCHOOL DISTRICT

SCAN HERE

Follow Us! @killeen.isd @killeenISD_ @killeen_ISD @killeenisd_

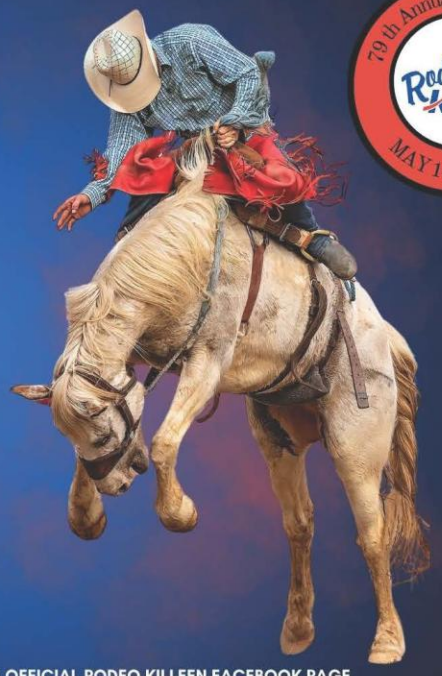
Accepting:
Fluorescent bulbs, petroleum products, pesticides, household cleaners, paint (10 gal), antifreeze, used oil (5 gal), batteries, and more.

KILLEEN SPECIAL EVENTS CENTER
3301 S WS YOUNG DRIVE
SATURDAY, APRIL 11, 2026
9:00 A.M. TO 2:00 P.M.

LEARN MORE AT KILLEENTEXAS.GOV/RECYCLE

RODEO KILLEEN 2026

79th Annual Killeen Rodeo
Rodeo Killeen
MAY 14–16, 2026



EXPERIENCE THE HEART-POUNDING THRILLS OF RODEO WHILE HONORING THE TIMELESS SPIRIT AND TRADITION OF THE WILD WEST.

May 14 - Military Appreciation Night
May 15 - City of Killeen Employee Night
May 16 - Educator Night

FOR MORE INFORMATION ON TICKETS & EVENTS, VISIT THE OFFICIAL RODEO KILLEEN FACEBOOK PAGE

Awarded WPRA 2025 Medium Rodeo of the Year & 2025 Best Footing Texas Circuit

2

Standalone Mailing

Join our COMMUNITY FUND PROGRAM

This voluntary program rounds up the utility bills of participating members to the next highest dollar.

The average member contribution is just $6 per year and cannot exceed $11.88. It's only pennies per month, but with your support the dollars add up.

We are pleased to partner locally, with Community Fund contributions going to charitable organizations in Bonita Springs and Estero.

Over the past four years, we have raised and distributed over $4,600 to help our neighbors in need. With your help, we can do even more.

By joining, your SMALL CHANGE can make a BIG IMPACT on our community.

HOW IT WORKS:

- Opt into the program at **www.BSU.us/communityfund** or by contacting Customer Service at **customerservice@bsu.us** or **239-992-0711**.
- Each month, we will round your monthly utility to the next dollar. For example: a $40.65 bill will round up to $41.00 and $0.35 will go toward the Community Fund.

Together, we can make a change.

SCAN HERE

Bonita Springs Utilities, Inc.

Together, we are BSU

www.BSU.us • 239-992-0711

Únase a nuestro
PROGRAMA DE FONDO COMUNITARIO

Este programa voluntario redondea las facturas de servicios públicos de los miembros participantes al siguiente dólar más alto.

La contribución promedio de los miembros es de solo $6 por año y no puede exceder los $11.88. Son solo centavos por mes, pero con su apoyo, los dólares se suman.

Nos complace asociarnos localmente, con contribuciones del Fondo Comunitario destinadas a organizaciones benéficas en Bonita Springs y Estero.

En los últimos cuatro años, hemos recaudado y distribuido más de $4,600 para ayudar a nuestros vecinos necesitados. Con su ayuda, podemos hacer aún más.

Al unirse, su PEQUEÑO CAMBIO puede tener un GRAN IMPACTO en nuestra comunidad.

CÓMO FUNCIONA:

- Opte por el programa en **www.BSU.us/communityfund** o poniéndose en contacto con el servicio al Cliente en **customerservice-bsu.us** o **239-992-0711**.
- Cada mes, redondearemos su utilidad mensual al siguiente dólar. Por ejemplo: Si su factura es de $40.65 lo redondearemos a $41.00 y $0.35 se destinará al Fondo Comunitario.

Juntos, podemos hacer un cambio.

ESCANEA AQUÍ

Bonita Springs Utilities, Inc.

Juntos, somos BSU

www.BSU.us • 239-992-0711

Postcards

COMING SOON!
New ways to pay your Roseville utility bill
WASTEWATER
WATER
SOLID WASTE
ELECTRIC

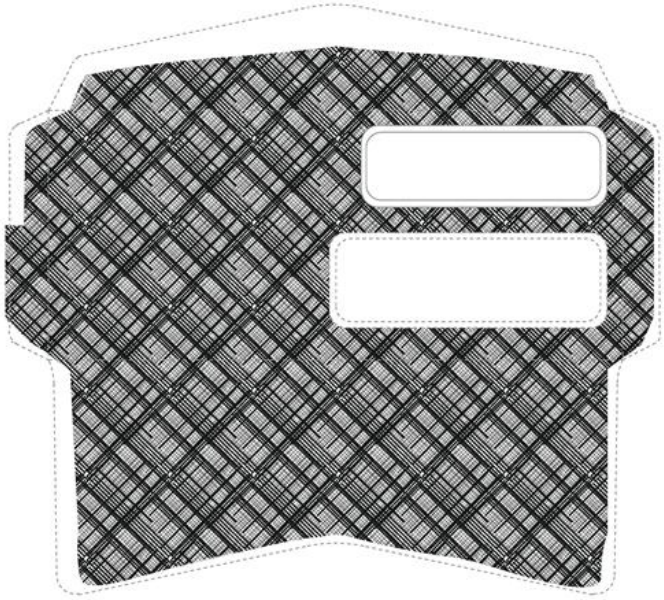
ROSEVILLE UTILITIES WILL SOON LAUNCH
a new customer information portal that will give you increased access to information for your utility services. One immediate change, once the new site goes live, is how you pay.
1 If you pay your utility bill online or through automatic payments, you will need to create a new online account and set up a new payment method when the new system is launched.
2 With this new billing system, all customers will receive paper statements in the mail until an online account is created and you select the paperless option.
MORE INFORMATION WILL COME OVER THE NEXT MONTH.
You can also sign up to receive specific updates by email from your
ROSEVILLE
CALIFORNIA
Utilities
Roseville Utility Billing

InfoSend Standard #10 and #9 Envelopes

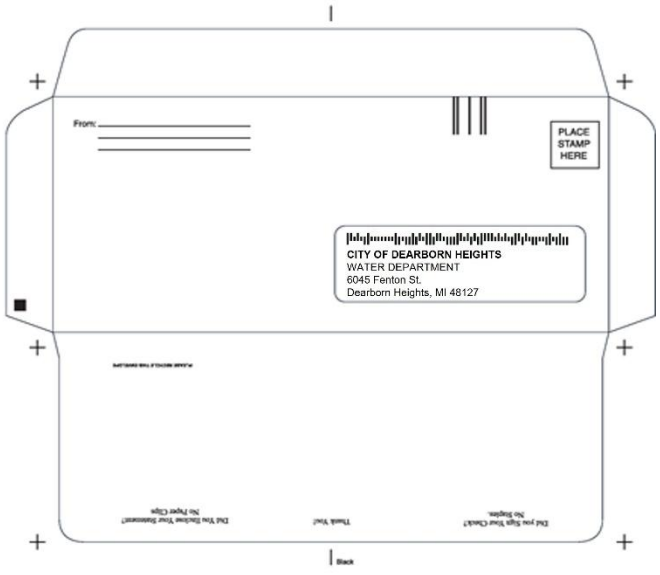
We have provided pricing for both standard and custom envelopes. Benefits for using standard InfoSend envelopes, including InfoSend indicia, include reduced cost and availability. Additionally, since there won't be a need to store custom envelopes in our warehouse, the City won't be liable for any unused custom inventory. Our standard and reliable outgoing #10 and return #9 envelopes are predominantly manufactured and stocked by InfoSend and have strategically placed windows which allow client logos to be visible for the customer prior to opening, as well as tinting to ensure data privacy.

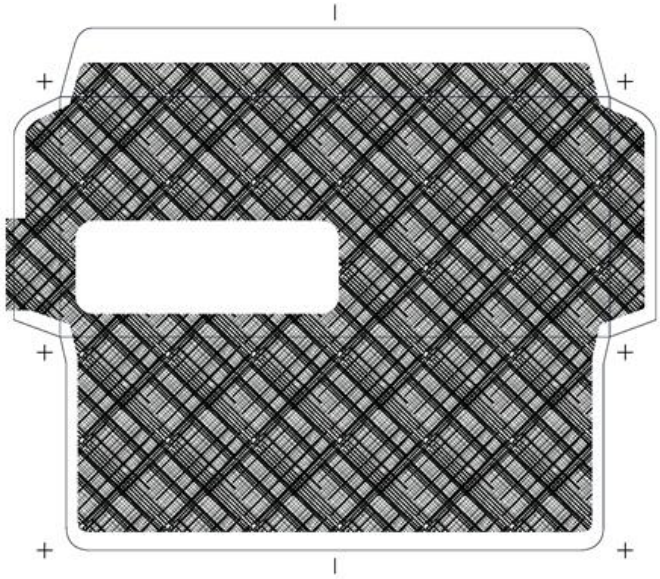
For all clients that use standard envelopes, InfoSend's standard double-window #10 and single-window #9 envelopes are manufactured using paper sourced from Sustainable Forestry Initiative (SFI)-certified forests; there is no additional cost associated with this sustainable sourcing. Please visit www.sfiprogram.org for more information.* Finally, InfoSend, by default, will implement the Full-Service Intelligent Mail barcode within client documents produced, saving clients many thousands of dollars in postage costs.

Standard #10 Envelope



Standard #9 Envelope





InfoSend Response to Scope of Services & General Requirements

2. SCOPE OF SERVICES

The selected vendor shall provide all printing, finishing, inserting, and postal preparation services described below. Vendor unit pricing does not include postage. The vendor shall advance postage on behalf of the City and bill it as a separate pass-through line item on monthly invoices at actual USPS rates with no markup.

Description	Frequency	Est. Annual Qty	Current Specs
Residential water bill — printed, folded, inserted with return envelope, and mailed.	Every 2 months	127,350	Color, 8½×11, bottom perforated, single sided
Commercial water bill — printed, folded, inserted with return envelope, and mailed.	Monthly	14,640	Color, 8½×11, bottom perforated, single sided
Ad hoc/One-off mailings — printed, folded, inserted, and mailed.	Variable	Variable	Color, 8½×11, single or double sided
Postcard mailing — printed and mailed.	Variable	Variable	Color, 4×6, double sided

Get to Know InfoSend - A Reliable Partner

InfoSend has provided business process outsourcing services since 1996, handling the processing and distribution of over 300 million critical documents annually for industries throughout the United States. Utilizing the most current technology, InfoSend's Customer Engagement platform offers a single source provider to reach customers with effective and timely interactions.

InfoSend's Customer Communications Management (CCM) platform distributes critical documents across multiple channels, including InfoSend's own manufacturing environments in California, Texas, Illinois, and Florida for Data Processing, Printing and Mailing (DPPM). InfoSend's hosted Electronic Billing, Presentment and Payment (EBPP) applications drive the customer remittance process with web, IVR, SMS, and Bank BillPay payments. The cloud-based, Software as a Service (SaaS) approach allows InfoSend to refine offerings without client-side installed software or maintenance, as well as providing for flexible integrations to existing systems or vendors.

Integrity is at the core of InfoSend, with a goal to retain and provide complete satisfaction for each client. InfoSend has over 230 employees across multiple states, and the company culture has led to high employee retention, affording clients familiarity and quality service. From our internal operations to how we support our valuable clients, InfoSend's client-focused service has led to an industry-leading client retention and satisfaction rate.

2.1 Standard Services Required

- **Full-color professional printing on standard or specified stock**
- **Folding and perforating per specification**
- **Inserting with return envelopes or other inserts as directed by the City**
- **CASS-certified address processing and USPS NCOA (National Change of Address) compliance**
- **Postal-drop preparation, including bulk mail sorting, metering, and USPS acceptance**
- **Digital proof provided to the City for approval before every print run**
- **Secure, online portal for file submission, proof approval, and job tracking**

InfoSend - A Complete Customer Engagement Provider

- **Billing & Payments**
- **Multi-Channel Customer Engagement: Web, Mobile, Print, Bank BillPay**
- **Unparalleled Client Support**

Services Overview

InfoSend is a client-focused provider of comprehensive Customer Engagement and Billing solutions.

- **Single Source Vendor:** InfoSend provides a comprehensive set of solutions to manage the interaction with customers online and with printed materials.
- **Customer Communications Management (CCM) Platform:** Multi-channel distribution of documents through USPS, eBilling, Mobile, Online Hosted Archive, API, FTP, Bank Networks and more.
- **Electronic Billing, Payment, and Presentment (EBPP) Platform**: Online Customer Engagement with web, IVR and SMS notifications and payments. All solutions are mobile-ready, with PCI-Level 1 certification so clients avoid third-party audits.
- **Dynamic Customer Messaging:** Automated and ad hoc targeted customer messaging capabilities, with dedicated Direct Communications department for production and distribution of marketing, informational inserts, postcard and special mailings.
- **Data Processing, Print, and Mail (DPPM) Environment**: Nationwide, secure manufacturing environments that maintain accuracy, reliability, USPS compliance and postage savings.
- **Secure and Compliant:** InfoSend's process design and operating environment are maintained and audited against strict standards to protect client and customer privacy.

2.2 File Submission Requirements

The City will supply print-ready design files. The vendor must accept files in PDF format at minimum. The City's data files contain customer personal information and must be treated as confidential.

InfoSend supports this requirement. InfoSend's Data Processing platform is completely adaptable to client output, accepting both data-only text files (e.g., flat files, csv, XML, etc.) and print-output PDF files. InfoSend is dedicated to preserving the confidentiality, integrity, and accessibility of the City's confidential data at all times.

3. GENERAL REQUIREMENTS

The vendor must hold an active USPS bulk mail entry permit or demonstrate the ability to use the City's permit.

InfoSend meets this requirement.

All work must comply with applicable USPS regulations for Standard Mail and First-Class Mail.

InfoSend meets this requirement.

All customer data provided by the City must be handled in compliance with applicable privacy laws. Data shall not be used for any purpose other than fulfilling this contract.

InfoSend meets this requirement.

The City reserves the right to perform quality control inspections at the vendor's facility prior to award and at any time during the contract period.

InfoSend meets this requirement.

PART II — BID RESPONSE FORM

Complete all sections. Return this entire document as your bid response.

A. VENDOR INFORMATION

Company Name:	Integrated Voting Systems Inc
Mailing Address:	930 Lafayette RD, Suite S
City, State, ZIP:	Medina, OH 44256
Primary Contact:	Greg Butler
Title:	Business Unit Manager
Phone:	330-413-7291
Email:	greg@integravote.com
Website:	integravote.com
Years in Business:	25

B. PRICING

All prices must be per-piece unless otherwise noted. Unit pricing must exclude postage — postage is advanced by the vendor and billed as a separate pass-through line item on monthly invoices. Enter N/A if a field does not apply.

B.1 Standard Service Pricing

Service	Unit Price (per piece)	Setup / Plate Fee	Min. Order Charge	Notes / Assumptions
Residential Water Bill – Option 1 -127,350 est. per year -Color, 8½×11, bottom perforated, **single-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$.293	$125 per mailing	$300 Min	
Residential Water Bill – Option 2 -127,350 est. per year -Color, 8½×11, bottom perforated, **double-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$.329	$125 per mailing	$300 Min	
Commercial Water Bill – Option 1 14,640 est. per year -Color, 8½×11, bottom perforated, **single-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$.345	$75 per mailing	$300 min	
Commercial Water Bill – Option 2 14,640 est. per year -Color, 8½×11, bottom perforated, **double-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$.395	$75 per mailing	$300 min	

B.2 Postcard and Ad Hoc Mailing Pricing

For postcards and ad hoc / one-off mailings, fill in all that apply. If you offer tiered pricing, use the quantity ranges below.

Service	Setup / Base Fee	Per Piece 1–999	Per Piece 1,000–4,999	Per Piece 5,000–24,999	Per Piece 25,000+
Postcard, 4×6, color, double-sided	$300/Min	$.379	$.222	$.152	$.144
Ad Hoc / One-Off Mailing, 8½×11, color, **single-sided**	$300/Min	$.61	$.43	$.37	$.33
Ad Hoc / One-Off Mailing, 8½×11, color, **double-sided**	$300/Min	$.65	$.47	$.41	$.37
Ad Hoc / One-Off Mailing, 8½×11, B&W, **single-sided**	$300/Min	$.57	$.365	$.30	$.29
Ad Hoc / One-Off Mailing, 8½×11, B&W, **double-sided**	$300/Min	$.605	$.38	$.33	$.32

B.3 Additional Services and Surcharges

List any additional fees that may apply. Enter $0.00 or N/A if not applicable.

Item	Price / Rate	Notes
Rush / expedited handling surcharge	$125.00	Dependent on quantity
Additional insert per piece (e.g., flyer added to envelope)	$.02875	
Data processing / variable data handling fee	Included	
NCOA / address verification processing fee	Included	
Reprinting due to City-provided file error	City pays for reprint	
Reprinting due to vendor error	vendor will reprint no charge	
Other (please describe any other services or options you provide):	Informational mailers, marketing materials, kitting, assembly, warehousing/Storage, inventory control, mailing services	

C. TURNAROUND TIME AND SCHEDULING

Turnaround time is measured from the City's final approval of the digital proof to USPS drop/acceptance. Specify business days.

C.1 Standard Turnaround Time by Service Type

Service	Standard Turnaround (business days)	Maximum Capacity per Run
Residential Water Bill	3 days	30,000
Commercial Water Bill	3 days	30,000
Postcard, 4×6	3 days	30,000
Ad Hoc / One-Off Mailing	3 days	N/A

C.2 Rush / Expedited Service

Do you offer rush / expedited turnaround?	☑ Yes ☐ No
If yes, minimum rush turnaround time (business days):	Dependent on proof approval timing and quantity
Maximum advance notice required for scheduling a rush job:	As much time as possible and will be dependent on proof approval timing and quantity

C.3 File Submission Cutoffs

File submission cutoff time to ensure same-day processing start:	If an approved file (proofs approved) 2 days
What happens if a file is received after the cutoff?	We will schedule production as soon as we receive an approved file.
Can you accommodate same-day proof approval and next-day processing?	☑ Yes ☐ No

D. PROOFING, APPROVAL, AND FILE SUBMISSION WORKFLOW

D.1 Proofing Process

Do you provide a digital proof before every print run?	☑ Yes ☐ No
Format of digital proof provided:	PDF
How many rounds of revisions are included before additional charges apply?	N/A
What is the typical time from file submission to proof delivery?	2 days
What is your process when the City requests a change after approving a proof?	We stop production, make the change and start over. We will charge for any records that have been through production.

D.2 Online Portal / File Submission

Do you provide an online portal for file submission, proofing, and job tracking?	☑ Yes ☐ No
Portal name / URL (or describe if proprietary):	We use an FTP site for secure file submission and proofing. Do not have a portal for job tracking
What functions does the portal support?	The FTP site can support file submissions, PDF'S, Excel and word documents
Can the City view real-time status of a job in production?	☐ Yes ☑ No
What file formats do you accept for submission?	xl, pdf, csv, txt
How are files transmitted to your facility (beyond the portal)?	We use an FTP secure site
Dedicated account rep assigned to this contract?	☑ Yes ☐ No
How will the City communicate change requests or special instructions?	Contacting Greg Butler

E. DATA SECURITY AND PRIVACY

How is the City's customer data secured in transit and at rest?	Secure FTP site
Do you hold any data security certifications (SOC 2, ISO 27001, etc.)?	
How long do you retain the City's customer data after a job is complete?	As long as the city would like
What is your policy and procedure in the event of a data breach?	Contact the city and begin an investigation
Will any subcontractors or third parties have access to the City's data?	☐ Yes ☑ No
If yes, identify subcontractors and describe data handling agreements:	N/A

F. MAIL PROCESSING AND POSTAGE

Do you hold an active USPS bulk mail entry unit (BMEU) permit?	☑ Yes ☐ No
Can you process mailings under the City's postage permit account?	☑ Yes ☐ No
Do you provide a USPS acceptance / postage manifest after each drop?	☑ Yes ☐ No
Is CASS certification / address validation included in your standard service?	☑ Yes ☐ No
Do you offer NCOA (National Change of Address) processing?	☑ Yes ☐ No
Do you offer IMB (Intelligent Mail Barcode) tracking?	☑ Yes ☐ No
How do you handle and report returned / undeliverable pieces to the City?	We can ship pieces back to city, after the rest of the mail is mailed.

G. REFERENCES

Provide a minimum of three (3) references from current or recent clients with similar scope (municipal utility billing preferred).

Reference 1

Organization:	Franklin County MO, Collectors
Contact Name:	Doug Trentmann
Phone / Email:	dtrentmann@franklinmo.gov, 636-583-6353
Services Provided:	Print and Mail of Business and personal tax bills
Approx. Annual Volume:	120,000

Reference 2

Organization:	Franklin County MO, Assessor
Contact Name:	Elizabeth Hellman
Phone / Email:	liz.hellmann@franklinmo.gov, (636) 584-6240
Services Provided:	Print and Mail of Business and personal tax bills
Approx. Annual Volume:	55,000

Reference 3

Organization:	St Charles County
Contact Name:	Erik Hart
Phone / Email:	ehart@sccmo.org, 636-949-7900 ext. 7432
Services Provided:	Print and mail tax bills
Approx. Annual Volume:	170,000

H. EXCEPTIONS AND DEVIATIONS

List any exceptions or deviations from the specifications or terms in this RFB. If none, state “None.” The City reserves the right to reject bids with material exceptions. You may also use this space to note any other comments.

Section	Exception / Deviation	Proposed Alternative
	None	

I. CERTIFICATION AND SIGNATURE

By signing below, the authorized representative of the vendor certifies that:

- All information provided in this bid response is true, accurate, and complete.
- The vendor has the legal authority and capacity to enter into a contract with the City of Dearborn Heights.
- The vendor has read, understands, and agrees to the terms and conditions set forth in this RFB.
- The pricing provided is firm for a minimum of ninety (90) days from the bid submission deadline.
- No collusion or conflict of interest exists with respect to this bid.

Authorized Signature:	
Printed Name:	Greg Butler
Title:	Business Unit Manager
Date:	7/2/26

Proposal for:

City of Dearborn Heights
Printing and Mailing Services – Water Bills and Related Mailings
Due Date: July 2, 2026 @ 4:00PM

Presented to:

Presented by:

ONESOURCE

OneSource

900 Asbury Drive
Buffalo Grove, IL 60089

614-565-0022
dave.moore@onlyonesource.com
www.onlyonesource.com

ONESOURCE

July 2, 2026

City of Dearborn Heights Water Billing Department
Rachel LaPointe, Director of Water Billing
24600 Van Born Rd
Dearborn Heights, MI 48125

RE: Request for Bids: Printing & Mailing Services – Water Bills and Related Mailings

Dear Ms. LaPointe:

One2One Communications LLC dba OneSource is pleased to submit this proposal to the City of Dearborn Heights for comprehensive printing and mailing services for water bills, annual notices, postcards, and related mailings.

OneSource understands that the City is transitioning from in-house production to an outsourced model for approximately 127,350 residential water bills annually, 14,640 commercial water bills annually, and variable ad hoc mailings and postcards. This transition requires more than a print vendor. It requires a reliable municipal communications partner that can protect customer data, meet billing schedules, produce accurate payment-compatible documents, provide secure proofing and job tracking, manage USPS preparation, and support the City's Water Billing Department with responsive day-to-day service.

OneSource is uniquely qualified for this work because we specialize in mission-critical transactional print and mail programs for utilities, municipalities, tax offices, courts, public agencies, and other organizations where accuracy, security, timing, and postal compliance are essential. Our approach is built around one standard: the perfect piece, every time.

Our proposal provides:

- Full-color bill printing on 8½" x 11" stock with bottom-third perforation.
- Folding, inserting, #10 outbound envelope processing, and #9 return envelope insertion.
- Support for single-sided and double-sided bill formats.
- CASS-certified address processing and NCOA compliance.
- USPS presort, metering, acceptance, and postage documentation.
- Digital proofing before each print run.

ONESOURCE

- Secure file submission, proof approval, and job tracking through OneSource's online workflow.
- Dedicated account management, production support, and escalation coverage.
- Strong data security practices, including secure transmission, encryption, controlled access, confidentiality controls, and breach notification procedures.
- Capacity to meet the City's recurring residential and commercial billing cycles while also supporting postcards, annual notices, and ad hoc mailings.

Please feel free to contact any of our references. References are provided later in this proposal document. If you experience difficulty reaching a reference, please let us know and we will be happy to assist with an introduction. We encourage you to ask our references any questions—particularly regarding their service experience with OneSource. We are confident you will find that clients of all sizes and across various industries consistently speak positively about our responsiveness, quality, and partnership approach.

Should you have any questions regarding this proposal, please feel free to contact me at mike.martinez@onlyonesource.com, or Dave Moore at dave.moore@onlyonesource.com or 614-565-0022. Both of us are authorized to make representations and bind the firm on behalf of OneSource.

OneSource accepts the City's RFB requirements and is prepared to execute the City's standard agreement or a mutually acceptable service agreement consistent with the RFB. We appreciate the opportunity to support the City of Dearborn Heights and look forward to delivering a dependable, secure, and cost-effective solution for the Water Billing Department.

Best Regards,

Miguel A Martinez Jr
CEO

Mike Martinez,
Chief Executive Officer
OneSource

ONESOURCE

EXECUTIVE SUMMARY

The City of Dearborn Heights Water Billing Department is seeking a qualified vendor to assume responsibility for water bill printing and mailing currently performed in-house. OneSource proposes a complete, turnkey solution that will reduce City staff production burden, improve production consistency, strengthen data security, provide transparent proofing and tracking, and ensure timely USPS entry.

OneSource's solution directly aligns with the City's evaluation criteria:

Evaluation Area	City Weight	OneSource Strength
Pricing	40%	Competitive per-piece pricing, no postage markup, transparent monthly invoicing, and scalable pricing for recurring and ad hoc work.
Experience and Qualifications	25%	Extensive experience producing municipal, utility, tax, court, government, and transactional mailings.
Turnaround, Reliability, Capacity	20%	High-volume production platform, documented quality controls, one-business-day standard after proof approval where applicable, and rush support.
Proofing, Portal, Workflow	10%	Secure online file submission, digital proofing, approval tracking, job status visibility, and dedicated account support.
Data Security	5%	Confidential handling, secure transmission, encryption, access controls, SOC 2-aligned practices, and 24-hour breach notification commitment.

OneSource's recommended approach is to implement the Dearborn Heights program through a structured onboarding process that includes file testing, bill layout confirmation, JP Morgan Chase payment compliance verification, envelope/window testing, postal testing, proof workflow setup, production schedule confirmation, and parallel approval before the first live run.

This proposal is designed to give the City confidence that OneSource can provide a smooth transition from in-house production to outsourced bill print and mail services while maintaining quality, control, accountability, and responsiveness.

ONESOURCE

UNDERSTANDING OF THE CITY'S REQUIREMENTS

OneSource understands that the City of Dearborn Heights:

- Serves approximately 1,200 commercial customers billed monthly.
- Serves approximately 21,250 residential customers billed every two months.
- Uses BS&A utility billing software.
- Uses Neptune water meters.
- Requires bills to comply with JP Morgan Chase payment processing requirements.
- Currently prints bills on white 8½" x 11" paper, in color, single-sided, with a bottom-third perforation.
- Mails bills in a #10 window envelope with a #9 return envelope.
- Requires support for future additional print and mail jobs, including annual notices, ad hoc mailings, and 4" x 6" postcards.
- Requires CASS and NCOA processing, USPS postal preparation, metering, acceptance, and postage documentation.
- Requires a digital proof before each print run.
- Requires a secure online portal for file submission, proof approval, and job tracking.
- Requires strict confidentiality and data security for customer information.
- Requires postage to be advanced by the vendor and billed as an actual-cost pass-through with no markup.

OneSource's response is built specifically around these operating requirements.

ONESOURCE

WHY ONESOURCE IS THE BEST-VALUE CHOICE

Municipal and Utility Billing Expertise

OneSource has deep experience producing recurring, data-driven communications for municipalities, utilities, taxing authorities, courts, and public agencies. These programs require more than attractive printing. They require secure file handling, accurate variable data processing, postal optimization, production controls, proofing discipline, and reliable deadline performance.

For the City of Dearborn Heights, OneSource will apply proven workflows used for utility statements, tax bills, jury summons, payment notices, government notices, and other critical public-sector mailings.

A Turnkey Production Model

OneSource will provide all required services under one coordinated workflow:

1. Secure file receipt.
2. Automated file logging and validation.
3. PDF/data review.
4. Address hygiene processing.
5. CASS/NCOA processing.
6. Bill composition or print-ready file processing.
7. Digital proof generation.
8. City review and approval.
9. Full-color printing.
10. Perforation and folding.
11. Inserting with return envelope and optional inserts.
12. USPS presort, metering, and postal preparation.
13. USPS drop/acceptance.
14. Manifest and postage documentation.
15. Job completion reporting.
16. Monthly invoice with service and postage detail.

ONESOURCE

Secure Workflow and Customer Data Protection

The City's files contain customer personal information. OneSource treats that information as confidential and uses secure transmission, controlled access, encryption, production controls, and retention practices designed for sensitive transactional data.

Data will only be used to perform the contracted services. It will not be sold, shared, reused, or accessed for any unrelated purpose.

Reliability and Capacity

The City's annual volumes are well within OneSource's normal production capacity. The recurring residential cycle, monthly commercial cycle, and variable ad hoc mailings can be scheduled without disrupting other work. OneSource's production environment is designed for time-sensitive mailings that must be accurate, traceable, and accepted by USPS on schedule.

Portal, Proofing, and Transparency

OneSource will provide a secure workflow for file submission, digital proof review, approval, production status, job communication, and tracking. The City will have a dedicated account representative and backup support, ensuring that questions, schedule changes, special instructions, and ad hoc requests are handled promptly.

ONESOURCE

SCOPE OF SERVICES RESPONSE

Residential Water Bills

OneSource will print, fold, insert, and mail residential water bills every two months. Services include:

- Full-color printing.
- 8½" x 11" bill format.
- Bottom-third perforation.
- Single-sided or double-sided option.
- Folding to fit #10 outbound envelope.
- Insertion of #9 return envelope.
- Optional insertion of City-provided or OneSource-printed inserts.
- CASS/NCOA address processing.
- USPS presort and postal preparation.
- Metering/postage processing.
- USPS acceptance documentation.
- Digital proof before every run.

Estimated annual quantity: 127,350 pieces.

Commercial Water Bills

OneSource will print, fold, insert, and mail commercial water bills monthly. Services include the same quality, proofing, postal, and security controls used for residential bills.

Estimated annual quantity: 14,640 pieces.

Ad Hoc / One-Off Mailings

OneSource will support variable ad hoc mailings, including:

- Annual water-related notices.
- Delinquency notices.
- Public information mailings.

- Program announcements.
- Customer education mailings.
- Single-sided and double-sided letters.
- Color and black-and-white formats.
- Optional inserts.
- Variable or static mailing files.
- USPS First-Class or Marketing Mail, as directed by the City and as permitted by USPS regulations.

Postcards

OneSource will support 4” x 6” double-sided full-color postcard mailings, including:

- Printing.
- Addressing.
- CASS/NCOA processing.
- Postal sorting.
- Metering or permit preparation.
- USPS acceptance.
- Postage documentation.

ONESOURCE

PRODUCTION WORKFLOW

Step 1 — File Receipt

The City will submit files through OneSource's secure portal or approved secure file transfer method. OneSource will accept PDF at minimum and can also support additional production formats as mutually agreed.

Upon receipt, OneSource will confirm file receipt and begin intake review.

Step 2 — File Validation

OneSource will validate files for:

- File completeness.
- Expected page count.
- Record count.
- Print readiness.
- Address positioning.
- Payment coupon position.
- Barcode and scan-line placement, if applicable.
- Window envelope alignment.
- Return envelope requirements.
- Color and print specifications.
- Perforation placement.
- USPS mailing compatibility.

Any discrepancy will be reported to the City before production proceeds.

Step 3 — Address Processing

OneSource will perform address hygiene services, including:

- CASS-certified address validation.
- NCOA processing.
- USPS-compatible presort preparation.

- Identification of non-certified or problematic addresses.
- Reporting to the City as requested.

Step 4 — Proofing

OneSource will provide a digital proof before each print run. The proof will allow the City to confirm:

- Layout.
- Address placement.
- Payment coupon location.
- Perforation position.
- Return address.
- Mail panel.
- Color.
- Required messaging.
- Insert handling.
- Overall presentation.

No production run will proceed without City approval.

Step 5 — Printing

Upon proof approval, OneSource will print the job using professional production equipment appropriate for utility billing and transactional mail. Production will include color printing, accurate page sequence, perforation, and folding.

Step 6 — Inserting

Bills will be folded and inserted into #10 outbound envelopes with #9 return envelopes. Optional additional inserts will be added as directed by the City.

OneSource's insertion process includes production controls to reduce the risk of misfeeds, missing inserts, sequence errors, or incorrect envelope matches.

Step 7 — Postal Preparation and USPS Acceptance

OneSource will prepare mail according to applicable USPS requirements. Services include:

- Sorting.
- Metering or permit preparation.
- Intelligent Mail Barcode support.
- USPS acceptance.
- Postage documentation.
- Manifest or equivalent USPS acceptance report.

Postage will be advanced by OneSource and billed to the City as a separate pass-through line item at actual USPS rates with no markup.

Step 8 — Completion Reporting and Invoicing

After each mailing, OneSource will provide job-level documentation, including piece count, production date, mail date, and postage support. Monthly invoices will itemize services by job and identify postage separately.

ONESOURCE

TURNAROUND TIME, RELIABILITY, AND CAPACITY

Standard Turnaround

OneSource proposes the following standard turnaround measured from final City approval of the digital proof to USPS drop/acceptance:

Service	Standard Turnaround	Maximum Capacity Per Run
Residential Water Bill	1 business day after proof approval	100,000+ pieces per run
Commercial Water Bill	1 business day after proof approval	100,000+ pieces per run
Postcard, 4” x 6”	2 business days after proof approval, depending on quantity	100,000+ pieces per run
Ad Hoc / One-Off Mailing	1–3 business days after proof approval, depending on complexity and quantity	100,000+ pieces per run

Rush / Expedited Service

OneSource offers rush and expedited service when production schedules and USPS acceptance timing allow.

- Rush service available: Yes
- Minimum rush turnaround: Same day or next business day after final proof approval, subject to file receipt time, job complexity, and material availability
- Advance notice preferred: As much notice as possible; OneSource will make every reasonable effort to accommodate urgent City needs

File Submission Cutoff

Recommended file submission cutoff for same-day processing start: 8:00 a.m. Eastern Time.

Files received after the cutoff will still be reviewed the same day when possible. If same-day intake is not feasible, the file will be processed the next business day. Same-day proof approval and next-day production can be accommodated for standard recurring billing files.

ONESOURCE

PROOFING, APPROVAL, AND PORTAL WORKFLOW

Digital Proofing

OneSource will provide a digital proof before every print run.

Requirement	OneSource Response
Digital proof before every run	Yes
Proof format	PDF proof through secure portal or secure email/workflow, as approved by the City
Included revisions	Standard revisions related to pre-production proofing are included; material redesign or City-requested scope changes may be handled under approved change control
Typical file-to-proof timing	Same business day for standard recurring files received before cutoff; otherwise next business day
Changes after approval	OneSource will pause production if possible, document the requested change, confirm impact to schedule/cost, issue a revised proof, and require City approval before production resumes

Online Portal

OneSource will provide a secure online portal or secure workflow for file submission, proofing, approval, and job tracking.

Portal functions include:

- Secure file submission.
- Proof delivery.
- Proof review.
- Approval documentation.
- Job status visibility.
- Special instruction communication.
- Historical job information.

- Reporting access, where applicable.
- Secure communication with OneSource support.

The City will be assigned a dedicated account representative and backup contact. Change requests and special instructions may be communicated through the portal, email, phone, or documented ticket/work order process.

ONESOURCE

DATA SECURITY AND PRIVACY

OneSource understands that Dearborn Heights customer data must be protected at all times. Our data security practices include:

- Secure file transmission through portal, SFTP, or other approved encrypted method.
- Encryption for data in transit.
- Encryption or protected storage for data at rest.
- Role-based access controls.
- Limited access to authorized personnel with a business need.
- Confidentiality obligations for personnel.
- Secure production environment.
- Access logging and monitoring.
- Data used only for contract performance.
- No sale, reuse, or unauthorized sharing of City data.
- Secure deletion or retention according to the agreed retention schedule.
- Written data security policy available upon request.
- Breach notification to the City within 24 hours of a suspected data breach, consistent with the RFB requirement.

Security Certification

OneSource maintains security practices appropriate for sensitive transactional print and mail programs. OneSource can provide documentation regarding SOC 2 certification or applicable security controls upon request.

Data Retention

OneSource will retain City production files only for the period required to support production, quality assurance, reprints, audit needs, and mutually agreed operational requirements. Retention and secure deletion procedures will be finalized during implementation and documented in the operating procedures.

Subcontractors

OneSource does not require subcontractors to access City customer data for standard bill printing, inserting, and mailing services. If any subcontractor or third party is proposed for a specific service, OneSource will identify the party in advance and ensure appropriate confidentiality and data handling protections are in place.

ONESOURCE

MAIL PROCESSING AND POSTAGE

OneSource will provide complete USPS processing support.

Requirement	OneSource Response
Active USPS bulk mail capability	Yes
Ability to process under City permit	Yes, if directed and authorized by the City
USPS acceptance/postage manifest after each drop	Yes
CASS certification/address validation included	Yes
NCOA processing offered	Yes
IMB tracking offered	Yes
Returned/undeliverable handling	OneSource will support reporting of returned/undeliverable mail through USPS-approved processes and provide reporting to the City as requested

Postage will be billed at actual USPS rates with no markup and supported by USPS manifest or equivalent acceptance documentation.

ONESOURCE

QUALITY ASSURANCE PLAN

OneSource's quality assurance program is designed to prevent errors before they occur and detect exceptions before mail is released.

Pre-Production Controls

- File receipt confirmation.
- Record count validation.
- Page count validation.
- Proof review.
- Envelope window testing.
- Perforation alignment testing.
- Coupon/remittance review.
- Insert requirement confirmation.
- Postal class confirmation.
- Approval documentation.

Production Controls

- Job ticket creation.
- Production staging review.
- Material verification.
- Print quality inspection.
- Perforation and fold verification.
- Insert matching controls.
- Sampling during production.
- Operator signoffs.
- Supervisor review.
- Mail tray and USPS documentation verification.

Post-Production Controls

- Final piece count reconciliation.
- Spoilage tracking.
- Reprint controls.
- USPS acceptance documentation.
- Job completion notice.
- Invoice support documentation.

OneSource will correct any vendor-caused production error at no additional cost to the City.

ONESOURCE

IMPLEMENTATION PLAN

OneSource recommends a structured implementation process to minimize risk and ensure a smooth transition from in-house production.

Phase 1 — Kickoff and Requirements Confirmation

- Confirm City contacts and OneSource contacts.
- Review RFB requirements.
- Confirm production schedule.
- Confirm residential and commercial billing cycles.
- Confirm BS&A export process.
- Confirm PDF/data file format.
- Confirm JP Morgan Chase payment processing requirements.
- Confirm envelope specifications.
- Confirm return envelope specifications.
- Confirm postage method.
- Confirm proofing workflow.
- Confirm reporting and invoicing expectations.

Phase 2 — File and Layout Testing

- Receive sample files.
- Validate print-ready PDF format.
- Confirm 8½” x 11” layout.
- Confirm bottom-third perforation.
- Confirm address block/window alignment.
- Confirm remittance coupon alignment.
- Confirm scan-line or payment processing requirements.
- Confirm color output.
- Confirm single-sided and double-sided options.

- Confirm envelope insertion requirements.

Phase 3 — Postal and Address Processing Setup

- Establish CASS/NCOA process.
- Confirm permit/metering approach.
- Confirm USPS class for each mailing type.
- Confirm IMB usage.
- Confirm manifest and postage reporting.

Phase 4 — Portal and Approval Workflow Setup

- Create City user access.
- Define user roles.
- Train City staff on file upload and proof approval.
- Establish proof approval cutoffs.
- Establish change request procedures.
- Establish emergency contact process.

Phase 5 — Test Run / Parallel Review

- Produce test proof.
- Conduct City review.
- Verify envelope window alignment.
- Verify folding and perforation.
- Verify payment coupon.
- Verify return envelope insertion.
- Verify postal documentation.
- Resolve any final adjustments.

Phase 6 — Go-Live

- Process first live file.
- Provide digital proof.

- Produce after approval.
- Enter mail with USPS.
- Provide completion documentation.
- Conduct post-run review with the City.

Phase 7 — Ongoing Account Management

- Recurring schedule monitoring.
- Monthly invoice review.
- Periodic performance review.
- Continuous improvement recommendations.
- Support for ad hoc mailings and postcards.

ONESOURCE

STAFFING AND ACCOUNT MANAGEMENT

OneSource will assign a dedicated support structure to the City of Dearborn Heights.

Role	Responsibility
Executive Sponsor	Senior-level accountability and escalation support
Account Manager	Primary day-to-day contact for the City
Backup Account Manager	Continuity when primary contact is unavailable
Production Manager	Production scheduling and manufacturing oversight
Data Processing / Programming Support	File intake, validation, data processing, and workflow support
Postal Specialist	USPS preparation, CASS/NCOA, postal documentation
Quality Assurance Lead	Production quality controls and exception resolution

The City will never be left to navigate a generic support queue for critical billing work. OneSource's model provides direct access to knowledgeable personnel who understand the City's program.

ONESOURCE

BUSINESS CONTINUITY AND DISASTER RECOVERY

OneSource maintains business continuity procedures designed to protect time-sensitive customer communications.

Key elements include:

- Redundant production planning.
- Backup staffing.
- Documented job specifications.
- Secure file retention for approved production windows.
- Reprint capability.
- Equipment maintenance procedures.
- Alternate scheduling procedures.
- Incident escalation.
- Communication plan for delays or disruptions.
- Priority handling for municipal billing work.

In the event of a production disruption, OneSource will immediately notify the City, identify the impact, provide corrective options, and prioritize completion of the City's mailing.

ONESOURCE

VALUE-ADDED SERVICES

In addition to the RFB's required services, OneSource can provide optional value-added capabilities, including:

- Bill redesign support.
- Back-of-bill messaging.
- Targeted customer messaging.
- Inserts and bill stuffers.
- Selective insert logic.
- PDF archiving.
- Electronic presentment support.
- Email and SMS notification options.
- Return mail reporting.
- IMB tracking reporting.
- Postage optimization recommendations.
- USPS promotion monitoring.
- Document accessibility improvements.
- Seasonal or annual notice support.
- Customer communication planning.

These capabilities allow the City to use OneSource not only as a production vendor but as a strategic communications partner.

ONESOURCE

RESPONSE FORM CONTENT

Vendor Information

Field	Response
Company Name	One2One Communications LLC dba OneSource
Mailing Address	900 Asbury Drive
City, State, ZIP	Buffalo Grove, IL m60089
Primary Contact	Dave Moore
Title	Senior Vice President of Sales
Phone	614-565-0022
Email	dave.moore@onlyonesource.com
Website	www.onlyonesource.com
Years in Business	23 years.

Pricing

OneSource's pricing for the City of Dearborn's Printing and Mailing Services has been included in the City of Dearborn's Required Forms that are included in our proposal.

Turnaround Time and Scheduling - Standard Turnaround

Service	Standard Turnaround	Maximum Capacity
Residential Water Bill	1 business day after proof approval	100,000+ pieces per run
Commercial Water Bill	1 business day after proof approval	100,000+ pieces per run
Postcard, 4" x 6"	2 business days after proof approval, depending on quantity	100,000+ pieces per run

Ad Hoc / One-Off Mailing	1–3 business days after proof approval, depending on complexity	100,000+ pieces per run

Turnaround Time and Scheduling - Expedited Service

- Rush service offered: Yes
- Minimum rush turnaround: Same day or next business day after proof approval, subject to file receipt, materials, postal timing, and job complexity
- Maximum advance notice required: As much notice as possible; OneSource will make every reasonable effort to accommodate urgent City needs

File Submission Cutoffs

Question	Response
File submission cutoff for same-day processing start	8:00 a.m. Eastern Time
What happens after cutoff?	OneSource will process same day when feasible; otherwise the file will begin processing the next business day.
Can OneSource accommodate same-day proof approval and next-day processing?	Yes

Proofing, Approval, and File Submission Workflow - Proofing Process

Question	Response
Digital proof before every run?	Yes
Format of digital proof	PDF proof through secure portal or approved secure workflow
Rounds of revisions included	Standard pre-production proof revisions included; material changes outside original specifications may be quoted if required

Typical time from file submission to proof	Same business day for standard files received before cutoff; otherwise next business day
Process for change after approval	OneSource will pause production if possible, document the change, confirm schedule/cost impact, issue a revised proof, and require renewed City approval

Online Portal / File Submission

Question	Response
Online portal provided?	Yes
Portal name / URL	OneSource secure client portal for sFTP is ftp.onlyonesource.com with access credentials established during implementation OneSource secure client portal for proofing is docproof.onlyonesource.com and OneSource secure client portal for job tracking is
Portal functions	File upload, proof review, approval, job tracking, reporting, special instructions, and secure communication
Real-time job status visibility	Yes
Accepted file formats	PDF at minimum; additional formats may be supported upon review
Transmission beyond portal	SFTP, secure email where appropriate, or other mutually approved encrypted transfer method
Dedicated account representative	Yes
Change requests / special instructions	Through portal, email, phone, or documented work order/ticket process

ONESOURCE

Data Security and Privacy

Question	Response
How is City data secured in transit and at rest?	Data is transmitted through secure portal, SFTP, or approved encrypted method. Access is restricted to authorized personnel. Data is protected using encryption, access controls, confidentiality procedures, and secure production practices.
Certifications	OneSource can provide SOC 2 certification/control documentation or applicable security documentation upon request.
Data retention after job completion	Retained for 45 – 60 days as required for production, quality assurance, reprints, audit, and agreed operational needs; securely deleted according to agreed retention schedule.
Data breach procedure	Per SOC 2 guidelines, OneSource will investigate immediately, contain the issue, notify the City within 24 hours of suspected breach, document impact, and coordinate corrective action.
Will subcontractors access City data?	No for standard bill printing and mailing services.
If yes, identify subcontractors	Not applicable unless a future City-approved special service requires a third party.

Mail Processing and Postage

Question	Response
Active USPS bulk mail entry capability?	Yes
Can process under City postage permit?	Yes, if authorized by the City
USPS acceptance/postage manifest after each drop?	Yes

CASS certification/address validation included?	Yes
NCOA processing offered?	Yes
IMB tracking offered?	Yes
Returned/undeliverable handling	OneSource will support USPS-approved return mail handling and provide reporting of undeliverable pieces as requested by the City.

References

OneSource has provided three current or recent municipal, utility, or government references with similar scope in the City of Dearborn's required forms.

Exceptions and Deviations

Section	Exception / Deviation	Proposed Alternative
All Sections	None	OneSource accepts the RFB requirements and will work with the City to finalize mutually acceptable operating procedures and contract terms consistent with the RFB.

Compliance Matrix

RFB Requirement	OneSource Response
Provide printing and mailing services for water bills and related mailings	Comply
Residential bills every two months	Comply
Commercial bills monthly	Comply
Ad hoc mailings	Comply
4" x 6" postcards	Comply
Full-color professional printing	Comply
8½" x 11" bill printing	Comply

Bottom-third perforation	Comply
Folding	Comply
Inserting with return envelopes	Comply
CASS-certified address processing	Comply
NCOA compliance	Comply
Postal-drop preparation	Comply
Bulk mail sorting	Comply
Metering	Comply
USPS acceptance	Comply
Digital proof before every print run	Comply
Secure online portal	Comply
Accept PDF files at minimum	Comply
Treat customer data as confidential	Comply
Active USPS bulk mail capability or City permit support	Comply
USPS regulations for Standard Mail and First-Class Mail	Comply
Data used only for contract fulfillment	Comply
Facility inspection rights	Comply
Monthly invoices	Comply
Postage billed separately at actual cost with no markup	Comply
USPS documentation supporting postage	Comply
Net 30 terms	Comply
24-hour suspected breach notification	Comply
One-year initial term with two optional one-year renewals	Comply

No material exceptions Comply

CONCLUSION

OneSource is prepared to deliver a secure, accurate, and reliable outsourced water bill printing and mailing program for the City of Dearborn Heights. Our proposal provides the City with the complete services required in the RFB, a proven municipal production workflow, strong account support, transparent proofing and reporting, USPS expertise, and a commitment to protecting customer data.

The City's Water Billing Department can expect a smooth transition, responsive support, accurate production, timely mail entry, and dependable execution for residential bills, commercial bills, postcards, annual notices, and other related mailings.

OneSource appreciates the opportunity to submit this proposal and stands ready to serve as the City of Dearborn Heights' trusted print and mail partner.

PART II — BID RESPONSE FORM

Complete all sections. Return this entire document as your bid response.

A. VENDOR INFORMATION

Company Name:	One2One Communications LLC dba OneSource
Mailing Address:	900 Asbury Drive
City, State, ZIP:	Buffalo Grove, IL 60089
Primary Contact:	Dave Moore
Title:	Senior Vice President of Sales
Phone:	614-565-0022
Email:	dave.moore@onlyonesource.com
Website:	www.onlyonesource.com
Years in Business:	23 years

B. PRICING

All prices must be per-piece unless otherwise noted. Unit pricing must exclude postage — postage is advanced by the vendor and billed as a separate pass-through line item on monthly invoices. Enter N/A if a field does not apply.

B.1 Standard Service Pricing

Service	Unit Price (per piece)	Setup / Plate Fee	Min. Order Charge	Notes / Assumptions
Residential Water Bill – Option 1 -127,350 est. per year -Color, 8½×11, bottom perforated, **single-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$0.1225	$500.00	$50.00	
Residential Water Bill – Option 2 -127,350 est. per year -Color, 8½×11, bottom perforated, **double-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$0.1251	$500.00	$50.00	
Commercial Water Bill – Option 1 14,640 est. per year -Color, 8½×11, bottom perforated, **single-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$0.1225	$250.00	$50.00	
Commercial Water Bill – Option 2 14,640 est. per year -Color, 8½×11, bottom perforated, **double-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$0.1251	$250.00	$50.00	

B.2 Postcard and Ad Hoc Mailing Pricing

For postcards and ad hoc / one-off mailings, fill in all that apply. If you offer tiered pricing, use the quantity ranges below.

Service	Setup / Base Fee	Per Piece 1–999	Per Piece 1,000–4,999	Per Piece 5,000–24,999	Per Piece 25,000+
Postcard, 4×6, color, double-sided	$150.00	$0.125 $50.00 minimum	$0.075	$0.055	$0.049
Ad Hoc / One-Off Mailing, 8½×11, color, **single-sided**	$250.00	$0.25 $75.00 minimum	$0.15	$0.125	$0.11
Ad Hoc / One-Off Mailing, 8½×11, color, **double-sided**	$250.00	$0.275 $75.00 minimum	$0.165	$0.135	$0.125
Ad Hoc / One-Off Mailing, 8½×11, B&W, **single-sided**	$250.00	$0.235 $75.00 minimum	$0.15	$0.125	$0.11
Ad Hoc / One-Off Mailing, 8½×11, B&W, **double-sided**	$250.00	$0.25 $75.00 minimum	$0.165	$0.135	$0.125

B.3 Additional Services and Surcharges

List any additional fees that may apply. Enter $0.00 or N/A if not applicable.

Item	Price / Rate	Notes
Rush / expedited handling surcharge	$150.00	
Additional insert per piece **(e.g., flyer added to envelope)**	$0.019 $0.025	If OneSource provides inserts. If Dearborn provides inserts.
Data processing / variable data handling fee	$0.00	
NCOA / address verification processing fee	$0.00	
Reprinting due to City-provided file error	See Notes	Same pricing as in B.2. for each application.
Reprinting due to vendor error	$0.00	
Other (please describe any other services or options you provide):		
Additional Programming after implementation	$160.00	Per hour
Archive PDF File back to Dearborn	$0.015	Per image
Host Archive PDF Images	$200.00 monthly + $0.015 per image	
eStatement Presentment	$0.05 per e-Statement	

C. TURNAROUND TIME AND SCHEDULING

Turnaround time is measured from the City's final approval of the digital proof to USPS drop/acceptance. Specify business days.

C.1 Standard Turnaround Time by Service Type

Service	Standard Turnaround (business days)	Maximum Capacity per Run
Residential Water Bill	1 business day after proof approval	100,000+ pieces per production run
Commercial Water Bill	1 business day after proof approval	100,000+ pieces per production run
Postcard, 4×6	2 business days after proof approval, depending on quantity	100,000+ pieces per production run
Ad Hoc / One-Off Mailing	1–3 business days after proof approval, depending on complexity	100,000+ pieces per production run

C.2 Rush / Expedited Service

Do you offer rush / expedited turnaround?	√ Yes ☐ No
If yes, minimum rush turnaround time (business days):	>1 day
Maximum advance notice required for scheduling a rush job:	1 day

C.3 File Submission Cutoffs

File submission cutoff time to ensure same-day processing start:	8:00AM Eastern time
What happens if a file is received after the cutoff?	Best effort to meet same-day delivery to USPS.
Can you accommodate same-day proof approval and next-day processing?	√ Yes ☐ No

D. PROOFING, APPROVAL, AND FILE SUBMISSION WORKFLOW

D.1 Proofing Process

Do you provide a digital proof before every print run?	√ Yes ☐ No
Format of digital proof provided:	PDF
How many rounds of revisions are included before additional charges apply?	Unlimited
What is the typical time from file submission to proof delivery?	➢ 1 day
What is your process when the City requests a change after approving a proof?	Written email or telephone call requesting the change with the specific changes documented. If caught before production, no cost. If caught after production begins, the cost of what has been produced.

D.2 Online Portal / File Submission

Do you provide an online portal for file submission, proofing, and job tracking?	√ Yes ☐ No
Portal name / URL (or describe if proprietary):	ftp.onlyonesource.com – SFTP .url docproof.onlyonesource.com – Proofing .url onesource.trackntrace.com – Job tracking .url
What functions does the portal support?	OneSource Doc Proof is for test and live proofing. OneSource Job Tracking is for job tracking.
Can the City view real-time status of a job in production?	√ Yes ☐ No
What file formats do you accept for submission?	All formats.
How are files transmitted to your facility (beyond the portal)?	Secure FTP.
Dedicated account rep assigned to this contract?	√ Yes ☐ No
How will the City communicate change requests or special instructions?	Via email or telephone call with dedicated account manager.

E. DATA SECURITY AND PRIVACY

How is the City's customer data secured in transit and at rest?	Data is transmitted through secure portal, SFTP, or approved encrypted method. Access is restricted to authorized personnel. Data is protected using encryption, access controls, confidentiality procedures, and secure production practices. In transit, it is moved via sFTP and moved directly into processing. We don't move it any other time. Any data retained for backup is encrypted, wrote once, and stored using Veaam Cloud Connect.
Do you hold any data security certifications (SOC 2, ISO 27001, etc.)?	SOC 2
How long do you retain the City's customer data after a job is complete?	60 days
What is your policy and procedure in the event of a data breach?	We follow the SOC 2 standard. If there is a data breach, we would, after confirming the scope, reach out to any affected party and explain: 1) the nature of the breach. 2) what was impacted 3) steps that we took or are taking to remediate the breach 4) what the resolution is/was.
Will any subcontractors or third parties have access to the City's data?	☐ Yes ☑ No
If yes, identify subcontractors and describe data handling agreements:	No subcontractors will be used.

F. MAIL PROCESSING AND POSTAGE

Do you hold an active USPS bulk mail entry unit (BMEU) permit?	√ Yes ☐ No
Can you process mailings under the City's postage permit account?	√ Yes ☐ No
Do you provide a USPS acceptance / postage manifest after each drop?	√ Yes ☐ No
Is CASS certification / address validation included in your standard service?	√ Yes ☐ No
Do you offer NCOA (National Change of Address) processing?	√ Yes ☐ No
Do you offer IMB (Intelligent Mail Barcode) tracking?	√ Yes ☐ No
How do you handle and report returned / undeliverable pieces to the City?	Either go ahead and mail the undeliverable pieces or have them sorted out and returned to the City of Dearborn or address update processing.

G. REFERENCES

Provide a minimum of three (3) references from current or recent clients with similar scope (municipal utility billing preferred).

Reference 1

Organization:	Denver Water
Contact Name:	Matt Larson
Phone / Email:	303-628-6073 matt.larson@denverwater.org
Services Provided:	Utility (water) billing statements and service letters. Customer since 2012.
Approx. Annual Volume:	2,640,000 mailed documents.

Reference 2

Organization:	Boston Water & Sewer
Contact Name:	Michael Conway
Phone / Email:	617-989-7485 conwaymw@bwsc.org
Services Provided:	Utility (water) billing statements. Customer since 2023.
Approx. Annual Volume:	960,000 mailed documents

Reference 3

Organization:	DuPage County, IL Public Works
Contact Name:	Cheryl Rivera
Phone / Email:	630-427-3549 cheryl.rivera@dupagecounty.gov
Services Provided:	New customer. Utility bills, reminder notices, disconnect notices scheduled for August 1, 2026.
Approx. Annual Volume:	324,000 mailed documents.

H. EXCEPTIONS AND DEVIATIONS

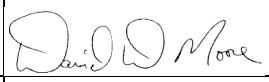
List any exceptions or deviations from the specifications or terms in this RFB. If none, state “None.” The City reserves the right to reject bids with material exceptions. You may also use this space to note any other comments.

Section	Exception / Deviation	Proposed Alternative
None	None	

I. CERTIFICATION AND SIGNATURE

By signing below, the authorized representative of the vendor certifies that:

- All information provided in this bid response is true, accurate, and complete.
- The vendor has the legal authority and capacity to enter into a contract with the City of Dearborn Heights.
- The vendor has read, understands, and agrees to the terms and conditions set forth in this RFB.
- The pricing provided is firm for a minimum of ninety (90) days from the bid submission deadline.
- No collusion or conflict of interest exists with respect to this bid.

Authorized Signature:	
Printed Name:	David Moore
Title:	Senior Vice President of Sales
Date:	06/30/2026

DENVER WATER

BILLING DATE 4/20/2026
CUSTOMER ID 10000
ACCOUNT NUMBER 000000
DUE DATE May 11, 2026
AMOUNT DUE $46.03

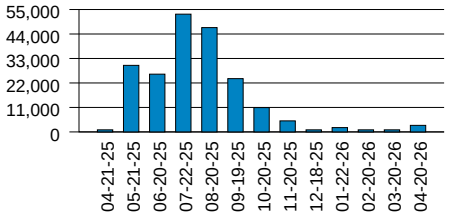
Account Summary

Previous Balance		39.99
Payment Received - 4/1/26	*Thank You*	-39.99
Current Charges		46.03
Please pay this amount		**$46.03**

Payments must be received and posted to the account by 5/18/26 to avoid a delinquency charge. A 5% delinquency charge (maximum $250.00) will apply to any unpaid balance on the next billing cycle after the charge is incurred.

denverwater.org

Monthly Consumption



	Apr 2025	Apr 2026
Total gallons used	1,000	3,000
Days in billing period	32	31
Average daily use (gallons)	31	97

This graph shows your consumption water use for each month. Use only what you need and save water and money.

STREET PKWY

Water Charges

RATE: Residential Water (Inside City)
AVERAGE WINTER CONSUMPTION *(calculated using Jan-Mar bills)*: *2,000* Gallons
BILLING PERIOD: *3/21/2026 - 4/20/2026* **DAYS:** *31*

METER NO.	CURRENT READ -	PREVIOUS READ	x MULTIPLIER =	CONSUMPTION
389170	2,875	2,872	1000	3,000 Gal

Consumption Charge *(3,000 Gallons) 0.00 0.00%*

1,000 Gals	Tier 1 0-5*	Tier 2 6-20	Tier 3 Over 20	
1,000 Gals used	3			
Price per 1,000	x $3.02	$5.44	$7.25	
Charge	$9.06		=	9.06

**Tier 1 minimum allowance is 5,000 gallons.*

Fixed Monthly Charge, 5/8" meter	20.91
Water Charges	**$29.97**

Sewer Charges - Wastewater Management Division

RATE: Sewer Residential **WINTER CONSUMPTION:** 1,000 Gallons

Winter consumption = 1.00 thousand gallons	
Consumption Charges (unit minimum)	16.06
Sewer Charges	**$16.06**

• For questions about your sewer charges please contact Wastewater Management Division at wmdcustomerservice@denvergov.org or call us at 303-446-3500.

Questions About Your Bill?
¿Preguntas Sobre Su Cuenta?

WATER *Monday - Friday* **303-893-2444** *7:30 a.m. - 5:30 p.m.*
SEWER *Monday - Friday* **303-446-3500** *7:30 a.m. - 4:00 p.m.*

Visit Us Online
WATER
www.denverwater.org/contact
SEWER
www.denvergov.org/wastewatermanagement
Email: wmdcustomerservice@denvergov.org

Denver Water, Correspondence
1600 W. 12th Ave.
Denver, CO 80204-3412

Wastewater Management Division
2000 W. 3rd Ave.
Denver, CO 80223-1027

PLEASE KEEP THIS PORTION FOR YOUR RECORDS.

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT.

DENVER WATER

SERVICE ADDRESS
1234 STREET PKWY

ACCOUNT NUMBER
00000

DUE DATE
May 11, 2026

AMOUNT DUE
$46.03

Please enter amount enclosed
$

Write account number on check and make payable to Denver Water

1 1 AV 0.584
*******AUTO**SCH 5-DIGIT 178623 1 # 1
000001
SAMPLE A SAMPLE
1234 STREET PKWY
DENVER, CO 80000-0000

To pay your bill online go to myaccount.denverwater.org or mail payment to:
DENVER WATER
PO BOX 1234
DENVER, CO 80000-0000

00 000000 0000000000046030

DENVER WATER

BILLING DATE	ACCOUNT NUMBER		
4/20/2026	000000		
CUSTOMER ID	DUE DATE	AMOUNT DUE	
10000	May 11, 2026	$46.03	

Online Account Management and Payment Options

We accept payment from: Checking/Savings Account, ATM/Debit, Visa, MasterCard, or Discover cards.

Manage your account at **myaccount.denverwater.org**
View/update account information, pay your bill, sign up and manage automatic payments and E-Bill.

Pay By Phone: 1-800-556-0292 Free automated service with step-by-step instructions.

Pay In Person: Payments can be made in cash or with a PIN-based debit card (at participating locations). To find a location near you, visit **denverwater.org/payinperson**

Pay By Mail: Send check or money order to: PO Box 173343, Denver, CO 80217-3343. Write account number on check and make payable to Denver Water.

After Hours Emergency Service

Water: 303-628-6801 (After hours 5:30 p.m. - 7:30 a.m.)
Sewer: 303-446-3400 (After hours 4:00 p.m. - 7:30 a.m.)

Available weekends and holidays.

Fixed Monthly Charge

Based on meter size and covers the cost of billing and maintaining the water distribution service.

Returned Check Fee

A fee of $21 will be charged for all checks returned unpaid by the bank.

Electronic Check Conversion

When you provide a check as payment, you authorize Denver Water either to use the information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

Wastewater Management Division

Sanitary sewage service is provided by the Wastewater Management Division, Department of Transportation & Infrastructure, City and County of Denver. Rates are established by ordinance and revenues are restricted to the operation, maintenance, construction renewal and replacement of the sanitary sewage system.

Neglect, failure or refusal to pay the rates, charges or fees fixed by the Division for the connection with and use of the sanitary sewer system may result in a lien being filed upon the real property served. **Denver Revised Municipal Code Section 56-96(e)**.

Rules, regulations and rates of the Wastewater Management Division are available on our website: www.denvergov.org/wastewatermanagement

Denver is a member of the Metro Water Recovery District. By contract with the city, Metro treats all Denver sewage in full conformity with all Federal and State laws.

Boston Water and Sewer Commission

View and Pay your Bill Online
At www.bwsc.org/my-account
Activation Code ABCDEF

For Pay-by-Phone
(844) 470-5881

For Questions Call Customer Service
(617) 989-7800

ACCOUNT SUMMARY			
Account Number	123456789	Previous Total	$2,321.86
Customer		Payments Received	$2,321.86 CR
SAMPLE A SAMPLE		Open Amount Due	$0.00
1234 MAIN ST		Current Charges	$2,295.37
BOSTON, MA 12345		**Total**	**$2,295.37**
		Please Pay	**$2,295.37**
Previous Bill Date	03/16/2026		
Current Bill Date	**04/15/2026**		
Due Date	05/20/2026		

Payments must be received by 05/20/2026 to avoid delinquency charges.
All past due balances are subject to accrued delinquency charges.

Esta cuenta (bill) es muy importante y puede afectar su servicio de agua.
Por favor traduzcala inmediatamente.

252

CURRENT TRANSACTIONS

SERVICE CHARGES	
Sewer	$1,230.22
Water	$1,015.10
Stormwater Charge (2 ERU)	$18.12
Fire Pipe Size 4" Quantity 1 (03/09/2026 - 04/08/2026)	$31.93
TOTAL SERVICE CHARGES	**$2,295.37**
TOTAL CURRENT CHARGES	**$2,295.37**

PAYMENTS RECEIVED

04/07/2026 Payment	$2,321.86 CR
TOTAL PAYMENTS RECEIVED	**$2,321.86 CR**

OTHER

SPECIAL MESSAGES

Stormwater runoff is water from rain or other precipitation that does not soak into the ground. As stormwater flows over hard surfaces, it collects trash, sediment, and pollutants like motor oil and fertilizer. BWSC offers credits and grant funding for property owners with an approved stormwater system that minimizes pollution from entering waterways. For more information www.bwsc.org/stormwater-grant-and-credit -program
BWSC meters are scheduled to be read daily by an automatic meter reading system.

Please provide your account number on all correspondence.

Please return this portion of the bill with your payment.

Boston Water and Sewer Commission

Account Number	Due Date	Please Pay	Amount Paid
123456789	05/20/2026	$2,295.37	

MAKE CHECKS PAYABLE TO
BOSTON WATER AND SEWER

Contact Customer Service for Address Change

1 1 AV 0.588 1 178630
*******AUTO**SCH 5-DIGIT 178630 1 # 1 S000001

T00000
SAMPLE A SAMPLE
1234 MAIN ST
BOSTON, MA 12345

BOSTON WATER AND SEWER COMMISSION
P.O. BOX 55466
BOSTON, MA 02205-5466

Failure to pay the past due balance may result in any and all appropriate legal action.

CONSUMPTION SHOWN IN CUBIC FEET (CF)
1 CF = 7.481 Gallons (GAL)

CURRENT CONSUMPTION

Water Service

Meter Number	Reading Date	Reading
123456789	03/02/2026	489290 Actual
	04/02/2026	501180 Actual

Usage

Current Service Period (31 Days)	11890 CF
	88943 GAL

CONSUMPTION HISTORY

Reading Date	Consumption	Reading Date	Consumption
04/02/2026	11890	09/01/2025	5440
03/02/2026	11170	07/31/2025	5810
02/01/2026	8530	07/01/2025	4800
01/04/2026	9150	06/01/2025	6980
12/02/2025	10730	05/05/2025	9590
10/30/2025	9460	04/01/2025	7910
10/01/2025	6680	03/03/2025	8740

SERVICE MAY BE TERMINATED IF PAST DUE AMOUNT REMAINS UNPAID (Combined Water, Sewer & Stormwater Accounts)

LIENS MAY ATTACH TO PROPERTIES IF PAST DUE AMOUNTS REMAIN UNPAID (Stormwater Only Accounts)

Boston Water and Sewer Commission (BWSC) | Customer Service

Website: www.bwsc.org | Phone: (617) 989-7800 | Offices & Mailing Address: 980 Harrison Ave. Boston, MA 02119

Right to Water Service During Serious Illness

Please call BWSC. Within seven (7) days of the call, your physician or the Public Health Commission must forward to BWSC a written certificate explaining the medical condition. You must also fill out BWSC's Certificate of Financial Hardship and return within seven (7) days. The Certificate of Financial Hardship form is available on our website and at our offices. You may seek assistance by calling or visiting BWSC Customer Service offices.

Payment Plans

If you cannot pay your bill in full, you may work out a payment plan with BWSC. You may seek assistance by calling or visiting BWSC Customer Service offices.

Right to Service for Senior Citizens

If you reside at the premises, all residents in your house or building are 65 years of age or older, and a financial hardship exists, your water service may not be terminated for failure to pay a past due bill. You may seek assistance by calling or visiting BWSC Customer Service offices.

Discounts for Senior Citizens and the Disabled

Homeowners 65 years of age and older or fully disabled homeowners, living in structures with one to four dwelling units are eligible for a discount on their water bills for that structure and property. The discount of 30% is applied to water, sewer and stormwater charges. The Discount Application form is available on our website and at our offices. You may seek assistance by calling or visiting BWSC Customer Service offices.

Stormwater Only Bills

Stormwater Only accounts will receive bills issued twelve times per year based upon the impervious area for your property. The Commission will routinely update the impervious areas for properties and parcels located within the City of Boston.

Right to Dispute Your Bill

To dispute a bill, you must contact BWSC Customer Service within 30 days of the billing date. BWSC will notify you in writing of the result of its review and your right to request an informal conference.

If you need any assistance in filing a dispute, wish to request a hearing, or receive further information, call or visit BWSC Customer Service offices.

For a more detailed statement of your rights, you may consult a copy of the Billing, Termination and Appeals (BT&A) Regulations on our website or at BWSC Customer Service offices.

Rates

Water and sewer rate schedules and stormwater charges schedules are published on our website. These rates are established by a vote of BWSC's Board of Commissioners following a public hearing. Approximately two thirds of the total rate charges are used to pay the Massachusetts Water Resources Authority (MWRA) and the costs of its federally mandated environmental projects.

A DELINQUENCY CHARGE WILL BE ADDED FOR ANY AMOUNT NOT PAID WITHIN THE DUE DATE. THAT CHARGE IS CALCULATED AT THE DAILY RATE OF .03836% (NOMINAL ANNUAL PERCENTAGE RATE OF 14%).

Estimated Bills

Water, sewer and stormwater bills are issued twelve times per year. If an actual meter read is not obtained for water and sewer charges, an estimated read will be based on your usage history. Your monthly bill will indicate an estimated meter read. Any variance due to an estimated read will be corrected when an actual meter read is obtained.

CITY OF LONGMONT

Customer: SAMPLE A SAMPLE

Account No: 0000000

Service Address:
1234 ST APT 123

Bill date: 04/20/26

Last account balance:	$60.64
Thank you for paying:	$0.00
Balance DUE NOW	$60.64
Current charges	
Due 05-14-2026	$63.60
TOTAL DUE	**$124.24**

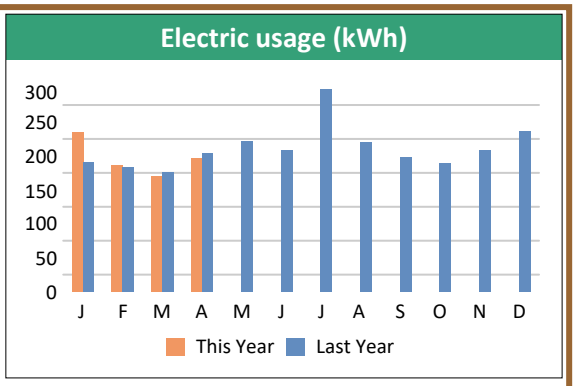
PAY ONLINE
www.LongmontColorado.gov
PAY BY PHONE 303-651-8800
BILLING INQUIRIES 303-651-8664

FOR SERVICE INQUIRIES

Longmont Power & Communications:
303-651-8386
To report a power outage: 303-776-0011
Water/wastewater: 303-651-8468
Trash/recycling: 303-651-8416

ELECTRIC SERVICES

Electric subtotal	$20.93
Monthly service fee	$17.50
City Tax	$1.36
TOTAL ELECTRIC SERVICE	$39.79



SEE BACK FOR USAGE DETAILS

OTHER SERVICES

Parks Greenway Maintenance Fee	$2.00
Storm Drainage Charge	$18.85
Waste Management Fee	$2.96
TOTAL OTHER SERVICES	**$23.81**

Save time, save money!
View and pay your utility bill online

Sign up at **LongmontColorado.gov** for online utility billing. Receive your bill by email and pay with a credit or debit card through our secure online payment system.

CITY OF LONGMONT
STATEMENT FOR UTILITY SERVICES

Utility Billing Division
MAIL SERVICING
TOWNPLACE, VA 12345

Customer: SAMPLE A SAMPLE
Account No: 000000
Service Address: 1234 ST APT 123

Your previous balance (DUE NOW)		$60.64
Current charges	**Due 05-14-2026**	**$63.60**
Total Due		$124.24

Amount Enclosed $

SAMPLE A SAMPLE
PO BOX 123
LONGMONT CO 80501-0800

CITY OF LONGMONT UTILITY BILLING
1234 MAIN STREET
LONGMONT,CO 80000-0000

00000000124242

ELECTRIC USAGE DETAIL

Residential Energy Charges 03/14/26 to 04/10/26	USAGE IN KWH	RATE	COST
Meter 12345678			
Non-Summer Residential Energy Rate			
Tier 1	198	0.10570	20.93
ELECTRIC SUBTOTAL			$20.93

Longmont utility customers enjoy among the highest quality utility services and lowest overall utility bills in Colorado!

All utility charges include franchise fees paid to the City of Longmont General Fund:
Electric - 8.64% Water - 2.04% Sanitary Sewer - 4.16%

City of South Jordan
1600 W Towne Center Dr
South Jordan, UT 84095
(801) 446-HELP (4357)

CITY OF SOUTH JORDAN

UTILITY BILL

Pay Online at: **www.sjc.utah.gov**

SERVICE DETAILS

Account Number: **123456**
Customer Number: **123456**
Customer Name: **SAMPLE A SAMPLE**

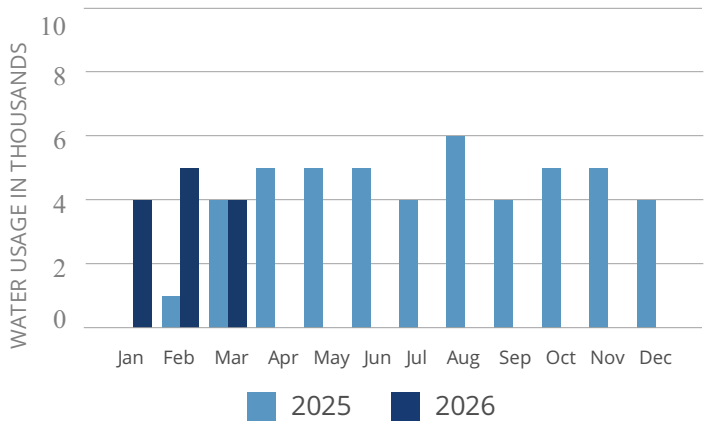
Service Address: **1234 MAIN ST**
Bill Number: **123456**
Billing Date: **03/31/26**

CHARGE DETAILS

Service	*Quantity*	*Charge*
WATER BASE 2" METER	1	$37.00
NON-SF 2" WATER USAGE	1	$8.84
COMMERCIAL STORM WATER	4	$39.48
RETURN PAYMENT FEE	1	$20.00

Current Charges	$105.32
Previous Balance	$172.85
Payments Received	($85.32)
Adjustments	$4.37
TOTAL DUE	**$197.22**
Due Date:	**04/26/2026**

WATER USAGE



Monitor your water usage with the **Water Use Portal:**
https://www.sjc.utah.gov/327/My-Water_Use

METER READING

Meter #: 1234567890
Current Monthly Usage: **4 kgal**
Days: 29
Read Dates: 02/16/26 - 03/17/26
Read Code: ACTUAL
Beginning: 66 **Ending:** 70

BUDGET BILL MESSAGE

Interested in budget billing?
Scan here to enroll.

Detach and return the portion below with your payment

City of South Jordan
1600 W Towne Center Dr
South Jordan, UT 84095
(801) 446-HELP (4357)

Customer Name: **SAMPLE A SAMPLE**
Service Address: **1234 MAIN ST ANYTOWN, US 12345**

Account# - Customer#: **1234567890**
Bill#: **123456**
Payment Due Date: **04/26/2026**
Amount Due: **$197.22**

Please write your **Account #** and **Customer #** on your check and enclose this portion of the bill with your payment

1 1 AV 0.588
**********AUTO**5-DIGIT 177915 1 1
SAMPLE A SAMPLE

000001

Round it up for Art

Scan here to Round it up for Art

☐ **One-Time** Round it up for Art: $_____

☐ **Monthly** Round it up for Art
OR
Monthly Art Contribution:
☐ $1 ☐ $3 ☐ $5 ☐ $10 ☐ $_____

Total amount enclosed: $ _____

00042026500000l

SOUTH JORDAN CITY CONTACT INFO

Website: www.sjc.utah.gov

Email: billing@sjc.utah.gov

Phone: 801-446-HELP (4357)

In Person: 1600 W Towne Center Dr

Office Hours: **M-Th:** 8 AM - 6 PM

F: 8 AM - 12 PM

Email Utility Billing at billing@sjc.utah.gov to:

- Update your contact info (i.e. email, phone #)
- Update name due to life events (i.e. marriage)
- Questions regarding the customer portal
- Questions regarding your bill

CITY MESSAGES

PLEASE VISIT OUR WEBSITE AT WWW.SJC.UTAH.GOV

PAY ONLINE OR BY PHONE

You can pay 24 hours a day by:

- Going Online: **https://ipn2.paymentus.com/cp/sjut**
- Calling our IVR: **1-833-347-2111**

AUTO-PAYMENTS AND PAPERLESS BILLING

Visit the customer portal to sign up to have your payment withdrawn automatically each month, or to go paperless and receive your bills through email. To enroll, visit **https://ipn2.paymentus.com/cp/sjut**

CUSTOMER FORMS

https://www.sjc.utah.gov/314/Utility-Billing
Forms Include:

- Update Utility Account Contact Information
- Termination of Service (moving out)
- Budget Billing Information

LATE FEES

A service charge of 5% of the remaining balance shall be assessed and charged on all delinquent accounts, with a minimum charge of $.50.

Follow us on:

Sign up for Text & Email updates: **sjc.utah.gov/newsletter**

CONTACT INFORMATION CHANGES

Email Address

Billing Address

City | State | Zip Code

Day Phone | Cell Phone

Name

Effective Date

WOW!
internet + tv + phone

contact information
customer service & billing:
chat: wowway.com/chat
1-866-496-9669

for service at...
1234 MAIN ST
ANYTOWN, US 12345

Account Name ..... SAMPLE A SAMPLE
Account Number 123456789
Customer Phone ..... (555) 555-5555
Billing Date ..... April 21, 2026

WOW! News

If you haven't already, go green and switch to paperless statements today! Paperless statements are easily accessible, secure, and best of all - free. Paper statements are subject to a $4 per month fee which is subject to change without notice. As a courtesy, new customers get the Paper Statement Fee waived in the first 3 months of service. To sign up, visit the Billing Center section of Account Manager at login.wowway.com.

ACCOUNT SNAPSHOT

Last Bill	$11.73
New Charges - See Below	$253.17
Total Amount Due	$264.90
Payment Due Date	Upon Receipt

NEW CHARGES SUMMARY

WOW! Services & Bundles	$153.99
Additional WOW! Internet Services	$1.00
Additional WOW! Cable TV Services	$63.52
Additional WOW! Products & Services	$4.00
Other Charges & Credits	$10.00
Taxes, Surcharges & Fees	$20.66
Total New Charges	**$253.17**

Our records indicate that your account is past due. Failure to pay may result in collection fees and interruption of services. If payment has been made, please accept our thanks.

PLEASE NOTE: Payments that are not received by the due date are subject to a $10.00 Late Fee.

57

WOW!
PO BOX 1234
CAROL STREAM, IL 60000-0000

To pay by phone, call 1-866-496-9669.
To pay online, visit login.wowway.com.

Please detach and enclose this coupon with your payment.

Do not send cash. Make checks payable to WOW!

Account Name	SAMPLE A SAMPLE
Account Number	123456789
Customer Phone	(555) 555-5555
Billing Date	April 21, 2026
Total Amount Due	**$264.90**
Payment Due Date	**Upon Receipt**

AMOUNT ENCLOSED..... $

1 1 AB 0.632
********AUTO**ALL FOR AADC 600 178632 1 # 1

SAMPLE A SAMPLE
1234 MAIN ST
ANYTOWN, US 12345

L00000

WOW!
PO BOX 1234
CAROL STREAM, IL 60000-1234

00101001000026490

contact information
customer services & billing:
chat: wowway.com/chat
1-866-496-9669

Account Name ..... SAMPLE A SAMPLE
Account Number 123456789
Billing Date ..... April 21, 2026

WOW! SERVICES & BUNDLES

04/20-05/19 WOW! Bundle Plan	$153.99
HBO	$10.00
Medium Cable Plan	$90.00
Internet 300	$53.99
Total WOW! Services & Bundles	**$153.99**

ADDITIONAL WOW! INTERNET SERVICES

04/20-05/19 Network Enhancement Fee	$1.00

The Network Enhancement Fee, which is not a government tax or fee, recovers some of the costs associated with Network improvements, security and maintenance and is in addition to other charges associated with WOW! Internet services.

04/20-05/19 Customer Owned Modem	$0.00
Total Additional WOW! Internet Services	$1.00

ADDITIONAL WOW! CABLE TV SERVICES

04/20-05/19 HD Receiver	$10.00
04/20-05/19 HD Digital Adapter	$2.00
04/20-05/19 2 HD Digital Adapter	$4.00
04/20-05/19 Broadcast TV Fee	$38.82

The Broadcast TV Fee, which is not a government tax or fee, recovers costs associated with retransmitting television broadcast signals and is in addition to other charges associated with WOW! Cable services.

04/20-05/19 Sports Surcharge	$8.70

Offsets some of the costs WOW! must pay to sports programming networks.

Total Additional WOW! Cable TV Services	$63.52

ADDITIONAL WOW! PRODUCTS & SERVICES

04/20-05/19 Paper Statement Fee	$4.00
Total Additional WOW! Products & Services	$4.00

OTHER CHARGES & CREDITS

04/21 Late Fee	$10.00
Total Other Charges & Credits	$10.00

TAXES, SURCHARGES & FEES

04/20	Sales Tax	$1.12
04/20	FCC Reg Fee	$0.12
04/20	Local Communications Services Tax	$8.44
04/20	Communications Services Tax	$10.98
Total Taxes, Surcharges & Fees		$20.66

WOW! CABLE TV SERVICE ALL-IN SUMMARY

Cable TV All-In $147.52
Includes: HBO, Medium Cable Plan, Broadcast TV Fee, Sports Surcharge

Based on your current pricing, this is the Cable TV programming portion.

Sign up for automatic payments!

When you enroll in automatic payments, you'll never worry about paying your monthly WOW! bill on time. No stamps. No check writing. No phone calls. No stress. Instead, your bill will be paid automatically using the bank account or credit card of your choice. Checking, savings, credit, debit - whatever works best for you! Sign-up today at **login.wowway.com**. Note: If you haven't registered your WOW! Account, you'll need to do so to enroll in automatic payments. Don't worry - it only takes a few moments!

ELECTRONIC CHECK CONVERSION
When you pay your bill by check, you authorize us to either use the information from your check to make a one-time electronic funds transfer (EFT) from your account or to process the payment as a check transaction. When we use information from your check to make an EFT, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from the bank. If your payment is returned unpaid, you agree to pay a fee of up to $30. Returned checks may be represented electronically.

Closed captioning concerns: For immediate assistance call 1-866-496-9669 or email wow_techsupport@wowinc.com. For Closed Captioning written complaints: Gary Nilsen, Senior Vice President, 6050 Knology Way, Columbus, GA 31909 or email wow_techsupport@wowinc.com. All other inquiries will go unanswered.

We provide service to you on a month to month basis, which means that we may change services, rates, fees and discounts at any time with notice to you, and you may cancel your services at any time without penalty. If we have agreed to a promotion period, service rates and discounts are subject to change after the period (e.g. 12 months), as reflected on this billing statement. Other charges, including Broadcast TV Fee, Sports Surcharge, Network Enhancement Fee, and equipment rental, are subject to change anytime.

If your complaint is not solved after you have contacted your provider, please contact FL Division of Consumer Services PO Box 6700 Tallahassee, FL 32399-6700 (800) 435-7352 FCC Code: FL1154

THE MASTER'S TOUCH, LLC

SPOKANE PRODUCTION FACILITY
1405 N ASH ST
SPOKANE WA 99201-2805
PHONE (509) 326-7475

ARIZONA PRODUCTION FACILITY #1
132 W JULIE DR
TEMPE AZ 85283-2876
PHONE (800) 301-1347

ARIZONA PRODUCTION FACILITY #2
404 WEST GUADALUPE RD
TEMPE, AZ 85283-3598
PHONE (800) 301-1347

HAWAII BRANCH OFFICE
MISSOURI BRANCH OFFICE
PHONE (800) 301-1347

ADMINISTRATION OFFICE
206 W. JULIE DR, STE 104
TEMPE, AZ 85283-2895
PHONE (800) 301-1347

www.themasterstouch.com

Dear Rachel LaPointe and the City of Dearborn Heights Selection Team,

On behalf of The Master's Touch, LLC, I am pleased to submit our response to the City of Dearborn Heights' Request for Bids for Printing and Mailing Services – Water Bills and Related Mailings, due Thursday, July 2, 2026.

The Master's Touch, LLC takes a unique approach to how we provide our print and mail services, with an emphasis on a thorough and collaborative process with our clients, ensuring clarity, efficiency, and quality at every stage. With decades of experience delivering these exact services to hundreds of clients nationwide and throughout Michigan, we are fully equipped to meet all requirements from day one.

To add value to the County's proposal, we offer:

- **Eliminating Return and Undeliverable Mail:** Is your goal simply to mail your statements, or to ensure they're actually delivered? According to USPS statistics, nearly 12% of customer statements are returned as undeliverable. At The Master's Touch, LLC, our proprietary software and address-validation processes reduce that number to an average of just 3%, helping you significantly cut down on return mail and improve delivery success.

- **Guaranteed Turnaround Times:** While some clients initially view an out-of-state vendor as a disadvantage, The Master's Touch, LLC turns it into a distinct advantage. Our West Coast location and time zone actually provide Dearborn Heights with more flexibility: your team can send files and approve proofs later in the day your time, while still providing us ample time to complete production and meet all deadlines.

Even though we're located in a different time zone, our staff is fully available during all of the City's business hours to ensure seamless communication and responsiveness. And when it comes to delivery speed, your mail will reach residents just as fast, if not faster, than with any local provider. We can make that promise confidently based on our proven experience mailing for the City of Saginaw, Michigan, whose geographic proximity and postal logistics closely mirror Dearborn Heights. Through that partnership, we've consistently demonstrated that our mail reaches residents just as quickly than mail sent from within the same state.

- **Free Rebrand Design Services:** The Master's Touch, LLC has on-staff form designers who can help refine and optimize bill layouts using our state-of-the-art printing capabilities. This complimentary service allows Dearborn Heights to create custom, visually engaging statements that draw attention to key information, improve readability, reinforce branding, and enhance the overall design by incorporating elements such as logos, bar graphs, and colored section headings.

SPOKANE PRODUCTION FACILITY
1405 N ASH ST
SPOKANE WA 99201-2805
PHONE (509) 326-7475

ARIZONA PRODUCTION FACILITY #1
132 W JULIE DR
TEMPE AZ 85283-2876
PHONE (800) 301-1347

ARIZONA PRODUCTION FACILITY #2
404 WEST GUADALUPE RD
TEMPE, AZ 85283-3598
PHONE (800) 301-1347

HAWAII BRANCH OFFICE
MISSOURI BRANCH OFFICE
PHONE (800) 301-1347

ADMINISTRATION OFFICE
206 W. JULIE DR, STE 104
TEMPE, AZ 85283-2895
PHONE (800) 301-1347

We are eager for the opportunity to serve Dearborn Heights and demonstrate why The Master's Touch, LLC is the right partner for your printing and mailing needs. Thank you for your consideration.

Jim Cote, President

(800) 301-1347

masters@themasterstouch.com

PART II — BID RESPONSE FORM

Complete all sections. Return this entire document as your bid response.

A. VENDOR INFORMATION

Company Name:	The Master's Touch, LLC
Mailing Address:	206 W. Julie Drive, Suite 104
City, State, ZIP:	Tempe, AZ, 85283
Primary Contact:	Jim Coté
Title:	President
Phone:	(800) 301-1347
Email:	masters@themasterstouch.com
Website:	www.themasterstouch.com
Years in Business:	32

B. PRICING

All prices must be per-piece unless otherwise noted. Unit pricing must exclude postage — postage is advanced by the vendor and billed as a separate pass-through line item on monthly invoices. Enter N/A if a field does not apply.

B.1 Standard Service Pricing

Service	Unit Price (per piece)	Setup / Plate Fee	Min. Order Charge	Notes / Assumptions
Residential Water Bill – Option 1 -127,350 est. per year -Color, 8½×11, bottom perforated, **single-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$.175	None	$150.00	
Residential Water Bill – Option 2 -127,350 est. per year -Color, 8½×11, bottom perforated, **double-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$.175	None	$150.00	
Commercial Water Bill – Option 1 14,640 est. per year -Color, 8½×11, bottom perforated, **single-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$.175 OR $.22	None None	$150.00 $150.00	If printed and mailed with residential If printed as a separate mailing
Commercial Water Bill – Option 2 14,640 est. per year -Color, 8½×11, bottom perforated, **double-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$.175 OR $.22	None None	$150.00 $150.00	If printed and mailed with residential If printed as a separate mailing

B.2 Postcard and Ad Hoc Mailing Pricing

For postcards and ad hoc / one-off mailings, fill in all that apply. If you offer tiered pricing, use the quantity ranges below.

Service	Setup / Base Fee	Per Piece 1–999	Per Piece 1,000–4,999	Per Piece 5,000–24,999	Per Piece 25,000+
Postcard, 4×6, color, double-sided	None	$150.00/Job	$.15 each	$.10 each	$.08 each
Ad Hoc / One-Off Mailing, 8½×11, color, **single-sided**	None	$180.00/Job	$180.00 min $.15 each	$.12 each	$.11 each
Ad Hoc / One-Off Mailing, 8½×11, color, **double-sided**	None	$180.00/Job	$180.00 min $.15 each	$.12 each	$.11 each
Ad Hoc / One-Off Mailing, 8½×11, B&W, **single-sided**	None	$180.00/Job	$180.00 min $.15 each	$.12 each	$.11 each
Ad Hoc / One-Off Mailing, 8½×11, B&W, **double-sided**	None	$180.00/Job	$180.00 min $.15 each	$.12 each	$.11 each

B.3 Additional Services and Surcharges

List any additional fees that may apply. Enter $0.00 or N/A if not applicable.

Item	Price / Rate	Notes
Rush / expedited handling surcharge	N/A	
Additional insert per piece (e.g., flyer added to envelope)	$.003 each for inserting	We can also print your inserts and prefer to do so.
Data processing / variable data handling fee	Included	
NCOA / address verification processing fee	No charge for even 48 month NCOA	
Reprinting due to City-provided file error	20% discount	
Reprinting due to vendor error	No charge at all	
Other (please describe any other services or options you provide): eNotices - paperless statements	$.018/record	Entire data file is available for any who wish to subscribe

C. TURNAROUND TIME AND SCHEDULING

Turnaround time is measured from the City's final approval of the digital proof to USPS drop/acceptance. Specify business days.

C.1 Standard Turnaround Time by Service Type

Service	Standard Turnaround (business days)	Maximum Capacity per Run
Residential Water Bill	Same day or next day, negotiable	50,000 pieces
Commercial Water Bill	Same day or next day, negotiable	5,000 pieces
Postcard, 4×6	Same day or next day, negotiable	50,000 pieces
Ad Hoc / One-Off Mailing	Same day or next day, negotiable	50,000 pieces

C.2 Rush / Expedited Service

Do you offer rush / expedited turnaround?	☑ Yes ☐ No
If yes, minimum rush turnaround time (business days):	Same day
Maximum advance notice required for scheduling a rush job:	Before 3pm EST for same day

C.3 File Submission Cutoffs

File submission cutoff time to ensure same-day processing start:	3pm EST
What happens if a file is received after the cutoff?	We will still try to print and mail the same day, but will mail the next day if it's impossible.
Can you accommodate same-day proof approval and next-day processing?	☑ Yes ☐ No

D. PROOFING, APPROVAL, AND FILE SUBMISSION WORKFLOW

D.1 Proofing Process

Do you provide a digital proof before every print run?	☑ Yes ☐ No
Format of digital proof provided:	PDF, includes full file, not a random sampling
How many rounds of revisions are included before additional charges apply?	Unlimited for a new setup, three for an existing template
What is the typical time from file submission to proof delivery?	1-4 hours for inital setup, 15-30 minutes for each subsequent run
What is your process when the City requests a change after approving a proof?	We print all documents on demand rather than using preprinted templates, allowing changes to be made at no additional cost right up until production begins. If a job has already been printed, we can accommodate revisions by reprinting the affected pieces; however, additional printing charges will apply.

D.2 Online Portal / File Submission

Do you provide an online portal for file submission, proofing, and job tracking?	☑ Yes ☐ No
Portal name / URL (or describe if proprietary):	Proprietary, see below for description
What functions does the portal support?	Data upload, proofing, job status, reports
Can the City view real-time status of a job in production?	☑ Yes ☐ No
What file formats do you accept for submission?	Any
How are files transmitted to your facility (beyond the portal)?	SFTP
Dedicated account rep assigned to this contract?	☑ Yes ☐ No
How will the City communicate change requests or special instructions?	Through the account rep via email or telephone

E. DATA SECURITY AND PRIVACY

How is the City's customer data secured in transit and at rest?	See main space below
Do you hold any data security certifications (SOC 2, ISO 27001, etc.)?	Yes, SOC 2, Type 2
How long do you retain the City's customer data after a job is complete?	As long as the city requires it, but we typically hold the data for no more than 90 days for most clients
What is your policy and procedure in the event of a data breach?	Our policy is to notify affected clients immediately upon discovery of a suspected or confirmed data breach and begin immediate containment and remediation efforts. We investigate the incident, implement corrective actions, and keep the client informed throughout the resolution process.
Will any subcontractors or third parties have access to the City's data?	☐ Yes ☑ No
If yes, identify subcontractors and describe data handling agreements:	N/A - The Master's Touch, LLC does not use subcontractors

E.1: In today's landscape of constant digital threats, we recognize that strong network security is just as critical as physical safeguards. To protect our business and clients' sensitive information, we employ a comprehensive set of cybersecurity measures, including advanced Intrusion Prevention System (IPS) firewalls that actively scan for and block potential threats, alerting administrators of any suspicious activity.

For secure data transfer between Dearborn Heights and The Master's Touch, LLC, we utilize a Secure FTP (SFTP) account. Additionally, data can be encrypted using PGP for an added layer of protection. Upon receipt, data is immediately purged from the SFTP account, and within our network, it is decrypted for processing and re-encrypted when stored on NAS devices. After a print job is completed, data can be purged automatically or retained based on the client's preference. Access to storage is restricted to essential personnel only, and all access logs are monitored and securely maintained.

To further protect our network, external access is restricted by multi-factor authentication (MFA) without exceptions. Data backups between our Tempe and Spokane facilities ensure job continuity, but high-security data is excluded from these backups for enhanced protection.

Although we have a strong security framework in place, we recognize that no system is completely immune to potential breaches. To offer our clients additional peace of mind, we carry an industry-leading $5,000,000 cyber insurance policy to cover any unforeseen damages from a security incident. This level of coverage surpasses that of any other vendor in the print and mail industry, reinforcing our commitment to safeguarding client data and maintaining the highest security standards.

F. MAIL PROCESSING AND POSTAGE

Do you hold an active USPS bulk mail entry unit (BMEU) permit?	☑ Yes ☐ No
Can you process mailings under the City's postage permit account?	☑ Yes ☐ No
Do you provide a USPS acceptance / postage manifest after each drop?	☑ Yes ☐ No
Is CASS certification / address validation included in your standard service?	☑ Yes ☐ No
Do you offer NCOA (National Change of Address) processing?	☑ Yes ☐ No
Do you offer IMB (Intelligent Mail Barcode) tracking?	☑ Yes ☐ No
How do you handle and report returned / undeliverable pieces to the City?	At the City's discretion, we can either mail, forward, or not mail any undeliverable pieces, all at no charge. We also provide the City with a report after each mailing identifying CASS and NCOA exceptions. These reports are provided in Excel and PDF formats at no charge.

G. REFERENCES

Provide a minimum of three (3) references from current or recent clients with similar scope (municipal utility billing preferred).

Reference 1

Organization:	City of Saginaw, MI
Contact Name:	Julie Olgine
Phone / Email:	989-759-2189 / jolgine@saginaw-mi.com
Services Provided:	Printing and mailing of utility bills
Approx. Annual Volume:	170,000+ pieces

Reference 2

Organization:	Rochester Hills, MI
Contact Name:	Linda Osiecki
Phone / Email:	248-841-2581 / osieckil@rochesterhills.org
Services Provided:	Printing and mailing of tax statements
Approx. Annual Volume:	35,000+ pieces

Reference 3

Organization:	Ramsey County, MN
Contact Name:	Tammi Vaith
Phone / Email:	651-266-2015 / Tammi.Vaith@co.ramsey.mn.us
Services Provided:	Printing and mailing of tax statements
Approx. Annual Volume:	475,000+ pieces

H. EXCEPTIONS AND DEVIATIONS

List any exceptions or deviations from the specifications or terms in this RFB. If none, state “None.” The City reserves the right to reject bids with material exceptions. You may also use this space to note any other comments.

Section	Exception / Deviation	Proposed Alternative
None	None	None

Spokane County
PUBLIC WORKS

(509) 477-3604

MONTHLY STATEMENT OF SEWER CHARGES

SERVICE ADDRESS	ACCOUNT NUMBER	BILLING MONTH	DATE DUE
12345 ST	XXXXXXXXXXX	02/01/2025	02/25/2025

Sewer Service Fees	61.76
Capital Facilities Rate	
General Facilities Charge:	.00
Construction and Finance Costs:	.00

Late Payment Charges	
Penalty:	.00
Interest:	.00
Lien Total	.00
Return Payment Fee	.00
Total Current Charges	**61.76**

Previous Balance	Current Charges	Late Charges	Return Payment Fee	Payments Received	Adjustments	Total Amount Due
61.76	61.76	.00	.00	-61.76	.00	**61.76**

THIS BILL IS DUE AND PAYABLE AND WILL BE DELINQUENT AFTER THE DUE DATE

MESSAGE

Payment is due by the 25th of the month. See reverse for payment options.

The sewer service fee rate includes a utility tax assessed by the City of Spokane and will be remitted to them.

2-18-25_v2

Please fold on perforation BEFORE tearing

Spokane County
PUBLIC WORKS

PO BOX 2355
SPOKANE, WA 99210-2355

SEWER BILL ENCLOSED

RETURN THIS STUB WITH YOUR PAYMENT IN ENVELOPE PROVIDED.

SERVICE ADDRESS	
12345 STREET	
ACCOUNT NUMBER	**BILLING MONTH**
XXXXXXXXXX	02/01/2025
DATE DUE	**PAY THIS AMOUNT**
02/25/2025	**61.76**
AMOUNT PAID $	

WRITE ACCOUNT NUMBER ON CHECK.
MAKE CHECKS PAYABLE TO:

1/1 6744

6744*19**G50**0.6115**1/2*********AUTOMIXED AADC 852
JOHN DOE
12345 STREET
SPOKANE WA

SPOKANE COUNTY ENVIRONMENTAL SERVICES
PO BOX 2355
SPOKANE WA 99210-2355

04874212071400061767

TERMS USED ON BILL. **Terms are summarized; see Spokane County code for complete definition.**

The monthly bill may include one or more of the following:

- **Operation & Maintenance** – Daily operation and maintenance of the collection system facilities such as, pump stations, interceptor sewer, and treatment plants. Commercial rates are based on water consumption excluding irrigation.
- **Wastewater Treatment Plant Charge** – Future capacity expansion and upgrades required at the regional treatment facilities.
- **General Facilities Charge** – The cost of construction of sewage transmission facilities and the regional treatment plant capacity.
- **Construction and Finance Charges** – The cost to construct the sewage system in your area.
- **Late Payment Charges** – Payments not received within the billing due date will receive a late payment fee. A 10% penalty of latest billed amount and 8% interest will accrue on unpaid charges on the entire unpaid balance.
- **Return Payment Fee** – A $25.00 return fee is assessed for each payment returned unpaid to the County.
- **Lien Total** – Any account exceeding 60 days delinquent are subject to lien. 60 days after lien the County may begin foreclosure actions.

Note: Payments received will apply to the oldest charges first. Prepaid amounts will apply as a credit to the account. At ownership change, it is the buyer and seller's responsibility to arrange payment. All charges remain with property.

PAYMENT OPTIONS. See our website for additional details/instructions www.spokanecounty.org/es

By Phone	Online	By Mail	In Person – PAYMENTS ONLY
1-866-315-6352 *Vendor fees apply* (ACH, VISA, MASTERCARD, DISCOVER) *- Instructions-* Press 1 - Spokane County Press 2 - NO customer number Enter 12-digit sewer account number *(no slash)* Enter the **first 4** digits of mailing zip code	**www.spokanecounty.org/es/pay** **E-pay** or **Just Pay it** *Vendor fees apply* (ACH, VISA, MASTERCARD, DISCOVER) *You may also use your Banks bill-pay system. Contact your Bank for details.*	**Spokane County Sewer Billing** **P.O. Box 2355** **Spokane, WA 99210-2355** Submit: Sewer bill Stubs along with a **check or money order** payable to: Environmental Services	**Treasurer's Office** and **Drop Box** (Cash, Check or Money Order ONLY) Spokane County Courthouse 1116 W Broadway Ave. Mon – Fri 8:30am – 4:00pm Closed weekends & holidays **Account Assistance is not available at this location - see below.**

CONTACT US.

Hours of operation	Account Assistance	Special Handling Payments
Mon – Thurs 7:30am – 4:00pm **Fri** 7:30am –12:00pm Closed weekends & holidays	**Phone: (509) 477-3604** Hearing impaired TTY: (509) 477-7133 Special keyboard req. **Email:** Sewerbilling@spokanecounty.org **Website:** www.spokanecounty.org/es Visit 'Sewer Billing Forms' for address changes and other useful documents.	Contact our office for instruction before submitting payments for payoffs, prepayments, and partial payments for: Capital Facilities Rates (CFR) General Facilities Charges (GFC) Special Connection Charges (SCC)

EMERGENCY: If you are experiencing a sewer emergency at your residence or business and Spokane County provides service to your property, please call: (509) 477-1984 for emergencies only.

Please fold on perforation BEFORE tearing

Please:

- **Do not send cash through the mail.**
- Do not staple, tape or paperclip check to the bill stub.
- Enclose the bill stub and write your account number on your check.
- Enclose the bill stub with the address showing through the return envelope window.
- If paying multiple bills, include all bill stubs with written amount paid for each account.
- **Address/ownership changes**, contact Sewer Billing at (509) 477-3604 or **www.spokanecounty.org/2138/Forms**

1/1 6744

DO NOT WRITE IN THIS SPACE

The City of Blue Springs Missouri

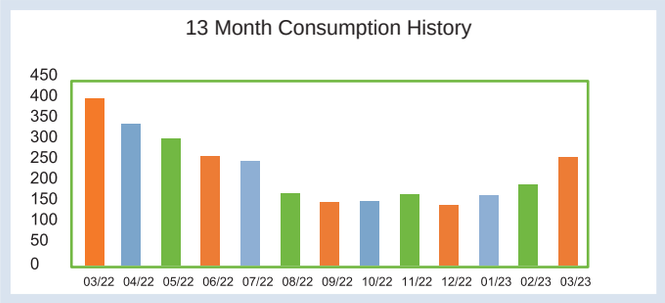
City of Blue Springs Utility Billing
903 W. Main St.
Blue Springs, MO 64015

Account Number		Bill Date
123456789		03/31/2023
Billing Service Period		Service Duration
02/17/2023 TO 03/21/2023		32
Service Address		
1234 SW ANYWHERE ST		

JOHN Q PUBLIC
1234 SW ANYWHERE ST
BLUE SPRINGS MO 64014

816-228-0220 24 hour, Pay-by-Phone Line
816-622-4444 Customer Service
www.bluespringsgov.com

Service	Prior Reading	Current Reading	Consumption	Service Amount
Balance Forward - PLEASE PAY IMMEDIATELY	51219	51480	261	**$27.02**
WATER RES				$26.86
SEWER-RESIDENTIAL RES				$25.16
TAX RES				$0.27
FOR BILLING INQUIRIES PLEASE CALL 816-622-4444 BETWEEN 8:00 A.M. AND 5:00 P.M M - F, OR EMAIL US AT water@bluespringsgov.com	**TOTAL AMOUNT DUE BY**		**04/28/2023**	**$79.31**
	IF PAID AFTER		**04/28/2023**	**$87.24**



CITY BULLETIN BOARD:

WINTER SEWER AVERAGING SEASON BEGINS WITH THE JANUARY 2023 BILLING FOR RESIDENTIAL CUSTOMERS. BE PROACTIVE AND FIX ANY LEAKING TOILETS OR ISSUES NOW TO REDUCE YOUR 2023 AVERAGE. **MORE INFORMATION ON BACK

CURRENT CHARGES ARE DUE ON OR BEFORE THE DUE DATE - SHOULD ANY "BALANCE FORWARD" BE PRESENT IT IS DUE IMMEDIATELY AND COULD BE SUBJECT TO ADDITIONAL PENALIZATION OR DISCONNECTION

Previous Balance Due Immediately

Please fold on perforation BEFORE tearing

6-20-24_v3

JOHN Q PUBLIC 123 SW ANYWHERE ST

RETURN THIS PORTION WITH YOUR PAYMENT. DO NOT SEND CASH.

***Make Check Payable To*: Blue Springs Water Dept.**

Account Number
123456789

- Pay your bill online at www.bluespringsgov.com
- 24 Hour Pay-By-Phone Line (816) 228-0220
- In person at Blue Springs City Hall, 903 W. Main Street
- After Hours Drop Box, located to the right of the main entrance.

Payment must be RECEIVED, NOT POSTMARKED, by the due date to avoid a late payment charge.

BALANCE FORWARD	$27.02
CURRENT AMOUNT DUE 04/28/2023	$52.29
TOTAL AMOUNT DUE	$79.31
IF RECEIVED AFTER 04/28/2023	$87.24

AMOUNT PAID

CITY OF BLUE SPRINGS UTILITY BILLING
PO BOX 219253
KANSAS CITY, MO 64121-9253

00000013080000079315

I. CERTIFICATION AND SIGNATURE

By signing below, the authorized representative of the vendor certifies that:

- All information provided in this bid response is true, accurate, and complete.
- The vendor has the legal authority and capacity to enter into a contract with the City of Dearborn Heights.
- The vendor has read, understands, and agrees to the terms and conditions set forth in this RFB.
- The pricing provided is firm for a minimum of ninety (90) days from the bid submission deadline.
- No collusion or conflict of interest exists with respect to this bid.

Authorized Signature:	
Printed Name:	Jim Coté
Title:	President
Date:	6/30/26

LINEAGE MAILING SERVICES LLC
DBA LINEAGE CONNECT
PROPOSAL FOR THE CITY OF DEARBORN HEIGHTS, MICHIGAN
RFB PRINTING AND MAILING SERVICES, WATER BILLS AND RELATED MAILINGS
DUE DATE: JULY 2, 2026

Lineage Connect
1700 Broadway Blvd
Kansas City, MO 64108
www.trustlineage.com/connect

Jason Hansen, General Manager, jhansen@trustlineage.com, 816-756-2733

Contents

COVER LETTER, LETTER OF TRANSMITTAL **3**
LETTER FROM THE OWNER **7**
PART II, BID RESPONSE FORM **8**
B. PRICING **9**
C. TURNAROUND TIME AND SCHEDULING **12**
D. PROOFING, APPROVAL, AND FILE SUBMISSION WORKFLOW **13**
E. DATA SECURITY AND PRIVACY **14**
F. MAIL PROCESSING AND POSTAGE **16**
G. REFERENCES **17**
H. EXCEPTIONS AND DEVIATIONS **18**
I. CERTIFICATIONS AND SIGNATURE **19**
LINEAGE CONNECT SCOPE OF SERVICES **20**
LINEAGE DETAILED IMPLEMENTATION PLAN **21**
PERSONNEL AND PROFESSIONAL QUALIFICATONS **28**
SUPPORTING DOCUMENTS **36**
PRINTING CAPABILITIES 36
LINEAGE CONNECT DISASTER RECOVERY PROGRAM 37
LINEAGE CONNECT: FULL SERVICE SEAMLESS MAIL PROVIDER AND DMU 40
W-9 41
CERTIFICATE OF INSURANCE 42
E-VERIFY 43
STATE OF MISSOURI CERTIFICATE OF GOOD STANDING 44
SAMPLES 45

COVER LETTER, LETTER OF TRANSMITTAL

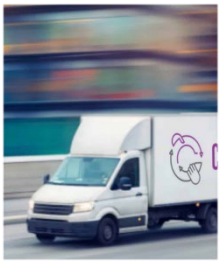
Dear City of Dearborn Heights Selection Committee, **July 2, 2026**

Lineage Connect submits our proposal for RFB Printing and Mailing Services- Water Bills and Related Mailings, bringing extensive expertise in high-volume critical document operations exceeding 3 million pieces monthly and comprehensive USPS compliance knowledge. We understand the critical importance of delivering accurate, timely, and secure notices that supports municipal operations.

Trusted Partner

Lineage Connect has established itself as a **trusted national partner** for government entities across the United States, delivering reliable mail services with proven longevity and substantial volume capacity. Our extensive government relationships span from the Midwest to the East Coast and Southeast, including over 10 years of comprehensive outbound mail and disaster recovery services for the State of Kansas, over 10 years of presort and lettershop mailings for the City of Kansas City, MO, 8 years of critical tax statement processing for Platte County, MO, and valued partnerships with municipalities including Macomb Township, MI, the City of Narragansett, RI, and Palm Beach County, FL, along with over 30 other state, county, and city government customers throughout the nation. We manage a comprehensive range of critical communications including court summons, tax documents, utility billing, and daily, weekly, and monthly operational mail. Our expertise extends beyond government services to non-profit and healthcare organizations, where we deliver crucial documents such as checks, lab results, and healthcare notifications, and we provide specialized check printing services for major corporations like Dairy Farmers of America and Mazuma Credit Union.

Company Profile: Lineage Connect, a member of the Lineage family of companies, is a leading mailing partner specializing in comprehensive mail outsourcing and in-house mail equipment and processing throughout the United States. Established in 2013 and strengthened through strategic acquisitions, including Strahm Automation & Mailing (est. 1913) in 2021, Lineage Connect combines over 110 years of expertise in operations, data processing, sales, and customer service to process 40 million mail pieces annually for customers nationwide. Headquartered in the Downtown Kansas City Crossroads district, with a secondary production and disaster recovery location in Topeka, KS, Lineage Connect offers a start-to-finish solution encompassing account management, data processing, mail production, mail sorting, and mail distribution, ensuring a streamlined and efficient process.



Lineage Connect brings over a century of mail production expertise, proven government experience, and a full suite of secure, in-house services that directly align with the City of Dearborn Height's needs. We manage every stage of critical communication, from address management and digital printing to letter presorting, certified mailing, and lettershop production, all within our own monitored facilities using no subcontractors. Our 2025 investment of more than $2 million in new technology, combined with advanced tools such as Accuzip, Quadient, PrintReach, and high-speed Canon, Ricoh, Konica/Minolta, and HP printers, ensures reliable, accurate, and efficient bill production. We also maintain strict mail integrity through camera-based inspection, detailed production tracking, and comprehensive batch summaries that prevent errors and double-stuffing.

For the City of Dearborn Heights, this means a dedicated, seasoned point of contact with direct access to management, production, data processing, and accounting, ensuring immediate response, transparent reporting, and full accountability across every billing cycle. Our team handles USPS compliance, postal statements, Form PS3600, invoicing, and continuous cost-savings opportunities, while our Help Desk ticketing system and regular production meetings keep communication proactive and issues resolved quickly. With secure facilities, HIPAA and USPS compliance, and a strong commitment to municipal customers, Lineage Connect is well qualified to serve as the City's trusted partner for billing, notices, and critical citizen communications.

The Perfect Balance - Enterprise Capabilities with White-Glove Service

At Lineage Connect, we've created something truly special: enterprise-scale capabilities combined with personal attention and agility of a small business**.** Our proven track record demonstrates this balance perfectly. We successfully manage high-volume operations while maintaining the ability to adapt quickly to changing requirements and provide immediate solutions when needs arise. This means you receive world-class performance with personalized service attention from a small business**.**

Full-Service Seamless USPS Provider with DMU Authorization

Our USPS-authorized Detached Mail Unit (DMU) status establishes Lineage Connect as a full-service USPS provider**,** meaning we handle every aspect of your critical document processing with the authority and capabilities of an official postal facility. This provides:

- **Streamlined Processing**: Direct USPS integration eliminates bottlenecks and reduces processing time
  Enhanced Security: Documents remain within USPS chain of custody throughout the entire process
- **Maximum Efficiency and Postage Savings**: Direct postal acceptance optimizes timing & reduces costs
- • **Expedited Service**: Priority processing capabilities for urgent communications
- **Advanced Tracking**: Enhanced visibility into delivery status and timing

Enterprise-Grade Security for Sensitive Government Data

Understanding that local governments handle highly sensitive citizen information, information security is paramount in everything we do. Our comprehensive security protocols and certifications include:

- **Secure Data Transmission**: Advanced encryption protocols and secure FTP systems protect sensitive data during transmission. **SOC 2 TYPE II, SOC 1 TYPE II.**
- **Data Protection & Compliance**: Strict handling procedures with controlled access, secure storage, and comprehensive audit trails
- **Physical Security**: Controlled access facilities with security monitoring and authorized personnel only
- **Chain of Custody**: Detailed documentation and secure handling from data receipt through final delivery

Critical Document Excellence - Complete Lifecycle Management

Our comprehensive approach to mission-critical municipal communications encompasses:

- **Document Creation & Formatting**: Expert assistance with design and data formatting for optimal efficiency and postal compliance
- **Premium Quality Printing**: State-of-the-art equipment and rigorous quality control ensuring professional appearance
- **Efficient Processing**: Streamlined workflows delivering maximum efficiency with zero-error standards
- **On-Time Delivery Guarantee**: Reliable, punctual delivery with flexibility for urgent requests
- **Complete Mail Tracking**: Full visibility from production through delivery with real-time updates

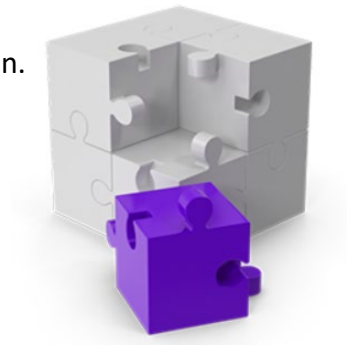
Cutting-Edge Technology & Proven Government Experience

We stay at the forefront of industry innovation with advanced postal software including Accuzip for NCOA and CASS certification, ensuring maximum postage savings. Our secure technology platform, combined with DMU status, creates exceptional service delivery that consistently exceeds expectations. In 2025, we invested $2.5million in equipment alone, and another million dollars in 2026.

Universal Data Processing Excellence:
Lineage Connect's Quadient Inspire data processing tool seamlessly handles diverse file formats from any CIS provider, whether the data arrives as XML, TXT, or PDF formats from Cayenta, OpenGov, QDS, Tyler, Harris, and many others. Our platform-independent approach allows us to map and process customer data files regardless of the originating software, since the core data structure remains consistent across municipal platforms. Our experienced data processing team defines fields, sets formatting rules, and ensures data integrity through our proven methodology, making the originating software system irrelevant to our capabilities. Whether the City continues with its current systems or transitions to new platforms in the future, our universal processing capabilities provide complete flexibility and uninterrupted service delivery.

Deep Dive Discovery & Collaborative Planning:
We begin with a comprehensive Kickoff meeting, bringing together key City stakeholders and our dedicated team. This is not a superficial introduction but a deep-dive discovery session to understand your specific workflows, pain points, and objectives. We will establish clear lines of communication, define roles and responsibilities, and build a collaborative framework for the entire project lifecycle. This collaborative environment, facilitated by an assigned Project Manager and Designated Account Manager, is the foundation for our successful partnership.

Lineage Connect Headquarters: Downtown Kansas City, MO, Crossroads District
1700 Broadway Blvd, Kansas City, MO, 64108
All City of Dearborn Heights projects to be serviced through our Kansas City location.
Secondary Location: Topeka, KS
540 NW Tyler Ct, #101, Topeka, KS, 66608
Corporate Structure: Individual LLC, Lineage Mailing Services LLC
dba Lineage Connect. Richard Williams, second-generation owner.
Incorporated: State of New York, 12/19/12
Website: www.trustlineage.com
EIN (Tax ID): 46-1602681
Authorized Representative: Jason Hansen, General Manager
Phone: 816-756-2733
Email: jhansen@trustlineage.com



"...I wanted to extend my heartfelt thanks for your continued support and excellent service. Lineage has always provided remarkable reliable service, consistently delivering printed products on time. The attention to detail your team speaks volumes. The dedication and professionalism are greatly appreciated."
Chrissy Rossow, Project Manager, Mazuma Credit Union

True Partnership Approach

What makes Lineage Connect special is our genuine commitment to becoming your strategic partner and trusted advisor. Our collaborative approach delivers:

- **Proactive Solutions**: We identify opportunities to enhance efficiency, improve quality & reduce costs
- **Expert Consultation**: Document design, mailing best practices, and regulatory compliance guidance
- **Immediate Responsiveness**: Direct access to decision-makers who understand your specific needs
- **Customized Solutions**: Perfectly aligned with your operational requirements and security standards
- **Comprehensive Communication**: Detailed reporting and tracking updates throughout every project
- **Proven Results Nationwide**: partnering with city, county, state governments, as well as healthcare and financial customers

Our Comprehensive Capabilities:

- **Enterprise-Scale Operations**: Processing jobs exceeding 200,000 pieces daily, 3 million per month
- **Advanced Security Infrastructure**: Data protection designed for sensitive government information
- **Full-Service USPS Integration**: DMU authorization providing direct processing and enhanced security
- **Quality Assurance**: Rigorous control processes ensuring standards for accuracy and appearance
- **Strategic Location Advantage**: Facilities in Topeka and Kansas City with full DMU capabilities
- **Flexible Integration**: Multiple secure transmission options with comprehensive verification

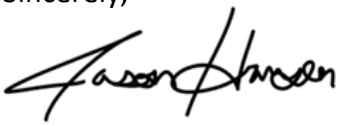
The Solution You've Been Seeking

Lineage Connect represents a refreshing alternative where you don't have to choose between operational excellence and personal service, or between security and efficiency. We've proven that the most effective solution combines the reliability and technological sophistication of large-scale operations with responsiveness, flexibility, and genuine attention that creates lasting partnerships.

- I am fully authorized to make representations and pricing decisions on behalf of Lineage Mailing Services LLC dba Lineage Connect. This includes representations in discussions, presentations, negotiations, and all such representations are warranted as reliable inducements that may be incorporated into any subsequent contract.
- Lineage Mailing Services dba Lineage Connect has not been involved in any litigation and/or has not been disqualified by any agency because of performance.

Thank you for considering Lineage Connect as your strategic partner in critical communications. We look forward to hearing from the City of Dearborn Heights.

Sincerely,



Jason Hansen, General Manager
Phone: 816-756-2733, Email: jhansen@trustlineage.com
Address: Lineage Connect, 1700 Broadway Blvd, Kansas City, MO 64108

LETTER FROM THE OWNER

Dear City of Dearborn Heights Leadership, **July 2, 2026**

I understand that choosing a partner for your Utility communications isn't just about capabilities, it's about trust, reliability, and genuine commitment to your community's needs. As a second-generation owner of Lineage, my family has been serving organizations like yours for over four decades. I have personally dedicated my career to one simple principle: treating our customers as if they were family. You entrust us with your most important communications to your citizens, and we take that responsibility very seriously.

Whether it's a utility billing statement, a tax notice that funds vital community programs, every document we manage is treated with care. We understand that these documents impact people's lives. While other companies chase every market opportunity, we've deliberately focused our expertise, technology, and entire operational philosophy around the unique requirements of government, financial, and healthcare organizations. We understand the regulatory compliance demands that your organizations face, the security standards you must maintain, and the public accountability that drives every decision you make.

As a second-generation business owner, I've learned that true success isn't measured by how many clients we serve, but by how well we serve each one. That's why our team knows your staff by name, why we answer our phones personally, and why we view challenges as opportunities to prove our partnership rather than obstacles to avoid.

When you work with Lineage Connect, you're not just getting a vendor, you're gaining a trusted partner who understands that your success in serving citizens is our success. You have my personal commitment that your project will receive meticulous attention, specialized expertise, and unwavering dedication that your community deserves.

I look forward to the opportunity to serve the City of Dearborn Heights, and to building a partnership that will serve your citizens for many years to come.

Respectfully yours,

Richard Williams

Owner, President / CEO, Lineage

Second-Generation To Commitment Excellence

LINEAGE

PART II, BID RESPONSE FORM

PART II — BID RESPONSE FORM

Complete all sections. Return this entire document as your bid response.

A. VENDOR INFORMATION

Company Name:	Lineage Mailing Services dba Lineage Connect
Mailing Address:	1700 Broadway Blvd
City, State, ZIP:	Kansas City, MO 64108
Primary Contact:	Jason Hansen
Title:	General Manager
Phone:	816-756-2733
Email:	LmsBids@trustlineage.com
Website:	www.trustlineage.com
Years in Business:	over 100years, Lineage Connect since 2013

B. PRICING

All prices must be per-piece unless otherwise noted. Unit pricing must exclude postage — postage is advanced by the vendor and billed as a separate pass-through line item on monthly invoices. Enter N/A if a field does not apply.

B.1 Standard Service Pricing

Service	Unit Price (per piece)	Setup / Plate Fee	Min. Order Charge	Notes / Assumptions
Residential Water Bill – Option 1 -127,350 est. per year -Color, 8½×11, bottom perforated, **single-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$0.085	NA	$100	
Residential Water Bill – Option 2 -127,350 est. per year -Color, 8½×11, bottom perforated, **double-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$0.099	NA	$100	
Commercial Water Bill – Option 1 14,640 est. per year -Color, 8½×11, bottom perforated, **single-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$0.085	NA	$100	
Commercial Water Bill – Option 2 14,640 est. per year -Color, 8½×11, bottom perforated, **double-sided** **-**Printed, folded, inserted into #10 envelope with return envelope	$0.099	NA	$100	

B.2 Postcard and Ad Hoc Mailing Pricing

For postcards and ad hoc / one-off mailings, fill in all that apply. If you offer tiered pricing, use the quantity ranges below.

Service	Setup / Base Fee	Per Piece 1–999	Per Piece 1,000–4,999	Per Piece 5,000–24,999	Per Piece 25,000+
Postcard, 4×6, color, double-sided	$75	$0.120	$0.080	$0.070	$0.056
Ad Hoc / One-Off Mailing, 8½×11, color, **single-sided**	$50	$0.110	$0.085	$0.085	$0.85
Ad Hoc / One-Off Mailing, 8½×11, color, **double-sided**	$50	$0.150	$0.085	$0.085	$0.85
Ad Hoc / One-Off Mailing, 8½×11, B&W, **single-sided**	$50	$0.100	$0.075	$0.075	$0.70
Ad Hoc / One-Off Mailing, 8½×11, B&W, **double-sided**	$50	$0.110	$0.085	$0.085	$0.70

B.3 Additional Services and Surcharges

List any additional fees that may apply. Enter $0.00 or N/A if not applicable.

Item	Price / Rate	Notes
Rush / expedited handling surcharge	$200	
Additional insert per piece (e.g., flyer added to envelope)	$.05	Customer Provided Stock
Data processing / variable data handling fee	$0.005/record	
NCOA / address verification processing fee	$0.005/record	
Reprinting due to City-provided file error	Actual Cost	Actual Cost incurred
Reprinting due to vendor error	No Cost	

Other (please describe any other services or options you provide):

Cost for paper, print, and inserting it into the envelope			
Size	Print	1 side	2 Side
1/3 Page	Black	$0.021	$0.025
1/3 Page	Color	$0.025	$0.031
Full Page	Black	$0.035	$0.040
Full Page	Color	$0.061	$0.075

Overflow Pages for households or business requiring more than 6 pages.	
Hand work to insert overflow 7 or more pages per envelope	$ 0.35
9X12 envelope	$ 0.15

C. TURNAROUND TIME AND SCHEDULING

Turnaround time is measured from the City's final approval of the digital proof to USPS drop/acceptance. Specify business days.

C.1 Standard Turnaround Time by Service Type

Service	Standard Turnaround (business days)	Maximum Capacity per Run
Residential Water Bill	2	100,000
Commercial Water Bill	2	100,000
Postcard, 4×6	2	100,000
Ad Hoc / One-Off Mailing	2	100,000

C.2 Rush / Expedited Service

Do you offer rush / expedited turnaround?	☑ Yes ☐ No
If yes, minimum rush turnaround time (business days):	3 Days
Maximum advance notice required for scheduling a rush job:	More notices is better, Rush orders are based on production availability.

C.3 File Submission Cutoffs

File submission cutoff time to ensure same-day processing start:	8:00 AM Central
What happens if a file is received after the cutoff?	The File will be processed after received and sent to production queue and processed in order based on jobs in queue.
Can you accommodate same-day proof approval and next-day processing?	☑ Yes ☐ No

D. PROOFING, APPROVAL, AND FILE SUBMISSION WORKFLOW

D.1 Proofing Process

Do you provide a digital proof before every print run?	■ Yes ☐ No
Format of digital proof provided:	PDF
How many rounds of revisions are included before additional charges apply?	2
What is the typical time from file submission to proof delivery?	4 hours
What is your process when the City requests a change after approving a proof?	Customer Success Manager works with the Data Processing team to ensure that changes are made and new proofs provided back based on work queue.

D.2 Online Portal / File Submission

Do you provide an online portal for file submission, proofing, and job tracking?	☐ Yes ■ No Proofs are provided via Secure FTP with Email Notifications
Portal name / URL (or describe if proprietary):	NA
What functions does the portal support?	NA
Can the City view real-time status of a job in production?	☐ Yes ■ No Not currently, Lineage is evaluating software and solutions to provide this capability.
What file formats do you accept for submission?	PDF/Text/CSV/Flat files are acceptable
How are files transmitted to your facility (beyond the portal)?	Secure FTP site
Dedicated account rep assigned to this contract?	■ Yes ☐ No
How will the City communicate change requests or special instructions?	Your Customer Success Rep will be your primary point of contact for all needs and special requests.

E. DATA SECURITY AND PRIVACY

How is the City's customer data secured in transit and at rest?	**In transit.** Client data is transmitted to Lineage over SFTP and encrypted to PGP encryption standards; files are received already encrypted, and the Data Processor decrypts them using a private key held only by authorized processing personnel. **At rest.** Customer data is encrypted at rest, with access to encryption keys restricted to authorized personnel only. All customer data is logically separated within the Lineage environment, and data servers and storage devices (including hard drives and cloud storage) are protected by layered security and encryption. Data is retained per a standard 90-day policy (or a client-specific period), after which it is securely removed and disposed of monthly.
Do you hold any data security certifications (SOC 2, ISO 27001, etc.)?	SOC 1 Type2 and SOC 2 Type 2
How long do you retain the City's customer data after a job is complete?	The city will set the retention policy. Lineage provides up to 90 days at no additional charge.
What is your policy and procedure in the event of a data breach?	**Governing policy.** Lineage maintains a documented data breach response policy that lays out communication plans, roles, and responsibilities for handling a breach (control CA-10). This sits alongside a separate incident response plan that is maintained and reviewed at least annually (CA-38). "Data breach and incident response" is identified as one of the company's key security life-cycle areas, with procedures reviewed annually and authorized by senior management. **Detection and reporting.** Potential incidents are surfaced through daily SIEM monitoring, intrusion detection, firewall and event-log review, and endpoint agents that alert on malicious activity. Security incidents and other IT problems are reported to the help desk, tracked with a ticket, and monitored until resolved. **Evaluation and response.** Events are evaluated to determine whether they constitute a security incident, and Lineage executes its defined incident response program to understand, contain, remediate, and communicate the incident (mapped to trust services criteria CC7.2–CC7.5). The information security team — the IT Specialist and Data Processing Manager — leads this, and may reclassify data, reassess risk, or adjust the response plan as part of resolution. **Communication and notification.** An Emergency Response Team coordinates communication with authorities and manages media relations during a crisis. The COOP plan specifies the mechanics: internal notification by email distribution list, Microsoft Teams, text, and phone based on urgency; customer notification through Hubspot, with a key-customer contact list kept in accessible cloud storage; all media/PR routed through a single designated team member, with no employee statements without ownership approval; and 911 / relevant authorities contacted as needed. Proposed changes that present a security risk also trigger employee and user-entity notifications under change

	management. **Recovery and risk transfer.** Recovery activities are defined under the incident recovery criteria, supported by 11:11 Systems' backup and disaster-recovery capability (nightly local backups copied to an off-site Dallas data center, with the ability to virtualize critical systems). Lineage also carries cyber security insurance to mitigate financial losses from security incidents (CA-13).
Will any subcontractors or third parties have access to the City's data?	☐ Yes ☒ No
If yes, identify subcontractors and describe data handling agreements:	NA

F. MAIL PROCESSING AND POSTAGE

Do you hold an active USPS bulk mail entry unit (BMEU) permit?	☑ Yes ☐ No
Can you process mailings under the City's postage permit account?	☑ Yes ☐ No
Do you provide a USPS acceptance / postage manifest after each drop?	☑ Yes ☐ No
Is CASS certification / address validation included in your standard service?	☑ Yes ☐ No
Do you offer NCOA (National Change of Address) processing?	☑ Yes ☐ No
Do you offer IMB (Intelligent Mail Barcode) tracking?	☑ Yes ☐ No
How do you handle and report returned / undeliverable pieces to the City?	Lineage Connect prevents undeliverable mail through CASS-certified address standardization and NCOA processing before printing. After mailing, USPS Address Correction Service (ACS) with full-service Intelligent Mail Barcodes captures delivery problems electronically, eliminating most physical returned mail. When returned pieces do occur, we are able to provide the City with a consolidated electronic file of returned and undeliverable addresses in CSV or fixed-delimited text format via secure SFTP. The report includes the account ID, original address, delivery outcome, forwarding address (if available), USPS reason code, and recommended action. Physical undeliverable pieces are then securely destroyed. We are able to customize this process depending on how the city would like to receive this data.

G. REFERENCES

Provide a minimum of three (3) references from current or recent clients with similar scope (municipal utility billing preferred).

Reference 1

Organization:	City of Lee's Summit, MO	City of Liberty, MO
Contact Name:	Joe San Nicolas	Vicki McClure
Phone / Email:	816-969-1910 JoeSanNicolas@cityofls.net	816-439-4455 vmcclure@libertymo.gov
Services Provided:	20K Utility Bill Print/Mail, daily print Lockbox compliant, Multi-format	All outbound mail including Utilities and Lettershop Services
Approx. Annual Volume:	$96,000 yr 2025 – present	$70,000 yr 2014 - present

Reference 2

Organization:	Jackson County, MO	Mazuma Credit Union
Contact Name:	Karen Schultze	Chrissy Rossow
Phone / Email:	816-881-3038 KSchulze@jacksongov.org	913-574-5000 christine.rossow@mazuma.org
Services Provided:	500k tax & 300k assessment statements SFTP, IMB, CASS, NCOA	Daily and Monthly statement printing SFTP, IMB CASS, NCOA
Approx. Annual Volume:	$520,000 yr 2020 - present	$500,000 yr 2015 - present

Reference 3

Organization:	State of Kansas
Contact Name:	Sherita Clifton
Phone / Email:	785-296-7276, Sherita.clifton@ks.gov
Services Provided:	9 million mail items produced each year. Daily mail processing of all mail produced by Kansas Department of Administration
Approx. Annual Volume:	$1,200,000 yr 2014 - present

H. EXCEPTIONS AND DEVIATIONS

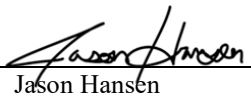
List any exceptions or deviations from the specifications or terms in this RFB. If none, state “None.” The City reserves the right to reject bids with material exceptions. You may also use this space to note any other comments.

Section	Exception / Deviation	Proposed Alternative
None		

I. CERTIFICATION AND SIGNATURE

By signing below, the authorized representative of the vendor certifies that:

- All information provided in this bid response is true, accurate, and complete.
- The vendor has the legal authority and capacity to enter into a contract with the City of Dearborn Heights.
- The vendor has read, understands, and agrees to the terms and conditions set forth in this RFB.
- The pricing provided is firm for a minimum of ninety (90) days from the bid submission deadline.
- No collusion or conflict of interest exists with respect to this bid.

Authorized Signature:	
Printed Name:	Jason Hansen
Title:	General Manager
Date:	7/2/26

LINEAGE CONNECT SCOPE OF SERVICES

2. Scope of Services

Lineage Connect shall provide all printing, finishing, inserting, and postal preparation services described below. Vendor unit pricing does not include postage. Lineage Connect shall advance postage on behalf of the City of Dearborn Heights and bill it as a separate pass-through line item on monthly invoices at actual USPS rates with no markup.

2.1 Commitment to all Specifications

- Residential water bill: printed, folded, inserted with return envelope, and mailed every 2 months. Estimated annual quantity: 127,350. Specifications: color, 8½×11, bottom perforated, single sided.
- Commercial water bill: printed, folded, inserted with return envelope, and mailed monthly. Estimated annual quantity: 14,640. Specifications: color, 8½×11, bottom perforated, single sided.
- Ad hoc/One-off mailings: printed, folded, inserted, and mailed on a variable frequency and quantity. Specifications: color, 8½×11, single or double sided.
- Postcard mailing: printed and mailed on a variable frequency and quantity. Specifications: color, 4×6, double sided.

2.2 Standard Services Offered by Lineage Connect

- Full-color professional printing on standard or specified stock
- Folding and perforating per specification
- Inserting with return envelopes or other inserts as directed by the City
- CASS-certified address processing and USPS NCOA (National Change of Address) compliance
- Postal-drop preparation, including bulk mail sorting, metering, and USPS acceptance
- Digital proof provided to the City for approval before every print run
- Secure file transmission process, including secure FTP or SFTP, for file submission, proof approval, and job tracking

2.3 File Submission Requirements

Lineage Connect complies with all requirements and will provide a secure file transmission process, including secure FTP (SFTP) to ensure all data submitted by the City is protected.

---

3. General Requirements

- Lineage Connect holds an active USPS bulk mail entry permit or is able to use the City's permit
- All work complies with USPS regulations for Standard Mail and First-Class Mail.
- All customer data provided by the City will be handled in compliance with applicable privacy laws.
- The City may inspect the Lineage Connect's facility at anytime.

LINEAGE DETAILED IMPLEMENTATION PLAN

There is no transition risk, no learning curve, and no operational disruption, only reliable, timely service you should expect. Lineage Connect will work with the City to establish a timelines that works for your staff and projects. Timelines range from 3 weeks to to 5 weeks depending on the City requirements. Your Account Manager along with Sabrina Schall, Project Manager, will support initial set-up ensuring your communications remain accurate, secure, and uninterrupted.

Implementation Plan

WEEK 1-2: Discovery and Planning - Laying a Solid Foundation

Key Activities:

- Review current XML-based billing process from CIS provider
- Analyze existing document templates and envelope specifications
- Assess current postage optimization strategies
- Document special requirements for multi-statement consolidation
- Establish project communication protocols

Days 1-4: Project Initiation & Deep Dive Discovery

Kick-off Meeting and Departmental Assignment:

During the project kick-off meeting, Lineage Connect will dedicate time to thoroughly address each of these specifications.

- Review each specification in detail with the City team to ensure a clear and shared understanding of the requirements.
- Establish clear communication channels and protocols for ongoing collaboration throughout the project.
- Assign specific responsibility for each requirement to the appropriate department within Lineage Connect. For example:
    - **Data Management & Security Team:** Responsible for data receipt, processing, formatting, security protocols.
    - **Design Team:** Responsible for Document design, customization, template creation, and proof generation.
    - **Production Team:** Responsible for printing, mailing, envelope insertion, and scanline accuracy.
    - **IT Team:** Responsible for SFTP server setup, data archiving, and technical support.
    - **Account Management Team:** Responsible for overall project coordination, communication with City staff, and ensuring that all requirements are met.

By proactively addressing these specifications and assigning clear responsibilities to our dedicated team,

Lineage Connect is confident that we can provide the City with exceptional printing and mailing services.

- **Data Security Audit:** Reviewing the City's current data security protocols to identify potential integration points and ensure seamless compatibility with our enhanced security measures.
- **File Specification & Sample Data Review:** Thorough examination of file specifications, including data formats, field definitions, and encoding requirements. We'll also request sample data sets for testing and mapping purposes.
- **Document Template & Envelope Specifications:** Detailed analysis of existing document templates and envelope specifications (where applicable) to ensure compliance with the City's branding and USPS regulations. We will provide design recommendations to optimize readability and postal efficiency. We will also review specifications for any variations required to accommodate additional inserts.

Day 4: Technical Infrastructure Assessment

Our team will conduct a comprehensive review of your current data security protocols, file specifications, and integration requirements. With our postal and digital print knowledge, we will identify optimization opportunities while ensuring seamless compatibility with existing systems.

Days 5-6: Technical Infrastructure & Secure Data Transmission

- **Dedicated SFTP Server Deployment:** Implementing a dedicated, highly secure SFTP (Secure File Transfer Protocol) server, IP whitelisting, and encryption in transit and at rest. A dedicated SFTP server solution provides the city with secure, reliable, and customizable platform for exchanging sensitive data, helping to protect valuable information, meet regulatory requirements, and ensure confidentiality and integrity of sensitive data. It's not just about file transfer; it's about safeguarding the organization.

- **Data Mapping Configuration:** Expert configuration of data mapping between Dearborn Heights's CIS platform and our processing system. This involves creating a detailed mapping document that outlines the transformation and translation of data fields to ensure accuracy and consistency. Our Data Processing team utilizes the Quadient Inspire data processing tool to define fields, set formatting rules, and ensure data integrity, with data logically separated within our environment.

- **CASS Certification Setup & Address Validation:** We will configure our CASS (Coding Accuracy Support System) certified software to standardize and validate all addresses, maximizing deliverability and minimizing undeliverable mail. This includes address correction to ensure compliance with USPS regulations. By ensuring addresses are accurate and up to date, you'll see a significant reduction in returned mail, saving on postage and printing costs. Accurate addressing also

contributes to faster delivery times and ensures that your residents receive their utility and tax bills promptly, improving customer satisfaction and reducing late payments.

- **USPS IMB (Intelligent Mail Barcode) Integration:** We will implement USPS Intelligent Mail Barcode (IMB) tracking for enhanced mail visibility and accountability. Our USPS IMB Integration implements advanced tracking for enhanced mail visibility and accountability from origin to delivery. This technology encodes critical information including the mailer's unique ID, specific delivery point down to an 11-digit ZIP Code, and tracking details into a single, compact barcode applied to each mail piece. USPS scans these barcodes at various points in the postal process, providing near real-time visibility into the journey of mail from acceptance to delivery. This provides the City with valuable insights into delivery progress, allowing for proactive monitoring and issue resolution.

Day 6-10: Initial Design & Customization

- **Document Format Design:** Designing document formats that are not only compliant with specifications but also optimized for readability and user understanding is a top priority. This includes careful font selection, strategic layout optimization, and the use of color to highlight key information, ensuring your customers can easily understand their charges and due dates. Lineage Connect is happy to provide expert recommendations and assist City staff with any basic design formats at no charge, leveraging our experience to enhance clarity and improve the overall customer experience. Our goal is to create documents that are both informative and user-friendly, minimizing confusion and streamlining payment processes.

- **Variable Messaging Configuration:** Developing a robust process for incorporating variable back-of-bill or document messaging provided by the City. This includes establishing a clear workflow for message submission, review, and approval, as well as automated insertion of the appropriate message based on predefined criteria. This also encompasses the process for integrating and managing any occasional inserts.

- **Report Format Design:** Designing report formats that are both informative and actionable. This includes processing reports with detailed statistics on document production, mailing, and undeliverable addresses, as well as undeliverable address reports with reasons for non-delivery. We will tailor reports to highlight key metrics related to delinquency notices and any supplemental mailings.

Week 3: Testing and Implementation - Rigorous Testing for Flawless Execution

System Integration and Data Mapping

Our Customer Success team will handle customer file maintenance, USPS compliance documentation, and database configuration. We will create detailed data mapping between your CIS platform and our processing system, ensuring accurate field translation and formatting consistency.

Days 6-11: Development and Testing - End-to-End System Validation

- **Print & Mail Production Workflow Development:** Developing streamlined and automated document print and mail production workflow. This includes configuring our high-speed printing equipment, envelope insertion machines, and mail sorting systems for optimal efficiency. Our system will be configured to handle the increased complexity and variable content arising from any additional inserts.
- **Envelope Insertion Process Configuration:** Configuring the envelope insertion process to selectively include return envelopes for customers with balances due, further optimizing costs and minimizing waste. The system will be capable of accurately inserting the occasional inserts as needed (when applicable).
- **Advanced Camera System:** The integrated camera system provides real-time quality assurance by capturing and verifying the serial number of each document during insertion, ensuring complete traceability and accuracy. The system validates that each envelope contains the correct documents according to predefined job specifications, while simultaneously monitoring proper material folding, alignment, and insertion sequence to maintain consistent quality standards and regulatory compliance.
- **Data Security Protocol Testing:** Conducting rigorous data security protocol testing, including penetration testing and vulnerability scanning, to identify and address any potential security weaknesses. Our comprehensive testing and remediation process provides you with the assurance that we are continuously working to protect your data with the highest standards of quality and care.

Days 7-14: Quality Assurance - Precision and Accuracy

- **Comprehensive Test Run with Sample Data:** Conducting a comprehensive test run with sample data to simulate the entire document printing and mailing process. This includes generating document proofs, inserting them into envelopes, and verifying the accuracy of the data and formatting.
- **Document Proof Submission and Approval Process:** Establishing a clear and efficient document proof submission and approval process. This includes providing both digital and physical proofs for City staff to review and approve.
- **Scanline Functionality Verification:** Working with the City's banking partners (when applicable) to verify the accuracy and functionality of the scanline on documents, ensuring seamless payment processing.

- **Mail Tracking System Integration:** Integrating our mail tracking system with the USPS Intelligent Mail Barcode (IMB) to provide real-time visibility into the delivery status of mail pieces.

Day 15: Final Implementation & Production

- **Adjustments Based on Feedback:** Making any necessary adjustments to the bill/document format, data mapping, or production workflow based on feedback from Dearborn Heights staffing.
- **Finalize Production Schedule:** Finalizing the production schedule in close coordination with staff to ensure that all documents are printed and mailed by the required date.

- **Production Quality Control and Verification:** Our quality control process includes Standard Operating Procedures enforced at all production stages with quality checks performed before releasing to the next department and a final QC check before releasing to USPS. Our Lettershop Lead & Quality Control Specialist oversees these comprehensive processes. Our post-production tracking includes daily reconciliation where Lineage's Accounting department reconciles USPS Customer Mail Reports with the Postal One dashboard to ensure all processed jobs were mailed.

- **Disaster Recovery Documentation and Emergency Procedures:** Completing comprehensive disaster recovery documentation and emergency procedures to ensure business continuity in the event of unforeseen circumstances. This includes data backup and recovery plans, as well as procedures for alternate printing and mailing facilities. This isn't just a document we file away, it's a living plan that's actively tested and updated. We conduct regular simulations and drills to ensure our team is fully prepared and that our systems can seamlessly transition to backup facilities if needed. Our proactive approach to disaster recovery demonstrates our unwavering commitment to providing uninterrupted service, giving you the assurance that Lineage Connect is prepared for any eventuality and will keep your essential communications flowing, no matter what.

Post-Implementation Support: Continuous Monitoring and Optimization

- **Designated Account Representative:** A designated Customer Success Account Manager will be the City's single point of contact, building a strong partnership by understanding their evolving needs and proactively identifying opportunities for improvement. Sabrina Schall will continue to monitor progress through weekly meetings and check-ins, reflecting Lineage Connect's hands-on approach to fostering strong, lasting customer relationships.

- **Service Review Meetings:** Monthly meetings with City staff to review performance, identify opportunities for optimization, and address concerns, ensuring continuous improvement and a strong, collaborative partnership.
- **Quarterly Security and Compliance Reviews:** Conduct quarterly security and compliance reviews to ensure that our systems and processes are up to date with the latest security threats and regulatory requirements.
- **Continuous Improvement Program:** Implementing a continuous improvement program to identify and implement new technologies and processes that can further enhance the efficiency and effectiveness of our services.

- **Customer Satisfaction Surveys:** We regularly solicit feedback through satisfaction surveys, ensuring their perspectives directly inform our service improvements and contribute to an exceptional experience.

Production Workflow Configuration:

• Configure high-speed printing equipment for color duplex processing
• Set up intelligent systems, advanced camera system
• Establish mail sorting and presort processing workflows
• Implement inventory management

Support:

• **Assigned Lineage Connect Staff:** Dedicated Account Manager (TBD) for a single point of contact daily. Project Manager assignment to your account to ensure successful and timely onboarding.
• **Immediate Response:** Technical support available during business hours with <1 day response for critical issues
• **Weekly Project Meetings:** Sabrina Schall, Project Manager, conducts regular meetings or as-needed sessions to address ongoing requirements
• **Proactive Updates:** Regular account updates and problem-solving for client concerns

Technical Infrastructure:
• High-speed printing and insertion equipment (when applicable)
• Advanced camera systems for quality control
• Secure data centers with geographic redundancy
• CASS-certified processing software
• Real-time tracking and reporting systems

A Service Model Optimized for Speed, Clarity, and Continuity

In critical production environments, the differentiator is how often how efficiently a provider resolves exceptions, implements changes, and communicates status. Lineage Connect's operating philosophy is to combine robust process controls with a highly responsive partnership model, so the City receives the stability of an enterprise provider with the attentiveness typically associated with a smaller, service-first organization.

This approach enables:

- Clear ownership and an effective escalation path
- Rapid adjustments for format changes, inserts, messaging variations, and policy updates
- Transparent performance reporting and continuous improvement focus
- Consistent, proactive communication aligned to your billing cycle

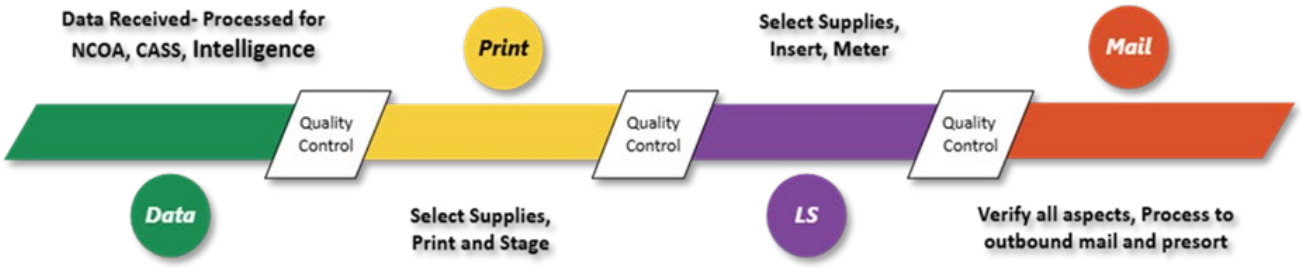
The Better Choice: Enterprise Performance with Partner-Level Service

Lineage Connect delivers both sophisticated capabilities and personalized service. Supported by proven government experience, high-volume production capacity, USPS DMU authorization, and a security posture designed for sensitive municipal data.

If awarded the opportunity, we will deliver:

- Reliable, compliant, high-quality production at scale
- Full visibility through tracking and actionable reporting
- Proactive optimization focused on deliverability and postage savings
- Dedicated support with a single point of contact and an experienced Project Manager empowered to coordinate across all departments on your behalf

We appreciate your consideration and welcome the opportunity to review your current workflow, service objectives, and transition timeline in greater detail. Lineage Connect is prepared to be not only a qualified provider, but the most accountable and operationally aligned partner for your program.



PERSONNEL AND PROFESSIONAL QUALIFICATONS

Your Dedicated Small Business Partner with Enterprise Capabilities

Lineage Connect's 57-member specialized team combines the personal touch of a small business partner with the robust capabilities of an enterprise operation. Unlike large corporations where you become just another account number, our team knows your name, answers phones personally, and builds genuine relationships that drive results. Our six Customer Success Team Members serve as your dedicated municipal advocates who understand your unique challenges and work proactively to exceed your expectations while maintaining strict USPS and HIPPA compliance documentation.

Agile Partnership Excellence: As your small business partner, we pivot quickly to create customized solutions that large competitors simply cannot match. Our thirteen Production Team Members, thirteen Presort/Mail Processing specialists, and six Data Processing experts provide enterprise-level technical expertise while maintaining the flexibility to adapt rapidly to your changing municipal requirements. When you call, you reach people who know your projects, understand your deadlines, and are personally invested in your success.

Personal Service, Professional Results: Every team member embodies Lineage's core values of Integrity, Growth, Family Culture, Pursuit of Excellence, and Compassion, in direct, personal interactions with you. We don't just process your mail, we actively collaborate with you to identify cost savings opportunities, process improvements, and innovative solutions because your success is our success. Your dedicated Account Manager brings years of specialized experience in customer service, account management, and postal operations while maintaining the personal relationships that only a dedicated small business partner can provide.

Security & Compliance Commitment: Every employee undergoes comprehensive training in data security and compliance, maintains strict confidentiality agreements, and completes thorough background checks because we understand that municipal trust is earned through consistent, reliable performance and unwavering integrity.

Bottom Line: With Lineage Connect, you gain a small business partner who knows your name, understands your unique needs, and responds with the agility only a dedicated municipal partner can provide, all while delivering enterprise-level capabilities and measurable results. We transform business critical communications from creation to distribution through strategic partnerships and tailored solutions while maintaining the highest security standards, recognizing that we are entrusted with sensitive citizen data and are dedicated to ensuring exceptional service delivery to your constituents.

STAFF PROFILES AND PROJECT MANAGEMENT TEAM

Our Team

Lineage Connect is proud of the exceptional team that brings deep and far-reaching experience to everything we do. Our people are more than just a resume, they embody our commitment to true teamwork and cohesion. We've built a culture where synergy thrives through genuine care for one another, dedication to our company goals, and an unwavering focus on delivering exceptional value to our customers. It's this combination of expertise, integrity, and collaborative spirit that sets us apart.

Full resumes available upon request.

Jason Hansen - Professional Summary

General Manager

Jason brings 25+ years of comprehensive experience in print technology solutions, sales leadership, and customer success management across enterprise-level organizations. Currently serving as General Manager at Lineage Connect, he leads high-performing teams focused on delivering exceptional client experiences while driving retention and growth in alignment with Lineage's mission of "transforming business critical communications from creation to distribution".

Key Qualifications:

• **Industry Leadership**: 25+ years of progressive leadership roles with industry giants including HP, Lexmark, and premier print technology organizations since 1999

• **Enterprise Solutions**: Proven expertise in designing and implementing comprehensive print solutions for healthcare systems, manufacturing operations, and in-house print shops

• **Government Contracting**: Extensive experience working with government entities to ensure contract compliance and regulatory adherence

• **Team Leadership**: Directs Sales and Customer Success teams, ensuring alignment with Lineage's core values of integrity, growth, family culture, pursuit of excellence, and compassion,

• **Technical Foundation**: Computer Science degree from Missouri University of Science and Technology providing strong analytical and problem-solving capabilities

• **Customer Success Excellence**: Focuses on delivering measurable business outcomes through strategic client relationship management and retention strategies

Education: Bachelor of Science in Computer Science, Missouri University of Science and Technology

Jason's extensive background in enterprise print technology solutions, government contract management, and customer success leadership makes him exceptionally qualified to drive sales growth and ensure customer success for complex business communications and document delivery solutions.

Brian Killingworth - Professional Summary

Operations Director

Brian brings 20+ years of comprehensive experience in Manufacturing operations, federal payment processing, healthcare entrepreneurship, and financial services across enterprise-level organizations, high-growth startups, and military operations.

Key Qualifications:

• **Print & Mail Operations Expertise**: Currently directs end-to-end operations across Kansas City, MO and Topeka, KS facilities, overseeing Print and Lettershop Operations, Presort Processing, data processing, mail inserting, Transportation departments, internal and external mail commingling processes, USPS compliance requirements, postal operations optimization with experience.

•**Processing & Compliance Leadership:** Directed a division managing 5+ trillion in annual ACH transactions, 80+million federal checks, and sensitive interagency operations across 25+ federal agencies; maintained rigorous fraud mitigation, investigative support, and compliance standards

• **Entrepreneurship:** Founded and scaled Heart of America Pharmacy to nearly $10M annual revenue in three years; scaled Concordia Healthcare from $3M to $19M.

• **Enterprise Operations & P&L Leadership:** Directed a 40-person unionized federal division and multi-site healthcare networks (9 pharmacies, 4 call centers); delivered $1.4M+ in Treasury operational savings, $2.5M+ annual postage optimization, led technology modernization, CRM systems, and KPI dashboards.

• **Military Leadership Excellence:** U.S. Army Combat Veteran and Staff Sergeant; led personnel and $2M+ in assets under high-pressure conditions; graduated top 10% in Army Leadership School; completed eight months of successful combat missions in Iraq; promoted ahead of peers for exceptional leadership.

Education: U.S. Army Leadership School: Graduated top 10%; Executive Leadership: U.S. Treasury Commissioner's Award (2024); Technical Proficiency: Led Brigade Command Team to first place in the Army "Tough As Diamonds" competition; Professional Development: Extensive experience designing training programs, performance coaching frameworks, and workforce development initiatives across federal, healthcare, and military environments.

Sabrina Schall - Professional Summary (Assigned Project Manager for the Dearborn Heights)

Experienced Project Management & Executive Customer Success Manager

Sabrina brings 19+ years of comprehensive experience in project management, client relationship management, and team leadership within the print, mail, and document delivery industry. Currently serving as Executive Customer Success Manager and Project Manager at Lineage Connect, she successfully manages a 6-member Customer Success team across 3 locations while overseeing complex, multi-phase projects with strict deadlines and regulatory requirements.

Key Qualifications:

• **Team Leadership**: Manages cross-functional teams and coordinates between multiple departments (production, data processing, sales, presort, transportation)

• **Project Management Expertise**: 8+ years managing concurrent projects for clients with 30+ simultaneous jobs, each with unique specifications, materials, and schedules

• **Process Improvement**: Successfully implemented new order processing software and streamlined invoicing procedures across departments

• **Client Management**: Proven track record managing large client portfolios with complex, time-sensitive document delivery requirements with expertise in client retention and exceptional customer support,

• **Industry Knowledge**: Deep expertise in USPS mailing regulations, print production, project estimating, and managing client inventory with accurate job ticket instructions

• **Operations Coordination**: Works closely with Production, Presort, and Transportation teams to support client needs and communicate production requirements

Education: Bachelor of Science in Graphic Communications, University of Northern Iowa

Sabrina's extensive background in managing complex document campaigns, ensuring regulatory compliance, and leading customer success initiatives makes her exceptionally qualified to oversee project management and customer success operations for government document delivery solutions.

Pat Atkins - Professional Summary

Data Processing Manager

Pat brings 30+ years of comprehensive experience in data processing, IT management, and automated mailing systems within the print and document delivery industry. Currently serving as Data Processing Manager at Lineage Connect, he manages and directs IT, Data Processing, and Programming operations while working closely with clients and all departments to facilitate streamlined automated mailing project design and workflow through production, supporting Lineage's mission of "transforming business critical communications from creation to distribution".

Key Qualifications:

• **Industry Leadership**: 30+ years of specialized experience in the print and mailing industry since 1992, with extensive tenure at Strahm Automation and continued leadership through the Lineage acquisition

• **Data Management Excellence**: Establishes and enforces comprehensive data management policies, procedures, and standards while overseeing data quality, integrity, and security protocols

• **Process Optimization**: Identifies and implements improvements in data processing workflows, automation measures, and efficiency-enhancing solutions while ensuring compliance with data privacy regulations

• **Team Leadership**: Supervises and mentors data processing staff, delegates complex tasks, and fosters collaborative work environments aligned with Lineage's core values of integrity, growth, family culture, pursuit of excellence, and compassion

• **System Management**: Oversees maintenance and upgrades of data processing systems, troubleshoots complex technical issues, and collaborates with IT teams on system development and integration

• **Cross-Departmental Collaboration**: Serves as liaison between technical teams and departments, communicating data-related information to stakeholders and meeting diverse organizational data needs
Education: Bachelor of Science in Accounting and Business Administration, University of Kansas
Pat's extensive background in data processing management, automated mailing systems, and cross-functional collaboration makes him exceptionally qualified to oversee complex data operations and ensure seamless integration between technical systems and business operations for government and commercial document delivery solutions.

Lisa Rashid - Professional Summary

Presort Supervisor

Lisa brings 16+ years of comprehensive experience in mail production, presort operations, and team leadership within the print and mailing industry. Currently serving as Presort Supervisor at Lineage Mailing, she manages end-to-end processing of inbound and outbound mail while coordinating workflows across production, customer service, and transportation departments.

Key Qualifications:
• **Mail Production Leadership**: Currently manages comprehensive presort operations including metering department oversight, parcel processing, and sortation of letters and flats with focus on accuracy and timeliness
• **USPS Compliance Expertise**: Deep knowledge of USPS mailing standards, Full-Service Platinum Certification (FSPC) procedures, postal deadline compliance, and direct communication with USPS DMU Verifiers
• **Team Leadership Excellence**: Extensive experience supervising large teams including training programs, coaching, performance evaluations, disciplinary actions, and cross-functional coordination for improved efficiency
• **Quality Control Management**: Proven expertise in QC inspections, equipment operation (Master Loader, Presort systems), and process improvement initiatives across multiple mail production areas
• **Operations Coordination**: Successfully manages workflow planning, scheduling, shift turnover communication, and coordination between production, customer service, and transportation teams
• **Equipment Proficiency**: Advanced skills in inkjet printing, mail sorting, hand inserting, metering equipment, and machine operation with focus on optimizing equipment use and workflow processes
Education: High School Diploma, Southwest High School, Kansas City, MO
Lisa's extensive background in mail production supervision, USPS compliance management, and team leadership makes her exceptionally qualified to oversee complex presort operations and ensure seamless mail processing workflows for government and commercial document delivery solutions.

Anthony Rios - Professional Summary

Experienced Production & Operations Management Leader

Anthony brings over 15 years of comprehensive experience in production management, operations leadership, and team development within manufacturing, print/mail processing, and warehouse operations. Currently serving as Production Supervisor at Lineage Connect, he successfully oversees end-to-end print and mail operations while ensuring quality assurance, safety compliance, and on-time delivery across complex operational environments.

Key Qualifications:

• **Operations Leadership:** Manages comprehensive print and mail operations including machine maintenance, operator training, and safety compliance while coordinating with transportation, presort, and data processing teams

• **Process Optimization:** 15+ years developing and implementing operational strategies that drive efficiency, maintain quality standards, and ensure timely delivery of critical communications

• **Team Development:** Builds and develops high-performing production teams through effective training, onboarding, and performance management while living out core values of Integrity, Growth, Family Culture, Pursuit of Excellence, and Compassion

• **Cross-Functional Collaboration:** Works closely with Production, Presort, Transportation, and Customer Success teams to support client needs and communicate production requirements

• **Quality Assurance:** Maintains rigorous standards for accuracy, compliance, and performance through data analytics, metric tracking, and continuous improvement initiatives

• **Industry Expertise:** Deep knowledge of print production workflows, mail processing operations, warehouse management, and regulatory compliance requirements

• **Performance Management:** Proven track record managing high-volume operations with focus on on-time delivery, cost optimization, and exceptional customer support

Education: High School Diploma, Kansas City High School, Kansas City, MO

Anthony's extensive background in production excellence, operational leadership, and commitment to quality makes him exceptionally qualified to ensure seamless execution of complex government document production and delivery projects while maintaining the highest standards of accuracy, compliance, and customer satisfaction.

Rosie Gonzalez - Professional Summary

Lettershop Lead & Quality Control Specialist

Rosie brings extensive experience in lettershop operations, quality control management, and production leadership within the print and mailing industry. Starting as an Inserter Operator at Strahm Automation and advancing to Lettershop Lead and Quality Control Specialist at Lineage Connect, she enforces Standard Operating Procedures across all production stages while ensuring quality compliance and directing workflow operations.

Key Qualifications:

• **Production Leadership**: Enforces Standard Operating Procedures at all stages of production throughout the Lettershop floor, ensuring consistent operational excellence and workflow efficiency

• **Quality Control Excellence**: Performs comprehensive quality checks on all jobs before releasing to next department and conducts final QC inspections before USPS release, maintaining high standards of accuracy and compliance
• **USPS Compliance Expertise**: Extensive knowledge of USPS guidelines and client compliance documentation requirements, ensuring adherence to postal standards and regulatory requirements
• **Team Direction & Coordination**: Directs all production operators with their daily workflow while collaborating with Production, Presort, and Transportation teams to support client needs
• **Career Advancement**: Demonstrated professional growth from Inserter Operator to Lettershop Lead, showcasing commitment to continuous improvement and skill development
• **Client Relations Management**: Deep understanding of client expectations and requirements, facilitating seamless project execution from creation through distribution
Rosie's comprehensive background in lettershop operations, quality control systems, and USPS compliance, combined with her proven track record of advancement and leadership development, makes her exceptionally qualified to oversee complex production operations and ensure seamless workflow coordination for government and commercial document delivery solutions.

Lineage Connect Security Team - Professional Summary

Comprehensive Security Operations Team

Lineage Connect's Security Team brings extensive expertise in cybersecurity management, compliance oversight, and risk mitigation within the print and document delivery industry. Led by Information Technology personnel with Jayce Cox serving as the primary security officer, the team oversees comprehensive security operations while ensuring protection of both company and customer data in alignment with Lineage's mission of "transforming business critical communications from creation to distribution" and core values of Integrity, Growth, Family Culture, Pursuit of Excellence, and Compassion.

Key Qualifications:
• **Security Leadership**: Primary security officer oversight of all security operations with comprehensive responsibility for cybersecurity program management and threat mitigation
• **Compliance Excellence**: Maintains validated security framework through annual SOC 1 Type 2 and SOC 2 Type 2 audits, ensuring HIPAA compliance and adherence to relevant privacy standards
• **Advanced Security Infrastructure**: Implements multiple layers of protection including CrowdStrike endpoint security, enterprise firewall management, and regular vulnerability assessments
• **Real-Time Monitoring**: Employs Security Information and Event Management (SIEM) technology and advanced monitoring systems to identify and address potential threats in real-time
• **Governance & Training**: Security Committee governance structure comprised of IT, Data Processing, and Senior Management representatives establishing security policies while providing mandatory annual security awareness training for all employees

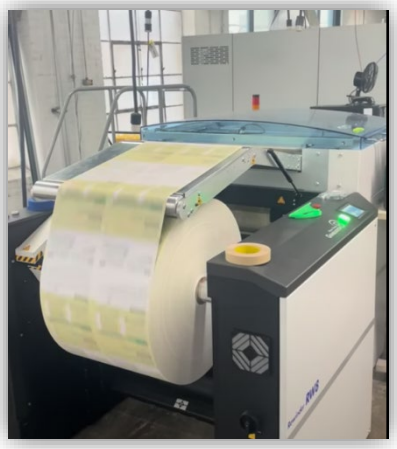
• **Risk Management**: Maintains comprehensive cyber security insurance coverage to mitigate financial risks from potential security incidents while ensuring business continuity

Lineage Connect's Security Team's comprehensive background in cybersecurity management, regulatory compliance, and advanced threat detection makes them exceptionally qualified to protect sensitive government and commercial document delivery operations while maintaining the highest standards of data security and business continuity.

SUPPORTING DOCUMENTS

PRINTING CAPABILITIES

Lineage Connect maintains an extensive network of printing equipment and resources to support the City of Dearborn Height's printing and mailing needs. The printers and capabilities outlined below represent just a sample of our comprehensive production infrastructure



Primary Printers(32K per hour)

- Color cut sheet
- Mono cut sheet
- Color Roll to Roll
- Hunkler finishing

Backup Printers (15K per hour)

- Color Cutsheet KC
- Color Cut sheet Topeka

LINEAGE CONNECT DISASTER RECOVERY PROGRAM

Purpose & Objectives

The Disaster Recovery Plan establishes guidelines for recovery from disasters affecting Lineage Connect operations. The plan is staged based on disaster severity and aims to:

- Identify pre-disaster procedures and ensure recovery materials are available
- Assign specific recovery responsibilities to key individuals
- Serve as a point of reference during recovery operations
- Enable fast and successful recovery with concise, manageable procedures

The objectives of this plan are: To identify pre-disaster procedures to ensure all materials needed to recover from a disaster are available. This plan will be used to monitor disaster testing as well as actual disaster recovery. To assign specific recovery responsibilities to key individuals. This distribution of responsibility allows quick implementation and control of each recovery project.

Key Redundancies

System	Redundancy Measure
Network	Two dedicated fiber optic lines from different ISPs with automatic failover
Data Backup	Hosted local and cloud backup via 11:11 Systems Inc.; nightly backups copied to off-site Dallas, TX data center with virtualization capability for critical systems
Telephone	Cloud-based VOIP (Spectrum Business) with cell phone forwarding and failover to satellite Topeka, KS facility
Electrical Power	On-site diesel generator (48-hour runtime) with automatic startup and battery backups (15-minute coverage) for vital systems

Network: Lineage Connect has two dedicated fiber optic lines from two different ISPs. This allows for automatic failover if the primary ISP goes down. Data Backup: Lineage Connect utilizes hosted local and cloud backup services provided by 11:11 Systems Inc. Nightly backups are created locally at the LC facility and are copied to an off-site 11:11 owned and operated data center in Dallas, TX.

The on-site diesel-powered generator is equipped to run the entire facility for up to 48 hours before needing to be re-fueled. The generator will come online automatically within a minute of a grid failure.

Recovery Time Objectives (RTO)

If able to operate in place: Critical IT infrastructure: Within 4 hours of a disaster declaration. Critical Print and lettershop production: Within 12 hours of a disaster declaration.

If unable to operate in place (failover to backup vendors necessary): Critical IT infrastructure: Within 6 hours of a disaster declaration. Failover to backup print and lettershop vendors: Within 24 hours of a disaster declaration.

Disaster Recovery Teams

Lineage Connect has established specialized teams with defined roles:

1. **Executive Team** – Provides executive-level decisions and authority to declare disasters
2. **Disaster Recovery Team** – Directs recovery operations and coordinates all internal activities
3. **Site Recovery Team** – Assesses physical facility status, safety, and usability
4. **Network and IT Applications Recovery Team** – Restores IT infrastructure and cloud systems
5. **Hardware Recovery Team** – Evaluates equipment damage and manages repair/replacement
6. **Production Outsourcing Team** – Coordinates with regional partners for production continuity
7. **Customer Communication Team** – Communicates with clients within 6 hours of disaster
8. **Production and Transportation Team** – Re-establishes production environment and logistics

The Disaster Recovery Team will establish the emergency command center where damage assessment and recovery operations will be directed.

Communication to clients is to be made via email or phone within 6 hours of the initial disaster with updates provided within a reasonable period of time until normal service is restored for the client.

Production Continuity Options

Lineage Connect maintains multiple operational alternatives to ensure uninterrupted service:

- **Dual-office capability** – Work can be moved between Kansas City, MO and Topeka, KS facilities
- **Regional partner network** – Partnerships with local print and mail production vendors for outsourcing
- **Equipment redundancy** – Ability to repair, replace, or relocate equipment as needed

Lineage Connect has 2 offices and can move work between these offices as needed. Partners in the region are also able to assist in both the production of digital print work, as well as the mail production work.

Plan Maintenance

The Disaster Recovery Plan is:

- Updated as procedures and business requirements change
- Distributed to all disaster recovery team members for residence storage
- Maintained in multiple locations (front desk, Operations Director's office, server room, disaster recovery tote)
- Master copy maintained by Data Processing Manager with periodic updates

All members of the disaster recovery team and their alternates are issued one copy of this document to be kept at their residence. Additional copies will be kept at the Lineage Mailing Services location in Kansas City, MO at the front desk, in Operation Director's office, in the Disaster Recovery tote in the Boiler Room basement and the Server Room.

This comprehensive program ensures that Lineage Connect can restore business operations quickly following disasters such as hurricanes, floods, fires, or other disruptive events, maintaining service quality and delivery timelines for clients.

SECURE FACILITIES WITH DUAL-LOCATION ARCHITECTURE GEOGRAPHICALLY REDUNDANT

Geographically Distributed, Consistently Secure Operations

To ensure uninterrupted service excellence and maximum data security for the City of Dearborn Height's critical operations, we maintain two strategically located, fully redundant facilities: our primary headquarters in Kansas City, Missouri, and our secure backup facility in Topeka, Kansas. This geographic distribution provides operational resilience while maintaining uniform security standards across all locations.

Both facilities are SOC 2 Type II compliant, demonstrating that our security controls have been independently audited and validated to operate effectively over an extended period. This certification verifies our commitment to the five Trust Services Categories- security, availability, processing integrity, confidentiality, and privacy, essential for protecting sensitive municipal data.

Dual-Location Security Standards:

• Identical Security Protocols: Both Kansas City and Topeka facilities implement identical SOC 2 Type II controls, ensuring that whether your billing data is processed at our headquarters or backed up at our Topeka facility, it receives the same enterprise-grade protection

• Independent Audited Compliance: Each location undergoes rigorous SOC 2 Type II audits, evaluating the design and operating effectiveness of controls to confirm consistent, scheduled execution of security procedures

• Controlled Access & Monitoring: Both facilities feature restricted access areas, continuous security monitoring, and authorized personnel-only environments, with detailed audit trails documenting every interaction with your sensitive billing information

• Seamless Failover Capability: Our redundant architecture guarantees business continuity, if circumstances require transitioning your work to our Topeka backup facility, your data maintains the same SOC 2 Type II security standards without interruption

This dual-location, dual-certified approach provides municipal customers with the highest level of assurance that your ratepayers' sensitive information is protected by independently validated, enterprise-grade security infrastructure.

LINEAGE CONNECT: FULL SERVICE SEAMLESS MAIL PROVIDER AND DMU

As a USPS-Authorized Detached Mail Unit (DMU), a USPS HQ Managed Account, and a Full-Service Seamless Mail Provider, Lineage Connect offers unparalleled advantages for customers managing high-volume mailing projects, such as utility, tax, critical document, printing and distribution. Our unique designations and capabilities ensure exceptional efficiency, reliability, and cost savings, delivering superior mailing solutions tailored to your business needs. Key Benefits:

1. **Faster Mail Processing and Delivery**
   Our DMU status enables us to verify and accept mail directly at our facility, bypassing traditional postal processing steps. Combined with our Full-Service Seamless Mail Provider capabilities, we streamline the entire mailing process—from preparation to entry—ensuring faster delivery times and quicker receipt by your recipients. High density mail to primary population of statement recipients.
2. **Guaranteed Compliance with USPS Standards**
   We utilize National Change of Address (NCOA) services and adhere to USPS Seamless Acceptance standards to ensure all addresses, sorting, and documentation meet stringent USPS requirements. This minimizes delays, reduces return rates, and enhances the accuracy of your mailings.
3. **Cost Savings Through Full-Service Seamless Mailing**
   As a Full-Service Seamless Mail Provider, we leverage USPS automation and integration tools, such as Intelligent Mail Barcode (IMb) and electronic documentation, to qualify for maximum postage discounts. This reduces your mailing costs while maintaining high quality service, providing significant savings for large-scale projects.
4. **Direct Access to USPS Expertise**
   Our USPS HQ Managed Account status, with a Dedicated Account Manager and Business Service Network (BSN) representative, ensures seamless communication with USPS experts. This enables rapid problem resolution, tailored optimization of mailing strategies, and access to exclusive USPS insights, ensuring your projects run smoothly.
5. **Exclusive Access to Specialized USPS Resources**
   Our trusted partnership with USPS, reinforced by our Full-Service Seamless Mail Provider status, grants access to premium tools, services, and support reserved for high-tier accounts. This ensures your mailing projects benefit from cutting-edge solutions and industry-leading expertise.
6. **Simplified Mailing Process with Seamless Integration**
   Our Full-Service Seamless Mail Provider status allows us to integrate directly with USPS systems, automating mail preparation, verification, and entry. This eliminates manual processes, reduces errors, and saves you time, making your mailing operations more efficient and hassle-free.
7. **Reliable, Scalable Solutions for Your Business**
   Our DMU infrastructure, Seamless Acceptance capabilities, and HQ Managed Account status enable us to handle projects of any size with precision. Whether you're mailing thousands or millions of pieces, we provide consistent, high-quality service tailored to your needs.

By partnering with Lineage Connect, you benefit from faster, more reliable mail delivery, reduced costs through postage discounts and process efficiencies, and unparalleled support. All backed by our direct connection to USPS resources and systems.

W-9

Form **W-9** (Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Lineage Mailing Services LLC

2 Business name/disregarded entity name, if different from above.

dba Strahm, Lineage Connect

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☑ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . P

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

1700 Broadway Blvd

Requester's name and address (optional)

6 City, state, and ZIP code

Kansas City, MO 64108

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

4	6	–	1	6	0	2	6	8	1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person [signature] Date 3/1/2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Cat. No. 10231X Form **W-9** (Rev. 3-2024)

CERTIFICATE OF INSURANCE

This is a sample certificate. Lineage will provide an actual COI meeting all City insurance requirements.

Client#: 2339702 70WILLIHOL2

ACORD **CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY) 5/16/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: NC Certificate Team
McGriff, a MMA LLC Company 550 S Caldwell St. Suite 1500 Charlotte, NC 28202 704 954-3000	PHONE (A/C, No, Ext): FAX (A/C, No): 888-751-3197 E-MAIL ADDRESS: NCCertificateTeam@mcgriff.com

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Lineage Mailing Services LLC 1700 Broadway Blvd Kansas City, MO 64108	INSURER A : Travelers Indemnity Co of America	25666
	INSURER B : Travelers Indemnity Company	25658
	INSURER C : Travelers Property Casualty Co of Amer	25674
	INSURER D : Phoenix Insurance Company	25623
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:	X	X	Y6309X501799TIA24	12/31/2024	12/31/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$1,000,000 $300,000 $5,000 $1,000,000 $3,000,000 $2,000,000
D	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY SCHEDULED AUTOS X NON-OWNED AUTOS ONLY			BAA28034142414G	12/31/2024	12/31/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1.000.000
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $10000			CUPA28594462414	12/31/2024	12/31/2025	EACH OCCURRENCE AGGREGATE	$8,000,000 $8,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	X	UBA69338632414G	12/31/2024	12/31/2025	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$1,000,000 $1,000,000 $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Utility Bill Printing & Mailing Services.
Draper City, its officers, officials, employees, and volunteers are Additional insured on the General Liability and Auto Liability if required by written/executed contract before a loss on a primary and non contributory basis. Waiver of Subrogation applies to the General Liability, Auto Liability and Workers Compensation if required by contract and where permitted by law. Thirty (30) day notice of cancellation,
(See Attached Descriptions)

CERTIFICATE HOLDER	CANCELLATION
Sample Company Sample Address Sample Address	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Scott D. Burns

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03) 1 of 2 The ACORD name and logo are registered marks of ACORD
#S37306766/M36195200 JAW

E-VERIFY

Company ID Number: 1729358

Information Required for the E-Verify Program Information relating to your Company:	
Company Name	Lineage Mailing Services
Company Facility Address	1700 Broadway Kansas City, MO 64108
Company Alternate Address	
County or Parish	JACKSON
Employer Identification Number	461602681
North American Industry Classification Systems Code	541
Parent Company	
Number of Employees	20 to 99
Number of Sites Verified for	2 site(s)

STATE OF MISSOURI CERTIFICATE OF GOOD STANDING

STATE OF MISSOURI

Denny Hoskins
Secretary of State

CORPORATION DIVISION
CERTIFICATE OF GOOD STANDING

I, DENNY HOSKINS, Secretary of State of the STATE OF MISSOURI, do hereby certify that the records in my office and in my care and custody reveal that

LINEAGE MAILING SERVICES LLC

using in Missouri the name

LINEAGE MAILING SERVICES LLC
FL1433619

a NEW YORK entity was created under the laws of this State on the 24th day of August, 2020, and is Active, having fully complied with all requirements of this office.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the GREAT SEAL of the State of Missouri. Done at the City of Jefferson, this 21st day of August, 2025.

Denny Hoskins
Secretary of State

Certification Number: CERT-08212025-0169

LIBERTY UTILITY SERVICES

City Hall •101 E. Kansas St. • Liberty, MO 64068
8 a.m.–4:30 p.m., Monday through Friday (except holidays)
816.439.4460 https://libertymissouri.watersmart.com

STATEMENT

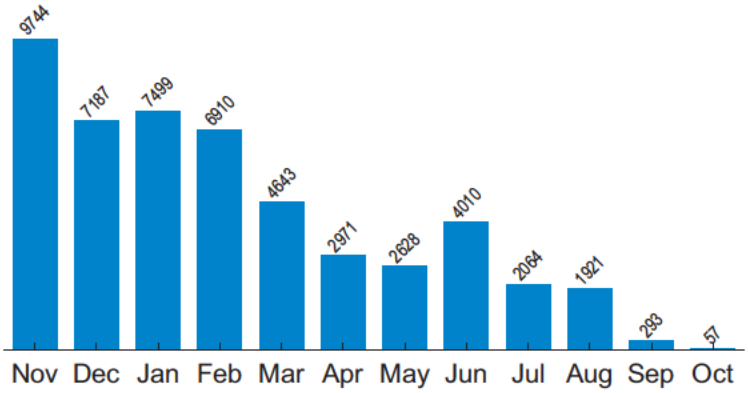
KEEP THIS PORTION FOR YOUR RECORDS

Meter Reading Detail for: [redacted]

From	To	Previous Reading	Present Reading	Usage
10/30/2024	11/15/2024	254425	254508	83

Customer Name	[redacted]
Account Number	[redacted]
Bill Date	**11/25/2024**
Amount Due Now ***Final***	**$15.57**
Due Date	**12/20/2024**
After Due Date Pay	**$15.57**

Water Consumption History (gallons)



Previous Balance	145.95
Adjustments	-150.00
Water	12.28
Wastewater	17.29
Solid Waste	-10.07
Tax	0.12
Current Charges	19.62
Pay This Amount	**$15.57**

Any Accounts with an unpaid previous balance will have until 12/09/2024 to pay the amount owed and avoid disconnection. News and Events http://www/libertymissouri.gov/utility-bill-insert. Pay your utility bill by calling (855) 495-0704 or online >> www.liberty.missouri.watersmart.com. In addition to paying your utility bill, many other City services are available online >>www.libertymissouri.gov/OnlineServices. City Hall closed 11/28, 11/29, and 12/25. Trash will be delayed one day due to Thanksgiving and Christmas.

PLEASE DETACH AND RETURN WITH YOUR PAYMENT TO ENSURE PROPER CREDIT

City Hall
101 E. Kansas St.
Liberty, MO 64068

[redacted]

Account Number	[redacted]	
Service Address	[redacted]	
Make check payable to: CITY OF LIBERTY	Bill Date	Amount Due
	11/25/2024	$15.57
	DUE DATE	**AMOUNT ENCLOSED**
	12/20/2024	
		Final

ADDRESSEE

[redacted]

00001

REMIT TO

City of Liberty
P.O. Box 801737
Kansas City, MO 64180-1737

City of Liberty missouri

LIBERTY UTILITY SERVICES
Finance Department

RETAIN THIS PORTION

QUESTIONS?

For more information about your utility rates or bill:

call 816.439.4460
email cycle1@libertymo.gov
visit www.libertymissouri.gov/Finance

If you have questions or issues regarding your solid waste collection or curbside recycling, please call Republic Services at 816.254.1470.

HOURS & LOCATION

8 a.m. - 4:30 p.m. Monday through Friday
(except holidays)

Liberty City Hall
101 East Kansas St.
Liberty, MO 64068

DETACH AND INCLUDE BELOW COUPON WITH PAYMENT IN RETURN ENVELOPE

Please mail check to: City of Liberty
P.O. Box 801737
Kansas City, MO 64180-1737

OR pay your bill online: https://libertymissouri.watersmart.com

OR pay by phone: (855) 495-0704

OR drop off your payment:

1) Drop box on Missouri Street across from the Liberty Police Department available 24/7.
2) Drop box in the Liberty Community Center (1600 S. Withers Rd.) available during regular business hours.

TEAR HERE

THANK YOU!

1. Detach this payment coupon.
2. Place coupon and payment in the enclosed envelope.
3. Make sure mailing address shows through window.
4. Do not mail cash.

TAX BILL

01

2024 JOINT GOVERNMENTAL REAL PROPERTY TAX STATEMENT

Property Account #:

Pay your bill online at: payments.jacksongov.org

PIN #: 1462220

ACCOUNT VALUE	
DESCRIPTION	2024
Market Value Total	$22,630
Taxable Value Total	$2,716
Assessed Value Total	$2,716

TCA: 111
Lender:
Location: NO ADDRESS ASSIGNED BY COUNTY

00001

TAX DISTRIBUTION

AGENCY	LEVY	AMOUNT
FORT OSAGE SCHOOL R-I	6.2500	169.74
FIRE DISTRICT - FORT OSAGE	1.4925	40.54
JACKSON COUNTY	0.5056	13.73
MID-CONTINENT LIBRARY	0.3152	8.56
METRO JUNIOR COLLEGE	0.1806	4.91
MENTAL HEALTH	0.0974	2.65
BOARD OF DISABLED SERVICES	0.0732	1.99
STATE BLIND PENSION	0.0300	0.81
Total Levy Rate	**8.9445**	

TAXES AND SPECIAL ASSESSMENTS

YEAR	DESCRIPTION	AMOUNT BILLED	BALANCE DUE
2024	A/V Principal-Agricultural	242.93	242.93
		Total for Tax Year 2024	**$242.93**
		Total for All Tax Years	**$242.93**

01110

Description of Property

RNG-30 TWP-51 SEC-17 ALL OF TH PT OF SEC NOT IN RIVER (ACCRETIONS)

IMPORTANT:PLEASE DO NOT SEPARATE IF PAYING IN PERSON

(IF PAYING BY MAIL, PLEASE RETURN THIS PORTION AND MAKE CHECK PAYABLE TO: "JACKSON COUNTY COLLECTOR")

YOU MAY PAY YOUR TAXES ONLINE BEFORE 12/31/2024 AT: PAYMENTS.JACKSONGOV.ORG

BALANCES LISTED BELOW IF PAID AFTER 12/31 OF THE YEAR OF THE DELINQUENCY WILL CHANGE IF LEGAL ACTION IS INITIATED FOR THE COLLECTION OF DELINQUENT TAXES.

TAX YEAR	TOTAL DUE	CUMULATIVE DUE
2024	$242.93	$242.93

2024 YEAR IF PAID AFTER 12/31/2024:

JAN	266.30	JUL	289.91
FEB	270.24	AUG	293.85
MAR	274.17	SEP	297.78
APR	278.11	OCT	301.72
MAY	282.04	NOV	305.65
JUN	285.98	DEC	309.59

DELINQUENT AFTER DECEMBER 31, 2024 **TOTAL TAXES AND ASSESSMENTS DUE: $242.93**

Jackson County Collector
P O Box 219747
Kansas City, MO 64121-9747

00180003010000000001 210000000000 220000000000 230000000000 000000000024293 0

Pay On-Line by E-CHECK, CREDIT or DEBIT CARD at: payments.jacksongov.org

THE ONLINE PAYMENT WEBSITE WILL CLOSE AT 11:40 P.M. ON DECEMBER 31 AND PAYMENT WILL BE LATE IF MADE AFTER THE WEBSITE REOPENS IN THE NEW YEAR.

1. Business hours: The Jackson County Courthouse and the Historic Truman Courthouse are open 8 AM – 5 PM, M – F, excluding holidays observed by Jackson County. Visit www.jacksongov.org for a list of holidays observed.
   All County locations will be closed on December 24, 2024.
2. Make check or money order to: **Jackson County Collector** and include your **PROPERTY ACCOUNT NUMBER**.
3. Paying by Mail? **Payment will be late if postmarked after December 31.**
   - Tear off the **Payment Coupon** below and include with your payment.
4. Paying in Person?
   - Bring the **ENTIRE BILL** (top and bottom) with payment to one of these locations:

     Jackson County Courthouse
     415 E. 12th St, Suite 100
     Kansas City, MO 64106

     Historic Truman Courthouse
     112 W. Lexington Ave, Suite 114
     Independence, MO 64050
5. Paying Late? **Interest, penalties, and fees will accrue if payment is late.** If paying late, see your account information online at www.jacksongov.org or call (816) 881-3232 for total amount due at the time your payment will be received. Persons paying late risk being included on the annual published top 50 delinquent taxpayers list.
6. We do accept partial payments. Interest, penalties, and fees will accrue on any unpaid amount the first day each month if not paid on or before December 31. Partial payments cannot be made online.
7. **RECEIPTS will only be mailed upon request.** To check the status of your payment or obtain current and prior year receipts visit www.jacksongov.org and click on "tax receipts". You may also email Collections@jacksongov.org using "Receipt Request" in the subject line and include your property account number(s) in the email.

REAL ESTATE TAXES

The property owner is responsible for obtaining and paying the bill prior to December 31. **If property is mortgaged and your mortgage payments include taxes,** please forward this **ENTIRE BILL** to your loan company with a note of explanation.

COUNTY PROPERTY TAX PROGRAMS FOR SENIORS AGED 62 YEARS OR OLDER

1. SENIOR PROPERTY TAX CREDIT PROGRAM ("Tax Freeze"): Seniors can qualify to have all future years' real property tax bills on their primary residence credited to reduce the amount due to the frozen year's tax amount. The initial year's application is due by 12/31 and will "freeze" that year's amount due going forward.

To enroll, a Senior Property Tax Program Application is available online or at the offices listed above. See our website at: https://jacksongov.org/seniortaxcredit for more information and the online application.

2. SENIOR QUAD PROGRAM: Seniors can qualify to pay real property taxes on their primary residence in **four equal installments.** The first installment must be paid by December 31 of the applicable tax year and subsequent installments must be paid on or before February 28, May 31, and August 31 of the following year.

To enroll, a Senior Citizen Quad Payment Plan Application is available at the offices listed above or may be printed online at: https://www.jacksongov.org/Government/Departments/Collection/Tax-Payment-Methods/Senior-Quad-Payment-Program. **Failure to pay on time will result in accrual of interest, penalties, and fees retroactively to January 1 and possible removal from the program.**

QUESTIONS? For individual personal property tax questions call (816) 881-1330. For business personal property tax questions call (816) 881-4672. For real property tax questions call (816) 881-3530. For general tax questions, call (816) 881-3232. For questions related to a pending BOE appeal, call (816) 881-3309. Telephones are staffed during the business hours described in #1 above.

Payment Coupon

Return this portion with payment

The online payment website will close at 11:40 P.M. on December 31. Taxes paid online after the website reopens in the New Year will accrue interest, penalties and fees pursuant to Missouri statutes.

SAVE TIME AND PAY CONVENIENTLY ON-LINE AT: payments.jacksongov.org

Tax statements are mailed as a convenience to the taxpayer, but failure to receive a tax statement does not relieve the taxpayer of the obligation to pay the taxes when due.
Mo. Revised Statutes 52.240.

CHANGE OF ADDRESS:

NAME _____

STREET _____ APT # _____

CITY _____ STATE _____ ZIP _____

2023 Reassessment Notice

ASSESSMENT DEPARTMENT
Jackson County Courthouse
415 East 12th Street, Suite 1M
Kansas City, Missouri 64106-2752

25087

PARCEL:
PROPERTY CLASS:
SITUS:

TCA CODE: 001

87110

Your real property has been reassessed as required by Missouri Statutes. Market Value represents an estimate of value as of January 1, 2023. The final estimate of value will not be effective until the assessment roll is certified on July 1, 2023.

	PRIOR YEAR		CURRENT YEAR	
Classification	**2022 Market Value**	**2022 Assessed Value**	**2023 Market Value**	**2023 Assessed Value**
Agricultural (12%)	$ 0	$ 0	$ 0	$ 0
Residential (19%)	$ 362,000	$ 68,780	$ 526,000	$ 99,940
Commercial (32%)	$ 0	$ 0	$ 0	$ 0

Reassessment of your property included an exterior physical inspection. Residential properties may have the right to request an interior inspection if the value increased by 15% or more; AND your home is not new construction and valued for the first time or you have not made improvements.

You may file a formal appeal with the Jackson County Board of Equalization (BOE). By state statute, appeals must be submitted on or before the filing deadline, **Monday, July 10, 2023**. The BOE may be reached at 1-816-881-3309.

BOE Appeals and residential interior inspections may be requested at: **www.jacksongov.org/boeappeals** or by calling 1-877-895-9675.

An appeal to the BOE may result in an increase, a decrease, or no change in valuation.

July 10, 2023 **Deadline for filing an appeal of 2023 valuation to the BOE**

Market Value X Classification % = Assessed Value X Tax Levy (as determined by City, School District, etc.) **= estimated tax bill**

The abated property summary and the complete list of tax abatements will be available for the public's inspection on the county website.

2-25087-50173

2023 Notice
Your Estimated Tax Levy (tax rate) and Estimated Tax Bill

Parcel # 30-530-17-08-00-0-10-009		TCA: 001	Property Address: 221 W 48TH ST UNIT 1002					
Taxing Authority	***Contact***	***Purpose of Tax***	***Prior Year (2022)***		***Estimated 2023***		***Maximum Allowable Tax Levy***	***Percentage of Your Total Tax Bill***
			Tax Levy	***Your Tax***	***Tax Levy***	***Your Est. Tax***		
KANSAS CITY SCHOOL DISTRICT 33	816-418-7994	ARTICLE X SECTION 11(g)	2.3921	$1,645.29	2.6230	$2,621.43	2.6230	32.68%
KANSAS CITY SCHOOL DISTRICT 33	816-418-7994	OPERATING	2.5678	$1,766.13	2.3369	$2,335.50	3.7500	29.12%
CITY - KANSAS CITY	816-513-1117	HEALTH-TEMP	0.1856	$127.66	0.1750	$174.90	0.2200	2.18%
CITY - KANSAS CITY	816-513-1117	DEBT SERVICE	0.4600	$316.39	0.4800	$479.71	0.9801	5.98%
CITY - KANSAS CITY	816-513-1117	HEALTH	0.4220	$290.25	0.3973	$397.06	0.5000	4.95%
CITY - KANSAS CITY	816-513-1117	MUSEUM	0.0168	$11.56	0.0158	$15.79	0.0200	0.20%
CITY - KANSAS CITY	816-513-1117	GENERAL FUND	0.6074	$417.77	0.5718	$571.46	1.0000	7.12%
HANDICAPPED WORKSHOP	816-363-2000	GENERAL FUND	0.0836	$57.50	0.0740	$73.96	0.1000	0.92%
KANSAS CITY LIBRARY	816-701-3515	GENERAL FUND	0.5543	$381.25	0.4977	$497.40	0.5644	6.20%
METRO JUNIOR COLLEGE	816-604-1317	GENERAL FUND	0.2028	$139.49	0.1896	$189.49	0.2700	2.36%
MENTAL HEALTH	816-842-7055	GENERAL FUND	0.1113	$76.55	0.0986	$98.54	0.1330	1.23%
JACKSON COUNTY	816-881-3509	ROAD & BRIDGE	0.0718	$49.38	0.0666	$66.56	0.3500	0.83%
JACKSON COUNTY	816-881-3509	HEALTH	0.1647	$113.28	0.1503	$150.21	0.3200	1.87%
JACKSON COUNTY	816-881-3509	GENERAL FUND	0.2455	$168.85	0.2200	$219.87	0.3500	2.74%
JACKSON COUNTY	816-881-3509	PARKS	0.1100	$75.66	0.0996	$99.54	0.1600	1.24%
STATE OF MISSOURI BLIND PENSION	573-751-2326	BLIND PENSION	0.0300	$20.63	0.0300	$29.98	0.0300	0.37%
Replacement Tax (Commercial Only)			1.4370	$0.00	1.4370	$0.00		
Total			***8.2257***	***$5,657.64***	***8.0262***	***$8,021.40***		

Your 2023 estimated tax levy is 8.0262.

Your 2023 estimated tax liability is $8,021.40. (THIS NOTICE IS NOT A TAX BILL)

This is an **estimated tax bill** based on the reassessed value as determined by the Assessment Department and the **projected tax levies** (or rates) provided by each taxing jurisdiction. Actual tax bills will be issued later this year and will include your property assessment and the final tax rates set by each of the various taxing jurisdictions listed above. Questions related to the value of your property should be directed to the Assessment Department or the BOE as directed on page one of this Notice. The Department of Collection cannot answer questions related to value.
Each taxing jurisdiction listed above will hold a Tax Rate Hearing prior to establishing their final 2023 tax rate. You can contact them at the number listed above to inquire as to the time and date of that public hearing.
2023 Tax Bills will be mailed by December 1, 2023. All tax payments are due on or before December 31, 2023 to avoid late fees and interest.
Qualifying Senior Citizens have the option to make their payment in four installments. To learn more about this Senior Quad payment program visit: **www.jacksongov.org/collections** or contact the Collection Department at **SeniorApplication@Jacksongov.org.**
On the tax bills sent later this year a small number of properties will be subject to additional taxes or assessments assessed for a Community Improvement District (CID), a Neighborhood Improvement District (NID), a Transportation Development District (TDD), etc.

INQUIRIES TO:
7260 W. 135th St.
Overland Park, KS 66223
(913) 574-5000

STATEMENT OF ACCOUNTS
FROM: 11/01/24
TO: 11/30/24

[redacted]

Account Number [redacted]

Switch to paperless billing.
Sign-up for e-statements.

If you have any comments regarding our operations please contact: Supervisory Committee, 7260 W. 135th St., Overland Park, KS. 66223

DATE Post	Effective	TRANSACTION DESCRIPTION	AMOUNT	BALANCE
11/01	ID 0000	PRIMARY SHARE ACCOUNT Balance Forward		1.00
		Joint Owner: [redacted]		
11/30		Ending Balance		1.00
		Dividends Paid Year to Date	0.06	
		Dividends Paid In 2023	0.04	
11/01	ID 0030	CLASSIC CHECKING Balance Forward		2.19
11/30		Ending Balance		2.19
		Dividends Paid Year to Date	0.00	
		Dividends Paid In 2023	0.00	

	Total For This Period	Total Year-to-Date
Total Returned Item Fees (NSF - Unpaid)	0.00	0.00
Total Overdraft Fees (NSF - Paid)	0.00	0.00

Total Dividends Paid Year to Date	0.06
Total Dividends Paid in 2023	0.04

Account Balance Summary

Total Shares	Balance	Total Loans	Balance
PRIMARY SHARE ACCOUNT	1.00		
CLASSIC CHECKING	2.19		
	3.19		

01110

TAX INFORMATION

The amount of dividends received as shown on this statement is reportable as "Interest Earned" on your Income Tax Return.
Forms 1099 will be mailed to members. If dividends are $10.00 or more, the amount of dividends will be reported to the Internal Revenue Service.
PLEASE RETAIN THIS PORTION OF THE STATEMENT FOR YOUR RECORDS
THE "FINANCE CHARGE" IS INCLUSIVE OF ALL COSTS FOR THE CREDIT INCLUDING WHAT PREVIOUSLY WAS TERMED "INTEREST" IT IS COMPUTED AT THE TIME A PAYMENT IS RECEIVED BY MULTIPLYING THE LOAN BALANCE BY THE NUMBER OF DAYS IT HAS BEEN OUTSTANDING BY THE PERIODIC RATE AS SHOWN ON THE FACE OF THE STATEMENT.
LOAN BALANCE DOES NOT INCLUDE INTEREST. INTEREST DUE IS COMPUTED BY MULTIPLYING THE LOAN BALANCE BY THE PERIODIC RATE PER DAY AS SHOWN ON THE STATEMENT AND THEN MULTIPLYING THE RESULT BY THE NUMBER OF DAYS FROM THE LAST LOAN TRANSACTION TO THE CURRENT DATE.

In Case of Errors or Inquiries About Your Statement of Loan Account

The Federal Truth in Lending Act requires prompt correction of mistakes on your open-end loan statement.

1. If you want to preserve your rights under the Act, here's what to do if you think your statement of account is wrong or if you need more information about an item:
   a. Write on the statement of account or other sheet of paper (you may telephone your inquiry but doing so will not preserve your rights under this law) the following:
      i. Your name and account number.
      ii. A description of the error and an explanation (to the extent you can explain) why you believe it is an error. If you only need more information, explain the item you are not sure about and, if you wish, ask for evidence of the transaction such as a copy of the credit request voucher. Do not send in your copy of any document unless you have a duplicate copy for your records.
      iii. The dollar amount of the suspected error.
      iv. Any other information (such as your address) which you think will help the credit union to identify you or the reason for your complaint or inquiry.
   b. Send your notice of statement error to the address on your statement of account which is listed after the words: "Send Inquiries To:" or similar wording. Mail it as soon as you can, but in any case, early enough to reach the credit union within 60 days after the statement was mailed or otherwise delivered to you.
2. The credit union must acknowledge all letters pointing out possible errors within 30 days of receipt, unless the credit union is able to correct your statement during that 30 days. Within 90 days after receiving your letter, the credit union must either correct the error or explain why the credit union believes the statement was correct. Once the credit union has explained the statement, the credit union has no further obligation to you even though you still believe that there is an error, except as provided in paragraph 5 below.
3. After the credit union has been notified, neither the credit union nor an attorney nor a collection agency may send you collection letters or take other collection action with respect to the amount in dispute; but periodic statements may be sent to you, and the disputed amount can be applied against your credit limit. You cannot be threatened with damage to your credit rating or sued for the amount in question, nor can the disputed amount be reported to a credit bureau or to other creditors as delinquent until the credit union has answered your inquiry. However, you remain obligated to pay the parts of your outstanding balance not in dispute.
4. If it is determined that the credit union has made a mistake on your statement, you will not have to pay any finance charges on any disputed amount. If it turns out that the credit union has not made an error, you will have to pay finance charges on the amount in dispute, and you will have to make up any missed minimum or required payments on the disputed amount. Unless you have agreed that your statement was correct, the credit union must send you a written notification of what you owe, and if it is determined that the credit union did make a mistake on your statement, you must be given the time to pay which you normally are given to pay undisputed amounts before any more finance charges or late payment charges on the disputed amount can be charged to you.
5. If the credit union's explanation does not satisfy you and you notify the credit union in writing within 10 days after you receive its explanation that you still refuse to pay the disputed amount, the credit union may report you to credit bureaus and other creditors and may pursue regular collection procedures. But the credit union must also report that you think you do not owe the money, and the credit union must let you know to whom such reports were made. Once the matter has been settled between you and the credit union, the credit union must notify those to whom the credit union reported you as delinquent of the subsequent resolution.
6. If the credit union does not follow these rules, the credit union is not allowed to collect the first $50 of the disputed amount and finance charges, even if the statement turns out to be correct.

In Case of Errors or Questions About Your Electronic Transfers

Telephone us at 913-574-5000 or write us at 7260 W. 135th St., Overland Park, KS 66223 as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared.

1) Tell us your name and account number (if any).
2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
3) Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint or question in writing within 10 business days.

We will tell you the results of our investigation within 10 business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days to investigate your complaint or question. If we decide to do this, we will recredit your account within 10 business days for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within 10 business days, we may not recredit your account.

If we decide that there was no error, we will send you a written explanation within 3 business days after we finish our investigation. You may ask for copies of the documents that we used in our investigation. Member's accounts are not transferable except as allowed by 12CFR S204.2(f) (1) (iv).

USE THIS FORM TO BALANCE YOUR DRAFT REGISTER

REPORT ANY ERROR WITHIN 10 DAYS OR ACCOUNT CONSIDERED CORRECT. ALL ITEMS SUBJECT TO FINAL PAYMENT

1. ENTER THE ENDING BALANCE SHOWN ON THE FRONT OF THIS STATEMENT $_____
2. ADD DEPOSITS MADE TOO LATE TO APPEAR ON THIS STATEMENT

AMOUNT	
$	
TOTAL	

+$_____

3. ADD TOTALS FOR NUMBER ONE AND TWO ABOVE..... =$_____

4. SUBTRACT DRAFTS WRITTEN BUT NOT SHOWN ON STATEMENT.

NUMBER	AMOUNT		NUMBER	AMOUNT	
	$			$	
				TOTAL	-$ _____

5. THIS BALANCE SHOULD EQUAL THE FINAL BALANCE SHOWN IN YOUR DRAFT REGISTER **AFTER** DEDUCTING ANY SERVICE CHARGE AND ADDING ANY DIVIDEND $ ==========

ASSESSED VALUE NOTICE - TAX YEAR 2023

ASSESSMENT DEPARTMENT

Jackson County, Missouri
Business Personal Property
415 E 12th St 1M
Kansas City, MO 64106

****THIS IS NOT A TAX BILL****

DATE: June 15, 2023

00001

ACCOUNT (PARCEL) NO:

PROPERTY CLASS: **Personal Property – Business**

SITUS:

CURRENT ASSESSED VALUE: $ 9,448

TCA CODE: 066

The Assessment Department has placed an assessed value on your property as indicated above. The assessed value is based on the most current information available to us. If you have any questions, you may call the Assessment Department Business Personal Property unit at (816) 881-4672 to discuss those questions before filing an appeal with the Jackson County Board of Equalization.

If you disagree with the 2023 valuation of the account number listed, you may file an appeal with the Jackson County Board of Equalization (BOE). **By resolution of the BOE, an appeal must be filed on or before July 10, 2023. This BOE filing deadline applies to everyone filing a BOE appeal regarding any and all business personal property valuation(s).** For information concerning the procedure for filing a BOE appeal, you may visit: **www.jacksongov.org/boeappeals** or contact the BOE at: 816-881-3309. An appeal to the BOE may result in an increase, a decrease, or no change in valuation.

01110

If you disagree with the 2023 valuation of the account after a decision is rendered by the BOE in a BOE appeal, you may appeal that BOE decision to the **Missouri State Tax Commission (STC)**. Such an STC appeal must be filed **on or before September 30, 2023**, or 30 days after the date of the BOE's decision, whichever is later. An appeal to the STC may result in an increase, a decrease, or no change in valuation.

Your tax bill will be calculated based on the following formula. The tax levy is set in autumn of each year by local school board, city council, county legislature and other taxing jurisdictions.

Market Value		Classification Percent		Assessed Value		Levy based on "per hundred" of Assessed Value		Tax Bill
Value	x	$33^{1}/_{3}$% (personal property)	=	Value	x	Levy	=	Taxes

Approved for the Agenda of:	
8/25/2026	Motion No.

Mayor's Office

TO: Honorable City Council Members

FROM: Mohamad Baydoun, Mayor

DATE: August 18, 2026

RE: Mayor Baydoun - Alley Vacation Petition

Honorable Council:

Ahmad Hazime has submitted a request for consideration of an alley vacation for the alley located adjacent to 3543 S. Beech Daly Road, also referred to as:

16 ft. wide alley between Penn and Kitch Ave adj. on the west side to lots 781 thru 783 and lots 836 thru 838, and adj. on the east side to lots 784 and 835 in DEARBORN GROVE SUB NO 1 T2S R10E L42 P22

The attached documentation includes the petition application, a map of the location, comments from the Fire Department, Department of Public Works, Community and Economic Development Department and Assessor's Office, ROW Vacation/Abandonment Approval Form filled out by DTE Energy and a Quit Claim Deed.

If the request to consider is approved, please allow the City Clerk to schedule a Public Hearing and for DPW to make and post (at least three) signs on the alley to be vacated. The signs should include the date and time of Public Hearing.

After the Public Hearing, the requested vacation will be placed on the next City Council agenda for formal action.

Respectfully,
Mayor Mo Baydoun

Attachments:

1. 3543BeechDalyDocs_Redacted

PETITION FOR VACATION/ABANDONMENT OF ALLEY OR STREET

City of Dearborn Heights

We, the undersigned owners of the property abutting the Alley
(alley or street)
located at 3543 S. Beech Daly and described as follows:
Dearborn Hts MI. 48125

do hereby petition the Honorable Council of the City of Dearborn Heights to vacate/abandon (circle one).

** **Need your Parcel Number?** Search by address using the City's Parcel Viewer: **https://arcg.is/b5vzn3** **

NAME	ADDRESS	PARCEL NO.	PHONE NO. & EMAIL
Ahmad Hazime	3543 Beech Daly	781-783-8368	[redacted]
Elizabeth Carr	25734 Kitch Dbn. Hts.		[redacted]

STATE OF MICHIGAN
COUNTY OF WAYNE

I, Brianna Nichole Garcia, BEING FIRST DULY SWORN, DEPOSES AND SAYS THAT THE FOLLOWING IS TRUE AND CORRECT LIST OF SIGNATURES AND MAILING ADDRESSES OF THE OWNERS OF EACH PARCEL OF LAND ABUTTING THE ALLEY OR STREET, OR PORTION THEREOF, SOUGHT TO BE VACATED.

SUBSCRIBED AND SWORN TO BEFORE ME
THIS 23rd DAY OF July, 2026

Brianna Nichole Garcia
Notary Public, Wayne County, MI

BRIANNA NICHOLE GARCIA
NOTARY PUBLIC, STATE OF MI
COUNTY OF WAYNE
MY COMMISSION EXPIRES Aug 14, 2032
ACTING IN COUNTY OF Wayne

CIRCULATOR

ADDRESS

TELEPHONE NUMBER

Alley Vacation Request - 3543 S Beech Daly

Outlook

Re: Request for Alley Vacation - Alley Adjacent to 3543 S Beech Daly Rd

From Kimberly Comer <kcomer@dearbornheightsmi.gov>
Date Tue 6/16/2026 2:33 PM
To Cara M. Maney <cmmaney@dearbornheightsmi.gov>

1 attachment (147 KB)
C0742-8553.pdf;

Good afternoon,

I just found the PTA's the new owner filed and got those entered. I have 33-038-02-0781-300 is owned by Children's Garden III,LLC, which is has Ahmad Hazime listed as the agent (see attached), and 33-038-02-0784-000 is owned directly by Ahmad Hazime.

The only other parcel that is adjacent is 33-038-02-0835-000, 25734 Kitch, owned by Larry and Elizabeth Carr, who did not sign the petition but they are only around 25% of the frontage of the alley.

Best Regards,

Kimberly Comer, MAAO, Assessor of Record
City of Dearborn Heights
6045 Fenton, Dearborn Heights MI 48146
(313) 791-3466
www.dearbornheightsmi.gov

From: Cara M. Maney <cmmaney@dearbornheightsmi.gov>
Sent: Tuesday, June 16, 2026 1:56 PM
To: Kimberly Comer <kcomer@dearbornheightsmi.gov>
Subject: Request for Alley Vacation - Alley Adjacent to 3543 S Beech Daly Rd

Hi Kim,

The City has received a petition to vacate the alley between Penn Ave and Kitch Ave, adjacent to 3543 S Beech Daly Rd.

Attached are the petition and a map of the alley. The map highlights the parcels that the petitioner indicates ownership of. Could you please review the petition and:

- Verify ownership of the parcels identified by the petitioner
- Confirm that the petition meets the required 51% frontage threshold for the proposed alley vacation

Please let me know if you have any questions, concerns, or need any additional information.

Thank you,

Cara Maney *GIS Coordinator* | *ADA Coordinator*

City of Dearborn Heights
6045 Fenton St, Dearborn Heights MI 48127
(313) 791-3520
www.dearbornheightsmi.gov

LEGAL CONFIDENTIAL: This E-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521. The information and/or documents in this message are privileged and confidential, for use only by the intended recipient. If you are not the intended recipient, any disclosure, distribution, use or copying of the contents of this message is prohibited. If you have received this message in error, please notify us immediately and delete this message from your system.

Outlook

Re: Notice of Alley Vacation - Alley Adjacent to 3543 S Beech Daly Rd

From Hussein M. Dabajeh <hmdabajeh@dearbornheightsmi.gov>
Date Wed 6/17/2026 10:23 PM
To Cara M. Maney <cmmaney@dearbornheightsmi.gov>

This would be great! Let me know if you need anything from my end. I'm all for this, I think it would be great for the development going into the building.

Hussein M. Dabajeh | Director of Community & Economic Development

City of Dearborn Heights
6045 Fenton St.
Dearborn Heights, MI 48127
(313) 791-3510
hmdabajeh@dearbornheightsmi.gov
www.dearbornheightsmi.gov

LEGAL CONFIDENTIAL: This E-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521. The information and/or documents in this message are privileged and confidential, for use only by the intended recipient. If you are not the intended recipient, any disclosure, distribution, use or copying of the contents of this message is prohibited. If you have received this message in error, please notify us immediately and delete this message from your system.

From: Cara M. Maney <cmmaney@dearbornheightsmi.gov>
Sent: Wednesday, June 17, 2026 11:41 AM
To: Hussein M. Dabajeh <hmdabajeh@dearbornheightsmi.gov>
Subject: Notice of Alley Vacation - Alley Adjacent to 3543 S Beech Daly Rd

Hello,

The City has received a request for the vacation of the alley adjacent to 3543 S Beech Daly Rd.

Please review the attached approval form and provide any comments or concerns you may have. I have also attached a utility map of the alley to help identify the area under consideration.

Please let me know if you have any questions.

Thank you,
Cara Maney *GIS Coordinator* | *ADA Coordinator*

City of Dearborn Heights
6045 Fenton St, Dearborn Heights MI 48127
(313) 791-3520
www.dearbornheightsmi.gov

LEGAL CONFIDENTIAL: This E-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521. The information and/or documents in this message are privileged and confidential, for use only by the intended recipient. If you are not the intended recipient, any disclosure, distribution, use or copying of the contents of this message is prohibited. If you have received this message in error, please notify us immediately and delete this message from your system.

Outlook

Re: Notice of Alley Vacation - Alley Adjacent to 3543 S Beech Daly Rd

---

From John A. Danci <jadanci@dearbornheightsmi.gov>
Date Mon 6/29/2026 3:21 PM
To Cara M. Maney <cmmaney@dearbornheightsmi.gov>

Cara,
Approved, but access to the sanitary structure will need to be continued.
Thank you,
John

Sent via the Samsung Galaxy XCover6 Pro, an AT&T 5G smartphone
Get Outlook for Android

From: Cara M. Maney <cmmaney@dearbornheightsmi.gov>
Sent: Monday, 29 June 2026 14:17:11
To: John A. Danci <jadanci@dearbornheightsmi.gov>
Subject: Re: Notice of Alley Vacation - Alley Adjacent to 3543 S Beech Daly Rd

Hi John,

Just circling back. Have you had the chance to review and approve/deny this alley vacation petition?

Cara Maney *GIS Coordinator* | *ADA Coordinator*

City of Dearborn Heights
6045 Fenton St, Dearborn Heights MI 48127
(313) 791-3520
www.dearbornheightsmi.gov

From: Cara M. Maney <cmmaney@dearbornheightsmi.gov>
Sent: Tuesday, June 16, 2026 2:21 PM
To: Ali A. Baydoun <ABaydoun@dearbornheightsmi.gov>; John A. Danci <jadanci@dearbornheightsmi.gov>; Philip D. Hall <PHall@dearbornheightsmi.gov>
Subject: Notice of Alley Vacation - Alley Adjacent to 3543 S Beech Daly Rd

Hi all,

The City has received a request for the vacation of the alley adjacent to 3543 S Beech Daly Rd.

Please review the attached approval form and provide any comments or concerns you may have. I have also attached a utility map of the alley to help identify the area under consideration.

Please let me know if you have any questions.

Thank you,

Cara Maney *GIS Coordinator* | *ADA Coordinator*

City of Dearborn Heights
6045 Fenton St, Dearborn Heights MI 48127
(313) 791-3520
www.dearbornheightsmi.gov

LEGAL CONFIDENTIAL: This E-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521. The information and/or documents in this message are privileged and confidential, for use only by the intended recipient. If you are not the intended recipient, any disclosure, distribution, use or copying of the contents of this message is prohibited. If you have received this message in error, please notify us immediately and delete this message from your system.

Outlook

Re: Notice of Alley Vacation - Alley Adjacent to 3543 S Beech Daly Rd

---

From Philip D. Hall <PHall@dearbornheightsmi.gov>
Date Wed 6/17/2026 7:20 AM
To Cara M. Maney <cmmaney@dearbornheightsmi.gov>; Ali A. Baydoun <ABaydoun@dearbornheightsmi.gov>; John A. Danci <jadanci@dearbornheightsmi.gov>

Good Morning,

After review by the FM, the FD has no issues. Thank you for your time.

Respectfully,

Philip Hall *Fire Chief*

City of Dearborn Heights
1999 Beech Daly
Dearborn Heights, MI 48127
(313) 791-3656
www.dearbornheightsmi.gov

From: Cara M. Maney <cmmaney@dearbornheightsmi.gov>
Sent: Tuesday, June 16, 2026 2:21 PM
To: Ali A. Baydoun <ABaydoun@dearbornheightsmi.gov>; John A. Danci <jadanci@dearbornheightsmi.gov>; Philip D. Hall <PHall@dearbornheightsmi.gov>
Subject: Notice of Alley Vacation - Alley Adjacent to 3543 S Beech Daly Rd

Hi all,

The City has received a request for the vacation of the alley adjacent to 3543 S Beech Daly Rd.

Please review the attached approval form and provide any comments or concerns you may have. I have also attached a utility map of the alley to help identify the area under consideration.

Please let me know if you have any questions.

Thank you,
Cara Maney *GIS Coordinator* | *ADA Coordinator*

City of Dearborn Heights
6045 Fenton St, Dearborn Heights MI 48127
(313) 791-3520
www.dearbornheightsmi.gov

LEGAL CONFIDENTIAL: This E-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521. The information and/or documents in this message are privileged and confidential, for use only by the intended recipient. If you are not the intended recipient, any disclosure, distribution, use or copying of the contents of this message is prohibited. If you have received this message in error, please notify us immediately and delete this message from your system.

Building & Engineering Department

Mo Baydoun
Mayor

Cara Maney
GIS Coordinator

ROW Vacation/Abandonment Approval Form

There has been a request for an alley or street vacation within the City of Dearborn Heights. This form has been sent to inquire about any easements that may be located on this property and if those would impede on the vacation process. Please return this form within 10 business days of receiving so we may present your comments at the public hearing. You will be notified of the public hearing once the date and time has been confirmed.

Proposed Vacation of Property

☑ Alley ☑ Vacate

☐ Street ☐ Abandon

General Description

16 ft. wide alley between Penn and Kitch Ave adj. on the west side to lots 781 thru 783 and lots 836 thru 838, and adj. on the east side to lots 784 and 835 in DEARBORN GROVE SUB NO 1 T2S R10E L42 P22

Is there an easement on the property for this location? ☑ Yes ☐ No

Approval of Utility: ☑ Yes ☐ No

If not approved, reason: _____

DTE Electric has existing overhead (OH) infrastructure within the area referenced in the petition that requires ongoing access for maintenance.

Accordingly, DTE Electric has no objection to the proposed property changes, which involve vacating to easement and designating the area as a public utility easement, provided that all existing utilities remain in place and maintained within the area. DTE Electric must retain access at all times for any future changes or installations, and the full width of the alley must remain accessible. If a gate or fence is installed, it must provide 24/7 unhindered access to ensure DTE personnel can safely operate, inspect, and maintain the infrastructure located within the area.

Company Name: DTE ENERGY ELECTRIC

Signed: Kristen Pozat

Date: 07/29/2026

Building & Engineering Department

Mo Baydoun
Mayor

Cara Maney
GIS Coordinator

ROW Vacation/Abandonment Approval Form

There has been a request for an alley or street vacation within the City of Dearborn Heights. This form has been sent to inquire about any easements that may be located on this property and if those would impede on the vacation process. Please return this form within 10 business days of receiving so we may present your comments at the public hearing. You will be notified of the public hearing once the date and time has been confirmed.

Proposed Vacation of Property

☑ Alley ☑ Vacate

☐ Street ☐ Abandon

General Description

16 ft. wide alley between Penn and Kitch Ave adj. on the west side to lots 781 thru 783 and lots 836 thru 838, and adj. on the east side to lots 784 and 835 in DEARBORN GROVE SUB NO 1 T2S R10E L42 P22

Is there an easement on the property for this location? ☐ Yes ☑ No

Approval of Utility: ☑ Yes ☐ No

If not approved, reason: Comcast has aerial plant going east and west crossing the alley, south of Penn st east of beech daly.

Company Name: Comcast

Signed: Ralph Truax

Date: 7-8-2026

QUIT CLAIM DEED

KNOW ALL PERSONS BY THESE PRESENTS: That Elizabeth Carr

whose address is 25734 Kitch, Dearborn Heights MI 48125

Quit Claim(s) to Childrens Garden III, LLC

whose address is 3543 S. Beech Daly Rd, Dearborn Heights MI 48125

the following described premises situated in the City of Dearborn Heights, County of Wayne, State of Michigan:

1/2 of Adjacent Vacated Alley of Lots 835-838 Dearborn Grove Subdivision NO. 1 T2S R10E Liber 42, Page 22, Wayne County Records.

Commonly known as: Vacated Alley- 3543 S. Beech Daly

for the full consideration of: One Dollar and 00/100 Dollars ($1.00).

Signatures are contained on Page 2

Signature page of Quit Claim Deed for property located at Vacated Alley- 3543 S. Beech Daly

Dated this July 30, 2026

Elizabeth Carr

Elizabeth Carr

STATE OF MICHIGAN

COUNTY Wayne
OF

The foregoing instrument was acknowledged before me on July 30, 2026, by Elizabeth Carr

Notary Public County, Michigan
Acting in County
My commission
expires: 1-6-27

HASSAN BAZZI
NOTARY PUBLIC
COUNTY OF WAYNE
My Commission Expires
January 6, 2027
STATE OF MICHIGAN

Drafted by:

Elizabeth Carr
25734 Kitch
Dearborn Heights MI 48125

Return to:

Elizabeth Carr
25734 Kitch
Dearborn Heights MI 48125

Approved for the Agenda of:	
8/25/2026	Motion No.

8.B.

Mayor's Office

TO: Honorable City Council Members

FROM: Mohamad Baydoun, Mayor

DATE: August 18, 2026

RE: Mayor Baydoun - POAM Collective Bargaining Agreement

Honorable Council:

Attached you will find an arbitration award and Collective Bargaining Agreement for POAM. Please receive, note and file the arbitration award. Further, please authorize the Mayor and City Clerk to sign the agreement on behalf of the City.

Respectfully,
Mayor Mo Baydoun

Attachments:

1. 3826_001
2. DHPOA CBA 2026 Edited

MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

MICHIGAN EMPLOYMENT RELATIONS COMMISSION

BUREAU OF EMPLOYMENT RELATIONS

DEARBORN HEIGHTS POLICE OFFICERS ASSOCIATION OF MICHIGAN

POAM or Association

and

CITY OF DEARBORN HEIGHTS

City or Employer

MERC CASE NO.: 24-A-0223-CB

COMPULSORY ARBITRATION
Pursuant to Public Act 312 of 1969, as amended.
[MCL 423.231, *et seq*]
"The Act"

Arbitration Panel
Chair: Charles F. Ammeson
Employer Delegate: Zachary Hallman
Association Delegate: David LaMontaine

Advocates
Employer Advocate: Zachary Hallman
Association Advocate: Kevin Loftis

PETITION FILED: June 18, 2025
PANEL CHAIR APPOINTED: July 17, 2025
SCHEDULING CONFERENCES HELD: July 25, August 7 & 29, September 5 & 23, 2025
HEARING DATE(S) HELD: November 24 and December 2, 2025.

MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

MICHIGAN EMPLOYMENT RELATIONS COMMISSION

BUREAU OF EMPLOYMENT RELATIONS

DEARBORN HEIGHTS POLICE OFFICERS ASSOCIATION OF MICHIGAN

POAM or Association

and

CITY OF DEARBORN HEIGHTS

City or Employer

MERC CASE NO.: 24-A-0223-CB

COMPULSORY ARBITRATION
Pursuant to Public Act 312 of 1969, as amended.
[MCL 423.231, *et seq*]
"The Act"

Arbitration Panel
Chair: Charles F. Ammeson
Employer Delegate: Zachary Hallman
Association Delegate: David LaMontaine

Advocates
Employer Advocate: Zachary Hallman
Association Advocate: Kevin Loftis

PETITION FILED: June 18, 2025
PANEL CHAIR APPOINTED: July 17, 2025
SCHEDULING CONFERENCES HELD: July 25, August 7 & 29, September 5 & 23, 2025
HEARING DATE(S) HELD: November 24 and December 2, 2025.

AWARD ISSUED: March 20, 2026

TABLE OF CONTENTS

1. Introduction and Background..... page 3
2. Statutory Criteria..... page 5
3. Stipulations and Preliminary Rulings..... page 6
4. Comparables ..... page 6
5. General Issues.....page 7
6. Specific Issues..... page 9

Ability to Pay
Wages Year _ 24
Wages Year _ 25
Wages Year _ 26
Wages Year _ 27
Duration
Retroactivity
Retiree Health Care Contributions
Holidays
Shift Premium

7. Summary of Award..... Page 25

WITNESS LIST

1. Alan Brzys
2. Mahdi Baydoun
3. Michelle Lewis

4. Brian Sznyr

1. INTRODUCTION AND BACKGROUND

This matter involves a successor Agreement to the parties July 1, 2023 through June 30, 2024 Collective Bargaining Agreement (CBA). The Association exclusively represents the bargaining unit of all police officers below the rank of Sergeant, and excluding Detectives employed by the City (Patrol Officers). As of the date of the hearing, the City had budgeted 45 Department Patrol Officers and had somewhere between 38 and 41 currently employed. In prior years, the Department had budgeted somewhere between 52 and 57 Patrol Officers as a necessary full complement.

Negotiations for the successor CBA were complicated by the fact that there was a change of occupants in the position of Mayor and Legal Counsel for the City after a tentative agreement was reached by the Association and City Bargaining teams on November 27, 2024. It appears from the evidence that the tentative agreement was never presented to the City Council for ratification, resulting in the Association's filing of the present petition June 18, 2025.

The Chairperson was appointed as the Panel Chairman in this matter on July 17, 2025. Pre-hearing Zoom conferences were held July 25, August 7 & 29, September 5 & 23, 2025, after which the issues of both parties were identified, and scheduling dates for Position Statements, Exhibit exchange, Rebuttal Exhibit exchange, Offers of Settlement, and hearing dates were stipulated.

The parties were able to agree as to comparable communities for the Panel to consider, resulting in the stipulation as to the following comparables as identified in the September 25, 2025 Pre-hearing Conference Report.

The Union's Petition listed its issues as Duration, Wages, Retiree Health Care Contributions, Holidays, Specialty Pay and Shift Premium. The Union withdrew its issue on Specialty Pay on November 7, 2025. The City identified its issues as Duration and Ability to Pay. With the withdrawal of the Specialty Pay issue, the Pre-hearing Conference Report identified the following Issues:

1	Ability to Pay
2	Wages Year 24
3	Wages Year 25
4	Wages Year 26
5	Wages Year 27
6	Duration

7	Retroactivity 7/24
8	Retiree Health Care Contributions
9	Holidays
10	Shift Premium

The parties' Final Offers of Settlement or Last Best Offers (FOS's or LBO's) were received and exchanged in a timely manner in accord with the Pre-hearing conference report.

The evidentiary hearings were held on November 24, 2025, and December 2, 2025, at the City Offices.

At the commencement of the hearing, Employer Exhibits 201 through 203 and Association Exhibits 101 through 105 were identified, but admissibility was determined during the parties' presentation in the hearing. Ultimately the following Exhibits were identified and admitted:

Exhibit 100· Patrol Officer Wage at Top Step
Exhibit 101· Contract Duration – External Comparables
Exhibit 102· Shift Differential
Exhibit 103· Retiree Health Care
Exhibit 104· Retiree Health Care Savings Plan
Exhibit 105· Holiday Pay
Exhibit 107· Retiree Health Care – Internal Comparables
Exhibit 108· Holiday Comparison – Internal Comparables
Exhibit 109· 2024 & 2025 Taxable Valuation -Wayne County
Exhibit 110· Financial Report - June 30, 2024
Exhibit 111· 2024-2025 FY Approved Budget
Exhibit 112· 2025-2026 FY Approved Budget·

Exhibit 201· Benefit Comparisons (redacted)
Exhibit 202· Wage Comparisons (redacted)
Exhibit 203· Pension Comparisons (redacted)
Exhibit 204· Document
Exhibit 205· Analysis through June 2027 - TA
Exhibit 206· In-Depth projection - 1 percent.
Exhibit 207· In-Depth projection - 2 percent.
Exhibit 208· In-Depth projection - 3 percent.
Exhibit 209· In-Depth projection - 4 percent.
Exhibit 210· In-Depth projection - 5 percent.
Exhibit 211· Pension Projections
Exhibit 212· Expenditure Yearly Analysis 2013-2025
Exhibit 213· Retiree Healthcare Comparison (Redacted)

Exhibit 214· Mahdi Baydoun Resume
Exhibit 218· CBA 2017 through 2023 & CBA through June 2024

2. STATUTORY CRITERIA

The findings, opinions and orders of the panel must be based upon the following factors:

MCL 423.239

Sec.9. (1) If the parties have no collective bargaining agreement or the parties have an agreement and have begun negotiations or discussions looking to a new agreement or amendment of the existing agreement and wage rates or other conditions of employment under the proposed new or amended agreement are in dispute, the arbitration panel shall base its findings, opinions, and order upon the following factors:

(a) The financial ability of the unit of government to pay. All of the following shall apply to the arbitration panel's determination of the ability of the unit of government to pay:

(i) The financial impact on the community of any award made by the arbitration panel.

(ii) The interests and welfare of the public.

(iii) All liabilities, whether or not they appear on the balance sheet of the unit of government.

(iv) Any law of this state or any directive issued under the local financial stability and choice act, 2012 PA 436, MCL 141.1541 to 141.1575, that places limitations on a unit of government's expenditures or revenue collection.

(b) The lawful authority of the employer.

(c) Stipulations of the parties.

(d) Comparison of the wages, hours, and conditions of employment of the employees involved in the arbitration proceeding with the wages, hours, and conditions of employment of other employees performing similar services and with other employees generally in both of the following:

(i) Public employment in comparable communities.

(ii) Private employment in comparable communities.

(e) Comparison of the wages, hours, and conditions of employment of other employees of the unit of government outside of the bargaining unit in question.

(f) The average consumer prices for goods and services, commonly known as the cost of living.

(g) The overall compensation presently received by the employees, including direct wage compensation, vacations, holidays, and other excused time, insurance and pensions, medical and hospitalization benefits, the continuity and stability of employment, and all other benefits received.

(h) Changes in any of the foregoing circumstances while the arbitration proceedings are pending.

(i) Other factors that are normally or traditionally taken into consideration in the determination of wages, hours, and conditions of employment through voluntary collective bargaining, mediation, fact-finding, arbitration, or otherwise between the parties, in the public service, or in private employment.

(j) If applicable, a written document with supplementary information relating to the financial position of the local unit of government that is filed with the arbitration panel by a financial review commission as authorized under the Michigan financial review commission act.

(2) The arbitration panel shall give the financial ability of the unit of government to pay the most significance, if the determination is supported by competent, material, and substantial evidence.

3. STIPULATIONS AND PRELIMINARY RULINGS

Other than scheduling parameters and comparables, there were no substantive or factual stipulations made.

4. COMPARABLES

As indicated, the parties stipulated and the Panel accepted the following comparable communities:

a. Allen Park
b. Garden City
c. Livonia
d. Southfield
e. Taylor
f. Westland

5. STATUTORY CRITERIA GENERALLY APPLICABLE ACROSS ISSUES

Lawful Authority.

There was no evidence presented that any of the FOS's submitted by either party exceeds or does not fall within the lawful authority of the Employer to pay.

Stipulations.

There were no substantive or factual stipulations made other than as indicated above.

Cost of Living.

Although the Union suggests that the Union proposal is more consistent with increases in the Consumer Price Index, and the Employer asserts that Cost of Living changes do not justify an increase given the Employer's financial situation, neither party presented evidence as to an applicable index. Accordingly, the Chairperson takes judicial notice of the year-over-year increase for the Detroit-Waren-Dearborn metro are from the Bureau of Labor Statistics (BLS). For the 12 months ending July 2024 a 5.8% decrease was reported; for the 12 months ending July 2025 a 2.8% increase was reported; and for July 2025 to December 2025 a 7.5% increase was reported.[i] Utilizing the Midwest Region CPI[ii] indicates for the 12 months ending July 2024 a 2.8% increase; for the 12 months ending July 2025 a 2.6% increase; and for July 2025 to December 2025 a 3.1% increase was reported. The increase from July 2023 through December 2025 is 4.1% for Detroit-Warren-Dearborn Index and 5.8% for the Midwest Region Index.

Accordingly, the Union proposals to date fall substantially above the Detroit-Warren-Dearborn Index and near the Midwest Region Index. The Employer proposals to date fall substantially below both indexes,

Changes in Circumstance During Proceedings.

The Chairperson recognizes that the economy, as well as political factors which could affect economic matters generally, has been in a significant period of change or flux, perhaps much more so in recent years and months than in years past. As indicated, this uncertainty regarding inflation has remained during the course of the proceedings. Moreover, political factors which could affect economic matters generally remain uncertain. Although the Chairperson, and the parties as well, are unable to identify any particular change which would impact its determination, the Chairperson acknowledges and observes that the fluidity of

change in economic circumstances has been properly considered in its determinations.

Michigan Financial Review Commission Documents.

No written documents or other evidence were received suggesting that the Michigan Financial Review Commission had taken a position pertaining to the financial position of the Employer. The Employer's expert, Ms. Lewis, confirmed that State Auditors have received the Employer's audit and noted several items that were over budget to which the Employer responded and the State accepted as satisfactory (T2, P 290 L 20 to P 291 L 9). Otherwise, the financial situation which concerns the Employer has not been communicated to the State.

Comparison with Comparable Communities.

This will be discussed and assessed individually issue by issue, given that comparability diverges issue by issue.

Internal Comparability.

This will be discussed and assessed individually issue by issue, given that comparability diverges issue by issue.

Overall Compensation.

The Chairperson has taken particular efforts to consider and compare all compensatory changes, including, but not limited to, direct wage compensation, vacations, holidays and other excused time, insurance and pensions, medical and hospitalization benefits, the continuity and stability of employment, and all other benefits received in determining which FOS should be accepted by the panel as to each issue.

The Chairperson recognizes and observes that there are varying components of compensation which make a direct comparison with external comparables non-exacting. Similarly, a direct comparison with internal comparables is also non-exacting given the peculiar risks associated with police work. The Chairperson is of the opinion that the Panel's award does not overcompensate from an overall compensation perspective. As will be explained in further detail, the cause of the extraordinary overtime compensation most officers received the past few years is the understaffing and failure of the Employer to manage overtime issues.

Other Factors.

The Chairperson notes and observes that labor market challenges for police officers as another factor to be considered, as he has also noted in recent

awards. In the present matter this issue is evidenced by the fact that the Employer only had approximately 38 officer for the budgeted 45 officers (T2 P 384 L11-17), the Mayor further offering that a properly and fully staffed Department would require about 55 Patrol Officers (T2 P385 L 8-25).

Moreover, the Employer's expert, Lewis, acknowledges that overtime costs for the Employer are higher than any other community she has ever seen.

The Mayor agreed that the overtime issue is due to short staffing (T2 P 328 L 10-12); acknowledged that one officer was paid 168,000 in 2025 (T2 P 384 L 13-15); further offered that most overtime is for Traffic Safety Patrol (T2 O 328 L 6-10); observed that overtime keeps going up despite a very increased focus on cutting overtime (T2 P293 L 2-5); further observed that overtime for 2025 budgeted at 950k for police is on track to be 2 million (T2 P 309 L 6-8); and concluded that he has no idea of how many officers the City would have to hire for it to impact overtime in a positive way and hasn't done any analysis in that regard (T1 P184 L1-3). Nevertheless, the Mayor agreed that if more officers were hired there would be less overtime (T2 P385 L5-8).

Reviewing the evidence in more detail, the CBA (Exhibit 218) at Page 28 indicates Annual Base Salaries for Officers starting at $60,000.00 and topping out at $81,000.00, with a mid-base salary of $71,500.00. For 38 officers that would roughly estimate a base payroll for officers of $2,717,000.00. Exhibit 211 indicates that in 2025 the 38 officers were paid between $71,526.64 and $168,241.56 with an average of $110,330.21. 22 officers were paid over $100,000.00 and 12 over $120,000.00. Total pay for the 38 officers was therefore $4,192,547.98 (38 times $110,330.21). As such, the difference between a complement of officers sufficient to generally avoid overtime could save as much as $1,475,547.98.[iii] This is consistent with the Mayor's testimony and much lower than the 2 million the Mayor suggests is to be expected. Dividing the $1,475,547.98 difference by the base pay of an entry level officer would allow the hiring of approximately 24 officers at base pay. Dividing by the base pay for a top-level officer would allow the hiring of approximately 18 officers. Of course, there are other benefits to be accounted for in obtaining a new officer. Nevertheless, the numbers do indicate a substantial number of officers could be compensated by the reduction in overtime.

Given the understaffing and the overtime costs which exceed any other community the Employer's expert has seen, the Chairperson concludes that the Department's understaffing is a very significant factor which must be considered.

5. SPECIFIC ISSUES BEFORE THE PANEL

a. Issue #1: Ability to Pay

1. Party Positions

- Association Position
  - The Association maintains that the Employer has exaggerated its situation in an attempt to portray its economic condition as worse than reality shows, particularly as evidenced by its 2024 audited Financial Report. As such, the Association asserts the Employer has the capacity to pay all Last Best Offers.

- Employer Position
  - The Employer maintains that the City's cost increases outpaced recurring revenue increases by 2 to 3 million per year; that the City provided past wage increases funded through one-time ARPA revenue replacement and expended 10 million in ARPA funds to plug a General Fund hole, leaving no remaining unrestricted ARPA money available for the General Fund, resulting in an inability to absorb the Associations year one LBO of 3% which would immediately reduce the General Fund balance by approximately $380,000.00 and leaving the City unable to fund Pension and OPEB-related costs if retroactively applied.

2. Discussion

Regarding Ability to Pay, the Employer presented a dearth of documentary evidence. Exhibit 212 indicates that the cost of operating the police department rose from $11,304,974.19 in 2013 to $17,149,441.14 in 2025, evidencing an average yearly increase of 3.25%. Exhibit 205 is a projection for unrestricted funds demonstrating that a 3% yearly wage increase would result in a June 2027 fund balance of $1,157,600.00, $2,842,000.00 short of a desired $4,000,000.00 fund balance; and that with a 1% yearly wage increase the 2027 fund balance would amount to $1,987,036.31, $2,012,964.00 short of a desired $4,000,000.00 fund balance.

Instead, the Employer primarily relied on its Expert Lewis' testimony and her 19 years working with municipal governments. (T1 P 139 L 15-21). Lewis testified that currently, the city's costs are outpacing their revenues by $2 million to $3 million a year (T1 P 143 L 21-25). Salary costs are $44 million for 2025 (T1 P 144 L 4-5). A 3% pay increase across the board would be $1.32 million alone. All in

all, Lewis expects a negative fund balance by end of fiscal year 2026.

However, at the same time as its Expert Lewis was confirming that the Employer would lose about 3 million of unrestricted general funds in 2025 caused by wage and overtime increases (T1 P 188 L 7-12), the Employer nevertheless budgeted salary increases over 18 department from 2023-24 to 2024-25 ranging from an 11% decrease to a 155% increase. Excluding the Public Information Department as an outlier, the average increase in salary budgets was 13%. The budget increase for the police department was 6%. See Exhibit 112 and summary table below:

City Council	8.26%
District Court	1.72%
Mayor	29.39%
Corp Council	13.42%
Clerk	22.89%
Comptroller	4.01%
HR	-11.41%
Treasurer	18.32%
Information	0.43%
Maintenance	11.33%
Police	6.20%
Fire	1.82%
Building	32.38%
Ordinance	76.21%
Highway	23.23%
Recreation -8.55%	
Young Center	-4.65%
Cable TV	4.78%
Public Info	154.67%

As confirmed by the Employer's Expert Lewis, the City was advised at the end of 2024 that it was going to run out of fund balance and was using 5 million of fund balance. (T2 P 295-6 L17- 4-6).

On top of this the Employer's Expert agreed that she knew the Employer was overspending in 2022 and 2023, and the ARPA money just masked the overspending. (T2 P296 L 3-12). Nevertheless, the Mayor agreed that with full knowledge that the extraordinary overtime was due to short staffing, with).e officer being paid as much as 168,000 and that overtime is on track to be 2 million dollars, the Employer has no idea of how many officers the City would have to hire to impact overtime in a positive way and has not done any analysis in that regard (T1 P184 L1-3)..

Moreover, the Employer received approximately 24 million in ARPA funds (T1 P108 L 2-5). The Employer blew through all that money in short order (T2 P273-4 L 23-1), the Employer's Expert Lewis agreeing that the ARPA money went away and the fund balance declined significantly. (T1 P 152 L 17-19).

All in all, the Employer's claimed inability to pay appears to be self-inflicted by its elected representatives and is compounded by its failure to recruit a full complement of officers. The overtime factor and the need to address it by hiring more officers' mandates that the Employer become more competitive in the market place, certainly with immediate compensation. Leaving the status quo as far as compensation will only compound the overtime issue; exacerbate the Employer's inability to recruit with competitive wages; and leave the extraordinary overtime issue unresolved. The Employer must enhance its competitiveness in recruiting and, as such, prioritize the essential service of the Department over other lesser priorities. The only other readily apparent alternative is to reduce the level of police coverage for the community.

The Employer's Mayor appears to agree, having testified that most overtime is for Traffic Safety Patrol (T2 O 328 L 6-10); acknowledging the overtime issue to be due to short staffing (T2 P 328 L 10-12); agreeing that more recruiting more officers would result in less overtime (T2 P 385 L5-7); and concluding that overtime for 2025 budgeted at $950,000.00 for police is on track to be $2,000,000.00 (T2 P293 L 2-5). The Employer's expert, Lewis, confirms the significance of the overtime issue, testifying that the Employer's overtime is higher than any other community she's ever seen (T2 P 272 L 20-23).

Nevertheless, the Mayor confirms that the Employer has no idea of how many officers the City would have to hire for it to impact overtime in a positive way and has not done any analysis in that regard (T1 P184 L1-3).

Against this background the Employer's Expert failed to answer or was unable to answer whether the Employer had the ability to pay for its own FOS, offering instead that it is hard to say. (T2 P 295 L 4-6).

The evidence persuades the Chairperson that the Employer has been financially derelict in many ways from unwisely spending down ARPA money to mask budget deficits and declining fund balance to not analyzing or having a plan to determine how many

officers the City would have to hire to impact overtime in a positive way.

This Chairperson will agree with the Employer that the City's ability to pay has been significantly impacted by the financial mismanagement of the Employer administration. However, the Chairperson is unable to conclude that the Employer has no ability to pay the Union 3% wage proposals, particularly given that the Employer's expert finds it hard to say whether the Employer has no ability to pay the Employer's proposed yearly wage increases of 0%, 2% and 3%.

Accordingly, the Chairperson, adhering to the statutory admonition to prioritize ability to pay in his overall analysis, observes that not increasing base pay for officers and covering its desired level of service with overtime will simply further impair its ability to maintain the essential services of its Police Department. The Employer must prioritize reducing overtime by adding officers to maintain the level of essential police services it desires. The alternative is simply to reduce services and overtime, which the Employer does not appear willing to do, presumably because it is not in the best interest of the community. See MCL 423.239(a)(ii).

Concluding, the Chairperson is persuaded that the Employer is experiencing an impairment to its ability to pay. However, freezing wages in 2024 will only impair the Employer's ability further. Thus, as will be seen in the determination of each issue respectively, the Chairperson has attempted to minimize immediate additional cost to the Employer while enhancing the Employer's ability to recruit a full complement of staff, a necessary balance for achieving a required full complement of staffing which the Mayor identified, presumably in the best interest and welfare of the public.

Charles Ammeson, Chairperson

David LaMontaine, Association Delegate, Concurring/Dissenting

Zachary Hallman, Employer Delegate, Concurring/Dissenting

b. Issue #2: Article 44 Hourly Wages for year commencing July 1, 2024, identified and deemed an Economic issue.

1. Final Offers of Settlement (FOS)

- Association Final Offer of Settlement is for a three percent (3.0%) wage increase per year for all steps contained in the collective bargaining agreement.

- Employer Final Offer of Settlement is for a 0% wage increase effective July 1, 2024.

2. Discussion

The Union provided comparable base wage data for all comparable communities limited to the top tier officer. The Employer did not present comparable wage data. As such, the Chairperson accepts that the comparable wage data presented is an appropriate comparison from both the Employer and Union's perspective.

As of 2023 the Employer's base wage was comparable to the 5 comparable communities, being 1 percent above the comparable average pay and 3 percent above the comparable median pay.

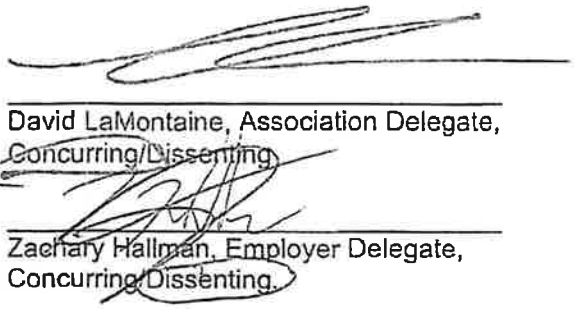
The Employer FOS for 2024 would reduce this comparability to 98 percent of the comparable average and median pay. The Union FOS would maintain comparability at 1% above the comparable average and reduce it to 1 percent above the comparable median.

Neither party presented internally comparable evidence as to wages.

All in all, the evidence preponderates that the Union proposal is most comparable, placing the Employer 1% above the average and median base wage of the comparables, and should be adopted in order to address the understaffing and extraordinary overtime issues facing the Department.

The Union requests retroactivity. The Employer FOS offering a base wage freeze obviously does not include retroactivity. Retroactivity is identified and addressed as a separate issue.

Charles Ammeson, Chairperson



David LaMontaine, Association Delegate, Concurring/Dissenting

Zachary Hallman, Employer Delegate, Concurring/Dissenting.

c. Issue #3: Article 44 Hourly Wages for year commencing July 1, 2025, identified and deemed an Economic issue.

1. Final Offers of Settlement (FOS)

- Association Final Offer of Settlement is for three percent (3.0%) wage increase per year for all steps contained in the collective bargaining agreement.

- Employer Final Offer of Settlement is for a 2% wage increase effective July 1, 2025.

2. Discussion

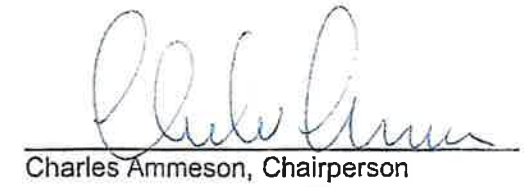
As indicated above the Chairperson accepts that the comparable wage data presented by the Union is an appropriate comparison from both the Employer and Union's perspective.

The Employer FOS for 2025 would further reduce this comparability to 96 and 93 percent of the comparable average and median pay, respectively. The Union FOS would maintain comparability at the comparable average and reduce it to 97 percent of the comparable median.

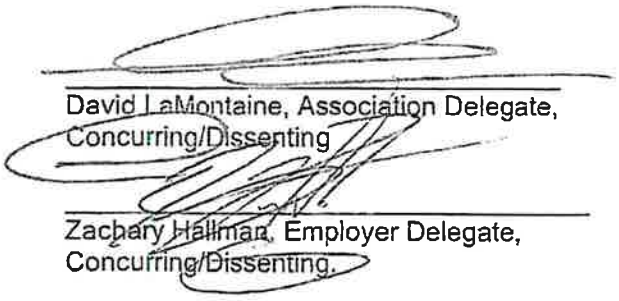
Again, neither party presented internal comparable evidence as to wages.

All in all, the evidence preponderates that the Union proposal is most comparable, placing the Employer right at the average base wage of the comparables and should be adopted in order to address the understaffing and extraordinary overtime issues facing the Department.

The Union requests retroactivity. The Employer FOS ambiguously indicates an effective date of July 1, 2025, otherwise not mentioning retroactivity at all in its FOS. Nevertheless, given the arguments of the Employer it is understood that the Employer objects to retroactivity. Retroactivity is identified and addressed as a separate issue.



Charles Ammeson, Chairperson



David LaMontaine, Association Delegate, Concurring/Dissenting

Zachary Hallman, Employer Delegate, Concurring/Dissenting.

d. Issue #4: Article 44 Hourly Wages for year commencing July 1, 2026, identified and deemed an Economic issue.

1. Final Offers of Settlement (FOS)

- Association Final Offer of Settlement is for three percent (3.0%) wage increase per year for all steps contained in the collective bargaining agreement effective July 1, 2026,

- Employer Final Offer of Settlement is for a 3% wage increase effective July 1, 2026.

2. Discussion

Again, the Chairperson accepts that the comparable wage data presented by the Union is an appropriate comparison from both the Employer and Union's perspective.

The Employer and Union FOS for 2026 match at a 3% wage increase. Retroactivity is not an issue.[iv]

If the Employer's 2024 and 2025 FOSs were adopted, base wages would amount to 98% and 97% of the comparable average and median pay, respectively. If the Union's 2024 and 2025 FOSs were adopted, base wages would amount to 102% and 101% of the comparable average and median pay, respectively.

Again, neither party presented internal comparable evidence as to wages.

Since the FOSs match, the 2026 wage increase issue has been resolved.

Charles Ammeson, Chairperson

David LaMontaine, Association Delegate, Concurring/Dissenting

Zachary Hallman, Employer Delegate, Concurring/Dissenting

e. Possible Issue #5: Article 44 Hourly Wages for year commencing July 1, 2027, identified and deemed an Economic issue.

1. Final Offers of Settlement (FOS)

- Association Final Offer of Settlement is for three percent (3.0%) wage increase per year for all steps contained in the collective bargaining agreement effective July 1, 2027.

- Employer Final Offer of Settlement is not to have a four-year duration.[v]

2. Discussion

The Chairperson notes that for 2027 there is only one comparable that has memorialized a base wage increase for that year. The comparable is one of the top two comparables for each of the prior years. As such, there is a death of information upon which to measure base wage comparability.

The Union proposes a 3% increase for 2027. The Employer does not itemize a specific FOS although the Employer was put on notice prior to submission of FOSs that the Union would be proposing a four-year duration in its FOS.

As such the Panel, if it determines a four-year duration, or compelled to adopt either the Union 3% proposal or a base wage freeze.

As will be observed below, the Panel adopts a three-year duration. As such, the Employer's wage proposal (or lack of proposal) for 2027 wage is adopted.

Charles Ammeson, Chairperson

David LaMontaine, Association Delegate, Concurring/Dissenting.

Zachary Hallman, Employer Delegate, Concurring/Dissenting.

f. Issue #6: Duration identified and deemed an Economic issue.

1. Final Offers of Settlement (FOS)

- Association Final Offer of Settlement is for a four-year CBA duration through June 30, 2028.
- Employer Final Offer of Settlement does not specifically address duration but is impliedly for a three-year CBA duration through June 30, 2027 because the Employer wage increase LOB simply makes definitive pay increases for a three-year CBA duration through June 30, 2027.[vi]

2. Discussion

The Chairperson is mindful of the argument that a three-year duration simply puts the parties back to bargaining in less than a year. Such is valid consideration in Act 312 matters, given the timeframe and delay associated with 312 matters. Nevertheless, given the dearth of comparable wage data for 2027, combined with the fact that the Employer's Mayor concurs that the Department is at 84% of budgeted staffing and 69% of ideal staffing, the Chairperson is persuaded that a three-year CBA duration best meets the needs of the parties and the interests of the community. If the -Employer is reasonably successful in increasing its staffing in 2026-27 with base wage increases adopted by this Panel, then perhaps negotiations will be simplified. On the other hand, if the Employer is not able to significantly recruit staffing to

acceptable levels, opening negotiations for 2027 would allow further discussion on how to address the staffing and overtime issues.

Charles Ammeson, Chairperson

David LaMontaine, Association Delegate, Concurring/Dissenting

Zachary Hallman, Employer Delegate, Concurring/Dissenting.

g. Issue #7: Retroactivity identified and deemed an Economic issue.

1. Final Offers of Settlement (FOS)

- Association Final Offer of Settlement is for the 2024 and 2025 wage increases to be retroactive to the July 1 increase date for each respective year.

- Employer Final Offer of Settlement is for the 2024 and 2025 wage increases to be effective as of the July 1 increase date for each respective year, it being noted that the Employer's Final Offer does not otherwise specifically address retroactivity. Nevertheless, given the arguments of the Employer it is understood that the Employer objects to retroactivity and proposes to make the date of this award the effective date for base wage increases.

2. Discussion

Normally the Chairperson is inclined to agree that wage increases, as a matter of equity, should be retroactively implemented to avoid economic harm to individual employees. However, the present matter is not a normal situation. During the delay of Act 312 proceedings all Officers identified in 2025 (Exhibit 211) earned far in excess of base wage by 18% to over 100%. Granted that the Officers were required to work overtime for such enhanced earnings, the fact remains that the Officers were not economically disadvantaged. The extraordinary overtime hours were compensated at premium rates well above any

retroactive base rate increase. Presumably, some Officers were additionally advantaged by the overtime effect on pension payout.

Even though the Employer has failed to effectively make progress toward addressing a serious staffing problem, providing for retroactive implementation of wage increases will only further impair the Employer's ability to address same through recruiting efforts. Given the above equities, the Chairperson observes that the officers have not been economically harmed by the Act 312 delay, which delay is certainly not to be laid at the Union's doorstep, given the failed tentative agreement by prior bargaining teams. Even though the Officers personal lives have been inconvenienced to the extent that overtime was forced, given the broad range and variation of gross pay to individual Officers ($71,526.64 to $168,241.56 (Exhibit 211)), it is apparent that many of the officers determined to take full advantage of the overtime opportunities and associated benefit to their gross and net pay and final average compensation.

Accordingly, given the fact that retroactivity is a past obligation to be paid out of a current budget, combined with the fact that past financial mismanagement has caused immediate financial issues for the Employer which the Employer must work its way out of by prioritizing expenditures and focusing momentous efforts on managing the overtime issue, the Chairperson determines that making the wage adjustments for 2024 and 2025 effective the date of this award is not inequitable under the circumstances and will serve to assist the Employer in addressing its financial concerns, while still serving to enhance recruiting efforts.

The Employer proposal to make wage increases effective the date of the Award is adopted.

Charles Ammeson, Chairperson

David LaMontaine, Association Delegate, Concurring/Dissenting

Zachary Hallman, Employer Delegate, Concurring/Dissenting.

h. Issue #8: Article 56 Section 8. D:2 and Article 56 Section 8. E Retiree Health Care Contributions identified and deemed an Economic issue.

1. Final Offers of Settlement (FOS)

- Association Final Offer of Settlement is to amend Article 56 Section 8.D:2 to increase the Employer contribution to the "Medical Expense Reimbursement Trust" from one (1%) to three (3%) of base wage; and amend Article 56 Section 8.E: to increase the Employer contribution and cap of the Employer's 50% of post-retirement healthcare premium stipend for officer not entitled to post-retirement healthcare from fifty (50%) to sixty (60%) and $5,000.00 to $7,000.00 respectively __

- Employer Final Offer of Settlement is to maintain the current percentage and caps, the status quo.

2. Discussion

The Union points out that vast majority of the members of this bargaining unit do not receive Retiree Health Care. Externally, two comparable communities pay 100% of retiree health care premium; one comparable community pays 80%; one pays a sliding scale of 4% per year of service, up to 100% upon obtaining 25 years: and two comparable communities pay reimbursements from approximately $1,800 to $4,600 a year. Internally all other bargaining units currently receive some retiree health care benefit.

The Employer asserts that requiring the Employer to increase wages and retiree contributions simultaneously would require significant offsetting reductions elsewhere.

The Chairperson has already opined that increasing wages without delay is necessary, given the understaffing and extraordinary overtime issues that can be addressed by a wage increase. Retiree healthcare is not an immediate need for most bargaining unit members, and to some extent not an immediate expense to the Employer. Enhancing retiree health care will enhance recruiting efforts and is not fully an immediate cost to the Employer. As such, the Chairperson determines that the best interest of the public and the Employer is to adopt the Union Proposal.

Charles Ammeson, Chairperson

David LaMontaine, Association Delegate,
Concurring/Dissenting.

Zachary Hallman, Employer Delegate,
Concurring/Dissenting.

i. Issue #9: Article 46 Holidays and Holiday Pay identified and deemed an Economic issue.

1. Final Offers of Settlement (FOS)

- Association Final Offer of Settlement is to add two new holidays, EID and Juneteenth, for a total of 14 holidays, effective as of the date of this Panel's award.

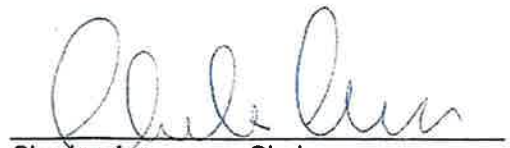
- Employer Final Offer of Settlement is to maintain the status quo of 12 Holidays.[VII]

2. Discussion

The Union FOS is to add two holidays. Employer FOS is to maintain the status quo at 12 holidays. The Union proposal would place the Employer at 104% of the external comparable average and median. The Employer proposal places the Employer at 89% of the comparable average and median.

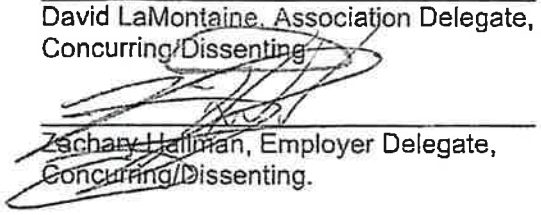
From an internal comparability perspective, the evidence demonstrates that 5 internal employee groups, including the subject group, receive 12 holidays, 2 receive 14 holidays, and 1 receives 15 holidays. As such the status quo proposed by the Employer would leave the holidays at 100% of the internal comparable median and 92% of the internal comparable average. The Unions FOS would leave the holidays at 116% of the internal comparable median and 108% of the internal comparable average.

Given the essential nature of officer duties, Holiday Pay is as much a pay and overtime issue as it is a time-off benefit. Given the recruiting and overtime issues facing the Employer, the Chairperson is persuaded the Employer proposal best balances the need for managing overtime costs, which should be priority for all concerned, and best maintains internal comparability.



Charles Ammeson, Chairperson

David LaMontaine, Association Delegate, Concurring/Dissenting



Zachary Hallman, Employer Delegate, Concurring/Dissenting.

j. Issue #10: Article 18 Section 3: B Shift Premium, identified and deemed an Economic issue.

1. Final Offers of Settlement (FOS)

- Association Final Offer of Settlement is for a fifty cent (0.50) per hour shift premium to all Officers assigned to a shift between the hours of 1845 and 0645, including K-9 Officers and Field Training Officers, the Shift Premium to be effective date of award.

- Employer Final Offer of Settlement is for a Lump sum premium of $400 per 6-month cycle paid for solo scouts scheduled for night shift. Premiums will be paid on an annual basis. Date to be determined.

2. Discussion

The Union proposes a 50 cent per hour shift premium. The Employer proposes a $400 per 6-month cycle paid for solo scouts scheduled for night shift. The Employer proposal amounts to approximately a 39 cent per hour shift premium, but only for solo scouts scheduled for night shift. As such, the Employer proposal does not benefit officers from other shifts working overtime on the night shift and does not additionally benefit night shift assigned scouts for partial overtime hours only.

The Union proposal is 139% and 107% of the comparable average and median, respectively. The Employer proposal is 109% and 84% of the comparable average and median respectively, it being noted that the Employer proposal is limited to regularly scheduled scouts regardless of overtime work.

Given the recruiting and overtime issues facing the Employer, the Chairperson is persuaded the Employer proposal best balances the need for managing overtime costs while providing an attractive benefit for entry level candidates, given that it is most likely new hires will be assigned the premium shift.

Charles Ammeson, Chairperson

David LaMontaine, Association Delegate, Concurring/Dissenting

Zachary Hallman, Employer Delegate, Concurring/Dissenting.

Summary.

Revisiting the discussion of the statutory factors above, the Panel notes that Lawful Authority, Stipulations of the Parties, Change in Circumstances and Michigan Financial Review Commission Documents, although assessed and applied, are not in dispute and add little or nothing as to determination of the issue before the Panel.

In regard to Ability to Pay, the Chairperson, considering the evidence as a whole, concludes that the Employer's ability to pay has been impaired due to mismanagement, but other factors such as the unaddressed understaffing and overtime issues marshal a conclusion that essential policing services must be prioritized over other expenses, or alternatively the level of police services available to the community must be reduced. There was no indication whatsoever that the Employer desires to reduce police staffing hours of coverage for the community.

Accordingly, and nevertheless making ability to pay the most significant factor to consider, the Chairperson determines that the Employer has an impaired ability to pay all immediate or retroactive proposals, but also determines that the Employer has no alternative but to prioritize increased base wage rates in order to attract new officers, reduce overtime, and thus effectively address its financial position.

In regard to Overall Compensation, the evidence does not suggest that the above determinations and award will result in Officers being over or under paid as a whole in comparison to comparable communities.

The remaining factors have been addressed above and do not require summarization here.

6. SUMMARY OF AWARD

#1 Ability to Pay	The Employer proposes that it has an impaired ability to pay: The Panel agrees the Employer is experiencing an impairment in its ability to pay. However, freezing wages in 2024 will only impair the Employer's ability further. Thus, as will be seen in the determination of each, the Chairperson has attempted to minimize immediate additional costs to the Employer while enhancing the Employer's ability to recruit a full complement of staff. The Employer proposal is adopted to the extent set forth issue by issue.
#2 Wages 2024	Article 44: July 1, 2024 - The Union proposes a three percent (3.0%) wage increase per year for all steps contained in the collective bargaining agreement. The Union proposal is adopted.
#3 Wages 2025	Article 44: July 1, 2025 - The Union proposes a three percent (3.0%) wage increase per year for all steps contained in the collective bargaining agreement. The Union proposal is adopted.
#4 Wages 2026	Article 44: July 1, 2026 - The Union proposes a three percent (3.0%) wage increase per year for all steps contained in the collective bargaining agreement. The Union proposal is adopted.
#5 Wages 2027	Article 44: July 1, 2026 - The Employer proposes a three-year CBA duration and therefore a wage increase for 2027 does not appertain. The Employer proposal is adopted
#6 Duration	Article 42: The Employer proposes a three-year CBA duration. The Employer proposal is adopted.

#7 Retroactivity	The Employer proposes that base wage increase be effective the date of this award. The Employer proposal is adopted.
#8 Retiree Healthcare	Article 56 Section 8.D:2 and Article 56 Section 8 E: The Union Proposes: The City shall not provide post-retirement healthcare insurance after separation from employment. The employee shall contribute three (3%) percent of his/her base wage per pay period to the "Medical Expense Reimbursement Trust" in lieu of a retiree healthcare benefit. The City shall contribute an additional three (3%) percent. This contribution will be withheld from the employees' pay throughout their tenure with the City and the City remains responsible for investing the contribution into the trust. For police officers hired on or after April 13, 2011, who retire and separate employment under Public Act 345, whom are not entitled to post-retirement healthcare, the City shall provide a stipend in the amount of sixty (60%) percent of that retiree's chosen post-retirement healthcare premium cost plan (up to a maximum of seven thousand ($7,000) dollars). This stipend shall be paid to the retiree (or retiree's spouse in cases where the retiree has pre-deceased his/her spouse) on or about December 18 of each year for the following plan year and is not intended to cover any premium. related to the Medicare Parts (A, B, or D). The retiree shall submit documentation to the City prior to December 1st of each year showing the retiree's enrollment plan and cost share for the following year. Retiree Health Care Contributions shall be effective date of award. The Union proposal is adopted
#9 Holidays	ARTICLE 46 Section 1; A: The Employer proposed the status quo. The Employer proposal is adopted.
#10 Shift Premium	ARTICLE 18 Section 3: B: The Employer proposed the status quo. The Employer proposal is adopted.

Charles Ammeson, Chairperson

David LaMontaine, Association Delegate
Concurring and Dissenting as set forth above.

Zachary Hallman, Employer Delegate,
Concurring and Dissenting as set forth above.

---

[i] See U.S. Bureau of Labor Statistics, Consumer Price Index for All Urban Consumers: All Items in Detroit-Warren-Dearborn, MI (CBSA) [CUURA208SA0], retrieved from FRED, Federal Reserve Bank of St. Louis; https://fred.stlouisfed.org/series/CUURA208SA0, February 23, 2026.

[ii] U.S. Bureau of Labor Statistics, Consumer Price Index for All Urban Consumers: All Items in Midwest [CUUR0200SA0], retrieved from FRED, Federal Reserve Bank of St. Louis; https://fred.stlouisfed.org/series/CUUR0200SA0, February 23, 2026.

[iii] The Chairperson recognizes that approximately ½ of the overtime pay is premium and more closely approximates the real added cost of not hiring a full complement of Patrol officers.

[iv] The Chairperson notes that some of the Employer's FOSS make alternative contingent offers contingent to the Union being willing to consider other language changes. Given the nature of Act 312 matters such contingent alternatives are not appropriate for consideration by the Panel.

[v] It is again noted that the Employer's FOS indicates "Should the Union be willing to consider the language changes proposed in item 14, then the City would be willing to offer a fourth year of 4%." Given the nature of Act 312 matters such contingent alternatives are not appropriate for consideration by the Panel

[vi] It is again noted that the Employer's LBO indicates "Should the Union be willing to consider the language changes proposed in item 14, then the City would be willing to offer a fourth year of 4%."

[vii] It is again noted that the Employer's LBO indicates "Should the Union be willing to accept the language changes proposed in item 14, the City would give as a last best offer the following terms: • Keep 12 holidays (6.3% lump sum of salary) for the next two years. Increase to 14 holidays for 2027 – 2028 fiscal year. • Employees who work the five chosen holidays will receive 8 hours of comp time for each holiday worked. Future employees are not entitles (sp?) to the increases after year 10

TABLE OF CONTENTS

ARTICLE 1 PARTIES 3
ARTICLE 2 PURPOSE AND INTENT 3
ARTICLE 3 RECOGNITION AND COVERAGE 3
ARTICLE 4 UNION ACTIVITIES 3
ARTICLE 5 [RESERVED] 3
ARTICLE 7 OTHER AGREEMENTS AND ORGANIZATIONS 4
ARTICLE 8 REPRESENTATION 5
ARTICLE 9 SENIORITY 6
ARTICLE 11 DUTY ASSIGNMENTS 8
ARTICLE 12 ROAD PATROL ASSIGNMENT 9
ARTICLE 13 PARTNERSHIP ASSIGNMENTS 10
ARTICLE 14 MANDATORY TRAINING 12
ARTICLE 15 HOURS OF EMPLOYMENT 12
ARTICLE 16 WORK SCHEDULES 14
ARTICLE 17 TRADING TIMES 15
ARTICLE 18 MINIMUM PERSONNEL 16
ARTICLE 19 PART-TIME, OFF-DUTY EMPLOYMENT 17
ARTICLE 20 STAND BY 17
ARTICLE 21 BULLETIN BOARDS 17
ARTICLE 22 MEETINGS 18
ARTICLE 23 MAINTENANCE OF CONDITIONS 18
ARTICLE 24 CHANGES IN WORKING CONDITIONS 18
ARTICLE 25 ADOPTION BY REFERENCE 18
ARTICLE 26 BILL OF RIGHTS 19
ARTICLE 27 DISCIPLINE 20
ARTICLE 28 PRESENTATION OF GRIEVANCE 21
ARTICLE 29 ARBITRATION 22
ARTICLE 30 STRIKE AND LOCKOUT PROHIBITION 23
ARTICLE 31 CONDUCT TOWARD SUPERVISORS 23
ARTICLE 32 COPIES OF CONTRACT 23
ARTICLE 33 MANAGEMENT RIGHTS 23
ARTICLE 34 UNIFORMS 25
ARTICLE 35 LETTERS OF UNDERSTANDING 25
ARTICLE 36 SEPARABILITY 25
ARTICLE 37 SAVINGS CLAUSE 26

ARTICLE 38 SAFETY 26
ARTICLE 39 CREDIT UNION DEDUCTIONS 27
ARTICLE 40 PHYSICAL ASSESSMENT 28
ARTICLE 41 MISCELLANEOUS 28
ARTICLE 42 DURATION 29
ARTICLE 43 FUTURE NEGOTIATIONS 29
ARTICLE 44 ANNUAL BASE SALARY 29
ARTICLE 45 UNIFORM ALLOWANCE 30
ARTICLE 46 HOLIDAYS AND HOLIDAY PAY 31
ARTICLE 47 LONGEVITY PAY 33
ARTICLE 48 OVERTIME COMPENSATION 34
ARTICLE 49 COURT TIME COMPENSATION 35
ARTICLE 50 VACATIONS 36
ARTICLE 51 BEREAVEMENT LEAVE 38
ARTICLE 52 SICK LEAVE 38
ARTICLE 53 SICKNESS AND ACCIDENT INSURANCE 40
ARTICLE 54 LIFE INSURANCE 41
ARTICLE 55 GENERAL INSURANCE PLAN PROVISIONS 41
ARTICLE 56 HEALTH CARE 41
ARTICLE 57 EDUCATIONAL BENEFITS 52
ARTICLE 58 PENSION 52
DROP OVERVIEW 58
ARTICLE 59 ADA/FMLA LANGUAGE 64
ARTICLE 60 JURY DUTY 64
ARTICLE 61 K-9 OFFICER 65
SUCCESSORSHIP CLAUSE 65
ARTICLE 62 EXTENSION 65
A P P E N D I X A 67
A P P E N D I X B 68
A P P E N D I X C 69

ARTICLE 1

PARTIES

This Agreement is between the City of Dearborn Heights, Michigan (hereinafter referred to as "City" or the "Employer") and the Police Officers' Association of Michigan(POAM) and its affiliate, the Dearborn Heights Police Officers' Association (DHPOA), (hereinafter referred to as "POAM", "DHPOA: or "Union").

ARTICLE 2

PURPOSE AND INTENT

The general purpose of this Agreement is to set forth terms with respect to rates of pay, wages, hours of employment, and other conditions of employment and to promote orderly and peaceful labor relations for the mutual interest of the City of Dearborn Heights in its capacity as an Employer, its employees, the Union and the citizens of the City of Dearborn Heights, Michigan.

ARTICLE 3

RECOGNITION AND COVERAGE

The City recognizes the Police Officers' Association of Michigan as the sole and exclusive bargaining agent for all police officers below the rank of Sergeant, and excluding detectives to the extent permitted and required by Act 336 of the Public Acts of 1947, as amended by Act 379 of the Public Acts of 1965, including, but not limited to matters relating to rates of pay, wages, hours of employment and other conditions of employment.

ARTICLE 4

UNION ACTIVITIES

Police officers and Union representatives shall have the right to join the Union, to engage in lawful concerted activities for the purpose of collective negotiation or bargaining or other mutual aid and protection, to express or communicate any view, grievance, complaint or opinion related to the conditions or compensation of public employment or their betterment, all free from any and all restraint, interference, coercion, discrimination or reprisal.

The Union agrees to maintain its eligibility to represent employees by continuing to admit persons to membership without discrimination of the basis of race, creed, color, national origin, sex or sexual orientation without regard to membership or participation in, or association with the activities of any employee organization. The City agrees to continue its policy of not discriminating against any employee on the basis of race, creed, color, national origin, sex, sexual orientation, marital status, membership or participation in or association with the activities of any employee organization.

ARTICLE 5

[RESERVED]

ARTICLE 6

CHECK-OFF

Section 1: The City shall deduct monthly dues or equivalent agency service fees as above provided, from the pay of each employee from whom it receives an authorization to do so, the required amount for the

payment of Union dues, fees and assessments, or equivalent agency service fees, as above provided.

Section 2: The City agrees to deduct from the pay of each police officer from whom it receives a written authorization to do so, the amount specified upon the authorization. Each police officer utilizing the City deduction from pay for the remittance of sums to the Union shall provide the City an authorization in the form attached hereto as Appendix A. The form shall include an agreement by the police officer to hold the City harmless against any and all claims, demands, lawsuits, or other forms of liability that may arise out of, or by reason of action taken or not taken by the City for purpose of providing the deduction service. Furthermore, the police officer shall agree that in the event a refund is due such police officer for any reason, such police officer shall seek such refund from the Union.

Section 3: Such sums deducted from a police officer's pay, accompanied by a list of the police officers from whose pay they have been deducted and the amount deducted from such deductions shall be forwarded to the Union Treasurer at 25637 Michigan Ave., Dearborn Heights, Michigan 48125, by the last day of the month in which the deduction is made.

Section 4: In the event that a refund is due any police officer for any sums deducted from wages and paid to the Union, it shall be the responsibility of such police officer to obtain appropriate refund from the Union.

Section 5: The Union shall indemnify and save the City harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken or not taken by the City for the purpose of complying with any of the provisions of this Article.

ARTICLE 7

OTHER AGREEMENTS AND ORGANIZATIONS

Section 1: **Other Agreements.** The City shall not enter into any agreements with employees covered by this Agreement individually or collectively or with any other organization seeking to represent such employees which in any way conflicts with the provisions hereof.

Section 2: **Other Organizations.** Employees may not belong to other organizations, but not as a condition of employment with the City, nor may such other organizations represent any employee with respect to wages, hours or conditions of employment or in derogation of the exclusive bargaining agency of this Union.

Section 3:

A. Civilian communications personnel and volunteers shall not be used to replace full time sworn police officers of the City of Dearborn Heights.

B. Civilian communications personnel and volunteers shall not be used to fill any present or future positions in the Dearborn Heights Police Department that would normally be filled by a member of the DHPOA.

C. Civilian communications personnel and volunteers shall wear apparel which distinguishes them from police officers. This section does not apply to reserve police officers and the Chief of Police has the sole discretion to determine the uniform to be worn by the reserve police officers. However, reserve police officers and other civilian personnel who are required to wear a department patch shall affix a "rocker" patch above the department patch reading "Reserve", "Security", "Animal Control" etc. which will clearly distinguish civilian personnel from sworn police officers.

D. Civilian communications personnel and volunteers in all instances shall work under the direct supervision of a sworn police officer of the City of Dearborn Heights.

E. The civilian dispatch program shall be administered by a sworn member of the Dearborn Heights Police Department. The Union shall have the right to request in writing and obtain a meeting between its president, one designated Union representative, the Chief, and the

Civilian Program administrator to discuss the operation and administration of the Civilian Program. Said meeting shall be held during regular business hours. The request shall set forth the Union's proposed agenda and the meeting may be limited to the agenda set forth in the request. .

F. Both parties agree the City shall be permitted to use and maintain the current ratio of up to two (2) reserve officers for every one (1) police officer. In the event reservists are needed to work a detail, (1) police officer for up to (2) reservists shall be called in on an overtime basis and assigned the same detail. In the event police officers are needed to work a detail (on overtime basis) the City may utilize up to (2) reservists for every (1) police officer assigned the detail. This language shall not apply to the job tasks currently performed by the Dearborn Heights Police Reservists (i.e. vacation checks, ride-alongs, Good Fellow investigations & Hines Park details) or during a declared emergency. This language shall not be circumvented by any assignment of police officers working straight time

Section 4: The City shall have the right to use civilian dispatchers instead of sworn police officers.

ARTICLE 8

REPRESENTATION

Section 1: The DHPOA shall be represented in all negotiations by the Board of Directors as set forth in the Constitution and By-Laws of the DHPOA and such counsel, legal, economic or otherwise, as they shall retain. The City shall negotiate with those representatives and their counsel as herein provided.

Section 2:

A. All members of the bargaining unit shall have the right to be represented by the Police Officers' Association of Michigan and/or an officer of the local union, and/or such Counsel as deemed necessary by the Union, at all grievance meetings with the City, disciplinary conferences or procedures. However, such representation shall not exceed the Dearborn Heights Police Officers Association executive board and required outside counsel. The City will provide the Union with at least thirty-six (36) hours prior written notice of any hearing or board action at which disciplinary action against a bargaining unit member will be discussed or heard by such hearing or board.

B. This section shall not preclude any member from representing themselves; provided, however, the results of such action shall also be given in writing to the Union within three (3) days.

Section 3: The President of the DHPOA shall act as Chief Steward. There shall be an alternate for each steward and the Vice-President shall act as the alternate Chief Steward. There shall not be more than four (4) principal stewards not counting the Chief Steward.

Section 4: The President and the shift steward of the Grievant shall act as a grievance committee.

Section 5: According to the Constitution and By-Laws of the DHPOA, officers and other representatives of the DHPOA shall be afforded time during regular working hours without loss of pay to fulfill their DHPOA responsibilities. This is to include all general meetings, Board meetings, negotiations with the City, processing of grievances, and administration and enforcement of this Agreement, General Union meetings, same not to exceed one per month. President of the DHPOA shall be assigned police duties in the police station between the hours of 9:00 a.m. and 5:00 p.m., or hours in agreement with the Chief of Police, Monday through Friday, during which the President will be allowed to handle all DHPOA business that will come before the President, and attend all meetings pertaining to the DHPOA during said hours without loss of time. DHPOA business shall take precedence over all other non-emergency duties assigned to the President. The President will account for all time spent away from the Police Department while conducting DHPOA business if so directed by the Chief of Police or the Mayor.

Section 6: Up to three (3) elected delegates of the Union will be excused from work up to three (3) work days for the purpose of attending conferences or seminars relating to the administration of the

collective bargaining agreement provided those conferences or seminars are held outside the City limits of the City and that the City is not required by manpower restrictions to call in persons to replace persons attending; provided one Union designated person shall be permitted to attend such conference whether or not call in is necessary. Designated delegates will receive their regular pay from the City but shall not be considered on duty. The City will not be responsible for any delegate expenses incurred as a result of attending such conference or seminar.

Section 7: Any discussions or conversations occurring between a DHPOA Union Representative (acting in an official capacity on behalf of the Union) and any employee who has been charged with a violation of the Rules and Regulations of the Dearborn Heights Police Department, shall be privileged to the extent that the Local Association Union Representative shall not be called to testify as to said conversations in any arbitration or civil service hearing or other department or City hearings.

Section 8: The DHPOA shall be the exclusive supplier of the shoulder patch of the city of Dearborn Heights Police Department, provided that the Chief of Police retains the exclusive right to determine the design of the patch and the union provides the patches to all members of the department at the same price.

Section 9: If a Union negotiator is working midnights before or after a negotiation session, he/she will not be required to report for duty until seven (7) hours after the negotiation session ends, or unless otherwise agreed to by the Chief of Police.

ARTICLE 9

SENIORITY

Section 1: Seniority of a new police officer shall be commenced after the officer has completed probation period of one (1) year and shall be retroactive from date of last employment as a sworn police officer. Probationary Officers may be disciplined or terminated at any time in the sole discretion of the City and without recourse to this Agreement. A police officer shall forfeit such officer's seniority rights only for the following reasons:

A. The officer resigns.

B. The officer is dismissed and is not reinstated.

C. The officer is absent without leave for a period of five (5) days or more. Exceptions to this may be made by the City on the grounds of good cause for failure to report.

D. The officer retires. (This does not include DROP participation)

Section 2:

A. A seniority list shall be furnished to the DHPOA by the City annually.

B. When the City has prepared the seniority list, that list shall be posted within the station in conspicuous locations and a copy shall be provided to the Union. Employees shall be permitted to grieve their improper placement on that list; provided, however, that any such grievance shall be filed within thirty (30) days of the posting. A failure to timely grieve in one year shall not preclude a timely grievance in a succeeding year, but it shall preclude a claim for back pay arising prior to the subsequent posting.

A police officer shall not be permitted to advance on the seniority list due to name change, or to gain economic benefits due to City error.

ARTICLE 10
PROMOTIONS, LAYOFFS, RECALLS, AND LEAVES OF ABSENCE

Section 1:

A. Promotions, layoffs, and recalls shall be in accordance with the provisions of Act 78, Public Acts of 1935, as amended.

B. Officers who have completed 5 (five) full years of service as a police officer with the City of Dearborn Heights shall be eligible to participate in any promotional examination for the rank of sergeant.

C. The promotional examination process for the rank of sergeant, whether uniform or detective, shall consist of a written exam portion and an oral exam portion which shall be weighted as follows:

Written exam:	50%
Oral exam:	50%

D. The promotional examination process for the rank of sergeant shall be as follows:

1. Officers must score 70% or higher on the written portion. Officers failing to score a minimum of 70% on the written portion shall be disqualified from the promotional process and shall not be allowed to participate in the oral portion.

2. Officers must have a minimum combined average score between the written and oral portions of 70% to be eligible for promotion.

3. After the written portion and oral portion have been scored and appropriately weighted each officer shall have 1/12 (one-twelfth) point for each month of service as a police officer with the City of Dearborn Heights, including probationary time, added to their overall score. There shall be no maximum cap for these seniority points.

4. The questions for the written examination portion shall be drawn from the following sources:

   a. Dearborn Heights City Ordinances (Criminal and Traffic chapters);

   b. Dearborn Heights Police Department Rules & Regulations Manual; (Chapters 1-4 Department Rules & Regulations and up to ten (10) relevant Policies and Procedures).

   c. Michigan Criminal Law & Procedure Manual or equivalent;

   a. One textbook/sources chosen by the Dearborn Heights Police & Fire Civil Service Commission.

5. The oral examination portion for each officer shall consist of three (3) examiners chosen by the Dearborn Heights Police & Fire Civil Service Commission, and each officer shall have a member of the Civil Service Commission present to monitor the oral exam. The Director of Human Resources may be used as a substitute if none of the Civil Service Commissioners are available to monitor a particular oral exam.

E. The eligibility list for promotion to rank of sergeant shall expire 2 (two) years from the date that it was established and certified by the Dearborn Heights Police and Fire Civil Service Commission.

F. The Act 78 Commission and a City designee shall have equal input and authority throughout all promotional processes, except as provided in the agreement to the contrary.

G. All promotional test related documents shall be kept in a safe and secure designated area in the Human Resources Department or another location agreed to by the City and the Union. No documents in any form shall be distributed, kept from the human Resource Director/Department, or taken off city property accept as provided for in this agreement. The control of all promotional test related documents shall be maintained by not less then two (2) agreed upon parties, in accordance with Article 10, Section 1.

Section 2: A laid-off employee shall retain recall rights for a period not to exceed the employee's Departmental seniority or retirement age, whichever is sooner.

Section 3:

A. A police officer shall be entitled to a leave of absence for specified purposes and period of time without loss of seniority.

B. 1. Leaves shall be granted for a period of up to three (3) months to employees who are physically or mentally or otherwise disabled from performing their duties, upon showing proper proof of such disability through the period of absence from a fully qualified medical doctor (M.D.) or doctor of osteopathy (D.O.).

2. An M.D. or Doe's statement concerning disability shall include to the extent possible:

a) Patient's illness;

b) How and why the illness disabled the patient;

c) The period of expected disability, including start and estimated return to work date.

C. The City recognizes and agrees that it shall provide "forms" upon which a City employee may request a leave of absence. Any employee desiring a leave for any reason shall submit such application in excess of thirty (30) days prior to the date the leave is to commence and the City shall grant or deny such requests within ten (10) days of receipt of the request.

D. Pregnancy shall be considered a disabling illness for purposes of this section.

E. A police officer during a leave of absence shall not do any type of police work.

F. If the police officer returns within the period or periods granted, said police officer's "Continuous Service Time" will not be interrupted.

ARTICLE 11

DUTY ASSIGNMENTS

Section 1: A promotion is defined as a movement to a higher pay range. Any movement not involving a change in pay shall be considered an assignment. It is the intent that officers may not transfer from one assignment to another

A. Limited Temporary Assignment: Any assignment lasting less than four (4) years shall be considered a limited temporary assignment. Limited temporary assignments are selected by the Chief of Police without regard to the promotional process. All assignments will be posted for 14 calendar days in advance and during

which time officers will have the opportunity to submit letters of interest. In an emergency the Chief may select a volunteer to fill the position during the posting process, will then post the position within 1 business day of the selection of the volunteer. The Chief must make a selection from the letters of interest within 7 days of the closing of the posting period.

B. Unlimited Assignments: Detective positions are unlimited temporary assignments, not promotions. Officers assigned as Detective's within Support Services as a detective carrying out the duties of General Assignment, District Assignment, School Resource, Crime Prevention, Juvenile, Court Services, may be assigned for as long as the City wishes to retain the officer in that assignment. The time limitations found in the Unlimited Temporary Assignment language do not apply to these assignments. Should no officer express interest in these positions during the posted period (14 days), the officer who is not on probation, with the least seniority, may be given the assignment. A patrol officer working as a detective under this subsection will receive $4,500 in specialty pay upon completion of one year of service in this role, and for each completed year of service in this role thereafter.

C. Special Assignment: Duties which require specialized knowledge, skills and abilities to perform a required task. Specialized assignments are duties which are performed in addition to an officer's current assignment.

D. Employees assigned to a Limited or Unlimited Assignment will continue to get their normal yearly salary including all normal and annual pay increases.

E. The City shall select the most qualified candidate to fulfill assignment(s) after first conducting an interview and resume review. Staff participating in the selection process shall be afforded a review of the process within 10 days of the selection. The review will be conducted by a member of the interview and selection board.

F. In the event an assignment (limited, unlimited or special) is terminated by the City, the officer shall be re- assigned in accordance with the officer's seniority and qualifications.

G. In the event the Union feels that the Department has selected on the basis of favoritism, whether a bureau, non-bureau or special assignment, same shall be subject to the grievance procedure.

ARTICLE 12

ROAD PATROL ASSIGNMENT

Section 1: Road patrol shifts shall be of six (6) month duration or any other duration as agreed upon, and the number of shifts and their hours shall be mutually agreed upon by both the City and Union Officers will submit shift requests within a reasonable time as designated by the Uniform Division Captain prior to shift change. Officers not submitting shift requests will be assigned to shifts at the discretion of the Division Captain.

Section 2: Road patrol shifts shall be selected by seniority with the exception that new hires shall be assigned by the City, in the City's discretion, for a period of their FTO and probationary period for such new hire. During the twelve (12) hour shift schedule, road patrol shifts shall be selected by seniority.

Section 3: The City shall post a list of shift assignments thirty (30) days prior to shift change, and once posted will not be changed unless mutually agreed to by the parties, or to meet particular police needs for particular conditions on a temporary basis, by seniority.

Section 4:

A. Whenever an imbalance in road patrol shift members exists due to resignation, retirement, long-term sickness or disability (excess of 30 days), the Employer shall have the right to return that balance by reassignment of road patrol officers from other shifts as described below:

1. Volunteers by seniority, most senior employee first.
2. Non-volunteers by seniority, least senior employee first.

B. Non-volunteers will be assigned from the shift(s) to be reduced. It is the intent of the parties to minimize the scrambling of shifts. Employees will be returned to their shifts when the cause requiring reassignment ceases, non-volunteers first.

C. In the event shift selection dates occur during a period of reassignment, such reassigned officer shall select in accordance with the contract rights as if that officer had not been reassigned. In the event the cause of original reassignment has not terminated following the selection process, the City shall again reassign in accordance with subparagraph (a) of this section.

D. Officers reassigned in accordance with this section shall be given at least fifteen (15) days notice prior to any reassignment.

Section 5: Change of shift shall be considered a just and reasonable disciplinary penalty in cases where there is cause for discipline. In the event that an employee is transferred to another shift for disciplinary reasons, no other employee will be displaced from their respective shifts because of that disciplinary action. An employee who was transferred for disciplinary reasons, will not without a showing of sufficient cause related to the offense, be required to stay on the shift that officer was transferred to because of the discipline for more than six (6) months.

Section 6: If an officer is going to be absent (vacation, illness, etc.) during the shift selection period, it shall be his/her responsibility to make his/her immediate supervisor aware of his/her shift preference. Failure to do so will result in the officer being assigned at the Chief's discretion.

ARTICLE 13

PARTNERSHIP ASSIGNMENTS

Section 1: The City will accommodate partner requests on a reasonable basis consistent with the needs of the Department and in conformance with this Article. Partnership assignments once made for a shift will not be changed for a period of the shift except for assignment of probationary officers by the Chief of the Department, and as provided in Section 13.4.

A. In the event broken partnerships exist due to leave, comp time, furlough, sick, disability, etc., and a partner is requested, partnerships will be formed by volunteers first then by seniority (lowest first) for purposes as provided in Article 18.1 by officers of a like situation. An officer who elects to work a one (1) person car shall not be subject to a partnership when another broken partnership exists except for the assignment of a probationary officer again, provided no other broken partnerships exist. Assignment to volunteers first then by seniority (lowest first).

Section 2: The City may assign partners to probationary patrol officers for the period of their probation. Senior officers shall not be required to work with any single probationary patrol officer for a period in excess of three (3) months.

Section 3:

A. Patrol officers called in on a shift shall be assigned patrol division duties causing call in before the City splits a partnership assignment on that shift.

B. Splits of patrol division partnership assignments during a shift shall be accomplished

by the least senior patrol officer in the patrol division assigned to the shift on which the split is to take place being selected.

C. If it is necessary to fill a station officer position or other position within the department from officers already assigned to road patrol duties, selection will be made from volunteers, highest seniority first. If no volunteers, then selection shall be made from the lowest seniority non-FTO status officer regardless of partner assignment. This shall also specifically include but not be limited to any lengthy road assignment/detail (i.e. election, hospital etc.) officers assigned these details may, at their option be relieved upon reaching a maximum assignment time of (4) hours.

D. If an officer does not volunteer to work the station position, that officer shall be deemed to have waived any claim to a partner, pursuant to Article 18, in the event that their partnership is then broken to fill the station position by selection of the lowest seniority officer.

Section 4: When police officer partners have been jointly suspended for their conduct or when one partner has been suspended for conduct where the other partner has had the opportunity to report that conduct but has not done so, the City may prohibit the involved partners from selecting each other as partners for a period of six (6) months. Such change may be effected upon resolution of the appeal process; provided that officers who have not been disciplined in accordance with this language shall not be subject to an involuntary partnership assignment to accommodate such prohibition for a period in excess of three (3) months. Partnership assignments in accordance with this section shall be made by the Chief after discussion with the President of the DHPOA.

ARTICLE 14

MANDATORY TRAINING

Section 1:

A. The City shall have the right to displace police officers from their regularly-assigned shift, up to seven (7) times per calendar year, in order to attend mandatory training.

B. When an officer is displaced from their regular shift assignment, the mandatory training session shall be scheduled as the officer's work day for that particular day.

C. The City shall have the right to determine the hours and topics of the mandatory training days.

D. Officers shall receive overtime pay at the rate of time and one-half for all time spent in mandatory training in excess of eight (8) hours. For purposes of a twelve (12) hour schedule, training scheduled eight (8) hours or more shall be considered a full work day. Training scheduled less than eight (8) hours, the officer will be required to return to normal patrol duty upon returning to the station. Training in excess of twelve (12) hours will be paid at the rate of time and one-half overtime.

E. Officers shall be given at least 28 days advance notice of mandatory training days.

Section 2: It is understood by the parties that mandatory training for purposes of this agreement refers to department-wide and/or division-specific training. It does not include training which is required to maintain a position in a specialized bureau/assignment (such as the Honor Guard or the Emergency Response Team) or to maintain specialized certifications (such as for bicycle officers, driving instructors, breathalyzer operators, etc.).

ARTICLE 15

HOURS OF EMPLOYMENT

Section 1: The work schedule for employees shall be either an eight (8) hour work day or twelve (12) hour work day or any other agreeable schedule.

Section 2: For purposes of an eight (8) hour work schedule, employees assigned to work shifts that run consecutive for six (6) work days shall be paid overtime for any days worked thereafter until the employee is off two (2) days, unless requested by a police officer, then such officer waives any overtime. For purposes of a twelve (12) hour schedule, officers assigned to work shifts that run consecutive for three (3) work days shall be paid overtime for any days worked thereafter until the employee is off two (2) days, unless requested by a police officer, then such officer waives any overtime.

Section 3: Overtime Equalization

A. Police officers shall work overtime upon request and approval of their Department Supervisor. The Department Supervisor by seniority, highest seniority first, shall request police officers to work. Shortages in department personnel will be made up by the Department Supervisor's requiring to work, least senior officer first, such numbers of police officers as is necessary to secure a full complement of employees.

1. Emergencies notwithstanding, police officers must work one (1) full shift or be off on approved leave (i.e. furlough, compensatory time, personal, FMLA, funeral etc.) following the use of a sick day to be eligible for road patrol overtime. It is the responsibility of the officer to advise the on-duty shift supervisor of his/her eligibility for overtime if called.

B. The City shall attempt to equalize overtime as nearly as practical among employees holding the same rank. Whenever overtime is required in a rank, the person with the least number of overtime hours in that rank will be notified first whether on duty or off. For purposes of a twelve (12) hour schedule, persons off duty will be called first and so on throughout the index in an attempt to equalize the overtime hours. The total equalization will be based only on the maximum number of hours worked by the officer during that period.

C. On January 1st of each year, the accumulation of hours for all police officers will be reduced to zero (0) and the list commenced again with no transfer of accumulated hours from year to year.

Police officers newly entered in a group as a new employee shall not be entitled to overtime for the first six (6) months. After six (6) months a new employee shall be credited with the highest number of hours of the equalization group which that person enters. Transferred employees shall be credited with the highest number of hours of the equalization group which that person enters. Any discrepancies or inequities in the equalization process shall be remedied by scheduling overtime hours to be worked.

It is understood bureau personnel will not be notified for road overtime until such time the call in list for road patrol officers has been exhausted. This language will not apply in the event of a declared emergency.

D. It is understood and agreed that a police officer working on a specific job task other than a continuing road patrol at the end of a shift upon which job overtime is required that day shall be given the first opportunity to work such overtime. However, hours worked in excess of three (3) hours shall be charged to the equalization list.

E. Excluded from the requirements of overtime equalization is overtime arising out of, and paid for by, private sources. The City agrees to permit the Union to schedule private origin overtime provided that the Union makes a good faith effort to assure the presence of the required number of officers who shall be subject to all the rules, regulations and the authority of the Department; provided, further, that the City reserves the right to withdraw private source overtime scheduling from the Union in the discretion of the City, but if such withdrawal occurs, such private source overtime shall again be subject to equalization procedure as set forth by the Dearborn Heights Police Officers Association. The City shall attempt to provide the Union with reasonable notice consistent with notice received by the City of private source overtime.

F. The Police Officers Association will maintain an equalization chart or list for the Department. In addition, representatives of the Union and the Department will meet upon request of either party for the purpose of insuring that overtime is being equalized in accordance with the procedure.

G. Officers who are on authorized vacation, funeral leave, sick leave or who have previously notified the Department in writing of their unavailability due to being out of town shall not be charged with overtime penalties for failure to respond upon call.

H. No bargaining unit member shall be required to work in excess of fourteen (14) consecutive hours in any twenty-four (24) consecutive hour period or be charged with an overtime refusal unless the available or assigned City executive declares an emergency affecting the entire division whereupon there will be no refusal.

I. No bargaining unit member shall be permitted to work more than sixteen (16) consecutive hours without approval of the shift Commander.

J. Officers who are absent from their regularly-assigned shift due to the use of furlough time or comp time may not work overtime during their originally-scheduled shift but are eligible to work overtime outside those originally-scheduled hours.

Section 4:

A. Roll call shall be considered work time of the regular eight (8) or twelve (12) hour shift.

B. The City shall be permitted to establish overlapping shifts of up to thirty (30) minutes per shift.

ARTICLE 16

WORK SCHEDULES

Section 1: The work schedule shall be posted at least thirty (30) days in advance of the start of the new schedule where possible. Officers will be assigned to permanent shifts for a period of six (6) months or any other agreeable terms. Patrol Division personnel will be on either an eight (8) or twelve (12) hour schedule or as mutually agreed upon by both parties.

A. Officers will be assigned to permanent shifts for a period of six (6) months or any other agreeable terms. Patrol Division personnel will be on an either eight (8) or twelve (12) hour schedule or as mutually agreed upon by both parties. Shift start/finish times will be in conformance with Article 18, Section 3 any modifications shall also be mutually agreed upon by both parties on a limited shift cycle to cycle basis with thirty (30) day notice to the other party. While on a twelve (12) hour 2on-3off/2on-2off/3on-2off patrol shift schedule, the working day will consist of shifts of twelve (12) hours each for the Patrol Division. The day and night shifts shall begin at 6:45 a.m. and 6:45 p.m. The afternoon shift shall begin at 3:00p.m. The shifts shall be determined on a seniority basis.

B. While assigned to a twelve (12) hour shift schedule, patrol officers will be assigned to work a seven out of fourteen day schedule. The additional eight (8) hours per month scheduled will be paid at time and one-half for a total of twelve (12) hours per month and will be added into the employee's compensatory time bank at a rate of six (6) hours per pay period. All other hours in excess of that described above shall be paid under the overtime provisions as described in the contract. However, except in an emergency, no one will be scheduled to work more than fourteen (14) consecutive hours.

C. The Traffic Division and other bureau/special assignments are not included in the twelve (12) hour shift program unless mutually agreed upon by both parties.

D. Lunch period is now one (1) hour with two (2) twenty (20) minute breaks.

E. There may be a meeting every six (6) months between the Association and the City to discuss the operation of the twelve (12) hour shifts and any modifications if needed.

F. Both the City of Dearborn Heights and the DHPOA shall be subject to the provisions set forth, if at any time there is a unilateral change by either party without the express written consent of the other, the DHPOA shall retain the right to revert back to the 3 shift 4p-4a schedule as provided in Article 18 3(a) with reasonable notice to the City.

Section 2: A Bargaining Unit person once assigned to a particular slot on any shift shall continue their leave/work schedules while remaining on that shift provided such person is not bumped from the shift by a senior officer. Exception will be for the day shift station officer assignment. While on the twelve (12) hour schedule, the front desk will be staffed by seniority, volunteers first if none then assigned by lowest seniority for the shift, i.e. if no volunteers then lowest two (2) officers assigned to the shift will be assigned front desk duties regardless of slot assignment. If an officer transitions from one shift/slot to another, the hours worked within the current cycle will be handled at the Uniform Division Captain's level. However, in no case shall an employee be required to work more or less hours within the scheduled cycle the employee was transferred from.

A. As a matter of clarification, assignments involving City Hall and/or dispatch shall be staffed by seniority on a daily basis, volunteers first, if none then assigned by lowest seniority for the platoon working. Seniority for the police dispatcher assignment shall apply to dispatch trained officers only.

Section 3: Starting January 1, 2006 and every January 1st thereafter officers on the twelve (12) hour shift schedule will be eligible to transfer/bump from one slot/shift to another by seniority for the year this will be accomplished on or about October of each year through a separate posting by the Union in a common area for all road officers to choose their prospective shift/slot. A minimum of one (1) road patrol officer will be assigned by seniority (highest first) up to one (1) full calendar day to select his/her shift/slot for the upcoming year. Officers who fail to choose a shift/slot during their assigned time shall forfeit their bid pick to the next officer in line and shall choose from available slots after the next officer in line chooses and so on. Once selected, officers may not switch, hold or save slots.

A. Effective July 1, 2017, officers will be eligible to transfer/bump from one slot/shift to another by seniority twice per year and every year thereafter on October 1st and April 1st. This will be accomplished on or about August and March of each year.

ARTICLE 17

TRADING TIMES

Subject to departmental manpower requirements, police officers shall be permitted to voluntarily trade work or leave days; providing that employees scheduled to work must inform the City in advance of any voluntary trade of work days or leave days and such originally scheduled employee shall be responsible for the attendance of the scheduled officer's replacement and absences of replacements shall be charged to the replacing officer; provided further, that no employee shall trade days with any other employee for the purpose of achieving any premium payments due under this contract.

ARTICLE 18

MINIMUM PERSONNEL

Section 1: The City agrees in principle that a minimum of two (2) police officers shall occupy each scout car after sunset. No officer shall be required to work a one (1) person car after sunset unless officer agrees to work a one person car.

Section 2: Notwithstanding anything in this Agreement to the contrary, the following one (1) person car option shall be permitted for eligible officers so electing:

A. One person cars will operate from sundown to sun up.

B. Electing officer must have a minimum of one (1) year of seniority.

C. Election will be made at time of shift selection for a minimum period of four (4) months.

D. Officers electing will receive a flat $160 allowance for each four (4) months of service if the officer has served the entire four (4) month period.

E. During the period from sundown to sun up and when the one (1) person car option is in effect:

1. City will continue to dispatch multiple cars on questionable runs.
2. No one (1) person unit will be dispatched on a questionable run without backup.

F. The election described in this section is a voluntary election of the electing officer.

Section 3:

A. Patrol Division minimum personnel standards shall be as follows:

Eight (8) hour- (7a-3p) five (5) officers (6) to start the shift.

(3p-11p) eight (8) officers (9) to start the shift.

(11p-7a) eight (8) officers (9) to start the shift.

Twelve (12) hour- Forty-four (44) officers and three (3) shifts are required for this schedule unless a change is mutually agreed upon by both parties. See Article 16, Section 1 (f).

(7p-7a) which would include a thirty minute overlap i.e.: 730p-730a consisting twenty (20) officers, (10) per squad, (7) officers required to start, minimum six (6). (2) officers allowed on furlough per squad, with additional officers allowed using furlough days if manpower permits with a 24 hour advance approval. There will be no front desk station officer during this time unless provided for the purposes of light duty. These officers will remain as two (2) officer units but may work a (1) officer unit if officers elect.

(7a-7p) sixteen (16) officers, (8) per squad including the front desk station officer. (6) officers are required to start, minimum is five (5). (1) officer allowed on furlough per squad with additional officers allowed using furlough days if manpower permits with a 24 hour advance approval. These officers will be required to work as (1) officer units.

(4p-4a) eight (8) officers, (4) per squad, (2) officers required to start, minimum is two (2). (1) officer allowed on furlough per squad, with additional officers allowed using furlough days if manpower permits with a 24 hour advance approval. These officers will remain as two (2) officer units but may work a (1) officer unit if officers elect.

Overtime would be called as provided for in this agreement if personnel fall below minimum standards with the exception of 4p-4a as it is a support shift.

B. Effective on or about July 1, 2009, Patrol Division minimum personnel standards shall be as follows:

For the twelve (12) hour shifts there will be forty-four (44) officers and a minimum of (2) shifts are required for this schedule unless a change is mutually agreed upon by both parties.

The (6:45p.m.-6:45a.m.) shift will consist of twenty-two (22) officers, (11) per squad, (8) officers required to start, minimum (7). (3) officers allowed on furlough per squad, with additional officers allowed using furlough days if manpower permits with a 24 hour advance approval. There will be no front desk station officer during this time unless provided for the purposes of light duty.

The (6:45a.m.-6:45p.m.) shift will consist of eighteen (18) officers, (9) per squad including the front desk station officer. (7) officers are required to start, minimum six (6). (2) officers allowed on furlough per squad with additional officers allowed using furlough days if manpower permits with a 24 hour advance approval.

The current (4p.m.-4a.m.) shift standards/staffing levels may be suspended and a minimum of four (4) officers shall be assigned by the Chief of Police to road patrol duties. For purposes of this section, road patrol duties specifically include being assigned to a 3p-3a support shift as a canine handler or being assigned to a special assignment within the road patrol such as the Directed Patrol Unit.

Both parties agree to meet twice a year to discuss the effectiveness, officer satisfaction and departmental needs of this altered shift assignment/times and make any changes if necessary. (Also see Article 16 Section 1 (f)).

Overtime would be called as provided for in this agreement if personnel fall below minimum standards with the exception of 3p-3a as it is an overlap shift.

ARTICLE 19

PART-TIME, OFF-DUTY EMPLOYMENT

It shall be permissible for members of the DHPOA to engage in off-duty employment, not inconsistent with the standards contained in the manual and regulations published by the Department, upon prior notice and permission of the Chief, said permission not to be unreasonably withheld.

ARTICLE 20

STAND BY

Officers shall not be placed upon mandatory "Stand By" time status on leave days with the exception of an emergency; provided, however, in the event a police officer is placed on mandatory stand by; an emergency or otherwise, while on leave same shall be entitled to four (4) hours compensatory time, on a regular work day same shall be entitled to two (2) hours compensatory time. If an officer is called for duty and does not respond, he or she shall be charged for overtime purposes as having worked the number of hours worked by that officer responding.

ARTICLE 21

BULLETIN BOARDS

The City agrees to furnish and maintain a suitable bulletin board in a convenient place for the posting of DHPOA notices and other material.

ARTICLE 22

MEETINGS

The DHPOA may schedule and conduct its meetings on Police Department property provided it does not disrupt the efficient operation of the Department. A Union representative shall have up to one (1) hour during new hire orientation to provide necessary DHPOA collective bargaining information, provided the orientation does not create overtime or extra compensation for the new hire or the DHPOA representative.

ARTICLE 23

MAINTENANCE OF CONDITIONS

Wages, hours and conditions of employment legally in effect at the execution of this Agreement shall, except as improved herein, be maintained during the term of this Agreement. The City will make no unilateral change in wages, hours and conditions of employment during the term of this Agreement, either contrary to the provisions of this Agreement or otherwise. No police officer shall suffer a reduction in such benefits as a consequence of the execution of this Agreement. Where this Agreement and any rules and regulations governing the Department of Police are in conflict, this Agreement shall be given effect.

ARTICLE 24

CHANGES IN WORKING CONDITIONS

A copy of each special order, general order, procedural directive, notation or training bulletin shall be furnished to the Association President.

The DHPOA President or the next assistant in line shall be given written notice in advance of any anticipated major change in working conditions, and a good faith conference shall be held thereon before it is placed in effect. Emergency situations shall be exempt.

A special conference on important matters shall be arranged between the DHPOA President or designated representative and the Chief of Police or designated representative upon the request of either party. Arrangements for special conferences shall be made three (3) calendar days in advance wherever possible and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in the special conference shall be confined to those on the agenda.

ARTICLE 25

ADOPTION BY REFERENCE

The parties further agree that all provisions of the City Charter, Ordinances and Resolutions of the City Council, as amended from time to time relating to the working conditions and compensation of police officers, are incorporated herein by reference and made a part hereof to the same extent as if they were specifically set forth, provided that no provision of the City Charter and/or Ordinances and Resolutions of the City Council shall operate to diminish, prejudice or otherwise compromise the rights with regard to working conditions and compensation herein provided.

The parties have adopted a drug testing program by separate document.

ARTICLE 26

BILL OF RIGHTS

The law enforcement officers' bill of rights shall provide law enforcement officers of Dearborn Heights statutory protection for certain rights enjoyed by other citizens. The bill of rights shall provide but shall not be limited to the following:

Section 1: **Political Activity by Law Enforcement Officers.** Except when on duty or when acting in an official capacity, no law enforcement officer shall be prohibited from engaging in political activity or be denied the right to refrain from engaging in political activity.

Section 2: **Rights of Law Enforcement Officers While Under Investigation.** Whenever a law enforcement officer is under investigation or subjected to interrogation by members of DHPD or any other investigative agency, for any reason which could lead to disciplinary action, demotion, dismissal or criminal charges, such investigation or interrogation shall be conducted under the following conditions:

A. The investigatory interview shall be conducted at a reasonable hour and, at the officer's request, in the presence of an Executive Board member, preferably at a time when the law enforcement officer is on duty, unless the seriousness of the investigation is of such a degree that an immediate questioning is required.

B. The investigation shall take place either at the command of the investigating officer or office of the Chief of Police in which the incident allegedly occurred, as designated by the investigating officer.

C. The law enforcement officer under investigation shall be informed of the rank, name and command of the officer in charge of the investigation, the interrogating officer and all persons present during the questioning. All questions directed to the officer under investigation shall be asked by and through one interrogator.

D. The law enforcement officer under investigation shall be informed of the nature of the investigation prior to any questioning, and he shall be informed of the names of all complainants.

E. Questioning sessions shall be for reasonable periods and shall be timed to allow for such personal necessities and rest periods as are reasonably necessary.

F. The law enforcement officer being questioned shall not be subjected to offensive language or threatened with transfer, dismissal or disciplinary action. No promise or reward shall be made as an inducement to answering any questions.

G. The complete questioning of a law enforcement officer, including all recess periods, shall be recorded, and there shall be no unrecorded questions or statements.

H. If the law enforcement officer being questioned is under arrest, or is likely to be placed under arrest as a result of the questioning, such officer shall be completely informed of all that officer's rights prior to the commencement of the questioning.

I. At the request of any law enforcement officer being questioned, that officer shall have the right to be represented by counsel or any other representative of such officer's choice who shall be present at all times during such questioning whenever the questioning relates to the officer's continued fitness for law enforcement services.

Section 3: **Representation of Complaint Review Boards.** Whenever a police complaint review board is established which has or will have in its membership other than law enforcement officers, such board shall include in its membership a proportionate number of representatives of the law enforcement agency.

Section 4: **Civil Suits Brought by Law Enforcement Officers.** Law enforcement officers shall have the right to bring civil suit against any person, group of persons or any organization or corporation or the heads of such organizations or corporations, for damages suffered, either pecuniary or otherwise, or for abridgement of their civil rights arising out of the officer's performance of official duties.

Section 5: **Disclosure of Finances.** No law enforcement officer shall be required or requested, for purposes of assignment or other personnel action, to disclose any item of that officer's property income, assets, source of income, debts, or personal or domestic expenditures (including those of any member of his family or household), unless such information is obtained under proper legal procedures or tends to indicate conflict of interest with respect to the performance of that officer's duties. This paragraph shall not prevent inquiries made by authorized agents of a tax collecting agency in accordance with acceptable and legally established procedures.

Section 6: **Notice of Disciplinary Action.** No dismissal, demotion, transfer, reassignment, or other personnel action which might result in loss of pay or benefits or which might otherwise be considered a punitive measure shall be taken against a law enforcement officer, unless such law enforcement officer is notified of the action and the reason or reasons therefore prior to the effective date of such action.

Section 7: **Retaliation for Exercising Rights.** No law enforcement officer shall be discharged, disciplined, demoted or denied promotion, transfer, or reassignment, or otherwise be discriminated against in regard to such officer's employment, or be threatened with any such treatment, by reason of such officer's exercise of the rights granted in the law enforcement officers' bill of rights. No law enforcement officer shall use information received pursuant to this Article to harass or intimidate complaining witnesses.

Section 8: No police officer shall be required to make any oral statement concerning any alleged misconduct on the officer's part unless such officer has first been given notice of that officer's representation rights.

Section 9: No provision of this bill of rights is intended to prohibit the City from offering to the Union President a proposed settlement of disciplinary action, whether imminent or effective.

ARTICLE 27

DISCIPLINE

Section 1: No police officer shall be discharged or otherwise disciplined except for just cause. The claim of any police officer that such officer had been unjustly discharged or otherwise disciplined shall be processed as a grievance, including arbitration.

Section 2: Penalty once levied may be reduced but may not be increased.

Section 3: For purposes of officers on a twelve (12) hour schedule, a day's suspension shall mean loss of eight (8) hours pay. All discipline shall be converted to hours. Discipline shall be prorated fairly between officers working both eight (8) and twelve (12) hour shifts.

Section 4: Both the City and Union agree in the concept and use of Progressive Discipline when determining if the discipline is just. The progressive discipline shall include verbal warnings, written warnings, written reprimands/probation, suspension, and termination depending on the nature of the offense.

1. The DHPOA shall be furnished with copies of all "Tracker entries" placed in an officer's file.

Section 5: Disciplinary hearings shall be held within ten (10) calendar days of the date of the issuance of the reprimand. A disposition shall be given within ten (10) calendar days of the date of the hearing. Time limits between the various steps may be waived and/or extended by mutual written agreement. If a disciplinary hearing is not held within the (10) day period from date of the reprimand, the circumstance causing the reprimand shall be deemed not to exist.

ARTICLE 28

PRESENTATION OF GRIEVANCE

Section 1: A grievance under this Agreement is a written dispute, claim or complaint arising under and during the term of this Agreement and filed by either an employee, authorized representative of the bargaining unit, or the City. Grievances are limited to matters of interpretation or application of express provisions of this Agreement including interpretation and application of Department rules, regulations and orders not previously approved by the DHPOA and shall at a minimum set forth the following information:

A. Article and Section of the Agreement allegedly violated, and;

B. Date of occurrence of each alleged violation, and;

C. Manner of alleged violation including the name, if applicable, of the management representative who allegedly violated the Agreement.

The parties recognizing that an orderly grievance procedure is necessary agree that each step must be adhered to as set forth herein or the grievance is forfeited. All grievances must be filed within thirty (30) calendar days after the occurrence of the circumstances giving rise to the grievance otherwise the right to file a grievance is forfeited and no grievance shall be deemed to exist.

Step 1. If a member of the DHPOA feels aggrieved, such member shall report this to the President of the DHPOA and/or steward who will assist in the presentation of such member's grievance. The President or steward shall file a written grievance on behalf of the employee with the employee's immediate supervisor, or, if not available, the next ranking officer in charge. The immediate supervisor or higher ranking officer, whichever the case may be, shall make known the disposition of the grievance in writing seven (7) working days after the grievance is submitted to such officer.

Step 2. If the grievance is to be appealed, then it shall be submitted within twenty (20) working days from the date of the written disposition of the grievance as per Step 1, to the Chief of Police or his Deputy, who shall reply in writing within seven (7) work days after the grievance is submitted to him. A meeting between the Chief and the Grievance Committee shall be held to discuss the grievance within the seven (7) work day period. The death, disability, vacancy, or absence of the Chief of Police shall not cause an extension of the seven (7) work day period provided for in Step 2, but recourse shall be had to Step 3 at the end of the seven (7) work day period, the same as would obtain if the meeting were held and the grievance unresolved.

Step 3. If the grievance is not resolved within the seven (7) work day period provided in Step 2, the grievance shall be submitted to the Mayor or designated representative, within ten (10) working days of receipt of the City's response in Step 2. The Mayor or designated representative will meet with not more than one (1) POAM representative and one (1) employee member of the Department within ten (10) working days of receipt of the grievance at Step 3 unless the meeting is waived by mutual agreement of the parties. In cases of discipline not more than two (2) disciplined persons. The Mayor or designated representative shall reply in writing within twenty (20) days after the meeting between the parties is held.

1. Either party may use a recording device upon notice to the other party; provided that the party utilizing the recording device shall provide the opposite party with a copy, which shall be the official record of the meeting.

Section 2: Grievances affecting a number of police officers may be treated as a policy grievance and entered directly at the second step of the grievance procedure.

Section 3: Grievances arising out of the same or similar set of facts or incident shall be so consolidated and handled as one grievance. If the matter is resolved or goes to arbitration, the decision shall apply to all grievances.

Section 4: A copy of any correspondence to be placed in the officer's departmental personnel file or Civil Service file will be sent directly to the officer.

Section 5: In processing previously filed grievances, the City shall provide relevant information to the Union upon written request specifying the information requested.

Section 6: Any grievance concerning health and safety shall be entered directly at the second step of the grievance procedure.

Section 7: Time limits between the various steps may be waived and/or extended by mutual written agreement.

ARTICLE 29

ARBITRATION

Section 1: If the grievance is not resolved at Step 3, either the Union or the City may submit the grievance to arbitration by providing timely written notice of intent to arbitrate and initiating such proceedings within thirty (30) calendar days of the Step 3 answer. In matters of discipline, if the Union decides not to proceed to arbitration, it shall within the same thirty (30) calendars day period provide the City, the Act 78 Civil Service Commission, and the disciplined member(s) with written notice of its intent not to proceed to arbitration. Upon service of said notice not to proceed to arbitration upon the City, the City may not thereafter, except as provided in Section 11, defeat such member'(s) Act 78 election by demanding to arbitrate the grievance.

Section 2: If the Union provides written notice of its intent not to proceed to arbitration on a grievance involving discipline only, the disciplined bargaining unit member may within five (5) calendar days of the date of receipt of said notice elect to proceed, on such disciplined member's behalf, in accordance with the provisions of Act 78 and under Act 78 by filing a written appeal of that member's discipline with the Act 78 Civil Service Commission. Failure to make a timely filing with the Act 78 Civil Service Commission as required by this section shall constitute abandonment of the grievance by the disciplined bargaining unit member and such grievance shall thereafter be considered forfeited and no longer existing. It shall be presumed that a disciplined Union member receives Union notice not to proceed in not more than twenty-one (21) calendar days following the date of the notice or mailing, whichever is earlier.

Section 3: If the disciplined bargaining unit member(s) elect to proceed, in accordance with Section 2 under Act 78, the Union has no further obligations to that member(s) under this Agreement in regard to the grievance, except as provided in Section 11, and it agrees, in consideration of this opportunity being made available to the member(s) not to represent or assist the member(s) directly or indirectly before the Act 78 Civil Service Commission.

Section4: In the event that neither the City nor the Union serves a written notice as provided in Section 1, the matter shall be considered as settled on the basis of the last written disposition made in the grievance procedure.

Section 5: If either the City or the Union serves timely notice of intent to arbitrate, the unresolved grievance shall be arbitrated before an arbitrator, by the Union submitting the matter to the American Arbitration Association requesting that one (1) Arbitrator be selected with assistance and under the rules of the American Arbitration Association and by giving written notice to the other party.

Section 6: The Arbitrator shall have no power or authority to add or subtract from or modify any of the terms of this Agreement.

Section 7: The grievance and arbitration procedures provided herein shall be the sole and exclusive remedy for all matters arising out of this Agreement for the Union, the City and bargaining unit members. Except as provided in Section 29.11, the sole and exclusive remedy for a disciplined bargaining unit member(s) who has received notice of intention not to proceed to arbitration from the Union shall be under Act 78 in accordance with Section 29.2 of this Article.

Section 8: The expenses of the Arbitrator shall be paid by the losing party for grievance arbitration. Each party shall make arrangements for and pay the expenses of representatives and witnesses which are called by them.

Section 9: The decision of the Arbitrator shall be final and binding upon the City, the Union and the affected police officers.

Section 10: The decision of the Arbitrator, in any case, shall not require a retroactive wage adjustment in any other similar case then pending.

Section 11: If the Union decides to arbitrate in a discipline situation, that election to arbitrate binds all disciplined members growing out of the facts which were the subject of the discipline and who have grievances pending.

Section 12: Discipline grievances shall be placed in a pending file under Act 78 until the contract grievance appeals are concluded. The language of this Section shall not be construed to stay the discipline penalty.

ARTICLE 30

STRIKE AND LOCKOUT PROHIBITION

The parties to this Agreement mutually recognize and agree that the services performed by employees covered by this Agreement are services essential to the public health, safety and welfare. Under no circumstances will the Union cause or permit its members to cause, nor will any member of the bargaining unit take part in any strike during the term of this Agreement.

The Association and the City will not engage in, sanction or promote strike action or a lockout during the term of this Agreement or any extension thereof.

ARTICLE 31

CONDUCT TOWARD SUPERVISORS

Police officers shall conduct themselves in an orderly and respectful manner when addressing their superior officers or representatives of the City and shall in return receive fair and courteous treatment from their Superiors, the City or its representatives.

ARTICLE 32

COPIES OF CONTRACT

The City agrees to deliver a copy of this Agreement to each police officer.

ARTICLE 33

MANAGEMENT RIGHTS

Section 1: The Union recognizes the right of the City to operate and manage its affairs in all respects in accordance with its responsibilities. The powers or authority which the City has not officially abridged, delegated or modified by this Agreement are retained by the City.

Section 2: The Union recognizes the exclusive right of the City to establish reasonable work rules, determine reasonable schedules of work, determine and establish methods, processes and procedures by which such work is to be performed as well as set work standards. The City also reserves the right to make work assignments in emergency situations.

Section 3: The City has the right to schedule overtime work as required and consistent with the provisions set forth in Article 48 and Article 15 section 15.4.

Section 4: It is understood by the parties that every incidental duty connected with assignments enumerated in job descriptions is not always specifically described. Nevertheless, it is intended that all such duties shall be performed by such employees.

Section 5: The City reserves the right to classify positions based on assigned duties and responsibilities or make changes in assigned duties and responsibilities. The City has the responsibility in such classifications and duty assignments to provide equal compensation for equal work and to reflect duties and responsibilities by appropriate classifications and compensation. In cases where an employee considers that these principles are not being observed, that employee may seek redress through the grievance procedure set forth in Articles 28 and 29.

Section 6: The City reserves the right to discipline or discharge for cause.

Section 7: The City reserves the right in accordance with Article 10, Sections 1 and 2, to lay off for lack of work or funds, or the occurrence of conditions beyond the control of the City or where such continuation of work would be wasteful and unproductive.

Section 8: No policies and procedures covered in this Agreement shall be construed as delegating to others or as reducing or abridging any of the following authority conferred on City officials:

A. The Charter responsibility of the Mayor as executive officer for enforcing the laws of the State, City Charter and Ordinances, recommending an annual budget of appropriation, and the efficient performance of all executive departments, among other executive responsibilities defined by the Charter.

B. The Charter responsibility of the City Council as the legislative body for the enactment of ordinances, the appropriation of money and the determination of the City's budget, among other legislative responsibilities defined by the Charter.

C. The responsibility of the City for establishing, amending and administering an Act 78 Civil Service merit system of employment, a classification plan, adopting rules and regulations regarding employment and exercising personnel administration responsibilities.

D. The responsibility of the City for establishing, amending and administering a compensation plan, and a fringe benefit program including an insurance program, a disability program and other similar programs.

E. The Charter responsibilities of the City in determining the functions and organization of the respective departments or divisions.

F. The responsibilities of Department Heads governed by Charter provisions, ordinances and Civil Service rules:

1. To hire, assign, transfer and promote employees to positions within the agency;
2. To suspend, demote, discharge or take other disciplinary action against employees;
3. To relieve employees from duties because of lack of funds;
4. To determine the methods, means and personnel necessary for departmental or agency operations;
5. To control departmental or agency budget;
6. To take whatever actions are necessary in situations of emergency to perform the functions of the department.

G. The responsibilities to administer pay and fringe benefit plans, to provide the necessary surveys, research, rules, regulations, resolutions and ordinances for this purpose subject to the authority of the departments and the City Council.

H. The responsibility of the City for establishing, amending and administering the Act 345 Retirement Plan of the City.

Section 9: The Police Chief may convene a disciplinary review board consisting of three (3) supervisor officers with the rank of sergeant or higher to review the circumstances in any contemplated disciplinary action against a police officer and based upon this review to make an advisory recommendation to the Police Chief that the charges are founded or unfounded. Due consideration will be given to the request of the employee in convening such a Board, but in any case the final decision shall be that of the Police Chief.

Section 10: Should the City decide to establish a Public Safety Department, the City will negotiate wages, hours and conditions of employment pertaining to that concept as required by PERA.

ARTICLE 34

UNIFORMS

Section 1: The City agrees to receive recommendations concerning uniforms from an advisory committee composed of members of the associations recognized by the City. The City shall consult with the advisory committee prior to making changes in the police uniform. It is understood by the parties to this Agreement that this committee is advisory only and that the final decision rests with the Chief of Police.

Section 2: Hats are optional while on patrol and upon leaving the patrol vehicle.

Section 3: Patrol officers shall have the option of wearing the Department approved "Class B" uniform keeping in mind officers choosing to wear the "Class B" uniforms shall be required to keep and maintain at least one (1) "Class A" uniform (long sleeve shirt, trousers and tie) available for formal occasions and ceremonies. "Class B" uniforms shall now include a Department approved "Baseball style" hat which may be worn at the officer's option.

ARTICLE 35

LETTERS OF UNDERSTANDING

It is agreed that all economic or non-economic agreements between the parties concerning but not limited to the meaning of this Agreement as it currently exists or may hereafter be interpreted by the parties or added to by the parties by mutual agreement shall be reduced to writing, signed by both parties, and shall be attached to this Agreement and thereafter be considered part of this Agreement.

If, during negotiations for successor agreements, the Union or City does not request that a particular letter of understanding be continued it shall be deemed to have expired on the date of the expiration of the most recent contract.

ARTICLE 36

SEPARABILITY

This Agreement is subject to the law of the State of Michigan with respect to the powers, rights, duties and obligations of the City, the Union, and the employees in the bargaining unit, and in the event that any provision of the Agreement shall at any time be held to be contrary to law by a Court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided thereof, such provisions shall be void and inoperative; however, all other provisions of this Agreement shall, insofar as possible, continue in full force and effect.

ARTICLE 37

SAVINGS CLAUSE

If any article or section of this Agreement or any appendices or supplements thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this Agreement shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section.

ARTICLE 38

SAFETY

Section 1: The City shall establish a joint Departmental Safety Committee to which the Association shall be entitled to one (1) member. The purpose of the committee is to promote safety and to make recommendations as a committee to the Chief of the Department.

Section 2: The Safety Committee shall meet at least quarterly on the call of either party. The party calling the meeting shall submit an agenda for the meeting and the responding party shall submit any additional agenda items it wishes considered. The meeting agenda shall be adhered to.

Section 3: The parties further agree that all Department vehicle accidents shall be investigated and a report provided to the Department and the Safety Committee with findings and corrective recommendations, if appropriate.

Section 4: The City may approve any reasonable equipment used by officers to enhance their safety, provided that the officer is properly trained to use or operate said equipment.

Section 5: All accidents which result in bodily injury shall be reported immediately in accordance with the City of Dearborn Heights Safety Procedures Manual. The Union president, or his designee, shall be a member of the City of Dearborn Heights Employee Safety Committee; such member shall attend all meetings of the Safety Committee as requested by the Human Resource Director.

Section 6: The City shall provide patrol vehicles that are in safe operation condition for assigned use by members of the Association. Requests for maintenance and repair activities shall be processed through procedures established by the City. All damage to police vehicles shall be reported promptly. Any officer who feels that a specific patrol vehicle is not safe for duty, even after corrective repairs have been completed, may so indicate by filing a complaint with the Division Captain through their supervisor. Objection shall not concern personal opinion, maintenance or repair procedures. The City will attempt to avoid using the vehicle in question for patrol duty until the matter is resolved.

Section 7**:** The City shall provide and maintain all issued equipment so that is safe for use at all times by police officers.

ARTICLE 39

CREDIT UNION DEDUCTIONS

The City agrees to provide a Credit Union payroll deduction program for bargaining unit employees so requesting it and so authorizing such deduction in writing on forms acceptable to the City subject to the following conditions:

A. The Credit Union shall be the Crestwood Community Federal Credit Union.

B. The deduction amounts shall be in uniform increments of $5.00 per month, every month.

C. The City shall not be required to permit an employee revoking a Credit Union deduction authorization to re- participate in such program for a period not to exceed twelve (12) months from the date of revocation.

D. In the event a refund is due any individual for any sums deducted from wages and paid to the Credit Union, it shall be the responsibility of such individual to obtain appropriate refund from the Credit Union.

E. The individual for whom such deduction is made shall indemnify and save the City harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken or not taken by the City for the purpose of complying with any of the provisions of this Article.

F. The City shall not be liable for the remittance or payment of sums other than those constituting actual deductions made; and if for any reason the City fails to make a deduction for an employee as above provided, it shall make that deduction from the employee's next pay in which such deduction is normally deducted after the error has been called to its attention by the employee.

G. Each employee utilizing the deduction service from pay for remittance of sums to a Credit Union shall provide the City in written form an agreement by such employee to hold the City harmless against any and all claims, demands, lawsuits, or other forms of liability that may arise out of, or by reason of action taken or not taken by the City for the purpose of providing the deduction service; provided further, in such agreement such employee shall agree that in the event a refund is due for any reason such employee shall seek such refund from the Credit Union.

CREDIT UNION DEDUCTION SERVICE AGREEMENT FORM

The undersigned hereby agrees that in consideration of the City of Dearborn Heights, Michigan deducting from my pay such sums as I have authorized as Credit Union deductions, and remitting such money deducted from my pay to the Credit Union, I hereby agree to hold the City harmless against any and all claims, demands, lawsuits, or other forms of liability that may arise out of, or by reason of action taken or not taken by the City for the purpose of providing the deduction service; provided further, that I do hereby agree that in the event a refund is due for any reason, I will seek such refund from the Credit Union.

_____,

(Employee Signature)

ARTICLE 40

PHYSICAL ASSESSMENT

Section 1: The City shall have the option to institute and reinstitute physical assessment programs at City expense during duty time without limitation provided such programs provide confidential medical assessments to bargaining unit members which are not shared with the City by the assessing agency. Examples of such programs include blood pressure screening, weight screening, cholesterol screening, blood chemistry testing including computerized blood chemistry testing, complete blood counts with differential and platelet count, sedimentation rates, liver functions, urinalysis, full physical examinations, psychiatric screening, EKGs and similar medical tests designed to assist a professional in making life style recommendations to the tested individual.

Section 2: Tests may be conducted on City premises or at an off site facility. The testing agency will be selected by the City in its discretion provided that agency is advised of its responsibility to maintain test information confidential between the testing agency and the tested individual. Participation in the physical assessment program(s) is required.

ARTICLE 41

MISCELLANEOUS

Section 1: Effective July 1, 2005, after eight (8) full years of seniority in the bargaining unit, a bargaining unit member will be identified as a Senior Patrol Officer which will be accomplished through corporal stripes. Senior Patrol Officers shall be compensated at the rate of one percent (1%) of maximum base wage in 2005, one percent (1%) in 2006 and two percent (2%) in 2007 and every year thereafter. Senior Patrol Officers shall be paid in a lump sum on or before the 1st day of October of each year and Senior Patrol Officer pay shall be computed at a percentage of maximum base salary based on Article 44.

1. Police officers hired on or after April 13, 2011 shall not be entitled to Senior Patrol Pay.

Section 2: Effective July 1, 2005, the residency radius shall cease to exist and there shall be no restriction on residency requirements.

Section 3: A field training officer will be compensated at the rate of three (3) hours overtime for each training day which included observation and evaluation of a trainee and the documentation of these observations and evaluations.

Section 4: Evidence Technicians will be compensated at a rate of two (2) hours overtime if said evidence technician is utilized while on duty. Both parties agree that workloads may require the use of more than one evidence technician per scene per day.

Section 5: The assignment of civilians to bargaining unit members for the purpose of any ride-along program or training shall be done so at the discretion of the Chief of Police, scheduled in advance with reasonable notice and done so strictly on a volunteer basis. Officers who choose to participate in the Department ride-along program shall be compensated with one (1) hour of overtime for up to eight hours.

Section 6: Effective July 1, 2009, and each July 1st thereafter, bargaining unit members shall be credited with two (2) duty days of "personal time". This time when used shall be taken in "full day" increments whether the member is on a twelve (12) or eight (8) hour shift schedule and shall be approved by the Officer in Charge up to seventy-two (72) hours in advance of the requested time and date. It is understood that personal time may not be accumulated and the use of personal time will not have priority over the use of furlough time but will over the use of compensatory time. Effective November 1, 2010, each police officer shall be credited with an additional two (2) duty days of "personal time" for a total of four (4) personal days per year.

ARTICLE 42

DURATION

This Agreement shall be effective the 1st day of July 2024**,** and shall remain in force and effect to and including June 30, 2027 or until amended or modified by mutual consent.

ARTICLE 43

FUTURE NEGOTIATIONS

Either party may, on or after March 1, 2024, serve a written notice upon the other party of its desire to amend or terminate this Agreement. In such event, the parties shall commence negotiations immediately on such proposed amendments for a succeeding contract.

ARTICLE 44

ANNUAL BASE SALARY

Section 1: The annual base salary for police officers shall be as follows:

2024 -2025	At Hire $61,800	After 1 Year $69,010	After 2 Years $76,220	After 3 Years $83,430
2025- 2026	At Hire $63,654	After 1 Year $71,080	After 2 Years $78,507	After 3 Years $85,933
2026 -2027	At Hire $65,564	After 1 Year $73,212	After 2 Years $80,862	After 3 Years $88,511

ARTICLE 45

UNIFORM ALLOWANCE

Section 1: Each police officer, at the time of initial hiring, shall receive a first issue of a complete uniform which shall not include a "dress uniform" and shall thereafter keep and maintain an equivalent set of uniforms, in serviceable condition, neat and clean, at their own expense.

Section 2: Effective July 1, 2009, each member shall receive an annual uniform allowance in the amount of two (2%) percent of the maximum base salary which shall be payable on or before the 30th of June of each year.

Section 3: An employee shall receive compensation in an amount necessary to replace any and all articles of his or her uniform or apparel that are damaged or destroyed in the line of duty within thirty (30) days.

Section 4: Effective July 1, 2020, bargaining unit members hired on or after April 13, 2011 and who have attained eight (8) full years of service, shall receive an additional two percent (2%) for a maximum uniform allowance of four percent (4%) percent of the maximum base salary which shall be payable on or before October 1st of each year. For the October 2023 payment, the uniform allowance shall be based on wages as of June 30, 2023.

Section 5: Quartermaster Program: Effective June 30, 2024, the City will resume the responsibility for the purchase and replacement of uniforms and leather gear for Patrol Officers and Patrol Officers will no longer receive a uniform allowance. Patrol Officers are responsible to clean their uniforms. Items to be included in the quartermaster program will be set forth a Letter of Understanding which will be prepared by the parties at a later date. The City and POAM will meet and confer to create the Letter of Understanding no later than June 1, 2024.

ARTICLE 46

HOLIDAYS AND HOLIDAY PAY

Section 1:

A. Effective July 1, 2005, all employees shall be paid as provided for in Article 46 Section 2 at a pay rate of base wage for 12 holidays per year worked based on the following holidays:

New Years Day	Veteran's Day
Washington's Birthday	Thanksgiving Day
Good Friday	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve
Employee's Birthday	Memorial Day

B. Effective July 1, 2009 and thereafter, bargaining unit members shall be paid for holidays as follows:

Year of Seniority	Number of Paid Holidays
1st	9 (Pro rated)
2nd	10
3rd	11
4th	12

Section 2: Effective July 1, 2005, in lieu of paid holidays or holiday time off, each police officer shall be paid a lump sum equal to six and three-tenths percent (6.3%) of the employee's base wage salary (multiplied by the number of holidays to which entitled at .00525% per holiday). Holiday pay to be computed at base wage rate of salary based on Article 44.

A. Effective July 1, 2017, for bargaining unit members hired on or after April 13, 2011, the following holiday pay schedule shall become effective:

1. After 10 years of service, each police officer shall be paid an additional three percent (3%) for a lump sum equal to nine and three-tenths percent (9.3%) of the employee's base wage salary.

2. After 15 years of service, each police officer shall be paid an additional five percent (5%) for a lump sum equal to eleven and three-tenths percent (11.3%) of the employee's base wage salary.

3. After 20 years of service, each police officer shall be paid an additional seven percent (7%) for a lump sum equal to thirteen and three-tenths percent (13.3%) of the employee's base wage salary.

B. Effective July 1, 2017, for bargaining unit members whose Holiday lump sum pay was deferred in 2011 & 2012 and who have not been reimbursed, the following table shall apply:

1. The member shall receive an additional two percent (2%) benefit added to his or her holiday lump sum on or before December 1, 2018 to make his or her maximum benefit to be no more than eight and three-tenths percent (8.3%).
2. The member shall receive an additional two percent (2%) benefit added to his or her holiday lump sum on or before December 1, 2019 to make his or her maximum benefit to be no more than eight and three-tenths percent (8.3%).
3. The member shall receive an additional two percent (2%) benefit added to his or her holiday lump sum on or before December 1, 2020 to make his or her maximum benefit to be no more than eight and three-tenths percent (8.3%).
4. The member shall receive an additional two percent (2%) benefit added to his or her holiday lump sum on or before December 1, 2021 to make his or her maximum benefit to be no more than eight and three-tenths percent (8.3%).
5. The member shall receive an additional two percent (2%) benefit added to his or her holiday lump sum on or before December 1, 2022 to make his or her maximum benefit to be no more than eight and three-tenths percent (8.3%).
6. The member shall receive an additional two percent (2%) benefit added to his or her holiday lump sum on or before December 1, 2023 to make his or her maximum benefit to be no more than eight and three-tenths percent (8.3%).
7. The remaining balance shall be paid out and added to his or her holiday lump sum or before December 1, 2024

C. In the event the member separates from employment or enters DROP prior to full reimbursement, he or she shall be made whole for any remaining balance upon separation from employment or DROP enrollment.

T**his language shall apply and carry forward with him or her into the command unit if promoted.**

Section 3: New police officers with less than one year's seniority shall be entitled to compensation for only those holidays which are celebrated after the date of such officer's employment.

Section 4: Upon termination of employment, police officers with at least one (1) year Department seniority shall be entitled to receive compensation equal to the number of holidays having occurred since the preceding January 1st and the date of such termination.

Section 5: Holiday pay shall be paid to the police officer on or before the 1st day of December of each year.

ARTICLE 47

LONGEVITY PAY

Section 1: Police officers in the bargaining unit shall be paid longevity pay, commencing with the longevity pay due on or before December 1st, 2001, as determined by the hourly rate of pay in effect in the month of November, as follows:

2%	After	5 Years Seniority
3%	After	8 Years Seniority
4%	After	10 Years Seniority
5%	After	12 Years Seniority
6%	After	15 Years Seniority
6.5%	After	17 Years Seniority
7%	After	20 Years Seniority

Section 2: The anniversary date for computing longevity pay shall be December 31st of each year.

Section 3: Longevity pay for a police officer having more than one (1) year at the time of termination of such officer's employment shall be computed pro-rata from commencement date of employment to the 31st of December of each year.

Section 4: Longevity pay shall be paid to the police officer on or before the 1st day of December of each year.

Section 5: Police officers hired on or after April 13, 2011 shall not be entitled to a longevity benefit.

ARTICLE 48

OVERTIME COMPENSATION

Section 1: In the event that any police officer on a regular shift works more than eight (8) hours, such officer shall receive additional pay at the rate of time and one-half for such time over eight (8) hours. Scheduled overtime at the start of a shift is not call in time. In the event that any police officer on a regular twelve (12) hour shift works more than twelve (12) hours, such officer shall receive additional pay at the rate of time and one-half for such time over twelve (12) hours. Scheduled overtime at the start of a shift is not call in time.

Section 2: While an officer is on a eight (8) hour shift; in the event that an officer works a seventh (7th) day, such officer shall receive compensation at the rate of time and one-half, for such period, with a minimum guarantee of four (4) hours time at overtime pay for call in. If assignment is completed prior to four (4) hours, the officer can elect to go off duty and receive pay only for actual time worked or be given additional assignments to complete the four (4) hours. While an officer is on a twelve (12) hour shift; in the event that an officer works a fourth (4th) day, such officer shall receive compensation at the rate of time and one-half, for such period, with a minimum guarantee of six (6) hours time at overtime pay for call in. If assignment is completed prior to six (6) hours, the officer can elect to go off duty and receive pay only for actual time worked or be given additional assignments to complete the six (6) hours.

Section 3: The above conditions shall not apply to the following:

A. A regular shift worked by an officer in lieu of such officer's regular vacation furlough time.

B. For purposes of a twelve-hour (12) schedule, volunteer work on the day fourth (4th) day. For purposes of an eight-hour (8) schedule, volunteer work on the sixth (6th) day for the following non-regular police duty work such as:

(1) Escorting funeral.

(2) Field Day work.

(3) Equipment maintenance and property room work.

(4) Such other police duties as may be mutually agreed upon from time to time.

For the excluded work above, the officer shall receive straight time compensation, with a minimum of four (4) hours. Six (6) hours if such officer is working a twelve (12) hour shift pay for call in on any given day.

Section 4: In lieu of overtime compensation as provided above, at the election of the police officer, compensatory time in the ratio of 1.5 hours of compensatory time for 1.0 hour of overtime shall be allowed.

Section 5: Effective July 1, 2009, a police officer may accumulate up to two hundred-forty (240) hours of compensatory time and upon separation of employment, be paid out for up to two hundred-forty (240) hours at the prevailing rate of pay.

Effective July 1, 2009, an Officer may elect to do the following options:

A. Compensatory hours in excess of 240 may be converted to furlough time up to (48) hours (6 full days-eight hour shift or 4 full days-twelve hour shift) 30 days prior to the employee's anniversary to be credited for the following year.

Converted time may not be converted back

Section 6: Upon resignation, retirement or death of a police officer, full pay shall be due to the police officer or the officer's estate for all accumulated compensatory time.

Section 7: Compensatory time may also be accumulated by working a furlough day. An employee must give a minimum of seven (7) days notice, in writing that he/she wishes to work his/her furlough day.

A. An employee volunteering to work his/her furlough day shall earn compensatory time at time and one-half for hours worked. (Example: working 12 hours shall earn 18 hours compensatory time, working 8 hours shall earn 12 hours compensatory time). A maximum of forty-eight (48) hours shall be allowed to be converted from anniversary date to anniversary date (not to exceed contractual maximum).

Converted time may not be converted back.

B. Requested compensatory off time shall be granted by the Officer in Charge up to forty-eight (48) hours in advance of the requested time and date.

Section 8: On or before October 1, 2017 and each year thereafter, bargaining unit members shall have up to twenty (20) hours of unused compensatory time paid out at the prevailing rate provided that he or she has at least two hundred-sixty (260) hours of compensatory time in his or her bank. On or before December 31, 2017 and year thereafter, bargaining unit members shall have up to twenty (20) hours of unused compensatory time paid out at the prevailing rate provided that he or she has at least two hundred-sixty (260) hours of compensatory time in his or her bank.

The language in this section shall not apply to members who enrolled in DROP prior to July 1, 2017. This language shall however apply to any member who enrolls in DROP on or after July 1, 2017.

ARTICLE 49

COURT TIME COMPENSATION

Section 1: Effective July 1, 2009, each police officer, when required to attend any court at a time other than regular working shift, shall be paid at a rate of time and one-half the officer's regular rate for actual court time with a minimum guarantee of three (3) hours overtime or (4.5) hours compensatory time at officer's option for 20th District Court appearances and four (4) hours overtime or (6) hours compensatory time at officer's option for court appearances in any other court.

Section 2: Court time earned up through and including the 20th of each month shall be paid in the first pay period of the following month.

Section 3: Circuit Court Subpoenas.

A. All future circuit court subpoenas will be served to the officer involved under the direction of the Deputy Chief of Police. The times and dates listed on the subpoena may be altered, depending on the circumstances of the case and depending on what date the officer's testimony is needed in circuit court.

B. Any officer receiving a circuit court subpoena in the future shall respond to the court at the date and time specified unless otherwise notified by competent authority that the case has been cancelled or adjourned. In most cases, the Deputy Chief of Police will update the subpoena one day because of the fact that witnesses are not usually required to testify on the first day of trial. However, if on the first day of the trial the defendant should plead guilty, or the court should otherwise dispose of the cause, the officer will be notified immediately to cancel that officer's subpoena notice. If an officer is subpoenaed to circuit court on a leave day or furlough day, such officer may have the option of being placed on call rather than making a mandatory appearance by notifying the officer in charge of the case and leaving a telephone number where such officer may be reached.

Section 4: Officers will only be placed "on call" upon their own request for which no compensation shall be given. It is not the Department's policy to order any officer on call for court.

ARTICLE 50

VACATIONS

Section 1: The anniversary date for purposes of computing vacation time shall be the hiring date of each police officer.

Section 2: Effective July 1, 2009, and with each officer's anniversary date each police officer in the bargaining unit shall receive any/all vacation time converted to hours as follows:

	Hours	8 hour shift	12 hour shift
After 1 full year=	116 hours	14 days+4 hours	9 days+8 hours
" 2 full years=	156 hours	19 days+4 hours	13 days
" 3 full years=	172 hours	21 days+4 hours	14 days+4 hours
" 4 full years=	188 hours	23 days+4 hours	15 days+8 hours
" 5 full years=	196 hours	24 days+4 hours	16 days+4 hours
" 6 full years=	236 hours	29 days+4 hours	19 days+8 hours
" 10 full years=	244 hours	30 days+4 hours	20 days+4 hours
" 11 full years=	252 hours	31 days+4 hours	21 days
" 12 full years=	260 hours	32 days+4 hours	21 days+8 hours
" 13 full years=	268 hours	33 days+4 hours	22 days+4 hours
" 14 full years=	276 hours	34 days+4 hours	23 days
" 15 full years=	284 hours	35 days+4 hours	23 days+8 hours
" 16 full years=	292 hours	36 days+4 hours	24 days+4 hours

All earned vacation time shall only be taken in full day increments (i.e. 8 hour shift=8 hours and twelve hour shift=12 hours etc.) and any/all excess time earned less than 12 hours when used may not be broken up (must be used in its entirety) and at the officer's option, may also be converted as provided for in Article 48 Section 7(a). Keeping in mind any furlough time used will be considered a "choice" used.

Any/all "excess" time earned less than 12 hours may be reported to the Uniform Division Captain within a 15 day grace period of such time earned for a credit to the officer's CT bank, or in the case of furlough, on or before the officer's anniversary date.

a. Effective November 1, 2010 a police officer shall receive an additional forty-eight (48) hours of furlough for a new maximum of two hundred ninety-two (292) hours.

Section 3: For purposes of the 8 hour shift, when a police officer shall be entitled to one hundred forty-eight (148) hours or more, eighty (80) hours must be taken between the months of October 1st and April 1st. For purposes of the 12 hour shift, when a police officer is entitled to one hundred forty-eight (148) hours or more, sixty (60) hours must be taken between the months of October 1st and April 1st.

Section 4: The winter and summer vacations may be taken together with the permission of the Chief.

Section 5: Choice of vacations shall be by seniority on a shift basis.

Section 6: Winter and summer vacations may be split with seniority applying to employee's first choice only. Subsequent choices shall be granted provided there is no conflict with another employee's first or lower choice whether the individual works the choice or takes the time off. Employee's choices made shall be recorded and kept by the Shift Supervisor and subsequent choices shall be equalized by the amount used least to most. (Example; an employee wishing to use a 3rd furlough choice shall be granted the time off before an employee wishing to use a 4th furlough choice and so on). In the event more than one employee wishes to use an identical choice, seniority shall apply.

Section 7: Illness or disability certified by a doctor's certificate occurring during an employee's scheduled vacation period or funeral leave shall not be charged against vacation time; but in the event of illness, same shall be charged against sick leave.

Section 8: Upon resignation, retirement or death of a police officer, full pay shall be due to the police officer or such officer's estate for all vacation time not used during the current calendar year.

Section 9: The City shall schedule and administer vacations. Employees shall submit their choice of summer and winter vacations not less than thirty five (35) calendar days prior to the time identified in the selection and supervisor's decision shall be returned no later than thirty (30) calendar days prior.

A. "Short Term" vacation approval: normal vacation approvals/guidelines will not change (2 officers on day shift per slot, 1 officer on afternoon shift per slot, 3 officers on midnight shift per slot) with thirty (30) day approval. Short term vacation time may be approved within the normal thirty (30) day approval deadline (personnel standards permitting). Officers may submit a short term vacation request at least seven (7) days in advance of time identified in the selection and supervisor's decision shall be returned no later than five (5) calendar days prior. Approvals will not take shifts below the minimum required officers to start unless special approval from the shift O.I.C. The above guidelines will be in addition to any officer(s) that are currently on vacation through the normal procedure. Lastly, short term vacation time may be taken on a "back to back" basis and separate requests must be submitted, however a maximum of thirty-six (36) hours may be taken as any one (1) request and each approved request will be considered one (1) choice.

Section 10: All vacation time must be taken in the year following the year in which earned except as provided for in Section 12 of this article.

Section 11: A single furlough choice shall not end and start again interrupted by the intentional use of any other earned time (i.e. personal, compensatory time & trade works etc.). With any interruption, the subsequent remaining use of furlough shall be deemed another choice and shall fall within the guidelines of Section 6 of this Article.

Section 12: Effective November 1, 2010 a police officer may now bank up to two-hundred forty-four (244) hours of furlough time. However, it is understood a police officer may only use up to two hundred ninety-two (292) hours of furlough time per year (anniversary date to anniversary date). At time of normal retirement, DROP enrollment, duty disability retirement or death (as provided for elsewhere in this agreement), any/all furlough time shall be addressed in accordance with and as provided for in Article 58 Section 11 (e) of this agreement.

ARTICLE 51

BEREAVEMENT LEAVE

A police officer shall be entitled to nine (9) calendar days per bereavement leave to make preparation for and attend the burial and bereavement of an immediate member of the officer's family within three hundred (300) miles (round trip) of the City of Dearborn Heights. An immediate member of the family for this purpose shall be deemed a husband, wife, children, parents, parents-in-law, grandparents, brothers, sisters, brothers-in-law, sisters-in-law, daughter-in-law, son-in-law, foster parents, step father, step mother, step brothers and step sisters as well as step children and any persons living within the same household even if not related by blood or marriage. The officer shall also be entitled to five (5) calendar days for the bereavement of grandparents-in-law or grandchildren if within three hundred (300) miles (round trip) of the City of Dearborn Heights. One additional calendar day for travel will be given for bereavements over three hundred (300) miles (round trip).

Any additional necessary bereavement leave time shall be charged against accumulated sick leave time. The additional time is subject to the approval of the Chief, and the Chief's refusal to grant the extension, is subject to the grievance procedure of this contract.

A police officer shall be entitled to one (1) calendar day to actually attend the bereavement service for an aunt or uncle.

ARTICLE 52

SICK LEAVE

Section 1: A sick leave day for the purpose of this Article shall mean a regular duty day.

Section 2:

A. Effective January 1, 1994 the schedule shall be:

First year	6 days
Second year	9 days

Sick days will be credited to police officers in this category in a lump sum. Sick days will be reduced by the number used. An officer will not be allowed to use more than six (6) sick days in their first year of employment. After the first year of employment, an officer will receive an additional nine (9) sick days in their sick bank. If an officer quits or is terminated prior to the start of their third year of employment, the lump sum amount will be recomputed based upon the 1/2 sick day earned per month worked for the first year of employment and 3/4 sick day worked for the second year of employment. The recomputed computation will be the basis of any payout due the officer.

Third year	12 days

In the third year of employment, officers will earn one (1) sick day per month worked. They will not earn sick days on a lump sum basis. Employees assigned to a twelve (12) hour shift shall earn twelve (12) hours for each month worked and not more than one-hundred forty-four (144) hours per year. Employees assigned to an eight (8) hour shift shall earn eight (8) hours for each month worked and no more than ninety-six (96) hours per year.

For the purposes of determining whether or not an officer earned all of the sick days in lump sum above or is credited with one (1) sick day per month worked, a month worked is defined as any month in which an officer actually works or is on

an approved vacation or other earned time off for sixteen (16) or more days for purposes of an eight (8) hour shift schedule. A month worked is defined as any month in which an officer actually works or is on approved vacation or other earned time off for eleven (11) or more days for purposes of the twelve (12) hour shift schedule.

Section 3: Effective July 1, 2005, a police officer may use and shall be charged sick time for regular duty days not worked because of illness, injury or a scheduled medical or dental procedure or checkup. The City recognizes that sometimes a family member's illness or injury requires the employee's time and care. For that reason, The City allows police officers to use accrued sick time for the care of an eligible family member. If the time off is for the care of a family member with an illness, sick time may be used for those family members in the following circumstances:

1. the care of an eligible family member who is ill or injured
2. accompanying an eligible family member to a scheduled medical or dental procedure or checkup
3. attending to an eligible family member who is hospitalized

Medical and Dental Appointments: Employee's need to make appropriate arrangements in advance with their supervisor. Accrued sick time may be used for scheduled medical and dental appointments.

Family member shall be defined as:

Sons & Daughters (Sons and daughters include biological, adopted, or foster children, stepchildren, and legal wards under 18. Children older than 18 are covered if they are unable to care for themselves due to disability.

Spouses (through statutory or common-law marriage) or any persons living within the same household even if not related by blood or marriage.

Parents (Biological, adoptive, step or foster parents).

A. Employees may accumulate up to one thousand forty hours (1040 hours) of sick time.

B. Employees who attain maximum accumulation of sick days (i.e., 1040 hours) may at their option use or schedule off with reasonable notice, the excess earned sick day per month without any recourse from the City provided the excess sick day accumulation does not fall below the maximum days earned nor cause overtime to be scheduled.

Section 4: All police officers in the bargaining unit who are injured or become ill in the line of duty as defined by the Workers Compensation Law shall be carried on the City payroll at no loss of take home pay for a period not to exceed one (1) year from the date of injury. The employee shall continue to earn sick leave, vacation leave, longevity pay, hospitalization, life insurance and shall have continuous service for seniority.

As a condition of continued receipt of the pay differential provided by this Section, any employee injured on the job, for whom any physician has declared to be totally disabled or for whom no precise date for return to work can be given by a physician, may file for disability retirement under the State Act 345 Retirement Plan and not later than such employee's sixth consecutive month of injury and as a further condition such employee shall also file for a United States Government, Social Security Disability payment not later than such employee's fifth consecutive month of injury. Receipt of United States Social Security Administration disability benefits or disability retirement under the State Act 345 Retirement plan shall simultaneously and without more, terminate the obligations of this Section after one year.

Retroactive United States Government Social Security Administration Disability payments covering any period for which the City made a differential payment shall be payable to the City to the extent of such

differential paid and for the period of the benefit but not to exceed payment for period following one year from the date of injury.

A. No employee under the provisions of this Section shall, in conjunction with the provisions of this Section or any insurance plan be entitled to receive more than 100% of the employee's actual wage loss. It is understood and agreed that the City shall not be permitted to offset income earned by the employee from non-City employment held at the time of injury; provided that if the employee works additional hours after the injury the City shall be permitted to offset such income but only to the extent such income is attributable to such expanded hours.

B. An employee unable to perform police duties but able to perform the duties of any other job or profession shall have offset against any City liability, wages paid from employment secured after the date of injury.

C. The term "physician" as used in this Agreement shall mean a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.).

Section 5:

A. When a police officer's employment terminates by reason of retirement or death, the employee or the employee's designated beneficiary (or if no beneficiary has been designated, then as provided for by law), respectively shall be entitled to full pay for all accumulated sick days. (to be paid in eight (8) hour increments). See Attachment "Designation of Beneficiary"

B. For reasons other than the above, a police officer shall be paid one-half (1/2) of accumulated eight (8) hour increment sick leave days upon severance of employment.

Section 6: An employee whose illness or injury extends beyond five (5) working days shall be required to furnish the Employer with a doctor's statement as to the type of illness or injury and ability to return to work. Also, said employee will be required to set an appointment through the Administration (Personnel) prior to returning to work and receive proper clearance from the City physician to return to work.

No employee will be allowed to return to work prior to written approval by the City physician. Should an employee fail to obtain an appointment through the Administration and see the City physician, they will not be allowed to return to work. The City will work in full cooperation with the employee in scheduling the City physician's appointment, at the earliest time available, in an effort to avoid any loss of wages to the employee.

The City shall have the option of accepting an employee-provided medical opinion.

Section 7: The City at its option shall be permitted to offer to purchase banked sick days (in eight hour increments) from time to time provided that the sale of such days is at the employee's option and the number purchased reduces the employee's maximum contractual accumulation by the number purchased by the City. Employees will not be allowed to reduce their banks below one hundred (100) days using the buy out program.

ARTICLE 53

SICKNESS AND ACCIDENT INSURANCE

The City shall procure and maintain at its own expense, insurance provided for each police officer

for non-duty sickness or accidents, weekly benefits for twenty-six (26) weeks in the amount of five hundred dollars ($500.00) a week, but the police officer must use that officer's sick time first. Any other benefits a police officer may receive, such as Social Security, etc., shall not be used to reduce any benefit provided for herein.

ARTICLE 54

LIFE INSURANCE

Section 1: The City shall procure and maintain at its own expense a policy of life insurance on the life of each police officer in the amount of fifty thousand dollars ($50,000) with a double indemnity provision for accidental death and scale coverage dismemberment.

Section 2: Police officers who retire from the DHPOA bargaining unit after July 1, 2009, shall receive a ten thousand ($10,000) life insurance benefit payable to a beneficiary designated by the retired employee. The City shall pay the premium for such insurance coverage.

ARTICLE 55

GENERAL INSURANCE PLAN PROVISIONS

Section 1: All benefits shall be subject to standard preprinted provisions set forth in the policy or policies.

Section 2: Benefits for otherwise eligible new employees will become effective on the 91st day after the employee's hire date. \Section 3: When employment and seniority is interrupted by layoff, discharge, quit, strike, retirement, leave of absence or any other reason, all insurance coverage continues only for the balance of the month in which such termination occurs or until the next premium is due, whichever is later except as herein specifically provided otherwise; provided that an officer on approved leave of absence or layoff shall be permitted, at the officer's expense, to continue insurance coverage for a period not to exceed twelve (12) consecutive months; provided further that the premium must be received by the City from the officer prior to the date it is to be remitted to the carrier and the City shall be permitted to cancel coverage if an officer fails to remit timely payments to the City.

Section 4: The Employer shall have no obligation to duplicate any benefit any employee receives under any other policy with any other employer notwithstanding the circumstances of eligibility, amount or duration of benefit, and it shall be the obligation of the employee to inform the Employer of any and all insurance coverage enjoyed by said employee other than coverage provided by the Employer herein a party.

Section 5: Should the City be obligated by law to contribute to a governmentally sponsored insurance program, state, national or otherwise which duplicates the benefits provided by the City under insurance policies currently in effect as a result of this Agreement, it is the intent of the parties that the City not be obligated to provide double coverage; to escape such double coverage, the City shall be permitted to cancel benefits or policies which duplicate compulsory governmentally sponsored insurance programs; provided, however, the City agrees to maintain the benefit level established by this Agreement supplementing compulsory policies if necessary.

ARTICLE 56

HEALTH CARE

Section 1:

A. Effective February 1, 2011, each active member shall contribute twelve percent (12%) of the employee's cost premium **not to exceed** four percent (4%) of the

employee's base annual wage as it appears in the wage schedules of this and succeeding agreements. Employees hired after February 1, 2011, shall contribute twelve percent (12%) of the employee's cost premium **not to exceed** six percent (6%) of the employee's base annual wage as it appears in the wage schedules of this and succeeding agreements. At the employee's option, such payment may be made in accrued sick time, provided that if sick time is used, the maximum number of sick days allowed under this agreement shall be correspondingly reduced.
The remaining balance after payment will be reimbursed to the employee by the City, payable by check. This check shall not count toward pension FAC. A member shall be allowed to use accrued sick days in excess of the maximum to pay for health insurance co-pay, provided that the full value of the sick days is credited toward this payment.

1. The new premiums as outlined above shall be implemented on or about February 1, 2011 and shall be frozen for three (3) years after which time on or about February 1, 2014, the premiums will be recalculated and adjusted bi-annually. (every **even** year thereafter)

B. **Prescription Drug Insurance**: Prescription drug co-payments will be $10 for generic drugs and $40 for brand name (non-generic) drugs.

1. Prescriptions will be subject to Blue Cross Blue Shield's standard prior authorization, step therapy, and mandatory generic programs.

1. If a prescription is written by the employee's doctor for a 90 day supply, employees will be responsible for two co-payments for the 90 day supply.
2. An open formulary will be offered to all covered employees and dependents.

Persons who have been on a prescribed drug for at least one-hundred eighty days (180) prior to any new health care provisions taking effect shall be "grandfathered in" and shall be exempt from any "Step Therapy" program as outlined in Section 1(b)(1).

C. IMB-OB and the DCCR Rider Premium to be paid by the City.

D. In the event that death results to a member in the line of duty or a member who becomes totally incapacitated for duty by reason of a personal injury or disease occurring as the natural and proximate result of causes arising out of and in the course of that officer's employment by the City and retired by the Board, the employee's surviving dependents shall have coverage as set forth in A, B, and C above. Spouse ceases to be covered upon remarriage. Each child (who is related by birth, marriage, legal adoption, or legal guardianship) ceases to be covered upon reaching age 26 or as provided for by federal law.

Medically Proven "Special needs" children shall remain covered regardless of age.

E. Delete riders VST, FAE and the N710 Reciprocity rider for all persons.

F. **Dental Insurance**: The City will maintain a dental plan providing the following benefit level:

Class I (preventative) – 100% ($2,500 annual maximum on Class I, II, and III)

Class II (restorative) – 100% ($2,500 annual maximum on Class I, II, and III)

Class III (major) – 80% ($2,500 annual maximum on Class I, II, and III)

Class IV (orthodontics) – 75% ($5,000 lifetime maximum) (no age limit).

The City will maintain the same policy into retirement for any member hired prior to April 13, 2011.

G. **Vision Insurance**: The City will maintain a vision insurance plan that is or equivalent to Blue Vision (12/12/12) – VSP. This benefit level includes: one eye exam per year, one pair of contact lenses per year, and one pair of glasses per year.

The City will maintain the same policy into retirement for any member hired prior to April 13, 2011.

H. Effective July 1, 1998, the City will provide Blue Cross Community Blue to all employees otherwise eligible for Blue Cross PPO.

I. All newly negotiated health care benefits shall take effect on February 1, 2011 unless otherwise stated in this contract.

Benefit Certificate 42080 (or new group number) and the following riders:

BMT DC GLE-1 HMN

Prescription Drug "Preferred Rx" Group benefit certificate.

Members currently enrolled in an HMO have an option, at time of contract ratification by the City, to enroll in Community Blue. New members coming into this unit may enroll in Community Blue at the first Open Enrollment following their entry into this unit by notifying the Human Resource Department and completion of the necessary paperwork.

J. **Medical/Hospitalization Insurance**: The City will offer employees a choice of a PPO and HMO insurance as selected and administered by the City. To this extent, the City will offer:

a. Blue Cross Blue Shield Community Blue Plan 2 (PPO) – which includes the following:

i. $500-per person per calendar year of wellness and preventative service
ii. $100/$200 annual deductible
iii. $20 fixed office co-payments for office visits
iv. $50 fixed emergency room co-payments (which is waived if admitted)
v. $20 fixed urgent care co-payments
vi. $500/$1,000 out of pocket coinsurance maximums
vii. $10/40 copayment for prescription drugs for active employees and $0/15 for DROP participants and retirees entitled to post-retirement healthcare.

b. Health Alliance Plan (HAP) (HMO) – which includes the following:
i. $100/$200 annual deductible
ii. $10 fixed office co-payments for office visits
iii. $50 fixed emergency room co-payments (which is waived if admitted)
iv. $20 fixed urgent care co-payments
v. $10/40 copayment for prescription drugs for active employees and $0/15 for DROP participants and retirees entitled to post-retirement healthcare.

Persons on the payroll September 1, 1986 may at employee's option participate in a City offered HMO program but having selected must remain in the program for a minimum of one year.

K. Effective November 1, 2010, bargaining unit members shall be credited with two (2) additional personal days for a total of four (4) and will be shown in Article 41 Section 7.

L. Effective November 1, 2010, bargaining unit members shall be credited with an additional forty-eight (48) hours of furlough time for maximum total of (292) hours and will be shown in the table in Article 50 Section 2.

Section 2:

A. For a police officer who retires under Public Act 345 on or before June 30, 1990, the City shall provide the same hospitalization as that police officer had at the time of retirement, which includes spouse and dependents.

B. For a police officer who retires on or after July 1, 1990, hospitalization benefits levels shall be the same as then active employees. In determining benefit level equivalence, Medicare-Medicaid complementary coverage shall continue to be presumed to be a Medicare eligible employees' retirement health program. Retiree is responsible for the costs associated with Medicare Part "B" and will be responsible for any additional or increased participation costs imposed by the Medicare or other governmentally sponsored health related programs affecting retirees, subject to the coordination of benefits as set forth above.

C. It is specifically understood by both parties that effective July 1, 2009, for persons in the bargaining unit as of July 1, 2009, the following language shall apply:

Effective July 1, 2009, for a police officer who retires under Public Act 345 and/or enrolls in DROP on or after July 1, 2009, hospitalization/healthcare benefits levels **shall be the same** as that police officer had at the time of retirement and/or DROP election with the exception of drug co-pays as outlined below in Section 2(c)(1) which includes spouse and covered dependents/children. In determining benefit level equivalence, Medicare-Medicaid complementary coverage shall continue to be presumed to be a Medicare eligible employees' retirement health program. Retiree is responsible for the costs associated with Medicare Part "B" and will be responsible for any additional or increased participation costs imposed by the Medicare or other governmentally sponsored health related programs affecting retirees, subject to the coordination of benefits as set forth above.

1. It is further understood by both parties that language contained herein applies to employees in the bargaining unit as of July 1, 2009. DROP participants shall be considered retired for health care purposes and at time of DROP enrollment and/or normal retirement, duty disability retirement or death (as provided for elsewhere in this agreement), the prescription drug co-payments shall be reduced to zero **($0)** dollars for generic drugs and fifteen **($15)** dollars for brand name (non-generic) drugs. This is to include spouse and covered children/dependents.

   Each child (who is related by birth, marriage, legal adoption, or legal guardianship) ceases to be covered upon reaching age 26 or as provided by federal law.

   Medically proven "Special needs" children shall remain covered regardless of age.

A retiree's cost share contribution shall continue to be up to one percent (1%) of retiree's Act 345 retirement benefit. If under current premium formula the cost share to retirees is less than one percent (1%), the retirees will pay the lesser amount until the cost sharing amount reaches one percent (1%) or more and then the one percent (1%) formula takes effect. Upon reaching the age of sixty-five (65) the member's Act 345 retirement benefit contribution as provided for in this section shall thereby be reduced to five-tenths percent (.5%). DROP participants may have this cost share deducted from his/her DROP account (the one percent (1%) formula shall not include any DROP interest which has accrued and shall still be based on the retiree's ACT 345 benefit only) or at the employee's (or designated beneficiary where applicable) option, this cost may be deducted from any further lump sum payout upon separation from employment or death.

The language as outlined above <u>shall be</u> afforded to all police officers in the bargaining unit as of July 1, 2009 and any changes in hospitalization/ health/drug/optical or dental care benefits <u>shall not</u> adversely affect present or future retired police officers in the bargaining unit as of July 1, 2009. However, changes may be improved.

D. The City shall not be required to cover the retiree who is covered under another hospitalization plan or becomes covered while being covered under the City retiree plan, provided, however, the coverage shall continue and shall not be terminated if the City is reimbursed for said premiums within ninety (90) days after notifying the retiree of amount of premium due, and said retiree's coverage shall remain in full force and effect. The City shall resume payments on behalf of the retiree when such other hospital plan coverage ceases.

E. Should an full-time employee <u>or</u> retiree, once receiving a healthcare "opt-out" stipend, cease to be covered by another plan, such active employee or retiree may be reinstated by filing a written application for such coverage to be reinstated pursuant to this Agreement, if the active employee or retiree meets eligibility requirements.

F. The retiree's coverage shall not be changed to include any other persons being covered under the hospitalization plan after that person's separation from employment.

G. Effective July 1, 2005, retirees and/or DROP participants will contribute up to one percent (1%) of Act 345 retirement benefit. If under current premium formula the cost to retirees is less than one percent (1%), the retirees will pay the lesser amount until the cost sharing amount reaches one percent (1%) or more and then the one percent (1%) formula takes effect. Upon reaching the age of sixty-five (65) the member's Act 345 retirement benefit contribution as provided for in this section shall thereby be reduced to five-tenths percent (.5%).

H. Effective July 1, 2005, It is understood that Retiree health insurance is only provided for persons who are DROP participants, duty, non-duty disability retirees or who have twenty-five (25) years of credited police service (Including previously purchased or credited military, police, cadet or "open" time in conjunction with active service) <u>without regard to age</u>. This is to include spouse and covered children/dependents.

Each child (who is related by birth, marriage, legal adoption, or legal guardianship) ceases to be covered upon reaching age 26 or as provided by federal law.

Medically proven "Special needs" children shall remain covered regardless of age.

Section 3: The City reserves the right to subrogation and recovery of amounts paid by the City, or its health insurance plans, on behalf of a person covered by a City health insurance plan(s) because of an injury in which the person covered by the City's health insurance plan is entitled to recovery or is paid damages by another party.

Section 4: No health insurance plan of the City in conjunction with any other group health plan or plans without limit as to source or nature shall be construed so as to require payment of more than 100% of the employee's actual loss.

Section 5: Upon becoming eligible for Medicare benefits, benefits for any retiree or person covered through or because of such retiree will continue to be subject to coordination of benefits. If such retiree or other person fails to enroll for Medicare, benefits will be paid as though such retiree or other person had enrolled.

Section 6:

A. **Opt-Out Stipend**: In the event a permanent full-time employee elects to waive coverage under the City's healthcare plan, they shall be compensated at $2,500 per contract year if the alternative plan is not with the City. In the case of married City employees, whereby both are eligible to receive benefits, the employee who opts out of the insurance will receive $1,250. **(This will carry forward into the employee's retirement.)**

1. The City will continue to provide retired employees who opt-out of the medical and prescription drug insurance with dental and vision coverage but not less than that in effect immediately prior to retirement and/or DROP election.

B. The employee may elect to discontinue or retain coverage at any time provided it is within the window period offered by the City (October 1 through November 1).

Section 7: For a police officer who retires under Public Act 345 on or after July 1, 2004, the City shall provide that police officer with the same or equivalent optical and dental coverage as active bargaining unit members but not less than that in effect immediately prior to retirement and/or DROP election.

Section 8:

A. **Effective July 1, 2017, for all bargaining unit members who are enrolled in DROP.** Police officers who are DROP participants shall be considered retired for healthcare purposes. During DROP participation and upon separation of employment, a retiree's cost share contribution shall continue to be up to one percent (1%) of the retiree's Act 345 retirement benefit. If under the current premium formula the cost share to retirees is less than one percent (1%), the retirees will pay the lesser amount until the cost sharing amount reaches one percent (1%) or more and then the one percent (1%) formula take effect. Upon reaching the age of sixty-five (65), the member's Act 345 retirement benefit contribution as provided for in this section shall thereby be reduced to five-tenths percent (.5%). DROP participants may have this cost share deducted from his/her DROP account (the one percent (1%) formula shall not include any DROP interest which has accrued and shall still be based on the retiree's Act 345 benefit only) or at the employee's (or designated beneficiary where applicable) option, this cost may be deducted from any further lump sum payout upon separation from employment or death.

As a matter of clarification, it is understood that retiree health insurance is and will be afforded to all persons (DROP participants, retirees, members and survivor beneficiaries) eligible to receive any type of pension benefit under Act 345, except for employees hired on or after April 13, 2011.

B. **Effective January 1, 2018, for all active employees not enrolled in DROP**:

The City shall provide full-time employees the ability to select health insurance coverage from at least four (4) PPO options. At least one (1) of these options will be a PPO with in-network benefits including but not limited to: a deductible of $100 single; $200 family; plan-paid coinsurance of 90%; coinsurance annual maximum of $500 single; $1000 family; office visit copay of $20; emergency room copay of $50; and prescription drug copays of $10 generic; $40 brand formulary and $40 brand non-formulary. Mail order prescriptions will require two (2) copays for a 90-day supply of medications.

1. One of four (4) PPO options shall also be a Health Savings Account qualified plan.
2. All active non-DROP employees as of January 1, 2018 will be required to share in the cost of their healthcare through the City in accordance with P.A 152 as that Act is implemented by the City. In the event P.A. 152 is amended or repealed, the City and the Union agree to open up the contract for negotiations for healthcare only. It is the intent of the City to adopt the hard cap starting January 1, 2018. If the City opts out of P.A. 152, an active non-DROP participant bargaining unit member's contribution **shall not exceed** five (5%) percent of the employee's base wage as it appears in the wage schedules of this and succeeding agreements.
3. In the event a permanent full-time employee elects to waive coverage under the City's healthcare plan, he or she shall be compensated at $2,500 per plan year if the alternative plan is not with the City. In the case of married City employees whereby both are eligible to receive benefits, the employee who opts out of the insurance will receive $1,250.
4. In the event the City opts to switch it's participation choice in accordance with P.A. 152 in any plan year, (whether hard cap, 80/20 or otherwise), the Union, at it's sole discretion, may re-open and negotiate this agreement for healthcare only.

1. The HSA plan shall have an indexed deductible that adjusts to the annual minimum guidelines for compliance as a Qualified High Deductible Health Plan as defined by the IRS, Single $1300.00 and family $2600.00. The total deductible and out of pocket maximum shall not exceed Single- $2250.00 and Family- $4500.00. The HSA plan shall have a zero percent (0%) coinsurance. The Union reserves the right to bargain with the City administrator of the Health Savings Account for all members. The City shall contribute to each member's HSA account on January 1, 2018 and every January 1st thereafter. Members receiving 2-person or Family HSA plan shall receive $1300.00 annually. Members receiving Single Person HSA Plan shall receive $650.00 annually. Members shall have the option to contribute to their HSA account through payroll deduction up to the maximum annual amount as defined by the IRS guidelines.

2. In addition, the City shall offer all bargaining unit members who elect an HSA plan an online healthcare option with a zero ($0) dollar co-payment, zero ($0) dollar cost-share and zero ($0) dollar out-of-pocket maximum through BCBSM AMWELL or an equivalent provider. All eligible bargaining unit members who elect one of the PPO plans shall have an online healthcare option with a five ($5) dollar co-payment, zero ($0) dollar cost-share and maximum five ($5) dollar out-of-pocket through BCBSM AMWELL or an equivalent provider as agreed to by the City and the Union.

3. The City and Union shall meet annually prior to open enrollment to review and design (if needed) the medical plan options not specified in Article 56 with the objective of giving employees a range of options that may decrease employee costs.

C. **Effective January 1, 2018, for bargaining unit members hired before April 13, 2011 and who retire under Act 345 or enroll in DROP**:

1. Healthcare benefits while in the DROP and/or retirement may be the same as the member had at time of DROP enrollment and/or normal retirement, duty disability retirement or death. This is to include spouse and covered children/dependents. There will remain a PPO plan with the prescription drug co-payment reduced to zero **($0)** dollars for generic drugs and fifteen **($15)** dollars for brand name (non-generic) drugs. Mail order prescriptions will require two (2) copays for 90-day supply of medication.
   While in the DROP, the member's insurance premium cost share contribution through the City shall be in accordance with P.A 152 until such time he or she separates from employment.

Upon separation of employment, retirees will contribute up to one percent (1%) of Act 345 retirement benefit. If under current premium formula the cost to retirees is less than one percent (1%), the retirees will pay the lesser amount until the cost sharing amount reaches one percent (1%) or more and then the one percent (1%) formula takes effect. Upon reaching the age of sixty-five (65) the member's Act 345 retirement benefit contribution as provided for in this section shall thereby be reduced to five-tenths percent (.5%).

2. Upon Medicare eligibility, retirees must enroll in Medicare Part A and B. A retiree shall be responsible for the costs associated with Medicare and will be responsible for any additional or increased participation costs imposed by the Medicare or other governmentally sponsored health-related programs affecting retirees. Retirees shall be subjected to any and all deductibles as required by Medicare. Medicare-eligible retirees shall receive a Medicare Advantage plan or Medicare complementary coverage. In the event a permanent DROP participant elects to waive coverage under the City's healthcare plan, he or she shall be compensated at $2,500 per plan year if the alternative plan is not with the City. In the case of married City employees whereby both are eligible to receive benefits, the employee who opts out of the insurance will receive $1,250.

D. **Effective January 1, 2018, for all bargaining unit members hired on or after April 13, 2011 who retire under Act 345 or enroll in DROP:**

1. Healthcare benefits while in the DROP may remain the same as the member had at time of DROP election until his/her separation from employment. This is to include spouse and covered children/dependents. While in the DROP, the member's insurance premium cost share contribution through the City shall be in accordance with P.A 152 until such time he or she separates from employment.

In the event the DROP participant elects to waive the City's healthcare plan, he/she shall be compensated at two-thousand five -hundred ($2,500) per plan year if the alternative plan is not with the City. In the case of married City employees, whereby both are eligible to receive benefits, the employee who opts out of the insurance will receive one-thousand two-hundred ($1,250).

2. The City shall contribute an additional three (3%) percent. This contribution will be withheld from the employee's pay throughout their tenure with the City and the City remains responsible for investing the contribution into the trust.

E. For police officers hired on or after April 13, 2011, who retire and separate employment under Public Act 345, whom are not entitled to post-retirement healthcare, the City shall provide a stipend in the amount of sixty (60%) percent of that retiree's chosen post-retirement healthcare premium cost plan **(up to a maximum of seven thousand ($7,000) dollars)**. This stipend shall be paid to the retiree (or retiree's spouse in cases where the retiree has pre-deceased his/her spouse) on or about December 1st of each year for the following plan year and is not intended to cover any premium related to the Medicare Parts (A, B, or D). The retiree shall submit documentation to the City prior to December 1st of each year showing the retiree's enrollment plan and cost share for the following year.

ARTICLE 57

EDUCATIONAL BENEFITS

Section 1:

A. The City of Dearborn Heights, upon written application will pay for tuition and textbooks for police officers taking job related courses or courses offered in the Police Administration curriculum with the conditions hereinafter set forth for books and tuition will be made to the employee by the City after completion of courses where a grade of "C" or better is attained. All courses must be in accordance with Police Administration and curriculum. The police officer must pass the course with a credit and receipts have to be furnished upon completion in order to be reimbursed. Certificates or diplomas received shall become a part of the police officer's Civil Service Personnel Jacket.

1. The courses taken must relate directly to police work or be a part of a recognized Police Administration Degree curriculum.
2. Grants or scholarships by the federal government, state government, college or other sources shall be turned over to the City or deducted from the City reimbursement program.
3. Employees claiming reimbursement must prove and sign they paid the amount sought reimbursed for either books or tuition.

B. Officers shall not be obligated to seek City reimbursement for tuition or books and may elect to secure an education completely at their own expense. Officers not seeking reimbursement for tuition or books shall not be subject to the provisions of paragraph (A)(3) above.

C. The Union shall receive copies of a list of training classes available which the City intends to send officers to.

D. Effective July 1, 2017, The City of Dearborn Heights shall no longer pay for tuition and textbooks for a member taking courses after he or she enters into the DROP. Members who are currently enrolled in an educational program and in the DROP as of July 1, 2017 shall be entitled to continue and complete the program and be reimbursed.

ARTICLE 58

PENSION

Section 1: Effective July 1, 1993 and thereafter, a police officer then in the bargaining unit that retires shall be entitled to a pension, pursuant to Public Act 345 at the rate of two and eight tenths percent (2.8%) multiplier from the officer's date of hire as a police officer (does not include Cadet time).

Effective July 1, 2006 and thereafter, a police officer then in the bargaining unit that retires shall be entitled to a pension, pursuant to Public Act 345 payable
throughout the member's life of a two and eight-tenths (2.8%) percent multiplier per year. Upon reaching twenty-five (25) years of service an additional five percent (5%)
shall be added to equal seventy-five percent (75%) with a one-percent (1%) increase per year thereafter. This multiplier shall commence from the officer's date of hire as a police officer including any/all purchased or credited eligible service time as provided in Section 58.10.

Effective July 1, 2009 and thereafter, a police officer then in the bargaining unit that retires shall be entitled to a full, unreduced normal service retirement/pension after twenty-five (25) years of credited police service pursuant to Public Act 345 payable throughout the member's life of a two and eight-tenths (2.8%) percent multiplier per year. Upon reaching twenty-five (25) years of credited service an additional five (5%) percent shall be added to equal seventy-five (75%) percent with a one-percent (1%) increase per year thereafter. The City shall permit the pension benefits of each police officer to vest upon the completion of ten (10) years of credited service.

This multiplier shall commence from the officer's date of hire as a police officer including any/all purchased or credited eligible service time as provided in Section 58.10 without regard to age.

Section 2: Effective January 1, 2002, Police officers will contribute five percent (5%) of salary for this benefit.

Section 3: Effective July 1, 2004, Police officers agree to change highest five year (5) average compensation to highest three (3) year average compensation out of last 10 years and that this change will carry forward with a Police officer into the command unit if the Officer is promoted.

A. Effective July 1, 2009, police officers agree to change the highest three (3) years of compensation average out of last (10) years to: the highest three (3) years of compensation average preceding that member's retirement or leaving service (best 3 year average out of career) and that this change will carry forward with a police officer into the command unit if the officer is promoted.

Section 4: For persons in the bargaining unit "average final compensation" shall mean the three (3) years of highest annual compensation received by a member during the member's ten (10) years of service immediately preceding that member's retirement or leaving service, as authorized by and calculated in accordance with Act 345, Section 6(f) (MCLA 38.556(f).

A. Effective July 1, 2006, for persons in the bargaining unit "Final Average Compensation" shall mean the three (3) years of highest annual compensation received by a member during the member's ten (10) years of service immediately preceding that member's retirement or leaving service, as authorized by and calculated in accordance with Act 345, Section 6 (f) (MCLA 38.556(f)) and shall also include:

B. At the employee's option, a credit amount of up to the first seventy-five (75) unused sick days (in eight hour increments) to be deducted from the lump sum distribution pay out calculation as provided in section 58.6. In excess of seventy-five (75) and up to two hundred (200) (eight hour increment) accumulated sick days shall be paid from lump sum distribution pay out calculation as provided in section 58.6.

Section 5: Effective July 1, 2009, for persons in the bargaining unit "Final Average Compensation" shall mean the highest three (3) years of compensation average preceding that member's retirement or leaving service (best 3 year average out of career), as authorized by and calculated in accordance with Act 345, Section 6(f) MCLA 38.556(f).

A. Effective July 1, 2009, for persons in the bargaining unit " Final Average Compensation" shall mean the highest three (3) years of compensation average preceding that member's retirement or leaving service (best 3 year average out of career) and shall be calculated in the following manner:

B. The calculated percentage multiplier (of the years of credited police service as outlined in Section 1) of the highest three (3) years of compensation average preceding that member's retirement or leaving service (best 3 year average out of career) which shall also include but not be limited to any: Uniform Allowance and/or Weapons Qualification bonus etc. and shall also include:

At the employee's option, a credit amount (at the prevailing hourly rate of pay) of up to one hundred twenty-five (125) unused sick days (in eight hour increments or 1000 hours) may be included into the F.A.C. but not paid out. A credit amount (at the prevailing hourly rate of pay) of up to two hundred-forty (240) hours of unused compensatory time and a credit amount (at the prevailing hourly rate of pay) of up to two hundred forty-four (244) hours of unused furlough time may be included into the F.A.C. and shall be paid out in accordance with Section 11(e) of this article.

1. Persons hired on or after July 1, 2011, shall not be entitled to include any credited amount of unused sick days, compensatory time and/or furlough time into the F.A.C.

C. For persons hired on or after July 1, 2011, " Final Average Compensation" shall mean the highest three (3) years of compensation average preceding that member's retirement or leaving service (best 3 year average out of career) and shall be calculated in the following manner:

D. The calculated percentage multiplier (of the years of credited police service as outlined in Section 1) of the highest three (3) years of compensation average preceding that member's retirement or leaving service (best 3 year average out of career).

The provisions outlined above in B(1), C and D with regard to the F.A.C for employees hired after on or after July 1, 2011 shall carry forward with them into the command unit if promoted.

E. It is understood by all parties that the negotiated pension benefits as outlined in this article shall not be adversely modified and or changed for persons in the bargaining unit hired prior to July 1, 2011.

Section 6: Persons retiring shall receive any lump sum distribution to which entitled (for example: accumulated sick, personal, compensatory and vacation time) at time of retirement in three (3) installments commencing with such person's first day of retirement with interest being paid on a declining balance method at 70% of the one year time certificate of deposit rate of the City Depository as of the last day of work:

1st Installment	34%
2nd Installment	34%
3rd Installment	32%
	100%

Second installment to be paid upon first anniversary date of retirement. Third installment to be paid on second anniversary date of retirement.

Section 7: In the event that a duty disability retiree dies during the time of duty disability and prior to the time of regular retirement, the retiree's spouse and children under the age of 26 will continued to receive the health care benefits that would have otherwise been available to that duty disability retiree.

Section 8: Effective July 1, 1996, an employee shall have the right to receive a partial or total refund of his or her accumulated pension contributions (without interest) at the employee's time of retirement. If an employee receives such refund the employee's retirement allowance shall be reduced proportionately. The document entitled "Factors to Compute Reduction in Monthly Retirement Allowance Applicable to Withdrawals Made at Retirement" will be attached as Attachment C to this contract.

The Factor will be based upon the G83 Male Mortality Table with an interest rate based upon the PBGC Interest rate; however, the parties agree that they will not alter their reliance on the G83 Male Mortality Table or the PBGC Interest Rate during the life of this contract.

Section 9**:**

A. Retiree Supplementary Benefit: Effective for employees retiring on and after July 1, 2001 there shall be paid an annual retiree bonus subject to the terms of this provision. The annual retiree bonus shall be paid on or about October 1 of each year. To be eligible to receive the annual retiree bonus, the employee must have retired a minimum of five (5) complete plan years prior to the July 1 date immediately preceding the October 1 bonus payment date. (A plan year is July 1 through June 30). Unless there are insufficient funds to pay any annual retiree bonus (see C below) or unless the annual retiree bonus is to be prorated due to insufficient funds (see C below) the annual retiree bonus paid each October to the retiree (or his or her survivor beneficiary) shall be equal to one-twelfth (1/12) of the total pension benefit payments paid to the retiree (or his or her survivor beneficiary) during the one-year period of July 1-June 30 immediately preceding the October 1 bonus payment date.

B. The annual retiree bonus will be based on "excess earnings" as described herein. An internal "Police Patrol Officer Retiree Bonus Fund" (hereinafter "Fund") shall be set up within the Act 345 Firefighter and Police Plan Trust (hereinafter "Act 345 Plan"). The Fund will initially be established by no later than October 1, 2001, with an initial contribution amount equal to five (5) times the average total monthly pension benefit payments paid to all Police Patrol Officer retirees during the one-year period of July 1, 1999 - June 30, 2000 as reported in the July 1, 2001, actuarial valuation report (i.e., the initial contribution amount shall be the total pension benefit payments paid to all Police Patrol Officer retirees from July 1, 1999 - June 30, 2000, divided by twelve (12), with the result then multiplied by five (5)).

All annual retiree bonuses will be paid from this internal Fund, assuming it has sufficient funds (see below). Annually, the Fund will be credited with earnings/losses, based on the actual average principal equal to the estimated market rate of return presented in the most recent actuarial valuation for the Act 345 Plan. In addition, annual contributions shall be made to the Fund each October 1 (commencing October 1, 2001,) provided that the Act 345 Plan's estimated market rate of return for that year, as reported in the most recent actuarial valuation for the Act 345 Plan, is greater than nine (9.0%) percent. The total potential annual contribution to all retiree bonus funds in the Act 345 Plan will be equal to earnings above nine (9.0%) percent to a maximum of ten (10.0%) percent, based on the estimated market rate of return reported in the most recent actuarial valuation for the Act 345 Plan. That is, the total annual contribution amount shall be a maximum of one (1.0%) percent of total Act 345 Plan investment earnings, and that total annual contribution amount shall be allocated among all retiree bonus funds within the Act 345 Plan in any plan year.

The amount of potential contribution to be allocated to the Police Patrol Officer Retiree Bonus Fund will be the total annual contribution amount prorated based on the total actuarial accrued liability for all Police Patrol Officer participants in the Act 345 Plan in relationship to the total actuarial liability for all participants in the Act 345 Plan, as set forth in the most recent actuarial valuation for the Act 345 Plan. In addition to the foregoing, the annual contribution to any retiree bonus fund in the Act 345 Plan in any plan year shall in no event cause the retiree bonus fund to have a fund balance in excess of ten (10) times the total average monthly pension benefit payments paid in the previous plan year to retirees covered by that retiree bonus fund (i.e. total monthly pension benefit payments made to retirees covered by that retiree bonus fund during the immediately preceding July 1 - June 30 plan year period divided by twelve (12), and the result multiplied by ten (10).

C. Should the Police Officer Retiree Bonus be made available to Police Officer retirees who retired prior to July 1, 2001, and in the event the Police Officer Retiree Bonus Fund in any particular year lacks sufficient funds to pay a full annual retiree bonus to all eligible Police Officer retirees, then a full annual bonus will be paid only to those eligible Police Officer retirees who retired on or after July 1, 2001. Further, should the Police Patrol Officer Retiree Bonus Fund in any particular year lack sufficient funds to pay a full annual retiree bonus to those eligible Police Patrol Officer retirees who retired on or after July 1, 2001, then to the extent there are sufficient funds to do so, a reduced annual retiree bonus shall be paid to those eligible Police Patrol Officer retirees who retired on or after July 1, 2001, on a pro rata basis. Any such determination of insufficient funds must be made and certified by the Act 345 Plan's actuary.

D. **Effective July 1, 2017**, for all members (including DROP participants) in the bargaining unit as of October 1, 2017 who eventually enter DROP and/or retire and separate employment under Public Act 345, there shall be paid an annual police patrol officer retiree bonus regardless of the health of the Police Patrol Officer Retiree Bonus Fund. Future police patrol officer retirees and current DROP participants shall be entitled to and receive an annual retiree bonus for life. The annual retiree bonus shall be paid on October 1st each year to the retiree (or his or her survivor beneficiary) and shall be equal to one-twelfth (1/12) of the total pension benefit payments paid to the retiree (or his or her survivor beneficiary) during the one-year period of July 1st - June 30th immediately preceding the October 1st bonus payment date. To be eligible to receive the annual retiree bonus, the employee must be retired or a DROP participant a minimum of five (5) complete plan years prior to the July 1st date immediately preceding the October 1st bonus payment date (A plan year is July 1st through June 30th). DROP participants shall still receive credit to their DROP accounts upon becoming eligible to receive the police patrol officer retiree bonus. This language shall be extended to anyone hired into the bargaining unit on or after October 1, 2017 but before January 1, 2018.

Effective January 1, 2018, employees hired into the bargaining unit shall be subject to the provisions set forth in Section 9 (A), (B) & (C) of this Article.

Section 10: An employee may be permitted and receive additional service credit of up to twenty-four (24) months for past police cadet service prior to promotion to a sworn police officer with the City at no cost to the employee. Employees may also be permitted to purchase up to thirty-six (36) months of past police or active military service prior to employment as a sworn police officer with the City or any combination of past cadet, police and/or military time not to exceed thirty-six (36) months. It is understood and agreed by both parties that with the exception of past cadet service, the first twenty-four (24) months of time shall be paid by the employee at four percent (4%) of base wage. For those employees (including past police cadets) opting to purchase an additional twelve (12) months of time, the cost per employee shall be five percent (5%) of base wage. Employees may use earned time, personal funds, payroll deduction or transfer funds from other retirement accounts as permitted by the IRS.

A. Effective July 1, 2009, employees may purchase additional months (in excess of the first twenty-four (24) months at the rate of 4% of base pay) of prior police cadet, previous police or military service for up to forty-eight (48) months of service credits at a rate of five (5%) percent per year of the member's current base pay per service credit year.

B. Effective July 1, 2009, employees may purchase months of "open time" for up to a forty-eight (48) months of service credits at a rate of five and one-half (5.5%) percent per year of the member's current base pay per service credit year.

C. Effective July 1, 2009, employees may purchase a "5th year" (an additional twelve (12) months) of service credits at a rate of twenty-four and one-half (24.5%) percent of the member's current base pay.

1. It is understood this rate is for the purchase of a 5th year only and that the purchase of a 5th year will cease to be available to new employees hired after July 1, 2015

2. Effective July 1, 2017, employees may again purchase a "5th year" of credited service. Members hired prior to July 1, 2017, shall have seventy-two (72) months from July 1, 2017 to purchase same at no cost to the City. For members hired after July 1, 2017, this time shall be paid for in accordance with Section 10(D) below and shall also be at no cost to the City as well.

It is understood that any combination of service credits purchased/credited shall not exceed sixty (60) months total.

D. Bargaining unit members hired after July 1, 2009, shall have seventy-two (72) months from date of hire to purchase in full any/all time as outlined in A, B or C after which time the opportunity to purchase additional service credit(s) shall cease. Bargaining unit members hired before July 1, 2009 must declare their intent to purchase any/all additional time as outlined in A, B or C by July 1, 2011. This time need not be paid in full.

It is understood employees may still use earned time, personal funds, payroll deduction or transfer funds from other retirement accounts as permitted by the IRS to purchase these service credits.

Section 11:

DROP OVERVIEW

Effective January 11, 2007, any Employee who is a member of the City of Dearborn Heights Police and Fire Act 345 Retirement System may at any time voluntarily elect to participate in the City of Dearborn Heights Police and Fire Retirement System Deferred Retirement Option Plan (hereinafter "DROP") after attaining the minimum requirements for a full, unreduced normal service retirement/pension or as provided for in their respective bargaining agreement or any such Employee who has attained twenty five (25) years of service credit.

Upon commencement of DROP participation, the Participant's DROP Benefit shall be the dollar amount of the Employee's monthly pension benefit computed by using the contractual guidelines and formula(s) that are in effect on the particular DROP date. During participation in the DROP, the Participant continues with full employment status, receives all future promotions and benefit/wage increases, and is considered an employee of the City of Dearborn Heights

The Participant's DROP Benefit shall be credited monthly to the Participant's DROP Account which shall be established within the City of Dearborn Heights Police and Fire Retirement System (the "Police and Fire Retirement System"). The Participant's DROP Account shall be maintained and managed by the Board of Trustees of the Police and Fire Retirement System (the "Retirement Board"). Upon termination of employment, the Participant shall retire and will begin to receive payment(s) from his/her individual DROP Account as described herein. The DROP payment(s) are in addition to all other contractual pension benefits. The Participant is solely responsible for analyzing the tax consequences of participation in the DROP.

A. PARTICIPATION PERIOD

The maximum period for participation in the DROP is eighty-four (84) months (the "Participation Period") after which time the employee shall terminate employment with the City. There is no minimum time period for participation.

Upon termination of employment, the retiree shall receive the monthly retirement benefit previously credited to their DROP Account and shall be eligible for distribution of their DROP Account Balance in accordance with Section H herein.

B. ELECTION TO PARTICIPATE

Election to participate in the DROP program is IRREVOCABLE (except in the instance of duty disability or duty death as provided in DROP Section K herein). An Employee who wishes to participate in the DROP shall complete and sign such application form or forms as shall be required by the Retirement Board.

The Retirement Board shall review the application within a reasonable time period and make a determination as to the Employee's eligibility for participation in the DROP. On the Employee's effective DROP Date, he or she shall become a DROP Participant and shall cease to accrue additional retirement benefits otherwise credited to active members of the Police and Fire Retirement System. The amount of credited service, multiplier and average final compensation shall be fixed as of the Participant's DROP Date. Increases in compensation and accrual of additional service during DROP Participation will NOT be factored into the pension benefits of active or former DROP Participants (except as specifically provided in Subsection K).

Except with regard to the retirement benefits expressly provided herein, DROP Participants will continue with full employment status with all rights and privileges afforded to employees of the Police and Fire Departments, in the appropriate case, and this applicable bargaining unit, including, but not limited to, future promotions, benefit/wage increases, union membership and representation, as well as, retirement system membership and Board representation.

An employee who qualifies for DROP Participation upon the date City Council ratifies this DROP will have a period of six months thereafter to file a written "Back DROP" election. Individuals who elect the "Back Drop" shall elect a monthly period, not to exceed sixty (60) months, to constitute the Employee's Back Drop Period. Individuals who elect the "Back Drop" will have their DROP benefit calculated based upon the regular monthly retirement benefit to which the Employee would have been entitled if the Employee had actually terminated employment and retired on the date the Employee elects to enter the DROP (less the annuity withdrawal reduction as set forth in Subsection E and/or actuarial reductions as a result of the Employee election an Optional for of benefit under the Plan, if applicable).

The regular monthly retirement benefit determined above shall be multiplied by the Employee's Back DROP Period and such amount shall be credited to the Employee's DROP account. The Employee's Back DROP Period shall reduce the Employee's DROP Participation Period after which time the Employee shall terminate employment with the City.

After an eligible Employee attains thirty (30) years of service credit, the allowed DROP Participation Period for that Employee will be reduced by one month of DROP Participation for every month beyond thirty (30) years of service credit that the Employee delays making a DROP Enrollment election.

C. DROP BENEFIT

The Participant's DROP Benefit shall be the regular monthly retirement benefit to which the Employee would have been entitled if the Employee had actually terminated employment and retired on the DROP Date (less the annuity withdrawal reduction as set forth in Subsection E and/or actuarial reductions as a result of the Employee electing an Optional form of benefit under the Plan, if applicable).

The Participant's DROP Benefit shall be credited monthly to the Participant's individual DROP Account. A DROP Participant may at the time of DROP Election elect to receive his or her benefit in the form of the Current Pension Plan's Option I or Option II Benefit and nominate a named beneficiary in accordance with the Police and Fire Retirement System provisions.

The term "spouse" for purposes of benefit qualification of DROP Participants, shall mean: (1) the person to whom the Participant was legally married on the Participant's date of death if such death occurs during DROP Participation; or (2) the person to whom the retiree was legally married on both the effective date of termination of DROP Participation and the retiree's date of death provided such death occurs after termination of DROP Participation. The definition of "spouse" herein may be amended pursuant to an Eligible Domestic Relations Order entered pursuant to Michigan Public Act 46 of 1991, as amended (MCL §38.1701 et seq.).

D. REFUND OF RETIREMENT CONTRIBUTIONS

An Employee who elects to participate in the DROP (and correspondingly, ceases to accrue additional retirement benefits otherwise credited to active members of the Police and Fire Retirement System) may elect the Refund of Retirement Contributions Option provided by their respective Collective Bargaining Agreements at the time of electing DROP participation. This Option and all other retirement options under the Police and Fire Retirement System which are available to Retirement System Members shall only be available to the DROP Participant at such time as he or she elects DROP Participation and not thereafter.

The Refund of Retirement Contributions Option election shall be made commensurate with the Participant's DROP election, but not thereafter, and the Refund amount at time of DROP will be utilized to compute the actuarial reduction of the Participant's DROP Benefit, as well as the Employee's monthly retirement benefit from the Police and Fire Retirement System after termination of employment. The Refund amount (accumulated contributions) shall be withdrawn from the Police and Fire Retirement System at the time of DROP Enrollment and subject to withdrawal by the DROP Participant at the time of DROP Election.

DROP Participants who do not elect the Annuity Withdrawal Option shall have their full unreduced benefit credited to their DROP Account.

At the time of the Refund of Retirement Contributions Option election, if an Employee is electing a straight life form of benefit with no qualifying spouse, the Refund reduction computation is based in part upon the actuarial life expectancy of the Employee (rather than the life expectancies of both the Employee and qualified spouse). There shall be no adjustments to the benefits payable upon the marriage of a DROP Participant to a qualifying spouse during DROP Participation.

In the event such spouse (i.e. qualified after calculation of the Refund election), subsequently qualifies for benefits payable by the Police and Fire Retirement System, said benefits shall not be adjusted based upon the Employee's Refund of Retirement Contributions election.

E. LUMP SUM DISTRIBUTION OF ACCUMULATED LEAVE TIME

Sick Time. At the time of DROP enrollment, normal retirement, duty disability retirement or death (as provided for elsewhere in this agreement), an employee or designated beneficiary where applicable, may elect to roll in the contractually agreed upon sick time (up to 1000 hrs) into the employee's Final Average Compensation except as provided for in Article 58 Section 5 (b)(1).

Any excess sick time at time of DROP enrollment, normal retirement, duty disability retirement or death (as provided for elsewhere in this agreement) shall be distributed in accordance with Article 58 Section 6.

Any employee may elect to "roll over" up to twenty-five (25) sick days into his/her DROP sick day bank. With the maximum earned sick day bank correspondingly increased. (example: 10 days "rolled over" new maximum 94 - 25 days "rolled over" new maximum of 109).

When an Employee begins DROP Participation, the Employee will earn a lump sum of twelve (12) sick days to start (which will be prorated should the Employee terminate DROP Participation prior to completing the first year of DROP Participation), and may accrue a maximum of up to one hundred-nine (109) sick days (to be credited at one per month after completing the first 12 months of DROP Participation). Upon separation from employment or death, these sick days will be paid out at the prevailing hourly rate of pay in (8) hour increments up to one hundred-nine (109) days or eight hundred seventy-two (872) hours and distributed in a lump sum.

As provided for in the DHPOA collective bargaining agreement, the 13th bonus sick day will be paid at the rate of twelve (12) hours compensatory time and added to the Employee's compensatory time bank on January 1st of each year. (DROP Participants only)

On February 15th of each year, at the employee's option, the City shall pay for earned sick days in excess over one hundred-nine (109) days at the rate of one half (1/2) day's pay for each (eight hour increment) day.

Compensatory Time. At the time of DROP enrollment, normal retirement, duty disability retirement or death (as provided for elsewhere in this agreement), the contractually agreed upon compensatory time (up to 240 hrs.) shall be paid out at the prevailing hourly rate of pay and shall be included in the computation of the employee's Final Average Compensation except as provided for in Article 58 Section 5 (b)(1).

Any additional remaining compensatory time may be carried forward and rolled into the employee's DROP compensatory time bank or at the employee's (or designated beneficiary's where applicable) option, shall be distributed in accordance with Article 58 Section 6. All accumulated earned compensatory time (which is earned throughout the DROP participation period) shall be paid out in a lump sum at time of separation from employment or death but will not be included in the calculation of Final Average Compensation.

Furlough Time: Unused/accumulated furlough time (up to 244 hrs.) shall be paid out at the prevailing hourly rate of pay at the time of DROP enrollment, normal retirement, duty disability retirement or death (as provided for elsewhere in this agreement) and shall be included in the computation of the employee's Final Average Compensation except as provided for in Article 58 Section 5 (b)(1).

Any additional remaining furlough time may be carried forward and rolled into the employee's DROP furlough time bank or, at the employee's or (designated beneficiary's where applicable) option, shall be distributed in accordance with Article 58 Section 6. Any unused/accumulated earned furlough time (which is earned throughout the DROP participation period) shall be paid out in a lump sum at time of separation from employment or death but will not be included in the calculation of Final Average Compensation.

F. DROP ACCOUNTS

For each DROP Participant, an individual DROP Account shall be created in which shall be accumulated at DROP Interest, the Participant's DROP Benefits. All individual DROP Accounts shall be maintained for the benefit of each DROP Participant and will be managed by the Police and Fire Retirement Board in the same manner as the funds of the Police and Fire Retirement System. DROP Interest for each DROP Participant shall be five (5%) percent per annum and credited quarterly. The Retirement Board shall provide each participant with an annual statement of their account activity. The reference to individual DROP Accounts shall be interpreted to refer to the accounting records of the Police and Fire Retirement System and not to the actual segregation of moneys in the funds of the Police and Fire Retirement System. At the Employee's request, one additional statement per year may be provided to the Employee.

G. CONTRIBUTIONS

Employee contributions to the Police and Fire Retirement System shall cease during DROP Participation.

H. DISTRIBUTION OF DROP FUNDS

Upon termination of employment, the former DROP Participant must choose one, or a consistent combination of, the following distribution methods to receive payment(s) from his or her individual DROP Account:

1) A total lump sum distribution to the recipient.

2) A partial lump sum distribution to the recipient.

3) A lump sum direct rollover to another qualified plan to the extent allowed by federal law and in accordance with the Retirement Board's rollover procedures.

4) An annuity payable for the life of the recipient.

5) An optional form of annuity as established by Public Act 345 of 1937, as amended.

6) A monthly distribution to the recipient.

1. An individual's remaining DROP account balance shall be credited monthly with interest based upon the greater of: (1) five and one-half (5 ½ %) percent per annum, or (2) one-half (1/2) of the market rate of return earned by the Police and Fire Retirement System in the prior calendar year.

A former Participant may change their distribution method as may be applicable no more than once per annum prior to June 30th of each year in accordance with such procedures and time guidelines as adopted by the Retirement Board.

A former Participant may elect a total lump sum distribution of any remaining balance in their DROP Account at any time after termination of employment which will be paid within 90 days after receiving the member's request. All benefit payments under the Plan shall be made (or commence in the case of an annuity) as soon as practical after entitlement thereto, but in no event later than the April 1 following the later of:

1) The calendar year in which the Member attains age 70 ½ , or

2) The calendar year in which the Participant's employment terminated.

If the Accumulated Balance in any former Participant's account becomes less than $5,000 [or such other amount as provided in Internal Revenue Code Section 411(a)(11)(A)], then the Retirement Board, in its sole discretion, shall have the option of distributing the former Participant's entire account, in the form of a lump sum, to the Former Participant.

Any and all distributions from Participant's DROP Account shall not be subject to offset by any workers' compensation wage loss payments received by the Participant, including any redemption amounts.

Any eligibility for receipt of a post-retirement benefit improvement (a/k/a "13th check") shall be made at time of enrollment in DROP. DROP participants who elect to remain in the DROP in excess of sixty (60) months shall have his/her post-retirement benefit improvement (a/k/a "13th check") deposited into his/her DROP account.

I. DEATH DURING DROP PARTICIPATION

Except as otherwise provided in Subsection K, if an Employee participating in the DROP dies either: (I) before full retirement (i.e.,. before termination of service); or (ii) during full retirement (i.e., after termination of service) but before the DROP account balance has been fully paid out, the Participant's designated beneficiary(ies) shall receive the remaining balance in the Participant's DROP Account in the manner in which they elect from the previously mentioned distribution methods (Subsection I). In the event the Participant has failed to name a beneficiary, the account balance shall be payable to the Participant's beneficiary of benefits from the Police and Fire Retirement System. If there is no such beneficiary, the account balance shall be paid in a lump sum to the Participant's estate.

Benefits payable from the Police and Fire Retirement System shall be determined as though the DROP Participant had separated from service on the day prior to the Participant's date of death.

J. DISABILITY DURING DROP PARTICIPATION

Except as otherwise provided in Subsection K, in the event a DROP Participant becomes totally and permanently disabled from further performance of duty as a police officer or fire fighter in the appropriate case, in accordance with the provisions of the Police and Fire Retirement System, the Participant's participation in the DROP shall cease and the member shall receive such benefits as if the member had retired and terminated employment during the Participation Period.

Application and determination of disability shall be conducted in accordance with the Police and Fire Retirement System provisions; however, the Participant shall not be eligible for disability benefits from the Police and Fire Retirement System, except as specifically provided in Subsection K.

K. SPECIAL PROVISION FOR DUTY DISABILITY AND DUTY DEATH

A DROP Participant who is found by the Retirement Board, in accordance with Retirement System provisions, to be totally and permanently incapacitated for duty by reason of a personal injury or disease occurring as the natural and proximate result of causes arising out of and in the course of the Employee's employment with the City, may retroactively revoke the Participant's DROP election if the revocation occurs before the payment of a distribution to the Employee from the Participant's DROP account or before payment of disability or retirement benefits to the Employee from the Retirement System.

If a DROP Participant dies in the line of duty while in the employ of the City, the DROP Participant's eligible survivors (i.e., survivors qualified under Section 6(2) of Public Act 345 of 1937, as amended, and the Participant's applicable collective bargaining agreement) and the Participant's eligible DROP beneficiary(ies) may, by unanimous agreement, retroactively revoke the Participant's DROP election if the revocation occurs before payment of a distribution from the Participant's DROP account or payment of benefits from the Police and Fire Retirement System. If a DROP election revocation is made as prescribed by this Subsection, the Participant's DROP Account is not distributed, and the Participant or the Participant's beneficiary(ies), as applicable, is entitled to all benefits provided by the Police and Fire Retirement System as if a DROP election had not been made.

In the event of revocation of DROP participation as provided herein, there shall be no requirement for retroactive payment of employee contributions which would otherwise have been paid by the Employee to the Retirement System and the Employee shall receive service credit for all service rendered during DROP participation or as otherwise provided in the applicable collective bargaining agreement.

L. INTERNAL REVENUE SERVICE COMPLIANCE

The Internal Revenue Service has accepted the DROP concept because the Employee/DROP Participant does not have either actual or constructive receipt of the DROP payments (while still employed), and the Employee ceases to accumulate additional credit toward retirement benefits once DROP Participation commences. The DROP is intended to operate in accordance with Section 415 of the Internal Revenue Code, as amended, as well as with any other applicable laws and regulations, state of Michigan or federal.

In the event the Board of Trustees finds any DROP provision to be in violation of any applicable law, that provision shall be null and void and the remaining DROP provisions shall constitute the terms of the DROP.

The City of Dearborn Heights Police and Fire Retirement System consists of a defined benefit plan. The DROP Account shall be established as part of the defined benefit plan of the Retirement System or such other plan as the Retirement Board and the union's shall agree upon (i.e., I.R.C. section 415(m) benefit plan) after consultation with appropriate legal counsel.

M. DROP COST

The City and those applicable collective bargaining associations which agree to adopt the DROP Program intend for the DROP Program to be essentially cost neutral (i.e., ± .2% of covered payroll). The parties recognize the complexity in estimating the actuarial cost impact of the DROP on the Police and Fire Retirement System. Accordingly, after a 10 year period from the establishment of the DROP, the Retirement Board will direct that the Retirement System's Actuary to conduct an evaluation as to the cost impact of the DROP on the Retirement System. In the event that the actuary determines that the DROP has had a positive cost to the Retirement System (i.e., > .2% of covered payroll), the DROP shall be amended in such manner, as recommended by the Actuary and approved by the parties, to result in an essentially cost neutral program. In the event that the City determines that the DROP has had a positive cost to the City, the DROP shall be amended and approved by the parties.

Dearborn Heights Police and Fire Act 345 Retirement System members currently covered by their respective bargaining agreement upon ratification of this language, (January 11, 2007) shall not be adversely impacted by any future amendments and will be governed under the current terms and conditions of this section. Further, subsequent amendments to the DROP will not impact DROP Participants.

The City of Dearborn Heights disclaims any and all responsibility for any tax implications that may affect a DROP Participant. The City recommends that each Employee consult with a professional tax advisor, certified professional accountant, or other such individual capable of providing tax advice.

N. HEALTH CARE

DROP Participants shall be eligible for the health care coverage provided to retirees in accordance with their respective collective bargaining agreements. During the participant's enrollment in DROP, the City will provide and be responsible for the costs of health care coverage for any additional qualified persons added to the participant's health care plan during enrollment in DROP. This health care coverage for qualified persons added during DROP participation shall cease upon termination from DROP and leaving employment.

ARTICLE 59

ADA/FMLA LANGUAGE

Section 1: This contract shall be in compliance with the Americans with Disabilities Act (ADA). Employees covered by this contract shall be entitled to all rights as contained within this contract. The City and Union shall comply with their obligations under the ADA and recognize the need to reasonably accommodate the disabled, as provided under the ADA. They agree to meet as necessary during the term of this agreement.

Section 2: The City and the Union shall comply with the Family Medical Leave Act (FMLA) and the regulations implementing that Act, which are specifically incorporated herein. Employee paid time off such as sick days and personal days will be charged for FMLA leave, in accordance with FMLA regulations.

Section 3: Unpaid FMLA leave will not be granted until all paid time off to which an employee can be charged for FMLA leave is exhausted.

Section 4: Health insurance coverage will be maintained for the duration of the FMLA leave. Upon their return from FMLA leave, employees will be returned to the same or an equivalent position to that which they occupied when the employee commenced leave in accordance with FMLA regulations. Employees shall also remain entitled to all other benefits to which they are entitled under this agreement.

ARTICLE 60

JURY DUTY

Bargaining unit members who are called to and report for jury duty shall be assigned to the day shift for the day(s) for which they are obligated to report for jury duty. At the conclusion of jury service for the day, the bargaining unit member shall report for duty to finish the work shift. The assigning of an officer to the day shift shall not result in the payment of overtime to any officer. If jury service lasts for eight (8) hours or longer, this shall be considered a full work day for the employee.

ARTICLE 61

K-9 OFFICER

Both parties agree that the City and department canine handler(s) shall be bound by the provisions, terms and conditions as set forth in the "Canine Handler Agreement" dated April 16, 2009 and that handlers shall be utilized in accordance with "Canine Unit Operations" Operational General Order #886 dated November 10, 2009.

SUCCESSORSHIP CLAUSE

This Agreement shall be binding in its entirety upon the parties hereto, their successors, assignees, and transferees including but not limited to any new governmental instrumentality which shall come into existence by reason of any consolidation, merger, annexation, contractual agreement, ordinance, charter amendment or other governmental enactment and replace the City as the employer of the DHPOA bargaining unit employees. The parties further agree that from time to time and upon reasonable notice given by either party to the other, they shall meet and confer to discuss any future impact on the police officers bargaining unit which may result from the possible replacement of the City of Dearborn Heights as the employer of the DHPOA bargaining unit employees. The parties further agree that no employee in the police officer's bargaining unit shall be place in any worse position with respect to pensions, seniority, wages, sick leave, vacation, health and welfare insurance or any other benefits by reason of the employee's transfer to any new governmental instrumentality or other employing unit which came into existence by reason of any consolidation, merger, annexation, contractual agreement, ordinance, charter amendment or other governmental enactment and which replaces the City as the employer of the DHPOA bargaining unit employees.

ARTICLE 62

EXTENSION

In the event that negotiations extend beyond the said expiration date of this Agreement, the terms and provisions of this Agreement shall remain in full force and effect pending agreement upon a new Contract.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this _____day of _____, 2026.

DEARBORN HEIGHTS POLICE OFFICERS ASSOCIATION

_____

Brian Sznyr, President

POLICE OFFICERS ASSOCIATION OF MICHIGAN

_____

David LaMontaine
Business Agent

CITY OF DEARBORN HEIGHTS

_____

Mo Baydoun, Mayor

_____

Lynne Senia., City Clerk

A P P E N D I X A

PLEASE PRINT

BY: _____,

Last Name First Name Middle Initial

TO: City of Dearborn Heights, Michigan

Effective _____I hereby authorize you to deduct from my earnings $ _____per month or such other amount as Dearborn Heights Police Officers Association, hereinafter called DHPOA, may certify as my share of the cost of administration and negotiations of this and succeeding collective bargaining agreements with the City of Dearborn Heights. In consideration of the City of Dearborn Heights providing this deduction service, I agree to hold the City of Dearborn Heights harmless against any and all claims, demands, lawsuits, or other forms of liability that may arise out of, or by reason of, action taken or not taken by the City for the purpose of providing this deduction service. I further specifically agree that in the event that refund of sums deducted under this Authorization is due me for any reason, that in consideration of the City of Dearborn Heights providing this deduction service, to seek such refund from DHPOA. The amounts deducted hereunder shall be paid to the Treasurer of DHPOA at the address provided, and to be provided, by said DHPOA. This Authorization shall remain in effect unless terminated by me upon sixty (60) days prior written notice to DHPOA and the City of Dearborn Heights upon termination of the Agreement or upon termination of my employment.

Employee's Signature

_____

A P P E N D I X B

To: City of Dearborn Heights, Michigan

I hereby designate _____as beneficiary (ies) of any employment related benefits payable by the City on account of my death or due me from the City at the time of my death (verified by certificate of death) under the Collective Bargaining Agreement with the Dearborn Heights Police Officers Association or otherwise. In the event such designated beneficiary (ies) does (do) predecease me, then I designate _____, as my beneficiary (ies) instead.

I reserve the reight to change the designated beneficiary (ies). In case of conflict between the requirements of the Collective Bargaining Agreement existing at time of death or any statute and this Designation of Beneficiary, such Collective Bargaining Agreement or statute shall control the disposition of any employment-related benefits payable on account of the death of the employee.

In addition, it is understood and agreed that the City may require the designated beneficiary to sign an agreement to indemnify and hold the City harmless from liability as a result of delivering any monies to the beneficiary.

Date:

Signed:

Address:

A P P E N D I X C

To: The Dearborn Heights Police Officers Association

I hereby designate _____as beneficiary (ies) of any Union related benefits payable by the Union on account of my death while an active member or due me from the Union at the time of my death while an active member under the Constitution and By-Laws. In the event such designated beneficiary (ies) does (do) predecease me, then I designate _____, as my beneficiary (ies) instead.

I reserve the right to change the designated beneficiary (ies) as often as I choose however, any/all changes must be made in writing to the Union and kept on file. In addition, it is understood and agreed that the Union may require the designated beneficiary to sign an agreement to indemnify and hold the Union harmless from any/all liability as a result of delivering any monies to the beneficiary.

Date:

Signed:

Address:

Approved for the Agenda of:	
8/25/2026	Motion No.

Mayor's Office

TO: Honorable City Council Members

FROM: Mohamad Baydoun, Mayor

DATE: August 18, 2026

RE: Mayor Baydoun - Purchase Offers for 24501 Ann Arbor Trail

Honorable Council:

Attached for your review and approval are five (5) purchase offers for a City-owned property, 24501 Ann Arbor Trail, as well as a broker recommendation letter. Further, authorize the administration to take all actions necessary to close the transaction, including authorizing the Mayor and/or Clerk to execute all necessary documents subject to review and approval of the documents by Assistant Corporation Counsel Saad or Corporation Counsel Miotke.

Respectfully,
Mayor Mo Baydoun

Attachments:

1. Ann Arbor Trail Broker Letter of Reccomendation
2. Ann Arbor Trail Council Package
3. 200K Offer - 24501 Ann Arbor Trail_Redacted
4. mariroseBankStatement (1)_Redacted
5. 305k offer
6. Ann Arbor $266,600_Redacted
7. Ann Arbor $125,000_redacted (1)
8. 24501 Ann Arbor Trail Offer 302k (2)_Redacted

BROKER RECOMMENDATION

24501 Ann Arbor Trail, Dearborn Heights, Michigan 48127

MLS ID 20261054906 · August 17, 2026

To the Honorable Mayor and Members of the Dearborn Heights City Council:

This letter presents all offers received on the above City-owned property, including the two revised offers submitted in the highest-and-best round that closed today at 1:00 PM, and sets out our recommendation for the Council's consideration.

Marketing and Market Response

The property was listed on July 16, 2026 at $240,000 and marketed through the MLS with full syndication to consumer platforms. Eight showings were conducted between July 20 and July 28, 2026. Agent feedback was consistent: the property requires substantial structural repair and renovation, and buyer interest reflected that condition.

Six offers were received in total, submitted through five separate brokerages. One offer was subsequently rescinded. Following the Council's direction, a highest-and-best round was conducted with a deadline of Monday, August 17, 2026 at 1:00 PM; two offerors submitted revised terms before that deadline.

All Offers Received

Buyer	Submitting Brokerage	Price	Earnest Money	Closing	Status
Nadco Inv. Group LLC *Allen Abbas*	Keller Williams Legacy	$305,000	$50,000	ASAP	Revised — highest and best
Akhdar Enterprises LLC	Keller Williams Legacy	$302,000	$5,000	ASAP	Revised — highest and best
Nasser Salame	RE/MAX Team 2000	$266,600	$50,000	By 8/31/2026	Active as submitted
Marirose Investments Group LLC *Mariam A. Bazzi*	Empire Realty	$200,000	$10,000	Est. 8/21/2026	Active as submitted
Taha Properties LLC	RE/MAX Leading Edge	$125,000	$10,000	7/31/2026	Active as submitted
All The Ways Heating & Cooling LLC	OWN IT Realty	$177,500	$10,000	21 days	Rescinded

Buyer's broker compensation of 1.5% was standardized by the City across all offers and is uniform among them; it does not differentiate the offers on net proceeds.

Comparison of the Two Highest Offers

	Nadco Inv. Group LLC	Akhdar Enterprises LLC
Purchase price	$305,000	$302,000
Earnest money	$50,000	$5,000
Financing	Cash — proof of funds on file	Cash — proof of funds on file
Contingencies	None; inspection waived	None; inspection waived
Closing	Ready to close as soon as possible	Ready to close as soon as possible
Intended use	Adjoining owner	Investor

Both offers are all cash with proof of funds on file, carry no contingencies, and waive inspection. Both are ready to close as soon as possible. They are separated by $3,000 in price. The material difference between them is earnest money: $50,000 against $5,000. A deposit at that level represents a substantially greater commitment from the buyer and materially reduces the City's exposure should the buyer fail to perform.

Recommendation

We recommend acceptance of the offer from Nadco Inv. Group LLC at $305,000.

It is the highest price received, it carries the strongest earnest money deposit by a factor of ten, it is all cash with proof of funds on file, and it is ready to close as soon as possible. Against a list price of $240,000, it represents $65,000 above asking on a property whose showing feedback consistently cited significant deferred maintenance.

The Akhdar Enterprises offer at $302,000 is also all cash and ready to close, at a cost of $3,000 in price and a substantially smaller deposit. Both are sound offers and either can be executed promptly.

Disclosure

The buyer of the highest offer owns the property adjoining 24501 Ann Arbor Trail and has sought to acquire this parcel for several years. He approached the City directly regarding the property and was directed to our office, where he submitted his offer without agent representation. Michael Phillips represents the City of Dearborn Heights as seller on this listing and on all offers presented here. The Akhdar Enterprises offer was submitted by an agent licensed with Keller Williams Legacy.

Council's Discretion

Acceptance, rejection, or further negotiation of any offer rests solely with the City Council. We are prepared to provide the complete offer documentation, submission records, and any additional analysis the Council may find useful, and to attend any meeting at which this matter is considered.

Respectfully submitted,

Michael Phillips, Operating Principal / Broker
Keller Williams Legacy
313-460-9171 · mike_phillips@kw.com

SOURCE RECORD — OFFER RECEIPT CONFIRMATIONS

24501 Ann Arbor Trail, Dearborn Heights, Michigan 48127

Appendix to the Offer Submission Record · August 17, 2026

Each entry below reproduces the receipt confirmation for one offer as it appears in the listing broker's email. MLS Offers entries include the platform's own offer reference number and may be verified directly in the MLS Offers account for this listing. Times are Eastern.

Part 1 — Offers received prior to the August 5, 2026 Council meeting

Taha Properties LLC — $125,000

From: noreply@mlsoffers.com To: mike_phillips@kw.com
Subject: New Offer Notification - 24501 Ann Arbor
Received: Monday, July 20, 2026 at 7:22 AM · MLS Offers ref. 122292

Submitting agent: Ali Abdallah, RE/MAX Leading Edge
Offer price: $125,000 · Earnest money: $10,000 · Financing: Cash
Proof of funds: Yes · Seller concessions: $0 · Contingencies: none
Est. close: July 31, 2026 · Purchase type: Owner Occupied
Attachment: 24501 Ann Arbor Trail Purchase Offer Package 07202026.pdf

All The Ways Heating & Cooling LLC — $177,500 (rescinded)

From: Sonny Bertoni, OWN IT Realty To: mike_phillips@kw.com
Subject: CASH OFFER — 24501 Ann Arbor Trail
Received: Tuesday, July 21, 2026 at 2:19 PM · Email to listing broker

Offer price: $177,500 · Earnest money: $10,000 · Financing: Cash
Inspection waived · 21-day close
Revised purchase agreement returned July 21, 2026 at 10:05 PM
Offer subsequently rescinded; not included in the August 5 Council package

Nasser Salame — $266,600

From: Victor Fawaz, RE/MAX Team 2000 To: mike_phillips@kw.com
Received: Monday, July 27, 2026 at 12:51 PM · Email to listing broker
Revised offer received: Monday, August 3, 2026 at 1:00 PM

Offer price: $266,600 · Earnest money: $50,000 · Financing: Cash
Inspection waived · Est. close: August 31, 2026
Individual buyer, Dearborn Heights resident

Akhdar Enterprises LLC — $251,000, amended to $260,000

From: noreply@mlsoffers.com To: mike_phillips@kw.com
Subject: New Offer Notification / Amended Offer Notification - 24501 Ann Arbor
Received: Sunday, August 2, 2026 at 10:05 PM · MLS Offers ref. 122649

Amended: Monday, August 3, 2026 at 2:20 PM · MLS Offers ref. 122676

Submitting agent: Moussa Akhdar, Keller Williams Legacy
Offer price: $251,000, amended to $260,000 · Earnest money: $5,000 · Financing: Cash
Proof of funds: Yes · Seller concessions: $0 · Contingencies: None
Est. close: August 10, 2026 · Purchase type: Investor
Submitting agent note on original: offer also sent to listing broker's email
Attachments: 24501 Ann Arbor Trail Offer.pdf; 24501 Ann Arbor Trail Revised.pdf; IMG_6035.jpeg

Nadco Inv. Group LLC — $272,900

Purchase agreement executed in person at the MPG office
Received: Monday, August 3, 2026 at 4:26 PM

Buyer: Allen Abbas, Nadco Inv. Group LLC
Buyer unrepresented; offer prepared by the listing brokerage
Offer price: $272,900 · Earnest money: $50,000 · Financing: Cash
Proof of funds: Yes · Contingencies: none · Est. close: August 7, 2026
Purchase agreement dated 08/03/2026

Marirose Investments Group LLC — $200,000 (received after the August 3 deadline)

From: noreply@mlsoffers.com To: mike_phillips@kw.com
Subject: New Offer Notification - 24501 Ann Arbor
Received: Tuesday, August 4, 2026 at 2:43 PM · MLS Offers ref. 122713

Submitting agent: Hassan Zein, Empire Realty
Buyer: Marirose Investments Group LLC — Mariam A. Bazzi
Offer price: $200,000 · Earnest money: $10,000 · Financing: Cash
Proof of funds: Yes · Seller concessions: $0 · Contingencies: NONE
Est. close: August 21, 2026 · Purchase type: Owner Occupied
Attachments: cash offer PDF; bank statement; listing form

Part 2 — Highest and best round, City Council deadline August 17, 2026 at 1:00 PM

Nadco Inv. Group LLC — $305,000

Revised offer executed in person at the MPG office
Received: Monday, August 17, 2026 at 11:52 AM

Buyer: Allen Abbas, Nadco Inv. Group LLC
Buyer unrepresented; offer prepared by the listing brokerage
Offer price: $305,000 · Earnest money: $50,000 · Financing: Cash
Est. close: August 31, 2026
Received 1 hour 8 minutes before the 1:00 PM deadline

Akhdar Enterprises LLC — $302,000

From: noreply@mlsoffers.com To: mike_phillips@kw.com
Subject: Amended Offer Notification - 24501 Ann Arbor
Received: Monday, August 17, 2026 at 12:59 PM · MLS Offers ref. 123039

Submitting agent: Moussa Akhdar, Keller Williams Legacy
Offer price: $302,000 · Earnest money: $5,000 · Financing: Cash
Proof of funds: Yes · Seller concessions: $0 · Contingencies: None
Est. close: August 28, 2026 · Purchase type: Investor
Received 1 minute before the 1:00 PM deadline
Attachments: 24501 Ann Arbor Trail Offer.pdf; IMG_6035.jpeg; screenshot

Michael Phillips, Operating Principal / Broker
Michael Phillips Group · Keller Williams Legacy · 313-460-9171

OFFER SUBMISSION RECORD

24501 Ann Arbor Trail, Dearborn Heights, Michigan 48127

MLS ID 20261054906 · Listed July 16, 2026 at $240,000 · Prepared August 17, 2026

All offers received on this property are listed below in two parts: those received for the August 5, 2026 Council meeting, and those received in the highest-and-best round that closed today. Times reflect receipt at our office, by email from the submitting agent or through the MLS Offers platform, and are stated in Eastern Time.

Part 1 — Offers received prior to the August 5, 2026 Council meeting

Offer deadline established by City Council: Monday, August 3, 2026

Buyer	Submitting Brokerage	Price	Received (ET)	Method	On or before 8/3
Taha Properties LLC	**RE/MAX Leading Edge**	$125,000	Mon 7/20/2026 7:22 AM	MLS Offers	Yes
All The Ways Heating & Cooling LLC *rescinded; not included in the August 5 Council package*	**OWN IT Realty**	$177,500	Tue 7/21/2026 2:19 PM	Email	Yes
Nasser Salame	**RE/MAX Team 2000**	$266,600	Mon 7/27/2026 12:51 PM *revised 8/3, 1:00 PM*	Email	Yes
Akhdar Enterprises LLC	**Keller Williams Legacy**	$260,000	Sun 8/2/2026 10:05 PM *amended 8/3, 2:20 PM*	MLS Offers and email	Yes
Nadco Inv. Group LLC	**Keller Williams Legacy**	$272,900	Mon 8/3/2026 4:26 PM	Signed in person at our office	Yes
Marirose Investments Group LLC	**Empire Realty**	$200,000	Tue 8/4/2026 2:43 PM	MLS Offers	No

One offer was received after the August 3 deadline: Marirose Investments Group LLC, August 4 at 2:43 PM, at $200,000. It was included in the package presented to Council.

Part 2 — Highest and best round

Offer deadline established by City Council: Monday, August 17, 2026 at 1:00 PM

Buyer	Submitting Brokerage	Price	Received (ET)	Method	Before 1:00 PM
Nadco Inv. Group LLC	**Keller Williams Legacy**	$305,000	Mon 8/17/2026 11:52 AM	Signed in person at our office	Yes
Akhdar Enterprises LLC	**Keller Williams Legacy**	$302,000	Mon 8/17/2026 12:59 PM	MLS Offers and email	Yes

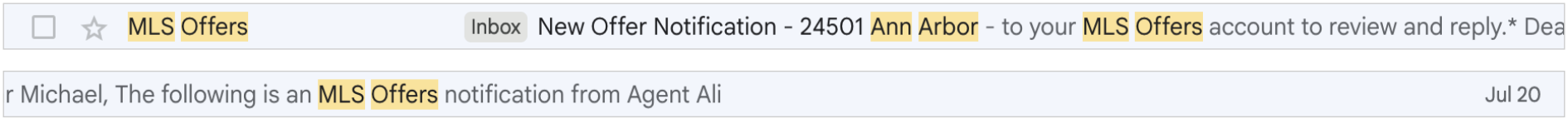
All offers in this round were received before the 1:00 PM deadline.

Michael Phillips, Operating Principal / Broker
Michael Phillips Group · Keller Williams Legacy · 313-460-9171

MLS Offers receipt confirmation

Taha Properties LLC — $125,000 — received July 20, 2026

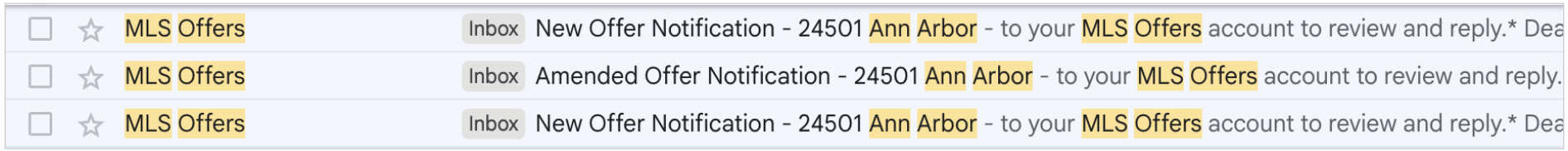
24501 Ann Arbor Trail, Dearborn Heights, MI 48127 · screen capture from listing broker mailbox

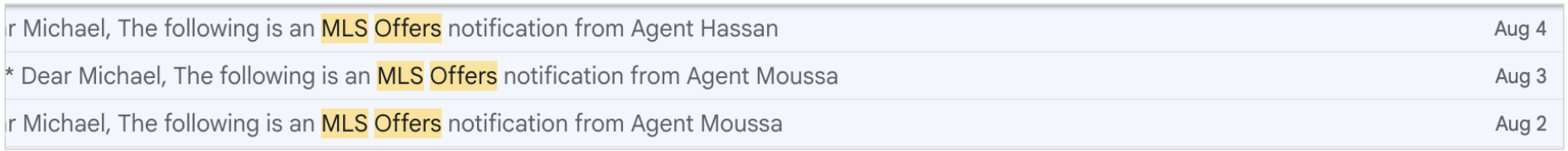


MLS Offers receipt confirmations

Marirose Investments (Aug 4) · Akhdar amended (Aug 3) · Akhdar original (Aug 2)

24501 Ann Arbor Trail, Dearborn Heights, MI 48127 · screen capture from listing broker mailbox

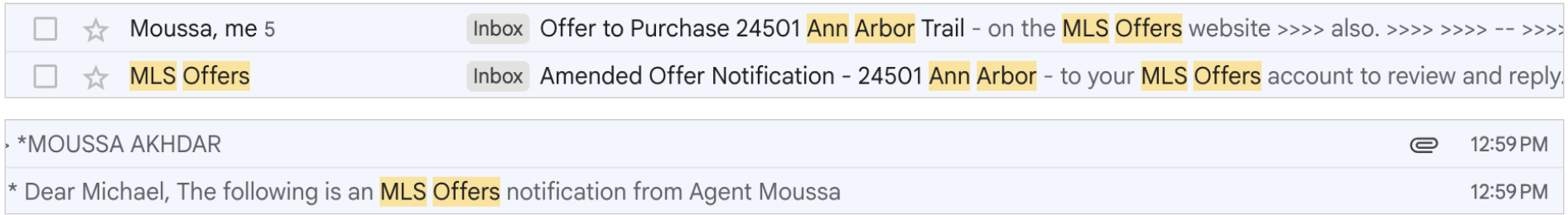




MLS Offers amended notification and submitting brokerage email

Akhdar Enterprises LLC — $302,000 — received August 17, 2026 at 12:59 PM

24501 Ann Arbor Trail, Dearborn Heights, MI 48127 · screen capture from listing broker mailbox



Authentisign ID: CF684CF2-3290-F111-B337-000D3A1FE58D

Disclosure Regarding Real Estate Agency Relationships

Before you disclose confidential information to a real estate licensee regarding a real estate transaction, you should understand what type of agency relationship you have with that licensee. A real estate transaction is a transaction involving the sale or lease of any legal or equitable interest in real estate consisting of not less than 1 or not more than 4 residential dwelling units or consisting of a building site for a residential unit on either a lot as defined in section 102 of the land division act, 1967 PA 288, MCL 560.102, or a condominium unit as defined in section 4 of the condominium act, 1978 PA 59, MCL 559.104.

(1) An agent providing services under any service provision agreement owes, at a minimum, the following *duties* to the client:

(a) The exercise of reasonable care and skill in representing the client and carrying out the responsibilities of the agency relationship.

(b) The performance of the terms of the service provision agreement.

(c) Loyalty to the interest of the client.

(d) Compliance with the laws, rules, and regulations of this state and any applicable federal statutes or regulations.

(e) Referral of the client to other licensed professionals for expert advice related to material matters that are not within the expertise of the licensed agent. **A real estate licensee does not act as an attorney, tax advisor, surveyor, appraiser, environmental expert, or structural or mechanical engineer and you should contact professionals on these matters.**

(f) An accounting in a timely manner of all money and property received by the agent in which the client has or may have an interest.

(g) Confidentiality of all information obtained within the course of the agency relationship, unless disclosed with the client's permission or as provided by law, including the duty not to disclose confidential information to any licensee who is not an agent of the client.

(2) A real estate broker or real estate salesperson acting pursuant to a service provision agreement shall provide the following *services* to his or her client:

(a) When the real estate broker or real estate salesperson is representing a seller or lessor, the marketing of the client's property in the manner agreed upon in the service provision agreement.

(b) Acceptance of delivery and presentation of offers and counteroffers to buy, sell, or lease the client's property or the property the client seeks to purchase or lease.

(c) Assistance in developing, communicating, negotiating, and presenting offers, counteroffers, and related documents or notices until a purchase or lease agreement is executed by all parties and all contingencies are satisfied or waived.

(d) After execution of a purchase agreement by all parties, assistance as necessary to complete the transaction under the terms specified in the purchase agreement.

(e) For a broker or associate broker who is involved at the closing of a real estate or business opportunity transaction, furnishing, or causing to be furnished, to the buyer and seller, a complete and detailed closing statement signed by the broker or associate broker showing each party all receipts and disbursements affecting that party.

Michigan law requires real estate licensees who are acting as agents of sellers or buyers of real property to advise the potential sellers or buyers with whom they work of the nature of their agency relationship.

SELLER'S AGENTS

A seller's agent, under a listing agreement with the seller, acts solely on behalf of the seller. A seller can authorize a seller's agent to work with subagents, buyer's agents and/or transaction coordinators. A subagent of the seller is one who has agreed to work with the listing agent, and who, like the listing agent, acts solely on behalf of the seller. Seller's agents and their subagents will disclose to the seller known information about the buyer which may be used to the benefit of the seller.

© 2019 Realcomp II Ltd. Unauthorized copying of this contract is prohibited.

TRANSACTIONS TransactionDesk Edition

Authentisign ID: CF684CF2-3290-F111-B337-000D3A1FE58D

Individual services may be waived by the seller through execution of a limited service agreement. Only those services set forth in paragraph (2)(b), (c), and (d) above may be waived by the execution of a limited service agreement.

BUYER'S AGENTS

A buyer's agent, under a buyer's agency agreement with the buyer, acts solely on behalf of the buyer. A subagent of the buyer is one who has agreed to work with the buyer's agent with who, like the buyer's agent, acts solely on behalf of the buyer. Buyer's agents and their subagents will disclose to the buyer known information about the seller which may be used to benefit the buyer.

Individual services may be waived by the buyer through execution of a limited service agreement. Only those services set forth in paragraph (2)(b), (c), and (d) above may be waived by the execution of a limited service agreement.

DUAL AGENTS

A real estate licensee can be the agent of both the seller and the buyer in a transaction, but only with the knowledge and informed consent, in writing, of both the seller and the buyer.

In such a dual agency situation, the licensee will not be able to disclose all known information to either the seller or the buyer. As a dual agent, the licensee will not be able to provide the full range of fiduciary duties to the seller or the buyer.

The obligations of a dual agent are subject to any specific provisions set forth in any agreement between the dual agent, the seller and the buyer.

TRANSACTION COORDINATOR

A transaction coordinator is a licensee who is not acting as an agent of either the seller or the buyer, yet is providing services to complete a real estate transaction. The transaction coordinator is not an agent for either party and therefore owes no fiduciary duty to either party.

DESIGNATED AGENCY

A buyer or seller with a designated agency agreement is represented only by agents specifically named in the agreement. Any agents of the firm not named in the agreement do not represent the buyer or seller. The named "designated" agent acts solely on behalf of his or her client and may only share confidential information about the client with the agent's supervisory broker who is also named in the agreement. Other agents in the firm have no duties to the buyer or seller and may act solely on behalf of another party in the transaction.

LICENSEE DISCLOSURE (Check one)

I hereby disclose that the agency status of the licensee named below is:

_____ Seller's agent

_____ Seller's agent – limited service agreement

__X__ Buyer's agent

_____ Buyer's agent – limited service agreement

_____ Dual agent

_____ Transaction coordinator (A licensee who is not acting as an agent of either the seller or the buyer.)

_____ None of the above

AFFILIATED LICENSEE DISCLOSURE (Check one)

__X__ Check here if acting as a designated agent. Only the licensee's broker and a named supervisor broker have the same agency relationship as the licensee named below. If the other party in a transaction is represented by an affiliated licensee, then the licensee's broker and all named supervisory brokers shall be considered disclosed consensual dual agents.

_____ Check here if not acting as a designated agent. All affiliated licensees have the same agency relationship as the licensee named below.

© 2019 Realcomp II Ltd. Unauthorized copying of this contract is prohibited.

TRANSACTIONS TransactionDesk Edition

Authentisign ID: CF684CF2-3290-F111-B337-000D3A1FE58D

Further, this form was provided to the buyer or seller before disclosure of any confidential information.

Hassan Zein 08/04/26

Licensee Hassan T. Zein — Date

Licensee — Date

ACKNOWLEDGMENT

By signing below, the parties acknowledge that they have received and read the information in this agency disclosure statement and acknowledge that this form was provided to them before the disclosure of any confidential information. **THIS IS NOT A CONTRACT.**

The undersigned _____DOES_X_DOES NOT have an agency relationship with any other real estate licensee. If an agency relationship exists, the undersigned is represented as _____ SELLER _X_ BUYER.

MARIAM A. BAZZI

Potential XBuyer/ Seller (circle one) Mariam A. Bazzi — Date

Potential Buyer/ Seller (circle one) — Date

Disclaimer This form is provided as a service of Michigan Realtors®. Please review both the form and details of the particular transaction to ensure that each section is appropriate for the transaction. Michigan Realtors® is not responsible for use or misuse of the form, for misrepresentation, or for warranties made in connection with the form.

Form K ©1995 Michigan Realtors®, revised 06/2011. Ph. 800.454.7842 Fax 517.334.5568

© 2019 Realcomp II Ltd. Unauthorized copying of this contract is prohibited.

Authentisign ID: CF684CF2-3290-F111-B337-000D3A1FE58D

MICHIGAN REALTORS®

JJ-1

Michigan Realtors®
Exclusive Buyer Agency Contract
(Designated Agency)

Contract Date: August 1st 2026 through Expiration on August 1st 2027 at 11:59 PM

Brokerage Firm: Empire Realty Group ("Broker")

Designated Agent(s): Hassan T. Zein ("Designated Agent")

Designated Agent's Email Address: [redacted]

Designated Agent's Phone # [redacted]

Supervisory Broker(s): EMPIRE REALTY GROUP ("Supervisory Broker")

Buyer(s): Marirose Investments Group LLC Mariam A. Bazzi ("Buyer")

Buyer's Home Address: [redacted]

Buyer's Email Address(es): [redacted]

Buyer's Phone Number(s): [redacted]

1. **SCOPE OF EXCLUSIVE AGENCY.** Broker and Buyer agree that Broker shall act as Buyer's exclusive agent in connection with Buyer's possible purchase of the following ("Desired Property"):

   ☒ Any real property located in Michigan.

   ☐ The following specific property(ies) **only**. (Insert address(es):

   _____

   _____

   _____

   _____

2. **DESIGNATED AGENCY**: Broker and Buyer hereby designate the agent(s) named above as the Buyer's Designated Agent. Buyer shall have an agency relationship with ONLY Broker and the Designated Agent and Supervisory Broker named above. Buyer acknowledges that neither Designated Agent nor Supervisory Broker named herein are acting as attorneys, tax advisors, surveyors, appraisers, environmental experts or structural or mechanical engineers, and that Buyer should contact professionals on these matters.

   Neither Designated Agent nor Supervisory Broker is in a position to advise Buyer as to the location of any property within a floodplain or as to floodplain insurance requirements. Buyer is encouraged to visit the website http://www.floodsmart.gov and/or consult with appropriate professionals.

3. **EXCLUSIVE AGENT**: Buyer agrees that during the term of this agreement any and all inquiries and/or negotiations on behalf of Buyer relating to the acquisition of any Desired Property shall be through Designated Agent.

© 2024 Michigan Realtors®
TRANSACTIONS TransactionDesk Edition
© 2019 Realcomp II Ltd. Unauthorized copying of this contract is prohibited.

Authentisign ID: CF684CF2-3290-F111-B337-000D3A1FE58D

4. **COMPENSATION OF BROKER: Brokerage Firm's fee for services rendered is not set by law and is fully negotiable.** Broker may not receive compensation for brokerage services provided to Buyer from any source that exceeds the amount agreed upon herein or in a subsequent written agreement between Broker and Buyer. In consideration for the services to be performed under the agreement, Buyer agrees to pay Broker as follows (check as applicable):

☐ Retainer Fee. Buyer will pay Broker a non-refundable Retainer Fee of $ _____ , due and payable upon execution of this agreement. The Retainer Fee shall be applied against any commission owed to Broker.

☐ Hourly Fee. Buyer will pay Broker an Hourly Fee of $ _____ for services performed under this agreement due and payable upon receipt of invoice(s) from Broker. The Hourly Fee shall be applied against any commission owed to Broker.

☐ Flat Fee. In the event Buyer contracts to purchase the Desired Property, Buyer will pay Broker a Flat Fee equal to $_____. The Flat Fee is due and payable upon closing; provided, however, that if the transaction does not close because of any default on the part of the Buyer, the Flat Fee shall become immediately due and payable. The Flat Fee obligation shall apply to any purchase agreements executed during the term of this agreement, or during any extension of this agreement. The Flat Fee obligation will also apply to purchase agreements executed within _____ months after the expiration or other termination of this agreement, if the property acquired was presented to Buyer during the term of this agreement.

☒ Commission. In the event Buyer contracts to purchase the Desired Property, Buyer will pay Broker a fee equal to $_____ and a commission equal to ____3____% of the purchase price. The Commission is due and payable upon closing; provided however, that if the transaction does not close because of any default on the part of the Buyer, the Commission shall become immediately due and payable. The Commission obligation shall apply to any purchase agreements executed during the term of this agreement, or during any extension of this agreement. The Commission obligation will also apply to purchase agreements executed within ____3____months after the expiration or other termination of this agreement, if the property acquired was presented to Buyer during the term of this agreement.

5. **COMPENSATION CREDIT**: Buyer will receive a credit against any amount owed pursuant to paragraph 4 above for any compensation paid to Broker by the seller or the seller's listing broker.

6. **DISCLOSURE OF BROKER'S ROLE**: At the time of any initial contact, Designated Agent shall inform all prospective sellers and their agents that Designated Agent is acting on behalf of Buyer. **Designated Agent and Supervisory Broker will preserve any confidential information obtained during another agency relationship or in a prior or pending transaction or business relationship. Buyer acknowledges and agrees that the preservation of this confidential information shall not constitute a breach of any fiduciary duty owed to Buyer.**

7. **CONFLICT OF INTEREST (BUYERS)**: Buyer acknowledges and agrees that Designated Agent may show more than one buyer the same property, and may prepare offers on the same property for more than one buyer. Designated Agent shall preserve any confidential information disclosed by any buyer-client and

© 2024 Michigan Realtors®

© 2019 Realcomp II Ltd. Unauthorized copying of this contract is prohibited.

TRANSACTIONS TransactionDesk Edition

Authentisign ID: CF684CF2-3290-F111-B337-000D3A1FE58D

shall not disclose the existence of, or the terms of, any offer prepared on behalf of one buyer to another buyer. In the event Designated Agent works for two competing buyer-clients in connection with any specific property, Designated Agent will be working equally for both buyer-clients and without the full range of fiduciary duties owed by a buyer's agent to a buyer. In this situation, the competing buyer-clients are giving up their rights to undivided loyalty and will be owed only limited duties of disclosure, obedience and confidentiality.

8. **CONFLICT OF INTEREST (SELLERS):** If a particular seller is represented by another designated agent within Broker other than Designated Agent, Broker and Supervisory Broker shall automatically be deemed disclosed consensual dual agents. If a particular seller is represented by Designated Agent (check as applicable):

   ☐ This agreement shall automatically terminate only with regard to that seller's property (but shall continue as to all other real property) and Designated Agent shall continue the agency relationship with the seller where the agency relationship was terminated pursuant to this paragraph. Any fees previously paid to Broker by Buyer pursuant to this agreement shall be returned to Buyer at closing.

   ☐ Designated Agent shall act as disclosed dual agent of both Buyer and the seller. In such event, Broker shall be entitled to any fees owed by Buyer pursuant to this agreement.

   ☐ Designated Agent shall act as a transaction coordinator to facilitate the transaction, and not as an agent for either Buyer or the seller. In such event, Broker shall be entitled to any fees owed by Buyer pursuant to this agreement.

9. **BUYER DISCLOSURE:** Buyer agrees to disclose to Designated Agent relevant personal and financial information to assure Designated Agent that Buyer has the ability to complete any transaction which is the subject of this agreement. Buyer hereby grants to Designated Agent the authority to disclose such information as Designated Agent deems necessary or appropriate in order to influence the decision of a seller to accept an offer from Buyer.

10. **LEASING or OPTIONING:** This agreement shall also apply to situations where Buyer wishes to lease or option property. In those situations, the terms used in this agreement shall be automatically changed as appropriate, so that the term "purchase" shall mean "lease," "rent" or "option" and the term "Seller" shall mean "Lessor," "Landlord" or "Optionor" and the term "Buyer" shall mean "Lessee," "Tenant" or "Optionee."

11. **COST OF SERVICES OR PRODUCTS OBTAINED FROM OUTSIDE SOURCES:** Broker will not obtain or order products or services from outside sources (e.g. surveys, soil tests, title reports, inspections) without the prior consent of Buyer. Buyer agrees to pay for all costs for products or services so obtained regardless of whether or not the Buyer purchases Desired Property.

12. **INDEMNIFICATION:** Buyer agrees to indemnify and hold harmless Broker, Designated Agent and Supervisory Broker on account of any and all costs or damages arising out of this agreement, provided no one at Broker is at fault, such obligation to include, but not be limited to, reasonable attorneys' fees and costs.

13. **NON-DISCRIMINATION:** It is agreed by Broker and Buyer, parties to this agreement, that as required by law, discrimination because of religion, race, color, national origin, age, sex, disability, familial status, marital status, sexual orientation, or gender identity or expression by said parties with respect to the purchase of the Desired Property is PROHIBITED. Local ordinances may offer protection against additional discrimination.

© 2024 Michigan Realtors®

© 2019 Realcomp II Ltd. Unauthorized copying of this contract is prohibited.

TRANSACTIONS TransactionDesk Edition

Authentisign ID: CF684CF2-3290-F111-B337-000D3A1FE58D

14. **COUNTERPARTS:** This agreement may be signed in any number of counterparts with the same effect as if the signature of each counterpart were upon the same instrument.

15. **ELECTRONIC COMMUNICATIONS**: The parties agree that this agreement, any amendment or modification of this agreement and/or any written notice or communication in connection with this agreement may be delivered by electronic mail via the contact information set forth above. Any such communication shall be deemed delivered at the time it is sent or transmitted. The parties agree that the electronic signatures and initials shall be deemed to be valid and binding upon the parties as if the original signatures or initials were present in the documents in the handwriting of each party.

16. **CONDITION OF PROPERTY**: Buyer is not relying on Designated Agent to determine the suitability of any Desired Property for the Buyer's purposes or regarding the environmental or other condition of the Desired Property.

17. **LIMITATION**: Buyer and Broker agree that any and all claims or lawsuits between the parties to this agreement must be filed no more than six (6) months after the date of termination of this agreement. The parties waive any statute of limitations to the contrary.

18. **MERGER**: This agreement constitutes the entire agreement between the parties, and any prior agreements, whether oral or written, have been merged and integrated into this agreement.

19. **CANCELLATION**: This agreement may be CANCELLED or REVOKED only by the mutual consent of the parties in writing.

20. **OTHER**:

21. **RECEIPT**: Buyer has read this agreement and acknowledges receipt of a completed copy of this agreement.

Hassan Zein	MARIAM A. BAZZI 08/04/26
EMPIRE REALTY GROUP LLC	Mariam A. Bazzi
(Broker) 08/04/26	(Buyer)
Hassan Zein	
Hassan T. Zein	
(Designated Agent)	(Buyer)
Date:	Date:

Disclaimer: This form is provided as a service of the Michigan REALTORS®. Please review both the form and details of the particular transaction to ensure that each section is appropriate for the transaction. The Michigan REALTORS® is not responsible for use or misuse of the form, for misrepresentation, or for warranties made in connection with the form.

© 2024 Michigan Realtors®

© 2019 Realcomp II Ltd. Unauthorized copying of this contract is prohibited.

TRANSACTIONS TransactionDesk Edition

Authentisign ID: CF684CF2-3290-F111-B337-000D3A1FE58D

MICHIGAN REALTORS®

EMPIRE REALTY GROUP

EQUAL HOUSING OPPORTUNITY

COMPENSATION AGREEMENT BETWEEN BROKERS

Date: 8/4/2026 Expiration Date: 10/31/2026 ("Term")

Property Address: 24501 Ann Arbor TRL Dearborn Heights MI 48127 ("Property")

Seller(s): City Of Dearborn Heights (Seller")

Listing Brokerage Firm: Keller Williams Legacy ("Listing Broker")

Buyer(s): Marirose Investments Group LLC ("Buyer")

Buyer's Brokerage Firm: Empire Realty Group ("Buyer's Broker")

1. In the event all of the conditions set forth in paragraph 2 below are satisfied, Listing Broker agrees to pay Buyer's Broker as follows:

   ☒ 3 % of the purchase price of the Property

   ☐ $_____

2. Listing Broker's obligation to pay Buyer's Broker shall be conditioned upon satisfaction of **ALL** of the following conditions:
   (a) Buyer submits an offer to purchase the Property through Buyer's Broker within the Term hereof, which offer results in a binding purchase agreement between Seller and Buyer (the "Real Estate Contract").
   (b) This fully signed Agreement is delivered prior to, or with the Buyer's offer to purchase.
   (c) Buyer's Broker represents Buyer through a successful closing on the Real Estate Contract.
   (d) Listing Broker is not obligated to pay Buyer's Broker if, through no fault of the Listing Broker, and in the exercise of good faith and reasonable care, it was impossible or financially unfeasible for the Listing Broker to collect its compensation under the Listing Broker's contract with the Seller.

3. Amounts owing under this Agreement are earned and due and payable at the time the closing occurs.

4. Any dispute or claims arising in connection with this Agreement shall be submitted for binding arbitration pursuant to the most recent Code of Ethics and Arbitration Manual published by the Michigan Realtors®.

5. This Agreement is the entire agreement of the parties and may not be changed except by written agreement. This Agreement supersedes any prior agreement between the parties concerning the same subject matter.

6. The parties agree that this Agreement, any amendment or modification of this Agreement and/or any written notice or communication in connection with this Agreement may be delivered by electronic mail. Any such communication shall be deemed delivered at the time it is sent or transmitted. The parties agree that the electronic signatures shall be deemed to be valid and binding upon the parties as if the original signatures were present in the documents in the handwriting of each party.

Keller Williams Legacy	Empire Realty Group
Listing Brokerage Firm	Buyer Brokerage Firm
By: _____	By: Authentisign MARIAM A. BAZZI 08/04/26
Authorized Signatory	Authorized Signatory

Disclaimer: This form is provided as a service of the Michigan REALTORS®. Please review both the form and details of the particular transaction to ensure that each section is appropriate for the transaction. The Michigan REALTORS® is not responsible for use or misuse of the form, for misrepresentation, or for warranties made in connection with the form.

© 2024 Michigan Realtors®

© 2019 Realcomp II Ltd. Unauthorized copying of this contract is prohibited.

TRANSACTIONS TransactionDesk Edition

Authentisign ID: CF684CF2-3290-F111-B337-000D3A1FE58D

MICHIGAN COMMERCIAL REAL ESTATE PURCHASE AGREEMENT

I. THE PARTIES: This Commercial Real Estate Purchase Agreement ("Agreement") made on 4th, of August, 2026 ("Agreement Date"), between:

Marirose Investments Group LLC ("Buyer") with a mailing address of _____, City of Dearborn, State of MI 48126 who agrees to buy,

And,

City Of Dearborn Heights ("Seller") with a mailing address of 6045 Fenton St., City of Dearborn Heights, State of Michigan, Who agrees to sell and convey real and personal property as described in Sections II & III.

Buyer and Seller shall be collectively known as the "Parties".

II. LEGAL DESCRIPTION: The real property along with improvements and fixtures thereon and with all appurtenant rights, privileges, and easements is best described as: (check one)

- ☐ - Industrial Property
- ☐ - Land (only)
- ☐ - Multi-Family with ____ total residential units
- ☐ - Office Building
- ☐ - Retail Property
- ☒ - Mixed Use Property (any combination of above)
- ☐ - Other: _____

Street Address: 24501 Ann Arbor TRL Dearborn Heights MI 48127

Tax Parcel Information (i.e., "Parcel ID" or "Tax Map & Lot"): 33003030111000

Other Description: _____

III. PERSONAL PROPERTY: In addition to the real property described in Section II, the Seller shall include the following personal property:

The real property in Section II and any personal property in Section III shall be collectively known as the "Property".

Buyer's Initials MAB
Seller's Initials _____

© 2019 Realcomp II Ltd. Unauthorized copying of this contract is prohibited.

Authentisign ID: CF684CF2-3290-F111-B337-000D3A1FE58D

IV. PURCHASE PRICE: The Buyer agrees to purchase the Property by payment of
$ 200,000.00
(Two Hundred Thousand) Dollars as follows: (check one)

☒ - **All Cash Offer:** No loan or financing of any kind is required in order to purchase the Property. Buyer shall provide Seller written third (3rd) party documentation verifying sufficient funds to close no later than 1, of Aug 7, 2026, at 12:____ ☐ AM ☒ PM. Seller shall have three (3) calendar days after the receipt of such documentation to notify Buyer, in writing, if the verification of funds is not acceptable. If Buyer fails to provide such documentation, or if Seller finds such verification of funds is not acceptable, Seller may terminate this Agreement. Failure of Seller to provide Buyer written notice of objection to such verification shall be considered acceptance of verification of funds.

☐ - **Bank Financing:** The Buyer's ability to purchase the Property is contingent upon the Buyer's ability to obtain financing under the following conditions:

a.) **Loan Application:** Buyer agrees, within a reasonable time, to make a good faith loan application with a credible financial institution;
b.) **Contingency:** If Buyer does not reveal a fact of contingency to the lender and this purchase does not record because of such nondisclosure after initial application, the Buyer shall be in default;
c.) **Letter:** On or before _____, of _____, 20___, the Buyer will provide the Seller a letter from a credible financial institution verifying a satisfactory credit report, acceptable income, source of down payment, availability of funds to close, and that the loan approval ☐**is**, ☐**is not** contingent on the lease, sale, or recording of another property;
d.) **Failure to Produce:** In the event the Buyer fails to produce the aforementioned letter or other acceptable verification by the date above in Section IV(c), this Agreement may be terminated at the election of the Seller with written notice provided to the Buyer within ____ calendar days from the date in Section IV(c);
e.) **Seller's Approval:** Buyer must obtain Seller's approval, in writing, to any change to the letter described in Section IV(c) regarding the financial institution, type of financing, or allocation of closing costs; and
f.) **Fees:** Buyer agrees to pay all fees and satisfy all conditions in a timely manner required by the financial institution for processing the loan application. Buyer agrees the interest rate offered by a lender or the availability of any financing program is not a contingency of this Agreement, so long as Buyer qualifies for the financing herein agreed. The availability of any financing program may change at any time. Any licensed real estate agent hired by either party is not responsible for representations or guarantees as to the availability of any loans, project, and/or property approvals or interest rates.

☐ - **Seller Financing:** Seller agrees to provide financing to the Buyer under the following terms and conditions:

a.) **Loan Amount**: $_____
b.) **Down Payment**: $_____
c.) **Interest Rate** (per annum): _____%
d.)**Term**: ____ ☐Months, ☐Years
e.) **Documents**: The Buyer shall be required to produce documentation, as required by the Seller, verifying the Buyer's ability to purchase according to the Purchase Price and the terms of the Seller Financing. Therefore, such Seller Financing is contingent upon the Seller's approval of the requested documentation to be provided on or before _____, of _____, 20___. The Seller shall have until _____, 20___, to approve the Buyer's documentation. In the event the Buyer fails to obtain Seller's approval, this Agreement shall be terminated with the Buyer's Earnest Money being returned within five (5) calendar days.

V. EARNEST MONEY DEPOSIT: After acceptance by all Parties, the Buyer agrees to make a payment in the amount of $ 10,000.00 as consideration by 4th, of August, 2026, at 12:____ ☐AM ☒PM

MAB

Buyer's Initials _____
Seller's Initials _____

© 2019 Realcomp II Ltd. Unauthorized copying of this contract is prohibited.

Authentisign ID: CF684CF2-3290-F111-B337-000D3A1FE58D

("Earnest Money"). The Earnest Money shall be applied to the Purchase Price at Closing and subject to the Buyer's ability to perform under the terms of this Agreement. Any Earnest Money accepted ☐**is**, ☐**is not** required to be placed in a separate trust or escrow account in accordance with Michigan law. The Earnest Money shall be held by Empire Realty Group ("Escrow Agent").

a.) **Return of Deposit:** Unless otherwise specified in this Agreement, in the event any condition of this Agreement is not met and the Buyer has fulfilled any required notice obligation in a timely manner regarding the condition having not been met, the Escrow Money shall be returned in accordance with Michiganlaw.

VI. INSPECTION PERIOD: Buyer shall be under no obligation to purchase the Property or otherwise perform under this Agreement unless Buyer determines the Property to be, in all respects, suitable for its intended purposes. The decision as to whether the Property is suitable for its intended purposes shall be the sole decision of Buyer, determined in the absolute discretion of Buyer, with Buyer's decision being final and binding upon both Parties. Buyer shall have until _____, of _____, 20___, at ____:____ ☐ AM ☐ PM to notify Seller of its termination of this Agreement due to Buyer's determination that the Property is unsuitable for its intended purpose ("Inspection Period"). In the event Buyer elects to terminate this Agreement, Buyer shall provide written notice of termination to Seller prior to the expiration of the Inspection Period. In the event Buyer provides said notice of termination, Seller and any Escrow Agent shall be obligated to return the Escrow Money to the Buyer as provided in Section V hereof, and neither party shall have any further rights or obligations under this Agreement. In the event Buyer does not submit written notice of termination prior to the expiration of the Inspection Period, the Buyer shall be deemed to be satisfied with its inspections of the Property and this contingency shall be deemed to be fulfilled. The Seller, at no expense, shall fully cooperate with Buyer in obtaining any and all approvals required from any Federal, State, or Local Government ("Governmental Approvals") necessary for Buyer to satisfy their needs during the Inspection Period for the suitability of the Property. Said Governmental Approvals shall be obtained during the Inspection Period unless the Parties agree otherwise. Any additional agreements related to this Section must be done in writing and attached to this Agreement.

VII. SELLER'S DISCLOSURES: In order to meet the Buyer's obligations during the Inspection Period, the Seller shall be required to provide the following documents and records, to the extent they are within the possession or control of the Seller, at the Seller's sole cost and expense:

a.) **Title Commitment**: A title commitment ("Title Commitment") from a title company selected by the Seller to the Buyer's approval ("Title Company"), together with a copy of each instrument, agreement or document listed as an exception to title in such Title Commitment;
b.)**Disclosure Statement**: A disclosure statement of the Property signed and dated by the Seller;
c.)**Other Agreements:** A true and correct copy of all management agreements and contracts affecting the Property;
d.)**Studies and Reports:** All copies in the Seller's possession of studies and/or reports which have previously been performed in connection with or for the Property, including without limitation, environmental reports, soils studies, seismic studies, physical inspection reports, site plans and surveys, and identification of such studies of which the Seller is aware but that are not in their possession;
e.)**Written Notices:** All copies of written notices relating to a violation of a Local, State, orFederal law including, without limitation, environmental laws relating to land use, zoning compliance, or building codes;
f.)**Water Rights:** Water rights and/or water shares used in connection with the Property;
g.)**Copies of Leases:** Copies of all current leases together with any ongoing evictions or legal matters related to the Property; and
h.)**Other Documents:** Any other documents related to the Property that could serve as evidence to adversely affect its value.

Seller shall be required to provide the aforementioned disclosures within ____ calendar days after the Effective Date of this Agreement.

VIII. TITLE: Merchantable title shall be conveyed by warranty deed, subject to conditions, zoning, restrictions, and easements of record, if any, which do not interfere with or restrict the existing use of the Property.

Buyer's Initials MAB
Seller's Initials _____

© 2019 Realcomp II Ltd. Unauthorized copying of this contract is prohibited.

Authentisign ID: CF684CF2-3290-F111-B337-000D3A1FE58D

a.) **Title Insurance**: At the ☒ Seller's expense, ☐ Buyer's expense, ☐ Shared expense of both Parties, the Seller shall provide the Buyer with a standard owner's policy insuring marketable title in the amount of the Purchase Price. If any matter disclosed by the Title Commitment adversely and materially affects the value of the Premises or Buyer's intended use of the Property, the Buyer shall have the right to terminate this Agreement by giving the Seller written notice within 7 calendar days after copies of the Title Commitment, in accordance with Section VII, are delivered to the Buyer; otherwise, the Buyer's right to terminate this Agreement pursuant to this Section shall be deemed to have been waived. A matter disclosed on the Title Commitment that is in the form of a lien that is liquidated in amount, and that can be readily discharged, shall not be grounds for termination of this Agreement by Buyer under this Section so long as the Seller discharges such lien(s) at Closing.

IX. SURVEY: The Parties agree that: (check one)

☒ - **Seller's Recorded Surveys are Satisfactory:** The Parties agree that the survey provided in accordance with Section VII from the Seller's records shall be adequate to fulfill the survey obligations of the Buyer. If a survey is not provided by the Seller, a new survey shall be requested and provided to the Buyer at the expense of the Seller.

☐ - **New Survey Requested:** Buyer will, at the ☐ Seller's, ☐ Buyer's, ☐ Shared expense and within a timeframe allowed to deliver and examine title evidence, obtain a certified survey of the Property from a certified and registered surveyor within the State. If the survey reveals encroachments on the Property or that the improvements encroach on the lands of another, such encroachments will constitute a title defect. The Buyer shall have the right to terminate this Agreement with written notice to the Seller within ____ calendar days of being notified of said title defect.

X. CURE PERIOD: Prior to any claim for default being made, either the Buyer or Seller will have an opportunity to cure any alleged default. If either Buyer or Seller fails to comply with any provision of this Agreement, the other party will deliver written notice to the non-complying party specifying such non-compliance. The non-complying party shall have 7 calendar days after delivery of such notice to cure the non-compliance.

XI. CLOSING: The purchase of the Property shall be closed on 21st, of August, 2026, at 12:____ ☐ AM ☒ PM or earlier at the office of a title company to be agreed upon by the Parties ("Closing"). Any extension of the Closing must be agreed upon, in writing, by Buyer and Seller. Real estate taxes, rents, dues, fees, and expenses relating to the Property for the year in which the sale is closed shall be paid by the Seller and prorated as of the Closing.

a.) **Closing Costs**. The costs attributed to the Closing of the Property shall be the responsibility of ☐**Buyer**, ☐**Seller**, ☒**Both Parties**. The fees and costs related to the Closing shall include, but not be limited to, a title search (including the abstract and any owner's title policy), preparation of the deed, transfer taxes, recording fees, and any other costs by the title company that is in standard procedure with conducting the sale of a property.

XII. SALE OF BUYER'S PROPERTY: Performance under this Agreement: (check one)

☒ - **Shall not** be contingent upon the Buyer selling another property.

☐ - **Shall be** contingent upon the Buyer selling another property with a mailing address of _____, City of _____, State of _____, within ____ calendar days from the Effective Date.

XIII. ASSIGNABILITY: This Agreement is: (check one)

© 2019 Realcomp II Ltd. Unauthorized copying of this contract is prohibited.

☐ - **Assignable:** If this Agreement may be assignable, the Buyer shall deliver a copy of the assignment agreement to the Seller at least ____ calendar days prior to Closing.

☒ - **Not Assignable:**

XIV. NOTICES: All notices shall be in writing and may be delivered by the following acceptable method(s): (check all that apply)

☒ - E-Mail
☐ - Certified Mail (with return receipt)
☐ - Personal Delivery
☐ - Other: _____

Such notices shall be sent to the respective Parties' mailing addresses listed in Section I unless otherwise listed below:

Buyer: _____

Seller: _____

XV. CONVEYANCE: Upon performance by the Buyer of the closing obligations specified herein, the Seller shall convey marketable title of the Property to the Buyer by the deed mentioned in Section VIII, including, but not limited to, oil, gas, and other mineral rights, subject only to building and use restrictions, easements, and restrictions of record, if any.

XVI. ENVIRONMENTAL WARRANTY, DISCLOSURES AND INDEMNIFICATION: To the best of Seller's knowledge, there are no areas of the Property where hazardous substances or hazardous wastes, as such terms are defined by applicable Federal, State, and Local statutes and regulations, have been disposed of, released, or found. No claim has been made against Seller with regard to hazardous substances or wastes as set forth herein, and Seller is not aware that any such claim is current or ever has been threatened. Seller shall inform Buyer, to the best of Seller's knowledge, of any hazardous materials or release of any such materials into the environment, and of the existence of any underground structures or utilities which are or may be present on the Property.

XVII. SELLER'S WARRANTIES, REPRESENTATIONS AND COVENANTS: As an inducement to Buyer to enter into this Agreement and to purchase the Property, Seller warrants, represents, and covenants to Buyer, as follows:

a.) **Authority:** Seller: (i) if an entity, is a lawfully constituted entity, duly organized, validly existing, and in good standing under the laws in the State of Michiganor another State; (ii) has the authority and power to enter into this Agreement and to consummate the transactions contemplated herein; and (iii) upon execution hereof will be legally obligated to Buyer in accordance with the terms and provisions of this Agreement.

b.) **Title and Characteristics of Property:** Seller, as of the date of execution of this Agreement, owns the Property in fee simple and has marketable and good title of public record and, in fact, the Property at Closing shall have the title status as described in Section VIII of this Agreement.

c.) **Conflicts:** The execution and entry into this Agreement, the execution and delivery of the documents and instruments to be executed and delivered by Seller at the Closing, and the performance by Seller of Seller's duties and obligations under this Agreement and of all other acts necessary and appropriate for the full consummation of the purchase and sale of the Property as contemplated herein, are consistent with and not in violation of, and will not create any adverse condition under any contract, agreement or other instrument to which Seller is a party, or any judicial order or judgment of any nature by which Seller is bound. At Closing, all necessary and appropriate action will have been taken by Seller authorizing and approving the execution of and entry into this Agreement, the execution and delivery by Seller of the documents and instruments to be executed by Seller at Closing, and the performance by Seller of Seller's duties and obligations under this Agreement and of all other acts necessary and appropriate for the consummation of the purchase and sale of the Property as contemplated herein.

Buyer's Initials MAB
Seller's Initials _____

© 2019 Realcomp II Ltd. Unauthorized copying of this contract is prohibited.

Authentisign ID: CF684CF2-3290-F111-B337-000D3A1FE58D

d.) **Condemnation:** The Seller has received no notice of, nor is Seller aware of, any pending, threatened or contemplated action by any governmental authority or agency having the power of eminent domain, which might result in any part of the Property being taken by condemnation or conveyed in lieu thereof.
e.) **Litigation:** There is no action, suit or proceeding pending or, to Seller's knowledge, threatened by or against or affecting Seller or the Property, which does or will involve or affect the Property or title thereto. Seller will defend, indemnify, and otherwise hold Buyer harmless from any and all claims of any person due to, arising out of or relating to the Property, including any and all costs, expenses, and attorneys' fees which Buyer may incur as a result of Seller's breach of its warranty hereunder. Seller will, promptly upon receiving any such notice or learning of any such contemplated or threatened action, give Buyer written notice thereof.
f.) **Assessments and Taxes:** No assessments have been made against any portion of the Property which are unpaid (except ad valorem taxes for the current year), whether or not they have become liens, and Seller shall notify Buyer of any such assessments which are brought to Seller's attention after the execution of this Agreement. The Seller will pay or cause to be paid promptly all City, State, and County ad valorem taxes and similar taxes and assessments, all sewer and water charges, and all other governmental charges levied or imposed upon or assessed against the Property which are due on or prior to the Closing.
g.) **Boundaries:** (i) There is no dispute involving or concerning the location of the lines and corners of the Property; (ii) to Seller's knowledge there are no encroachments on the Property and no portion of the Property is located within any "Special Flood Hazard Area" designated by the United States Department of Housing and Urban Development and/or Federal Emergency Management Agency, or in any area similarly designated by any agency or other governmental authority; and (iii) no portion of the Property is located within a watershed area imposing restrictions upon the use of the Property or any part thereof.
h.) **No Violations:** The Seller has received no notice there are any violations of State or Federal laws, municipal or county ordinances, or other legal regulations or requirements with respect to the Property, including those violations referenced in Paragraph 7 above. The Seller has received no notice (oral or written) that any municipality or governmental or quasi-governmental authority has determined that there are such violations. In the event Seller receives notice of any such violations affecting the Property prior to the Closing, Seller shall promptly notify Buyer thereof, and shall promptly and diligently defend any prosecution thereof and take any and all necessary actions to eliminate said violations.
i.) **Foreign Ownership:** Seller is not a "foreign person" as that term is defined in the U.S. Internal Revenue Code of 1986, as amended, and the regulations promulgated pursuant thereto, and Buyer has no obligation under Section 1445 of the U.S. Internal Revenue Code of 1986, as amended, to withhold and pay over to the U.S. Internal Revenue Service any part of the "amount realized" by Seller in the transaction contemplated hereby (as such term is defined in the regulations issued under said Section 1445).
j.) **Prior Options:** No prior options or rights of first refusal have been granted by Seller to any third parties to purchase or lease any interest in the Property, or any part thereof, which are effective as of the execution date.
k.) **Mechanics and Materialment:** At Closing, Seller will not be indebted to any contractor, laborer, mechanic, materialmen, architect, or engineer for work, labor, or services performed or rendered, or for materials supplied or furnished, in connection with the Property for which any person could claim a lien against the Property and shall not have done any work on the Property within one-hundred twenty (120) days prior to Closing.

XVIII. BUYER'S WARRANTIES, REPRESENTATIONS AND COVENANTS: Buyer: (i) if an entity, is a lawfully constituted entity, duly organized, validly existing, and in good standing under the laws of Michiganor another state; (ii) has the authority and power to enter into this Agreement and to consummate the transactions contemplated herein; and (iii) upon execution hereof will be legally obligated to Seller in accordance with the terms and provisions of this Agreement.

a.) **Conflicts:** The execution and entry into this Agreement, the execution and delivery of the documents and instruments to be executed and delivered by Buyer at the Closing, and the performance by Buyer of Buyer's duties and obligations under this Agreement and of all other acts necessary and appropriate for the full consummation of the purchase and sale of the Property as contemplated herein, are consistent with and not in violation of, and will not create any adverse condition under any contract, agreement or other instrument to which Buyer is a party, or any judicial order or judgment of any nature by which Buyer is bound. At Closing, all necessary and appropriate action will have been taken by Buyer authorizing and approving the execution of and entry into this Agreement, the execution and delivery by Buyer of the documents and instruments to be

© 2019 Realcomp II Ltd. Unauthorized copying of this contract is prohibited.

Authentisign ID: CF684CF2-3290-F111-B337-000D3A1FE58D

executed by Buyer at Closing, and the performance by Buyer of Buyer's duties and obligations under this Agreement and of all other acts necessary and appropriate for the consummation of the purchase and sale of the Property as contemplated herein.

XIX. ESCROW AGENT: The Parties authorize the Escrow Agent to receive, deposit, and hold funds and other property in escrow, including Earnest Money, that is subject to collection and disburse them in accordance with the terms of this Agreement. The Parties agree that the Escrow Agent will not be liable to any person for misdelivery of Escrow Money to the Buyer and the Seller, unless the miss-delivery is due to the Escrow Agent's willful breach of this Agreement or gross negligence. If the Escrow Agent has doubt as to their duties or obligations under this Agreement, Escrow Agent may, at their sole decision:

a.) **Hold the Escrow Money:** Hold any Escrow Money until the Parties mutually agree to its disbursement or until a court of competent jurisdiction or arbitrator determines the rights of the Parties; or

b.) **Deposit:** Deposit the Escrow Money with the clerk of the court having jurisdiction over the matter and file an action in interpleader. Upon notifying the Parties of such action, Escrow Agent will be released from all liability except for the duty to account for items previously delivered out of escrow. If Escrow Agent is a licensed real estate broker, Escrow Agent will comply with Michiganlaw. In any suit in which Escrow Agent interpleads the escrowed items or is made a party because of acting as Escrow Agent hereunder, Escrow Agent will recover reasonable attorneys' fees and costs incurred, with these amounts to be paid from and out of the Escrow Money and charged and awarded as court costs in favor of the prevailing party.

XX. SELLER'S DEFAULT: If the sale and purchase of the Property contemplated by this Agreement is not consummated on account of Seller's default or failure to perform hereunder, Buyer may, at Buyer's option and as its sole remedy, elect to either: (i) specifically enforce the terms hereof; or (ii) demand and be entitled to an immediate refund of the Escrow Money, in which case this Agreement shall terminate in full.

XXI. BUYER'S DEFAULT: If the sale and purchase of the Property contemplated by this Agreement is not consummated on account of Buyer's default hereunder, Seller shall be entitled, as its sole and exclusive remedy hereunder, to receipt of the Escrow Money amount as full and complete liquidated damages for such default of Buyer.The Parties hereby acknowledge that it is impossible to estimate more precisely the damages which might be suffered by Seller upon Buyer's default of this Agreement or any duty arising in connection or relating herewith. Seller's entitlement to and receipt of the Escrow Money is intended not as a penalty, but as full and complete liquidated damages. The right to retain such sums as full liquidated damages is Seller's sole and exclusive remedy in the event of default or failure to perform hereunder by Buyer, and Seller hereby waives and releases any right to (and hereby covenants that it shall not) sue Buyer for any claims, injury, or loss arising from or in connection with this Agreement, including without limitation: (i) for specific performance of this Agreement; or (ii) to recover any damages in excess of such liquidated damages.

XXII. ATTORNEYS' FEES: In any claim or controversy arising out of or relating to this Agreement, the prevailing party, which for purposes of this provision shall include the Buyer, Seller, and any real estate agent, will be awarded reasonable attorneys' fees, costs, and expenses.

XXIII. DAMAGE TO THE PROPERTY: If the property is damaged, by fire or other casualty, after the Effective Date and before the Closing, the Sellerwill bear the risk of loss and the Buyer may cancel this Agreement without liability and the Escrow Money shall be returned to the Buyer. Alternatively, the Buyer will have the option of purchasing the Property at the agreed-upon Purchase Price and the Seller will credit the deductible, if any, and transfer to the Buyer at Closing any insurance proceeds or Seller's claim to any insurance proceeds payable for the damage. The Seller will cooperate with and assist the Buyer in collecting any such proceeds. The Seller shall not settle any insurance claim for damage caused by casualty without the consent of the Buyer.

Furthermore, if any part of the Property, after the Effective Date and before the Closing, is takenin condemnation or under the right of eminent domain, or proceedings for such taking are pending or threatened, the Buyer may cancel this Agreement without liability and the Escrow Money will be returned to the Buyer.Alternatively, the Buyer will have the option of purchasing what is left of the Property at the agreed-upon Purchase Price and the Seller will transfer to

© 2019 Realcomp II Ltd. Unauthorized copying of this contract is prohibited.

Authentisign ID: CF684CF2-3290-F111-B337-000D3A1FE58D

the Buyer at Closing the proceeds of any award or the Seller's claim to any award payable for the taking. The Seller will cooperate with and assist the Buyer in collecting such an award.

XXIV. OPERATION OF PROPERTY DURING AGREEMENT PERIOD: The Seller will continue to operate the Property and any business conducted on the Property in the manner operated prior to the Agreement and will take no action that would adversely impact the Property, tenants, lender, or business, if any. Any changes, such as renting vacant space, that materially affects the Property or the Buyer's intended use will be permitted only with the Buyer's consent.

XXV. CLOSING PROCEDURE: Unless otherwise agreed or stated herein, the Closing shall be in accordance with the laws located in the State of Michigan.

a.)**Possession and Occupancy:** The Seller will deliver possession and occupancy of the Property to the Buyer at Closing. The Seller shall provide access to all locks, including keys, remote controls, and any security/access codes, necessary to operate all locks, mailboxes, and security systems.

b.)**Costs:** The Buyer will pay the Buyer's attorneys' fees, taxes, and recording fees on notes, mortgages, and financing statements and recording fees for the deed. The Seller will pay the Seller's attorneys' fees, taxes on the deed, and recording fees for documents needed to cure title defects.

c.) **Documents:** The Seller will provide: the deed,the bill of sale, mechanic's lien affidavit, originals of those assignable service and maintenance contracts that will be assumed by the Buyer after the Closing, letters to each service contractor from the Seller advising each of them of the sale of the Property, and if applicable, the transfer of its contract, and any assignable warranties or guarantees received or held by the Seller from any manufacturer, contractor, subcontractor, or material supplier in connection with the Property; current copies of the condominium documents, if applicable; assignments of leases and updated rent roll; tenant and lender estoppel letters; tenant subordination, non-disturbance and attornment agreements (SNDA's) required by the Buyer or the Buyer's lender; assignments of permits and licenses; corrective instruments; and letters notifying tenants of the change in ownership/rental agent. If any tenant refuses to execute an estoppel letter, the Seller will certify to the buyer that the lease is correct. If the Seller is an entity, the Seller will deliver a resolution of its Board of Directors authorizing the sale and delivery of the deed and certification by the appropriate party certifying the resolution and setting forth facts showing the conveyance conforms to the requirements of local law. The Seller will transfer security deposits to the Buyer. The Buyer will provide the closing statement, mortgages and notes, security agreements, and financing statements.

d.) **Taxes and Pro-rations:** The real estate taxes, personal property taxes on any tangible personal property, bond payments assumed by the Buyer, interest, rents (based on actual collected rents), association dues, insurance premiums acceptable to Buyer, and operating expenses will be prorated through the day before Closing. If the amount of taxes for the current year cannot be ascertained, rates for the previous year will be used with due allowance being made for improvements and exemptions. Any tax proration based on an estimate will, at the request of either party, be readjusted upon receipt of the current year's tax bill; this provision will survive the Closing.

e.) **Special Assessment Liens:** Certified, confirmed, and ratified special assessment liens as of the Closing will be paid by the Seller. If a certified, confirmed, and ratified special assessment is payable in installments, the Seller will pay all installments due and payable on or before the Closing, with any installment for any period extending beyond the Closing prorated, and the Buyer will assume all installments that become due and payable after the Closing. The Buyer shall be responsible for all assessments of any kind which become due and owing after the Closing, unless an improvement is substantially completed as of the Closing. If an improvement is substantially completed as of the Closing but has not resulted in a lien before Closing, the Seller will pay an amount of the last estimate of the assessment. This subsection applies to special assessment liens imposed by a public body and does not apply to condominium association special assessments.

XXVI. RECORDING: Buyer and Seller agree that before the recording of the deed can take place, funds provided shall be in one (1) of the following forms: cash, interbank electronic transfer, money order, certified check or cashier's check drawn on a financial institution located in the State of Michigan, or any above combination that permits the Seller to convert the deposit to cash no later than the next business day.

XXVII. ACCEPTANCE: Seller warrants that Seller is the owner of the Property or has the authority to execute this Agreement. Therefore, by the Seller's authorization below, he/she/they accept the above offer and agrees to sell the

© 2019 Realcomp II Ltd. Unauthorized copying of this contract is prohibited.

Authentisign ID: CF684CF2-3290-F111-B337-000D3A1FE58D

Property on the above terms and conditions and agrees to the agency relationships in accordance with any agreement(s) made with a licensed real estate agent(s). The Seller has read and acknowledges receipt of a copy of this Agreement and authorizes any licensed real estate agent(s) to deliver a signed copy to the Buyer.

Delivery may be in any of the following: (i) hand delivery; (ii) email under the condition that the party transmitting the email receives electronic confirmation that the email was received to the intended recipient; and (iii) by facsimile to the other party or the other party's licensee, but only if the transmitting fax machine prints a confirmation that the transmission was successful.

a.) **Real Estate Agent(s):** If Buyer or Seller have hired the services of the licensed real estate agent(s) to perform representation on their behalf, he/she/they shall be entitled to payment for their services as outlined in their separate written agreement.

XXVIII. BINDING EFFECT: This Agreement shall be for the benefit of, and be binding upon, the Parties, their heirs, successors, legal representatives, and assigns, which, therefore, constitutes the entire agreement between the Parties. No modification of this Agreement shall be binding unless signed by both Buyer and Seller.

XXIX. SEVERABILITY: In the event any provision or part of this Agreement is found to be invalid or unenforceable, only that particular provision or part so found, and not the entire Agreement, will be inoperative.

XXX. DISCLOSURES: The following disclosures are attached to this Agreement and required to be read and signed by the Parties:

a.) broker comp doc
b.) purchase agreement
c.) _____
d.) _____

XXXI. DISPUTE RESOLUTION: Buyer and Seller agree to mediate any dispute or claim arising out of this Agreement, or in any resulting transaction, before resorting to arbitration or court action.

a.) **Mediation:** If a dispute arises between or among the Parties, and it is not resolved prior to or after recording, the Parties shall first proceed in good faith to submit the matter to mediation. Costs related to mediation shall be mutually shared between or among the Parties. Unless otherwise agreed in mediation, the Parties retain their rights to proceed to arbitration or litigation.

b.) **Arbitration:** The Parties agree that any dispute or claim in law or equity arising between them out of this Agreement or any resulting transaction, which is not settled through mediation, shall be decided by neutral, binding arbitration. The arbitrator is required to be a retired judge or justice, or an attorney with at least five (5) years of residential real estate law experience, unless the Parties mutually agree to a different arbitrator. Under arbitration, the Parties shall have the right to discovery in accordance with Michiganlaw. Judgment upon the award of the arbitrator(s) may be entered into any court having jurisdiction. Enforcement of this Agreement to arbitrate shall be governed by the Federal Arbitration Act.

c.) **Exclusions:** The following matters shall be excluded from the mediation and arbitration: (i) a judicial or non-judicial foreclosure or other action or proceeding to enforce a deed, mortgage or installment land sale contract as defined in accordance with Michiganlaw; (ii) an unlawful detainer action, forcible entry detainer, eviction action, or equivalent; (iii) the filing or enforcement of a mechanic's lien; and (iv) any matter that is within the jurisdiction of probate, small claims, or bankruptcy court. The filing of court action to enable the recording of a notice of pending action, for an order of attachment, receivership, injunction, or other provisional remedies, shall not constitute a waiver or violation of the mediation and arbitration provisions of this Section.

XXXII. TERMS AND CONDITIONS OF OFFER: This is an offer to purchase the Property in accordance with the above-stated terms and conditions of this Agreement. If at least one, but not all, of the Parties initial such pages, a counteroffer is required until an agreement is reached. The Seller has the right to continue to offer the Property for sale and to accept any other offer at any time prior to notification of acceptance. If this offer is accepted and the Buyer subsequently defaults, the Buyer may be responsible for payment of licensed real estate agent(s)

Buyer's Initials MAB
Seller's Initials _____

© 2019 Realcomp II Ltd. Unauthorized copying of this contract is prohibited.

Authentisign ID: CF684CF2-3290-F111-B337-000D3A1FE58D

compensation. This Agreement and any supplement, addendum, or modification, including any copy, may be signed in two or more counterparts, all of which shall constitute one and the same writing.

XXXIII. GOVERNING LAW: This Agreement shall be interpreted in accordance with the laws in the State of Michigan ("Governing Law").

XXXIV. OFFER EXPIRATION: This offer to purchase the Property as outlined in this Agreement shall be deemed revoked, and the Earnest Money shall be returned, unless this Agreement is signed by Seller and a copy of this Agreement is personally given to the Buyer by _____, of _____, 20____, at ____:____ ☐AM ☐PM.

a.) Effective Date: The "Effective Date" of this Agreement is the date on which the last one of the Parties has signed or initialed and delivered this offer or the final counteroffer. Calendar days will be computed without including Saturday, Sunday, or national legal holidays. Any time period ending on a Saturday, Sunday, or national legal holiday will extend until 5:00 p.m. local time of the next business day. Time is of the essence in this Agreement.

XXXV. ADDITIONAL TERMS & CONDITIONS.

Buyers offer has no-contingency and buyer is aware property is being sold as-is. Listing office to pay selling office 3% commission at closing.

© 2019 Realcomp II Ltd. Unauthorized copying of this contract is prohibited.

XXXVI. ENTIRE AGREEMENT. This Agreement, together with any attached addendums or disclosures, shall supersede any and all other prior understandings and agreements, either oral or in writing, between the Parties with respect to the subject matter hereof and shall constitute the sole and only agreements between the Parties with respect to the said Property. All prior negotiations and agreements between the Parties with respect to the Property hereof are merged into this Agreement. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party or by anyone acting on behalf of any party which are not embodied in this Agreement, and that any agreement, statement, or promise that is not contained in this Agreement shall not be valid or binding or of any force or effect.

IN WITNESS WHEREOF, the Parties have indicated their acceptance of the terms of this Agreement by their signatures below on the dates indicated.

Seller's Signature: _____ Date: _____

Print Name: _____

Seller's Signature: _____ Date: _____

Print Name: _____

Agent's Signature: _____ Date: _____

Print Name: Michael M Phillips

****

Buyer's Signature: Authentisign MARIAM A. BAZZI Date: 08/04/26

Print Name: Marirose Investments Group LLC-Mariam A. Bazzi

Buyer's Signature: _____ Date: _____

Print Name: _____

Agent's Signature: Authentisign Hassan Zein Date: 08/04/26

Print Name: Hassan T. Zein

Buyer's Initials Authentisign MAB
Seller's Initials _____

© 2019 Realcomp II Ltd. Unauthorized copying of this contract is prohibited.

kw LEGACY
KELLERWILLIAMS

PURCHASE AGREEMENT

11:30 AM

DATE: 08/17/2026

LISTING BROKER: Keller Williams Legacy	SELLING BROKER
LISTING AGENT Michael M Phillips	SELLING AGENT
AGENT ID# 416804 OFFICE ID# 416803	AGENT ID# OFFICE ID#
EMAIL mike_phillips@kw.com	EMAIL

1. **PROPERTY DESCRIPTION:** The undersigned Buyer hereby offers and agrees to purchase Property located in Michigan, City/Township/Village of Dearborn Heights County of Wayne Tax ID# 33003030111000
Legal description 05C111 TO 113 317C LOTS 111 TO 113 INCL ALSO N 1/2 ADJ VAC ALLEY ALSO LOT 31
Also commonly known as 24501 Ann Arbor Trail (Street Address) Zip 48127.

Property described above shall include all available sub surface and mineral rights, all fixtures, improvements and appurtenances now in or on Property, including all built-in appliances/equipment, shelving, cabinets, all lighting fixtures, ceiling fans, attached carpeting, all window treatments and hardware, attached mirrors, hard-wired telephone system and instruments designed for the system, television antennae, satellite dishes (if owned) and complete rotor equipment, storm doors, storm windows, screens, awnings, garage door openers and transmitters, water softeners and security systems (if owned), mailboxes, fences, fireplace inserts, doors, screens, gas logs, grates, gas attachments and equipment, attached humidifiers, all landscaping, fuel in tanks, central vacuum and attachments, and

Items specifically excluded in the Listing Agreement or MLS publication must be listed hereafter, or they will be deemed included in the sale:

2. **PRICE:** Buyer agrees to pay the sum of Three hundred five thousand and 00/100 Dollars ($ 305,000.00) in consideration for which Seller will provide a ~~warranty~~ covenant deed subject to existing building and use restrictions and easements and rights of way of record.

3. **METHOD OF PAYMENT** Cashiers check, wired funds, or such other funds acceptable to the closing agent. Sale shall be completed by the following method: (Mark only the box that applies.)

☑ **A. CASH SALE.** Delivery of the ~~Warranty~~ covenant Deed conveying marketable title and payment of the purchase price.

☐ **B. CASH SALE WITH NEW MORTGAGE.** Agreement contingent upon Buyer securing a _____ mortgage, not contingent upon sale or closing of other assets, in the amount of $_____ and paying $_____ as down payment plus mortgage costs, prepaid items, adjustments and flood insurance (if required) by lender. Buyer agrees to apply for such mortgage at buyers own expense within ___calendar days from final acceptance of this Agreement. If a mortgage commitment conditioned only upon marketable title and satisfactory survey (if required) is not delivered to Listing Broker within ___calendar days from date of agreement, the Seller may declare Agreement void. Buyer further agrees that the buyer will comply with all requirements and requests by the lender and provide for true and accurate information required to process loan application, any inaccurate, false, or otherwise preventing the lender from issuing a commitment is a default.

☐ **C. SALE BY LAND CONTRACT/MORTGAGE ASSUMPTION/SELLER FINANCING.**
(See appropriate land contract financing addendum attached and made a part hereof.)

4. **EARNEST MONEY DEPOSIT:** Buyer is depositing with broker $ 20,000.00 in the form of a check, money order, cashiers check or wire. An additional sum of $ 30,000.00 shall be deposited within 2 calendar days of acceptance by Seller, making the total earnest money deposit $ 50,000.00. Total sums deposited will be deemedthe Earnest Money Deposit to be held in accordance with the laws of the State of Michigan and applied to the purchase price at closing. The Earnest Money Deposit shall be disbursed ONLY in accordance with either: (a) the terms hereof; (b) a fully executedmutual release; or (c) until a civil action has determined to whom the deposit must be paid. If offer made is not accepted by Seller, the Earnest Money Deposit shall be returned to Buyer.

5. **ACKNOWLEDGEMENT OF EARNEST MONEY DEPOSIT:** Received by: KELLER WILLIAMS LEGACY (Company Name)

_____ (Agent) _____ (Signature)

6. **CLOSING:** Subject to all conditions herein, closing shall take place on or before 08/31/2026 at Listing Office or other mutually agreed-upon location. Seller shall pay all state and county transfer taxes and costs required to convey clear title. Buyer shall be deemed in default if this agreement is not consummated on or before the closing date.

POSSESSION: Seller shall deliver possession to Buyer ☑ at closing or ☐ by 12:00 Noon ____ days after closing (closing to apply if no choice is made.) If possession is not delivered at closing, from and including day of closing, through date of vacating property, SELLER SHALL PAY the sum of $_____per day. Designated escrow agent shall retain from amount due Seller the sum of 1 ½ times daily fee, times total days for occupancy and an additional $_____ in escrow for damages after possession is delivered. Seller shall be entitled to any unused portion of occupancy fee and damage escrow as determined by date Property is vacated and keys surrendered to ☑ Buyer ☐ Listing Broker ☐ Selling Broker. Seller is legally obligated to deliver possession as specified herein. If Seller FAILS to deliver possession as specified herein, Seller shall pay TWICE the daily occupancy fee per day and may be liable for cost of eviction, actual attorney fees, damages and other costs incurred by Buyer in obtaining possession and collecting any amount due. Real Estate Brokers are no responsible for possession, condition of the property after possession, or any other matters relating to possession..

7. **AVAILABILITY OF HOME PROTECTION PLANS:** Buyer and Seller acknowledge having been advised of availability of home protection plans.

8. **SEWER AND WATER CHARGES:** Seller agrees to pay for all sewer and water charges to date of ☑ CLOSING ☐ POSSESSION (possession will apply if no choice has been made.) Designated escrow agent shall retain from amount due Seller at closing $300.00, or 1 ½ times of the current water bill, whichever is greater for final water and sewer charges. After water and sewer bills are verified paid, any unused portion shall be returned to Seller.

9. **TITLE EVIDENCE AND SURVEY:** Seller agrees to order title insurance upon acceptance of offer and to furnish Buyer a commitment of Title Insurance to be issued without standard exceptions. Buyer to secure and pay for a survey, if required by the title company to remove the standard exceptions. After closing, a Policy of Title Insurance, at sellers sole cost, without standard exceptions will be issued in the amount of purchase price, bearing date of closing or later guaranteeing title in condition required for performance of this Agreement. **Title Commitment shall be "marked up" at closing insuring through date of recording.**
V1 Title Agency to Issue Mortgage Title Insurance
Title Insurance has been recommended by the real estate broker(s).

10. **TITLE OBJECTIONS:** If objection to title is made, based upon written notice that title is not in the marketable condition required for performance hereunder, Seller shall have 30 calendar days from date notified in writing of particular defects claimed, to either: (a) remedy title; or (b) obtain title insurance satisfactory to Buyer. Buyer agrees to complete sale within 10 calendar days of written notification that the title has been remedied or by date specified in this Agreement if later. If Seller is unable or unwilling to remedy title within time specified, Buyer will waive requirement in writing within 10 calendar days of written notification thereof, or Agreement may be declared null and void at the Buyers option.

11. **TAXES:** All property taxes due and payable on or before date of closing shall be paid by Seller. Current taxes shall be prorated and adjusted as of date of closing in accordance with due date of municipality or taxing unit(s) in which Property is located.Buyer acknowledges that Property taxes are subject to change. If taxes are not paid in advance, see addendum made a part hereof. Seller shall pay transfer taxes and other costs required to convey title. Buyer shall pay all costs for recording the warranty deed.

12. **ASSESSMENTS:** Seller shall discharge in full all public authority charges confirmed by municipality or taxing unit(s) (special assessments, water, sewer, paving charges, etc.) which are currently due and payable. Buyer is responsible for other assessments including, but not limited to, capital and lateral charges (assessed, but value not yet determined) which are confirmed and become due and payable after closing.

13. **CONDOMINIUM/HOMEOWNERS ASSOCIATION ASSESSMENTS:** Current dues shall be prorated to date of closing. Any delinquent condominium/homeowner association dues/assessments/liens shall be paid by Seller at closing. Any and all dues/assessments/liens confirmed and becoming due and payable after closing will be paid by Buyer. (See Condominium Addendum made a part hereof if applicable). Buyer has had an opportunity to review any and all HOA by-laws and is satisfied with the terms and conditions required by the HOA.

14. **MAINTENANCE OF PROPERTY:** Seller is responsible for keeping Property in substantially the same condition as of date of Agreement. Seller is responsible to maintain grounds and keep all systems in working order until Property is vacated and keys are surrendered by the Seller except for the conditions disclosed in Seller's Disclosure Statement or conditions discovered by the Buyer as part of inspections. In the event Property has been winterized, it shall be the obligation and expense of Seller to de-winterize Property prior to closing. Seller agrees to leave Property broom-clean and free of debris and personal property.

15. **UTILITIES:** Seller shall order final billings on all utilities (gas, electric, etc.) as of the day of possession and Seller shall pay final billings. Seller shall not direct any utilities to be disconnected. Buyer agrees to inform all utility companies of ownership and to assume and pay all billings from day of taking possession.

16. **RISK OF LOSS:** Seller is responsible for any damage to the Property, except for normal wear and tear until the closing or possession, whichever is later.. If there is damage that Seller is unable or unwilling to repair or to arrange and pay to be repaired, Buyer has the option to cancel this Agreement and the Earnest Money Deposit shall be immediately refunded to Buyer or Buyer

can proceed with the closing and deduct from the purchase price a fair and reasonable estimate of the cost to repair the Property and assume the responsibility for the repair, thereby releasing Seller.

17. **SELLER DISCLOSURE STATEMENT:**

_____ Buyer has received the Seller's Disclosure Statement prior to writing this offer to purchase.
Buyers Initials

LEAD-BASED PAINT DISCLOSURE/INSPECTION: (For residential housing built prior to 1978)

_____ Buyer acknowledges that prior to signing this Agreement, Buyer has received and reviewed a copy of the Lead-Base Disclosure Statement.

18. **DEFAULT:**

A. **BUYER:** In the event Buyer fails to close this transaction in the time and manner provided as stated in Section 6 of this agreement, Seller may elect to enforce the terms hereof, declare the sale void, and retain Earnest Money Deposit (per paragraph 4) as liquidated damages and/or seek all available legal or equitable remedies.

B. **SELLER:** In the event Seller fails to fulfill obligations set forth herein or fails to close this transaction in the time and manner provided, Buyer may elect to enforce terms herein, declare sale void, be entitled to refund of Earnest Money Deposit (per paragraph 4), and/or seek all available legal or equitable remedies.

19. **FEES:** Buyer agrees to pay closing fees charged by lender and/or title company and a transaction fee of $ 0.00 _____ at closing.

20. **TIME LIMIT:** Buyer is making this offer valid until _____ on _____ or it is considered null and void.

21. **ADDITIONAL DOCUMENTS ATTACHED:** The Seller's Disclosure Statement, Lead Based Paint Disclosure, Agency Relationship Disclosure, plus the following checked items are also attached hereto.

☐FHA/VA Addendum	☐Unplatted Land Addendum	☐Contingency Sales Agreement
☐Swimming Pool Addendum	o Private Road Addendum	o Condominium Addendum
☐Additional (General) Conditions	o Well & Septic Addendum	o _____
☐Financing Addendum	☐Vacant Land Addendum	o _____

22. **FLOOD INSURANCE:** Buyer may, at his expense, obtain a Floodplain Certification within n/a calendar days from the date Seller's acceptance of this Agreement. If the Certification discloses that the property is in a Special Flood Hazard Area, Buyer may notify Seller, in writing, within n/a days from the date of the Certification that Buyer declares this Agreement null and void and the deposit shall be returned to the Buyer. Failure to notify Seller that the property is in a Special Flood Hazard Area within this same time period shall constitute a waiver of Buyers right to terminate this agreement under this paragraph and Buyer agrees to obtain a policy of flood insurance if required to do so by the mortgage lender.

23. **WELL AND SEPTIC SYSTEM INSPECTION:** See attached addendum made a part hereof, if applicable.

24. **PROPERTY INSPECTION/DUE DILIGENCE CONTINGENCY: Note: Inspections required by FHA, VA, lenders, or municipalities are not made for, nor should they be relied upon by Buyer as to the condition or habitability of the property.** Broker(s) recommend that Buyer conduct an independent inspection(s) by a licensed 3rd party inspector or research deemed necessary by Buyer, including: structural integrity, foundation inspection, municipal research of records, condition of mechanical systems, environmental status, health or safety conditions, surveys or infestation. **To ensure intended use of premises it is recommended that Buyer research:** square footage; building and use restrictions; easements; ordinances; regulations; school district; and/or property tax status. The Buyer **MUST** notify Seller, in writing, within 0 calendar days from date of final acceptance of Agreement that Buyer is dissatisfied with results of any investigation, and elects to terminate this agreement. In the event the buyer DOES NOT notify the seller within the days provided in this section, then this Agreement shall be binding with no further investigation period. In the event the parties are negotiating purchase price, repair credits, or seller repairs, the buyer still reserves the sole decision to declare this agreement null and void at any time prior to a mutually accepted amendment to this agreement.

AA | MLS # _____

Buyer(s) Initials | Seller(s) Initials

If Buyer(s) notify the seller within the time period allowed for investigation, that the Buyer is dissatisfied with the results of the investigation at the buyers sole discretion, the buyer reserves the right to do one or more of the following.

A. Present to Seller an amendment for mutual agreement (1) that cites a list of repairs and/or conditions to be remedied, (2) a credit requested by the buyer.
B. Present to Seller a Notice of Dissatisfaction with due diligence which shall render Agreement null and void, in which case the Seller agrees to execute a mutual release within 2 calendar days. In the event the Seller fails to execute a mutual release the seller waives the right, and the escrow holder is authorized to release the Buyers deposit.
C. In the event the buyer and seller are unable to reach an Agreement to Buyer's proposal made under A Buyer shall either elect to proceed with transaction by waiving this contingency in writing, or declare Agreement void by election of B.

Buyer: Does_____ **Does Not** AA desire to have Property Inspection.
Buyer Initials Buyer Initials

25. **LIABILITY OF BUYER FOR DAMAGE:** Buyer shall be solely responsible for any and all damage to Property as a result of any and all inspection(s) of Property authorized by or conducted by Buyer. Buyer shall pay for any and all necessary repairs to restore Property to its condition prior to inspection(s) or shall reimburse Seller for actual cost of such restoration.

26. **MUNICIPAL INSPECTIONS:** If a municipal inspection are required by local ordinance, state or federal law, or buyers lending institution. Seller agrees to complete any and all repairs required by municipality, provided repairs do not exceed $ n/a . In the event the municipal inspection requires the buyer to accept certain items in AS-IS condition, the buyer agrees to assume those items and execute any municipal. If Seller does not complete all repairs requiredby municipality, Buyer may assume the additional costs to complete repairs, or Buyer may declare this Agreement void.

27. **BUYER ACCEPTANCE OF CONDITION: AS IS CONDITION**: After closing this transaction, Buyer shall be deemed to have accepted the condition of the Property in AS-IS condition with no warranties expressed or implied.

28. **TIME FOR LEGAL ACTION:** Buyer and Seller agree that any legal action against either party or against Broker(s) or their agents related to the condition of the Property or arising out of the provisions of this Agreement or any services rendered or not rendered must be brought within the shorter of (a) the time provided by law, or (b) one (1) year after the Closing, or be forever barred.

29. **SHOWINGS:** Seller agrees not to allow the Property to be shown after the inspection contingency is removed or has expired.

30. **FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT (FIRPTA):** If the sale price of the Property exceeds $300,000.00, the parties to this Agreement will be bound by FIRPTA requirements and must complete the addendum for FIRPTA.

31. **This is a legal and binding document, and both Buyer and Seller acknowledge that they have been advised to consult an attorney to protect their interests in this transaction. Where the transaction involves financial and tax consequences, the parties acknowledge that they have been advised to seek the advice of their accountant or financial adviser.**

32. **DISCLAIMER OF BROKER(S) AND RELEASE:** Broker(s) and Broker(s)¶ agents specifically disclaim responsibility for the condition of Property and/or for performance of Agreement by the parties. Parties acknowledge that they are not relying on any representation or warranties that may have been made other than those in writing, and the parties waive and release and relinquish any and all claims or causes of action against the Broker(s), their officers, directors, employees and/or their agents for the condition of the Property or the performance of this Agreement by the parties. Broker(s) and its agents are not experts in the areas of law, tax, financing, surveying, structural conditions, hazardous conditions, or engineering, and Buyer acknowledges that Buyer has been advised to seek professional advice from experts in these areas. Any action brought against the brokers that is fails to survive or is dismissed, the party bringing the action will pay all reasonable attorney fees incurred by the Broker(s).

33. **FINAL WALK-THROUGH PRIOR TO CLOSING:** Buyer reserves the right to walk through Property within 48 hours prior to closing to determine whether terms of Agreement have been met.

34. **ENTIRE AGREEMENT:** This Agreement supersedes any and all understandings and agreements and constitutes the entire agreement between the parties and no oral representations or statements shall be considered a part hereof.

35. **TIME IS OF THE ESSENCE:** Buyer and Seller understand that no extensions of time limits contained herein are expected or agreed to unless specified in writing and signed by both Buyer and Seller. Time is of the essence.

36. **SUCCESSORS AND ASSIGNS**: This Agreement shall bind the personal representatives, administrators, successors and assigns of the parties.

37. **FACSIMILE/ELECTRONIC AUTHORITY:** As an Alternative to physical delivery, the parties agree that this Agreement, any amendment or modification of this agreement and/or any written notice of communication in connection with the agreement may be delivered to the Seller in care of the Listing Agent and the Buyer in care of the Seller Agent via electronic mail or by facsimile via the contact information set forth above. Any such communication shall be deemed delivered at the time it is sent or transmitted. Seller represents and warrants that an electronic email address has been provided to the Listing Agent from which

Seller may receive electronic mail. Buyer represents and warrants that an electronic email address has been provided to Selling Agent from which Buyer may receive electronic mail. The parties agree that the electronic signatures and initials shall be deemed to be valid and binding upon the parties as if the original signatures or initials were present in the documents in the handwriting of each party. All electronic means of signature or Initials by any party must be accompanied with a certificate.

38. MISCELLANEOUS:

A. **Amendment:** The parties agree that this Agreement may not be altered, amended, modified, or otherwise changed, except by a duly executed written agreement between the parties.

B. **Headings:** The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

C. **Grammar and Syntax:** The grammar and syntax used in this Agreement shall be construed to give proper meaning and the use of any gender or tense may be construed to include all genders and tenses.

D. **Governing Law:** This Agreement shall be governed by and construed according to the laws of the State of Michigan, the state in which the Property is located.

39. ADDITIONAL TERMS AND CONDITIONS WHICH WILL SUPERCEDE ANY LANGUAGE ABOVE:

Full legal description: 317 EXC W 79.26FT THEREOF ALSO S 1/2 ADJ VAC ALLEY GREATER DETROIT NEW CITY PARK SUB T2S R10E L54 P60 WCR

BUYER SIGNATURE AND ACKNOWLEDGMENT OF RECEIPT: Buyer hereby makes this offer with terms and conditions contained herein and acknowledges receiving a copy of this Agreement.

BUYER Nadwo Investgroup LLC (Please Print) BUYER _____ (Signature)

BUYER _____ (Please Print) BUYER _____ (Signature)

WITNESS _____ DATE 8/17/26

SELLER SIGNATURE: Seller hereby agrees to terms and conditions contained herein. Seller acknowledges receiving a copy of this Agreement.

SELLER City of Dearborn Heights (Please Print) SELLER _____ (Signature)

SELLER _____ (Please Print) SELLER _____ (Signature)

WITNESS _____ DATE _____

BUYER ACKNOWLEDGMENT OF ACCEPTANCE: Buyers signature below acknowledges receipt of Seller's Signed acceptance of this Agreement and constitutes a final acceptance of Sellers Counteroffer (if any changes were made by the Seller, thereby making this Agreement a counteroffer).

BUYER _____ (Please Print) BUYER _____ (Signature)

BUYER _____ (Please Print) BUYER _____ (Signature)

WITNESS _____ DATE _____

MLS # _____

DigiSign Verified - d888d74d-aa2b-42f1-9352-22a2b0f8ae51

MICHIGAN REALTORS®

EQUAL HOUSING OPPORTUNITY

BUYER'S BROKER COMPENSATION ADDENDUM

ADDENDUM to Purchase Agreement between

Buyer _____

and Seller City of Dearborn Heights

for Property known as 24501 Ann Arbor Trail, Dearborn Heights, MI 48127.

The following provisions are included in and supersede any conflicting language in the Purchase Agreement.

In addition to any other amount(s) which Seller has agreed to pay under other provisions of the Purchase Agreement, at closing, Seller shall pay, on Buyer's behalf, the sum of $ 1,000.00 OR 1.5 % of the Purchase Price to _____(Buyer's Broker).

All other terms and conditions of the Purchase Agreement remain in full force and effect.

X _____

Buyer Signature Date

_____

Seller Signature Date

_____

Buyer Signature Date

_____

Seller Signature Date

Disclaimer: This form is provided as a service of the Michigan REALTORS®. Please review both the form and details of the particular transaction to ensure that each section is appropriate for the transaction. The Michigan REALTORS® is not responsible for use or misuse of the form, for misrepresentation, or for warranties made in connection with the form.

© 2024 Michigan Realtors®

Created by Michael M Phillips with SkySlope® Forms

Disclosure Regarding Real Estate Agency Relationships

Before you disclose confidential information to a real estate licensee regarding a real estate transaction, you should understand what type of agency relationship you have with that licensee. A real estate transaction is a transaction involving the sale or lease of any legal or equitable interest in real estate consisting of not less than 1 or not more than 4 residential dwelling units or consisting of a building site for a residential unit on either a lot as defined in section 102 of the land division act, 1967 PA 288, MCL 560.102, or a condominium unit as defined in section 4 of the condominium act, 1978 PA 59, MCL 559.104.

(1) An agent providing services under any service provision agreement owes, at a minimum, the following *duties* to the client:

(a) The exercise of reasonable care and skill in representing the client and carrying out the responsibilities of the agency relationship.

(b) The performance of the terms of the service provision agreement.

(c) Loyalty to the interest of the client.

(d) Compliance with the laws, rules, and regulations of this state and any applicable federal statutes or regulations.

(e) Referral of the client to other licensed professionals for expert advice related to material matters that are not within the expertise of the licensed agent. **A real estate licensee does not act as an attorney, tax advisor, surveyor, appraiser, environmental expert, or structural or mechanical engineer and you should contact professionals on these matters.**

(f) An accounting in a timely manner of all money and property received by the agent in which the client has or may have an interest.

(g) Confidentiality of all information obtained within the course of the agency relationship, unless disclosed with the client's permission or as provided by law, including the duty not to disclose confidential information to any licensee who is not an agent of the client.

(2) A real estate broker or real estate salesperson acting pursuant to a service provision agreement shall provide the following *services* to his or her client:

(a) When the real estate broker or real estate salesperson is representing a seller or lessor, the marketing of the client's property in the manner agreed upon in the service provision agreement.

(b) Acceptance of delivery and presentation of offers and counteroffers to buy, sell, or lease the client's property or the property the client seeks to purchase or lease.

(c) Assistance in developing, communicating, negotiating, and presenting offers, counteroffers, and related documents or notices until a purchase or lease agreement is executed by all parties and all contingencies are satisfied or waived.

(d) After execution of a purchase agreement by all parties, assistance as necessary to complete the transaction under the terms specified in the purchase agreement.

(e) For a broker or associate broker who is involved at the closing of a real estate or business opportunity transaction, furnishing, or causing to be furnished, to the buyer and seller, a complete and detailed closing statement signed by the broker or associate broker showing each party all receipts and disbursements affecting that party.

Michigan law requires real estate licensees who are acting as agents of sellers or buyers of real property to advise the potential sellers or buyers with whom they work of the nature of their agency relationship.

SELLER'S AGENTS

A seller's agent, under a listing agreement with the seller, acts solely on behalf of the seller. A seller can authorize a seller's agent to work with subagents, buyer's agents and/or transaction coordinators. A subagent of the seller is one who has agreed to work with the listing agent, and who, like the listing agent, acts solely on behalf of the seller. Seller's agents and their subagents will disclose to the seller known information about the buyer which may be used to the benefit of the seller.

Individual services may be waived by the seller through execution of a limited service agreement. Only those services set forth in paragraph (2)(b), (c), and (d) above may be waived by the execution of a limited service agreement.

BUYER'S AGENTS

A buyer's agent, under a buyer's agency agreement with the buyer, acts solely on behalf of the buyer. A subagent of the buyer is one who has agreed to work with the buyer's agent with who, like the buyer's agent, acts solely on behalf of the buyer. Buyer's agents and their subagents will disclose to the buyer known information about the seller which may be used to benefit the buyer.

Individual services may be waived by the buyer through execution of a limited service agreement. Only those services set forth in paragraph (2)(b), (c), and (d) above may be waived by the execution of a limited service agreement.

DUAL AGENTS

A real estate licensee can be the agent of both the seller and the buyer in a transaction, but only with the knowledge and informed consent, in writing, of both the seller and the buyer.

In such a dual agency situation, the licensee will not be able to disclose all known information to either the seller or the buyer. As a dual agent, the licensee will not be able to provide the full range of fiduciary duties to the seller or the buyer.

The obligations of a dual agent are subject to any specific provisions set forth in any agreement between the dual agent, the seller and the buyer.

TRANSACTION COORDINATOR

A transaction coordinator is a licensee who is not acting as an agent of either the seller or the buyer, yet is providing services to complete a real estate transaction. The transaction coordinator is not an agent for either party and therefore owes no fiduciary duty to either party.

DESIGNATED AGENCY

A buyer or seller with a designated agency agreement is represented only by agents specifically named in the agreement. Any agents of the firm not named in the agreement do not represent the buyer or seller. The named "designated" agent acts solely on behalf of his or her client and may only share confidential information about the client with the agent's supervisory broker who is also named in the agreement. Other agents in the firm have no duties to the buyer or seller and may act solely on behalf of another party in the transaction.

LICENSEE DISCLOSURE (Check one)

I hereby disclose that the agency status of the licensee named below is:

- ✓ Seller's agent
- _____ Seller's agent – limited service agreement
- _____ Buyer's agent
- _____ Buyer's agent – limited service agreement
- _____ Dual agent
- _____ Transaction coordinator (A licensee who is not acting as an agent of either the seller or the buyer.)
- _____ None of the above

AFFILIATED LICENSEE DISCLOSURE (Check one)

- ✓ Check here if acting as a designated agent. Only the licensee's broker and a named supervisor broker have the same agency relationship as the licensee named below. If the other party in a transaction is represented by an affiliated licensee, then the licensee's broker and all named supervisory brokers shall be considered disclosed consensual dual agents.
- _____ Check here if not acting as a designated agent. All affiliated licensees have the same agency relationship as the licensee named below.

Further, this form was provided to the buyer or seller before disclosure of any confidential information.

Licensee _____ Date 7/20/26

Licensee _____ Date _____

ACKNOWLEDGMENT

By signing below, the parties acknowledge that they have received and read the information in this agency disclosure statement and acknowledge that this form was provided to them before the disclosure of any confidential information. **THIS IS NOT A CONTRACT.**

The undersigned ____ DOES ____ DOES NOT have an agency relationship with any other real estate licensee. If an agency relationship exists, the undersigned is represented as _____ SELLER _____ BUYER.

Potential Buyer/Seller (circle one) _____ Date _____

Potential Buyer/Seller (circle one) _____ Date _____

Disclaimer This form is provided as a service of Michigan Realtors®. Please review both the form and details of the particular transaction to ensure that each section is appropriate for the transaction. Michigan Realtors® is not responsible for use or misuse of the form, for misrepresentation, or for warranties made in connection with the form.

Form K ©1995 Michigan Realtors®, revised 06/2011. Ph. 800.454.7842 Fax 517.334.5568

DigiSign Verified - d888d74d-aa2b-42f1-9352-22a2b0f8ae51

KW LEGACY
KELLERWILLIAMS

AFFILIATED BUSINESS ARRANGEMENT DISCLOSURE

This is to give you notice that Keller Williams Legacy has a business relationship with the following entities. As a result of these relationships, this referral may provide Keller Williams Legacy with a financial benefit.

V1 Title Agency, LLC is an affiliated company. You are not required to use this affiliated business entity as a condition of the purchase, sale or refinance of the subject property. There are other settlement service providers available that provide similar services at competitive rates. You are free to inquire with other providers to determine that you are receiving the best value. Premium rates are filed by each Title Insurance Underwriter with the State of Michigan Office of Financial and Insurance Regulation. The estimated charge for the title company affiliated with Keller Williams Legacy is as follows:

Title Insurance Premium: State of Michigan Rates-refer to chart

Title Exam & Closing Fee: $350-$575

Title Search Fee: $150+

Acknowledgment

I/We have read this disclosure form, and understand that Keller Williams Legacy has a business relationship with the above service providers and that Keller Williams Legacy is referring me/us to purchase the above-described settlement services from the providers identified above and may receive a financial benefit or other benefit as a result of this referral.

Buyer Date Seller Date

Buyer Date Seller Date

Authenticity Verified - 7d24edf3-6f5b-4355-86ef-afa6b9318eb4

COMMERCIAL REAL ESTATE PURCHASE AND SALE AGREEMENT

Seller Name: City of Dearborn Heights
Seller Address: 6045 6045 Fenton St,
Dearborn Heights MI 48127

Seller Phone:
Seller Email:

Listing Broker Name(s): Michael M Phillips
Listing Broker Address: 22371 W Village Dr, Ste 1,
Dearborn Heights MI 48127

Listing Broker Phone: (313) 561-0900
Listing Broker Email: mike_phillips@kw.com

Purchaser Name(s): Nasser Salame
Purchaser Address:

Purchaser Phone:
Purchaser Email: Nasser Salame

Selling Broker Name(s): Victor F Fawaz
Selling Broker Address: 23676 Park Street
Dearborn Wayne 48185

Selling Broker Phone: (313) 561-0900
Selling Broker Email: [redacted]

☐ Seller and Purchaser are represented by the same agent (Dual Agency).

☑ Seller and Purchaser acknowledge that this is an in-house transaction in which the Purchaser and Seller are each represented by different designated agents or the same agents within the same brokerage.

RECITALS

A. Purchaser desires to purchase from Seller and Seller desires to sell and convey to Purchaser the following:

(i) the approximately .22 acre parcel of real property situated at 24501 Ann Arbor Trail, Dearborn Heights, Michigan, described on **Exhibit A** attached hereto, together with any and all easements, rights-of-way, tenements, hereditaments, appurtenances, licenses and privileges thereto belonging or in any way appertaining thereto (collectively, the "Land");

(ii) the buildings, structures, fixtures and other improvements on the Land, including specifically without limitation, that certain building(s) aggregating 3030 in square feet located thereon (the "Improvements", together with the Land herein called the "Real Property"); and

(iii) all of Seller's right, title and interest in and to all fixtures, machinery, equipment and other personal property owned by Seller and located upon the Land or within the Improvements, used exclusively in connection with the operation of the Land and the Improvements (the "Personal Property", together with the Land and the Improvements herein called the "Property") but specifically excluding that personal property set forth on **Schedule 1** attached hereto and made a part hereof (together the "Excluded Assets").

Created by Victor F Fawaz with SkySlope® Forms

Authenticity Verified - 7d24cdf3-675b-4355-86ef-afa6b9318eb4

B. Seller and Purchaser desire to establish the terms, covenants and conditions upon which Seller will sell and Purchaser will purchase the Property.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained in this Agreement and of the benefits to be derived therefrom, the receipt of which is severally acknowledged, Seller and Purchaser hereby agree as follows:

NMS

1. Purchase Price. The total price for the purchase of the Property hereunder (the "Purchase Price") shall be Two hundred sixty six, thousand six hundred dollars U.S. Dollars ($266,600.00) and shall be payable as follows:

(a) Within 1 days after the Effective Date (as hereinafter defined), Purchaser shall deposit with RE/MAX Team 2000 (the "Title Company") (as hereinafter defined), as escrow agent (the "Escrow Agent"), having an address of 23676 Park Street, Attention: Admin, the sum of Fifty thousand and 00/100 U.S. Dollars ($ 50,000.00) (the "Deposit") to be held by the Escrow Agent for application to the Purchase Price upon consummation of the transaction as set forth herein. In the event the sale is consummated as contemplated hereunder, the Deposit shall be applied against the Purchase Price due at Closing.

(b) On the date established pursuant to Section 12 (the "Closing Date") for the closing of the transaction contemplated hereby (the "Closing"), Purchaser shall pay to Seller the Purchase Price, adjusted to reflect all prorations made pursuant to Section 13 and the allocation of closing costs pursuant to Section 14 and otherwise as provided in any other section of this Agreement, less the Deposit (together with any interest accrued thereon).

(c) If applicable, the allocation of the Purchase Price shall be x for the Land, x for the Improvements and x for the Personal Property.

2. Evidence of Title; Survey.

(a) Seller shall, within 30 days after the Effective Date, furnish or cause to be furnished to Purchaser a commitment dated subsequent to the Effective Date for the issuance of an ALTA fee owner's policy of title insurance for the Real Property in the amount of the Purchase Price (the "Title Commitment") issued by the Title Company. The Title Commitment shall be accompanied by legible copies of all documents noted as exceptions to title.

(b) Purchaser may elect to have an ALTA survey of the Land prepared by a registered land surveyor in accordance with the current "Minimum Standard Detail Requirements for Land Title Surveys" jointly adopted and established by ALTA and ACSM (the "Survey") The Survey shall be certified to Purchaser, the Title Company and Purchaser's lender, if any. The cost of the Survey shall be a ☑ Purchaser ☐ Seller expense.

NMS

(c) Within 2 days after Purchaser receives the Title Commitment and the Survey, if applicable, Purchaser shall notify Seller of any objection to the title to the Real Property, including any matters of survey. Seller shall have 3 (3) days from the date it is notified in writing of the particular defects claimed to (i) remedy the defects or (ii) notify Purchaser that it does not intend to remedy the defects, in which case Purchaser shall elect by written notice to Seller given within five (5) days after receiving such notice or the date when such notice was due to either (w) waive such defect or defects and proceed with the purchase of the Property in accordance with the terms herewith or (x) terminate this Agreement by written notice to Seller, in which event Purchaser shall be entitled to a refund of the Deposit, and the parties shall have no further obligations to each other hereunder except such that expressly survive the termination of this Agreement. Seller's failure to give such notice shall be deemed Seller's election not to remedy

Authenticity Ticket: 7d24cdf3-0f5b-4355-86ef-afa6b9318eb4
DigiSign Verified - 7d24cdf3-0f5b-4355-86ef-afa6b9318eb4

such defects. In the event that Purchaser has not (y) objected to title or survey within the time period set forth above, or (z) terminated this Agreement within the time set forth above, Purchaser shall be deemed to have elected to accept the condition of title to the Property and matters of survey, waive such objections, and proceed to Closing. Exceptions to title shown on the Title Commitment or matters shown on the Survey to which Purchaser has not objected to as provided hereunder, or which Purchaser has waived or deemed to have waived, are herein called "Permitted Encumbrances".

3. Possession. Possession of the Property shall be delivered to Purchaser on the Closing Date, subject only to the rights of tenants under the Leases (as hereinafter defined) and the Permitted Exceptions.

4. Representations and Warranties.

(a) Seller represents and warrants to Purchaser as of the Effective Date as follows:

A. Seller Type:

☐ Seller (i) is a ☐ limited liability company ☐ for-profit corporation ☐ non-profit corporation ☑ Municipality, validly existing and in good standing in the State of _____ (ii) is authorized to transact business and is in good standing in the state in which the Property is located, and (iii) has the power, right and authority to enter into this Agreement and the instruments referenced herein and to consummate the transactions contemplated hereby.

☐ Seller is an individual residing in the state of _____ and has the power, right and authority to enter into this Agreement and the instruments referenced herein and to consummate the transactions contemplated hereby.

B. All requisite action (corporate, company, trust, partnership or otherwise) has been taken by Seller in connection with entering into this Agreement and the instruments referenced herein and the consummation of the transactions contemplated hereby. No consent of any partner, shareholder, member, creditor, investor, and to the best of Seller's knowledge, judicial or administrative body, authority or other party is required which has not been obtained to permit Seller to enter into this Agreement and consummate the transaction contemplated hereby.

C. There is no litigation pending or to Seller's knowledge threatened to prevent Seller from entering into this Agreement and selling the Property.

D. The individuals executing this Agreement and the instruments referenced herein on behalf of Seller have the legal power, right and actual authority to bind Seller to the terms and conditions hereof and thereof.

E. Neither the execution and delivery of this Agreement and documents referenced herein, nor the incurrence of the obligations set forth herein, nor the consummation of the transactions herein contemplated, nor referenced herein conflict with or result in the material breach of any terms, conditions or provisions of or constitute a default under, any bond, note, or other evidence of indebtedness or any contract, lease or other agreements or instruments to which Seller is a party, except for any of the same which will be discharged at the Closing on the Closing Date.

F. Except for tenant leases ("Leases") entered into in the normal course of operating the Property, there are no other leases or occupancy agreements to which Seller is a party affecting the Property.

Authenticity Verified - 7d24c0f3-0f5b-4355-86ef-afa6b9318eb4

G. Seller has marketable fee simple title to the Property. There is no option to purchase, right of first refusal to purchase or agreement for the sale and purchase of all or any portion of the Property to any person or entity other than Purchaser. On the Closing Date, Seller shall not be indebted to any contractor, mechanic, materialmen, laborer, architect or engineer for any materials or any work performed, in connection with the Property for which any lien could be claimed against the Property and Seller shall not have had any work undertaken at or on the Property for at least 120 days prior to the Closing Date.

H. Except as set forth in the environmental reports listed on **Exhibit B**, which have been delivered to Purchaser, to Seller's knowledge, Seller has received no written notification that any governmental authority has determined that there is any violation of any environmental statutes, ordinances or regulations affecting the Property. Seller shall inform Purchaser of any hazardous material and the existence of the any underground storage tanks or other structures which are or may be located at the Property.

I. Seller is not a "foreign person" as defined in Section 1445(f)(3) of the Internal Revenue Code of 1986 and regulations promulgated thereunder, and Seller will furnish to Purchaser, at Closing, an appropriate affidavit to this effect.

J. Seller has not received prior to the Effective Date any written notification from any governmental or public authority that the Property is in violation of any applicable fire, health, building, use, occupancy or zoning law where such violation remains outstanding and, if not addressed, would have a material adverse effect on the use of the Property as currently operated.

K. Seller has no knowledge of any encroachments of buildings, structures or improvements, located on the Property onto adjoining property, or any encroachments of buildings, structures or improvements located on adjoining property onto the Property, or that any improvements on the Property encroach on any easements located on the Property.

L. All information furnished to Purchaser by Seller in connection with the Property is complete and correct to the best of Seller's knowledge and Seller has not failed to disclose any information of which it has knowledge which is material to the Property or the physical condition thereof.

(b) Purchaser represents and warrants to Seller as of the Effective Date as follows:

A. Purchaser type:

☑ Purchaser (i) is a ☐ limited liability company ☐ for-profit corporation ☐ non-profit corporation ☑ resident of the city of DBN Heights, validly existing and in good standing in the State of MI (ii) is authorized to transact business and is in good standing in the state in which the Property is located, and (iii) has the power, right and authority to enter into this Agreement and the instruments referenced herein and to consummate the transactions contemplated hereby.

☑ Purchaser is an individual residing in the state of Michigan and has the power, right and authority to enter into this Agreement and the instruments referenced herein and to consummate the transactions contemplated hereby.

B. All requisite action (corporate, company, trust, partnership or otherwise) has been taken by Purchaser in connection with entering into this Agreement and the instruments referenced herein and the consummation of the transactions contemplated hereby. No consent of any partner, shareholder, member, creditor, investor, or, to the best of Purchaser's knowledge, judicial or

Authe DigiSign Verified - 7d24cdf3-675b-4355-86ef-afa6b9318eb4

administrative body, authority or other party is required which has not been obtained to permit Purchaser to enter into this Agreement and consummate the transaction contemplated hereby.

C. The individuals executing this Agreement and the instruments referenced herein on behalf of Purchaser have the legal power, right and actual authority to bind Purchaser to the terms and conditions hereof and thereof.

D. Neither the execution and delivery of this Agreement and documents referenced herein, nor the incurrence of the obligations set forth herein, nor the consummation of the transactions herein contemplated, nor referenced herein conflict with or result in the material breach of any terms, conditions or provisions of or constitute a default under, any bond, note, or other evidence of indebtedness or any contract, lease or other agreements or instruments to which Purchaser is a party.

(c) The foregoing representations and warranties of Seller and Purchaser shall be continuing and shall be true and correct on and as of the Closing Date with the same force and effect as if made on that date. Each of Seller and Purchaser shall indemnify and hold harmless the other party from and against any and all loss, liability, damage or expense (including reasonable attorneys' fees) resulting from any misrepresentation or a breach of any warranty by such party hereunder which is not true and correct on and as of the Closing Date.

5. Inspection and Investigation by Purchaser.

(a) Subject to the terms and conditions of this Section 5, Purchaser and its agents, at Purchaser's sole cost and expense, shall have zero (0) days from the Effective Date (the "Inspection Period") to review Seller's Materials (as hereinafter defined) and to inspect and investigate or cause to be inspected and investigated, all aspects and condition of the Property, and may enter the Property and make such surveys, soil borings, environmental assessments, ground water tests, wetland and/or endangered species studies, flood plain study, and other tests as Purchaser may deem necessary or desirable, to determine its suitability for Purchaser's intended use (the "Due Diligence").

(b) Notwithstanding the foregoing, Purchaser shall not perform any physically intrusive testing at the Property, including, without limitation, a Phase II environmental assessment before having obtained the prior written consent of Seller for such testing, which consent is at Seller's sole discretion. Seller shall have the right to have a representative present (and in the case of environmental testing, to obtain split samples at Seller's cost). Purchaser shall promptly deliver to Seller, at Purchaser's expense, copies of all reports, studies and tests regarding the Property that it develops, possesses or obtains ("Purchaser's Materials"). In the event that Seller withholds its consent to such testing, then Purchaser may, but will have no obligation to, terminate this Agreement and Purchaser shall receive a refund of the Deposit by delivering written notice to Seller on or before the expiration of the Inspection Period.

(c) Purchaser shall indemnify, protect, defend and hold harmless Seller and its partners, parents, subsidiaries, affiliates, trustees, beneficiaries, employees, officers, directors, shareholders, members, managers, advisors and other agents and their respective partners, trustees, beneficiaries, employees, officers, directors and shareholders and their respective successors and assigns (collectively, the "Seller Parties") from and against any and all liabilities, demands, actions, causes of action, suits, claims, losses, damages, costs and expenses suffered or incurred by any of the Seller Parties as a result of any Due Diligence. The provisions of this subsection (c) shall survive the Closing and the termination of this Agreement.

Authenticity Verified - DigiSign Verified - 7d24cdf3-6f5b-4355-86ef-afa6b9318eb4

(d) Within zero (0) days after the Effective Date, the environmental reports identified on **Exhibit B** attached hereto and made a part hereof (collectively, the "Environmental Reports"), the most recent plans, drawings, environmental permits, and municipal approvals pertaining to the Property, if any, in Seller's possession, the most recent survey of the Property, if any, and the Leases (collectively, "Seller's Materials"), shall be made available to Purchaser on a mutually agreed upon date at Seller's offices for inspection and copying, or at Seller's option, shall be copied and provided to Purchaser.

(e) If for any reason Purchaser is unsatisfied with the results of its Due Diligence, then Purchaser may terminate this Agreement by giving written notice to Seller at any time on or before the expiration of the Inspection Period, in which case this Agreement shall be terminated, Purchaser shall be entitled to a refund of the Deposit, and Purchaser and Seller shall have no obligations hereunder other than as expressly survive the termination of this Agreement. If this Agreement is terminated pursuant to the provisions of this Section, Purchaser shall return to Seller all of the Seller's Materials and a copy of the Purchaser's Materials.

6. Conditions Precedent.

(a) Purchaser's Conditions. The obligation of Purchaser to proceed to consummate this transaction shall be conditioned upon satisfaction of each of the following conditions precedent on or prior to the dates provided below:

A. At Closing, Seller shall convey marketable fee simple title to the Property to Purchaser, subject only to Permitted Encumbrances, as evidenced by delivery of an ALTA owners policy of title insurance (or the Title Commitment marked up by the Title Company to be effective as of the date of the recording of the deed) in the amount of the Purchase Price, without standard exceptions, insuring Purchaser as owner of fee simple title to the Property.

B. Seller shall have delivered to Purchaser all of the items required to be delivered to Purchaser under Section 7(a) on the Closing Date.

C. All of Seller's representations and warranties contained in this Purchase Agreement shall be true and correct as of the Effective Date and as of the Closing Date, and Seller shall not on the Closing Date have failed to satisfy, observe or perform any condition or agreement on its part to be satisfied, observed or performed under the terms and conditions of this Agreement.

D. The Property shall be in the same condition on the Closing Date as it is on the Effective Date, subject to reasonable wear, tear and natural deterioration between the Effective Date and the Closing Date. The vacancy level of the Property on the Closing Date will be less than zero (0) percent.

E. Other: none

If any of the foregoing conditions are not satisfied by the dates set forth above, Purchaser may, but will have no obligation to, terminate this Agreement by written notice to Seller, in which case Purchaser shall be entitled to a refund of the Deposit and the parties shall have no further obligations to each other hereunder, except as expressly set forth herein. In the event that Purchaser fails to deliver written notice to Seller terminating this Agreement by the dates set forth above, or the Purchaser fails to terminate this Agreement pursuant to Section 5(e) herein, then the parties shall proceed to Closing and disposition of the Deposit shall be governed by Sections 10, 11 and/or 12, as applicable.

Authenticity Verified - 7d24cdf3-6f5b-4355-86ef-afa6b9318eb4

(b) Seller's Conditions. The obligation of Seller to proceed to consummate this transaction shall be conditioned upon satisfaction of each of the following conditions precedent on or prior to the dates provided below:

A. Seller shall have received the Purchase Price at the Closing, adjusted pursuant to and payable in the manner set forth in this Agreement.

B. Purchaser shall have delivered to Seller all of the items required to be delivered to Seller under Section 7(b) on the Closing Date.

C. All of Purchaser's representations and warranties contained in this Purchase Agreement shall be true and correct as of the Effective Date and as of the Closing Date, and Purchaser shall not on the Closing Date have failed to reasonably satisfy, observe or perform any condition or agreement on its part to be satisfied, observed or performed under the terms and conditions of this Agreement.

If any of the foregoing conditions is not reasonably satisfied by the dates set forth above, Seller may terminate this Agreement by written notice to Purchaser, in which case Seller shall be entitled to receive the Deposit and the parties shall have no further obligations to each other hereunder, except as expressly set forth herein. In the event that Seller fails to deliver written notice to Purchaser terminating this Agreement by the dates set forth above, the parties shall proceed to Closing and disposition of the Deposit shall be governed by Sections 10, 11 and/or 12, as applicable.

NMS

D. Other: Buyer to pay 1.5% commission to buyer's broker RE/MAX Team 2000

7. Documents to be Furnished on Closing Date.

(a) On the Closing Date, Seller shall deliver to Purchaser the following documents, each of which shall be in a form reasonably satisfactory to Purchaser and its counsel:

NMS

A. ☑ A ~~warranty deed~~ covenant deed to the Property in recordable form, subject to Permitted Encumbrances. ☐ Other: _____

B. A bill of sale conveying the Personal Property (excluding the Excluded Assets) without warranty of title or use and without warranty, express or implied, as to merchantability and fitness for any purpose.

C. An assignment and assumption agreement (the "Assignment and Assumption of Leases") in which Seller shall assign to Purchaser and Purchaser shall assume all of Seller's interest as landlord in all Leases pursuant to which any portion of the Property is used or occupied by any person other than Seller and by which (i) Seller shall indemnify, defend and hold harmless Purchaser from and against any and all claims pertaining to the Leases arising prior to the Closing Date and (ii) Purchaser shall assume all obligations under the Leases and shall indemnify, defend and hold harmless Seller from and against any and all claims pertaining to the Leases arising from and after the Closing, including without limitation, claims made by tenants with respect to tenants' security deposits to the extent paid, credited or assigned to Purchaser by Seller.

D. An assignment and assumption agreement (the "Assignment and Assumption of Agreements") in which Seller shall assign to Purchaser and Purchaser shall assume all Seller's interest in the following for the contracts Purchaser wishes to assume: (i) all service, utility or other contract or commitment (if assignable) affecting the Property which extends beyond the Closing Date and (ii) all assignable existing warranties and guaranties relating to the Property (collectively, the "Contracts").

Authenticity Verified - 7d24c0f8-075b-4355-86ef-afa6b9318eb4

E. A notice to each tenant under the Leases informing such tenant of the sale of the Property to Purchaser and of the assignment to Purchaser of Seller's interest as landlord under the Leases and of Purchaser's assumption of Seller's obligation as landlord under the Leases (including, if applicable, Purchaser's assumption of Seller's obligations with respect to any security deposits) and directing that all rent and other sums payable after the Closing under each such Lease shall be paid as set forth in the notice.

F. Copies of the Leases, the Contracts and any licenses or permits in the possession or control of Seller, together with such leasing and property files and records which are material in connection with the continuous operation, leasing and maintenance of the Property.

G. A current rent roll of the Property, setting forth with respect to each Lease and each month-to-month tenancy the name of the current tenant, the agreed-upon rental rate and rate for other items such as covered parking, the amount of the security deposit, if any, the status of rent and other amounts due, and whether a default exists.

H. Any other documents required by this Agreement or reasonably requested by Purchaser or the Title Company in order to consummate the transaction contemplated hereby.

(b) On the Closing Date, Purchaser shall deliver to Seller the following documents, each of which shall be in a form reasonably satisfactory to Seller and its counsel:

A. The Purchase Price.

B. The Assignment and Assumption of Leases and the Assignment and Assumption of Agreements duly executed by Purchaser.

C. Any other documents required by this Agreement or reasonably requested by Seller or the Title Company in order to consummate the transaction contemplated hereby.

8. Obligations of Seller Prior to Closing. During the period commencing on the Effective Date and ending on the Closing Date, Seller shall:

(a) Operate the Property in the same manner and maintain the Property in substantially the same condition as on the Effective Date, in compliance with all laws, statutes, ordinances, rules and regulations applicable thereto, subject to reasonable wear, tear and natural deterioration between the Effective Date hereof and the Closing Date.

(b) Pay all costs and expenses and discharge all liabilities, obligations and claims arising out of its ownership of the Property.

(c) Not enter into any new tenant lease or modification of any tenant lease other than in the normal course of operating the Property or grant any person an option or right of first refusal to purchase the Property.

(d) Furnish to Purchaser within zero (0) days after receipt by Seller any and all notices of proposed assessments, or any proposed action under or violation of any law, statute, ordinance, rule or regulation affecting all or any portion of the Property.

(e) Pay when due and before any penalties and interest attach all real estate and utility bills, insurance premiums and other charges applicable to all or any portion of the Property.

© Realcomp II Ltd. 20254

Authenticity Verification - 7d24dd13-075b-4355-86ef-afa6b9318eb4

9. Loss by Fire, Other Casualty or Condemnation.

(a) In the event that prior to the Closing any of the Property is destroyed or suffers material damage, Purchaser shall have the right, but not the obligation, exercisable by giving notice to Seller within zero0 (0) days after receiving written notice of such damage or destruction, either (i) to terminate this Agreement, or (ii) to accept the Property in its then current condition and to proceed with the Closing with an abatement or reduction of the Purchase Price in the amount of the deductible provided for in the applicable insurance policy or policies, and to receive all insurance proceeds paid, together with an assignment of all of Seller's rights to any insurance proceeds payable, by reason of such damage or destruction, net of Seller's actual out-of-pocket cost of restoration. If Purchaser elects to proceed under clause (ii) above, Seller shall not compromise, settle or adjust any claims to such proceeds without Purchaser's prior written consent and, if Seller's casualty insurer shall at any time after such election deny coverage in whole or in part, the Purchase Price shall be adjusted in favor of the Purchaser in the amount of such denied coverage.

(b) In the event that prior to Closing there is any non-material damage to the Property, Seller shall repair such damage prior to the Closing, and any cash proceeds of insurance in excess of the cost of repair shall be paid over to Seller at Closing. For purposes of completing any repairs under this Section 9(b), Seller may by notice to Purchaser defer the Closing for a reasonable time to allow such repairs to be made by Seller; provided, however, that in such event Purchaser may elect by notice to Seller to close and accept the Property in its then condition and Seller shall assign and pay over to Purchaser all proceeds of insurance (net of moneys already expended for repair) together with such additional funds, if any, as shall be required fully to pay the costs thereof as the same are incurred.

(c) In the event that prior to the Closing all or any material portion of the Property is subject to a taking by public authority, Purchaser shall have the right, but not the obligation, exercisable by giving notice to Seller within zero (0) days after receiving notice of such taking, either (i) to terminate this Agreement, or (ii) to accept the Property in its then condition, without a reduction in the Purchase Price, and to receive an assignment of all of Seller's rights to any condemnation award payable by reason of such taking, including without limitation any payments in respect thereof, theretofore or thereafter received by Seller. If Purchaser elects to proceed under clause (ii) above, Seller shall not compromise, settle or adjust any claims to such award without Purchaser's prior written consent, which shall not be unreasonably withheld, delayed or conditioned.

(d) In the event that prior to the Closing any non-material portion of the Property is subject to a taking, Purchaser shall accept the Property in its then current condition and proceed with the Closing and shall be entitled to an assignment of all of Seller's rights to any award in connection with such taking, including without limitation any payments in respect thereof, theretofore or thereafter received by Seller. In the event of any such non-material taking, Seller shall not compromise, settle or adjust any claims to such award without Purchaser's prior written consent, which shall not be unreasonably withheld, delayed or conditioned.

(e) Seller shall give Purchaser prompt notice of any material damage to or destruction of the Property or the institution of any proceedings for condemnation of all or any portion of the Property. If Purchaser terminates this Agreement pursuant to this Section 9, the Deposit shall be returned to Purchaser.

10. Purchaser's Remedies Upon Default. In the event (a) Purchaser discovers prior to the Closing Date that any representation or warranty of Seller contained in this Agreement is false or misleading and Seller shall not cure such breach on or before zero (0) days after Seller's receipt of written notice from Purchaser of such breach, or (b) Seller without legal excuse fails to keep or perform any covenant, agreement or obligation to be kept or performed by Seller under this Agreement, Purchaser may, but shall not be obligated to, terminate this Agreement by written

Authenticity DigiSign Verified - 7d24cdf3-6f5b-4355-86ef-afa6b9318eb4

notice to Seller and recover damages or enforce specific performance of this Agreement, in addition to any other remedy available to Purchaser at law or in equity. In the event this Agreement is terminated by Purchaser pursuant to this Section 10, in addition to Purchaser's other rights and remedies at law or in equity, the Deposit shall be immediately returned to Purchaser.

11. Seller's Remedy upon Default. If Purchaser, without legal excuse, (a) fails to consummate the purchase of the Property contemplated by this Agreement by the Closing Date or (b) is in material breach of any of its representations, warranties, covenants or obligations under this Agreement and Purchaser shall not have cured such breach on or before zero (___) days after Purchaser's receipt of written notice from Seller of such breach, Seller may, but shall not be obligated to, terminate this Agreement by written notice to Purchaser, and the parties shall be relieved of all further obligations and liabilities hereunder, except as otherwise expressly set forth herein, and Seller shall be entitled to the Deposit (which shall be immediately paid by Escrow Agent to Seller) as full liquidated damages for such failure or breach by Purchaser, and not as a penalty, the parties hereto acknowledging that it is impossible to estimate more precisely the damages which might be suffered by Seller upon Purchaser's default, and that the liquidated damage amount set forth in this Section 10 represents both parties' best efforts to approximate such potential damages. The right to retain the Deposit as full liquidated damages is Seller's sole and exclusive remedy in the event of default hereunder by Purchaser.

12. Closing. Purchaser and Seller shall close (the "Closing") this transaction on or before 08/31/2026 (the "Closing Date") on a mutually agreed upon date and time. The Closing shall take place at the offices of the Title Company or at another mutually agreeable location.

13. Prorations, Security Deposits

(a) All city, county and/or state ad valorem property taxes shall be prorated between Purchaser and Seller as of the Closing Date on a due date basis, with taxes being deemed paid in advance, and all assessments on the Property, whether or not due in installments, shall be prorated between Purchaser and Seller on the Closing Date.

(b) Rents (including all payments due under the Leases and month-to-month tenancies) and payments under the Contracts shall be prorated as of the Closing Date. Rents and other payments which are due and payable but uncollected as of the Closing Date shall be assumed to be uncollectable, and the amount actually collected by the Purchaser after the Closing Date shall be paid to Seller as such are collected. Purchaser shall have no duty to Seller to collect delinquent rents, including any obligation to commence legal proceedings. This agreement shall survive the Closing.

(c) Gas, electricity and other utility charges, all charges for public water and sewer service, shall be prorated as of the Closing Date as customarily prorated in the area in which the Property is located.

(d) Security deposits or other tenants' credits which Seller is obligated under the Leases and the month-to-month tenancies to repay shall be assigned to Purchaser at Closing.

covenant deed

NMS

14. Closing Costs. ☑ Purchaser shall pay the cost of recording the deed conveying the Property to Purchaser. Seller shall pay for all documentary, intangible, transfer and other taxes with respect to the ~~warranty deed~~, the premium for the owner's policy of title insurance to be issued to Purchaser at Closing, and all recording costs other than the cost of recording (i) the ~~warranty deed~~ or (ii) instruments required by Purchaser's lender, if any. Any closing fees charged by the Title Company shall be shared equally by Purchaser and Seller. covenant deed

☑ Other: Seller is responsible for 1.5% commission payable to Selling Broker.

© Realcomp II Ltd. 20254

Authenticity Verified - 7d24cdf3-675b-4355-86ef-afa6b9318eb4

15. Brokers. Purchaser and Seller each represent and warrant to the other that there has been no involvement of any broker in this transaction other than listed above. Seller agrees to pay the broker(s) involved in this transaction a brokerage fee as specified in a separate commission or listing agreement. ☑ Other: broker Compensation Addendum attached. Each party shall indemnify and hold harmless the other party with respect to the claims of any other real estate broker who may have dealt with such party in connection with this transaction.

16. "As Is" Sale. Other than as expressly set forth herein, Seller makes no representations or warranties with respect to the Property, including without limitation, its suitability for Purchaser's intended use. In the event the Closing shall occur, except as otherwise specifically set forth herein, Purchaser shall accept the Property at Closing in its "as is" condition.

17. Binding Effect; Assignment. This Agreement shall bind the parties and their respective successors and permitted assigns. Neither party to this Agreement may assign all or any of its rights or obligations hereunder without the prior written consent of the other party.

18. Additional Documents. Each party agrees to execute any additional documents reasonably requested by the other party to carry out the intent of this Agreement.

19. Notices. Notices shall be deemed as given on the day thereof if sent by hand delivery, or three (3) days after sent by registered or certified mail, postage prepaid, or one (1) day after sent by a nationally recognized overnight delivery service, to Seller or Purchaser, as the case may be, and addressed as follows:

If to Purchaser:
Nasser Salame
C/O Victor Fawaz
RE/MAX Team 2000

With a Copy to:
Victor Fawaz
RE/MAX Team 2000
[redacted]

If to Seller:

With a copy to:

20. Third Parties. Nothing in this Agreement, express or implied, is intended to confer upon any person, other than the parties hereto and their respective successors and permitted assigns, any rights or remedies whatsoever.

21. Headings. The headings of this Agreement are for purposes of reference only and shall not limit or define the meaning of any provisions of this Agreement.

© Realcomp II Ltd. 20254

Authenticity Verified - 7d24cdf3-0758-4355-86ef-afa6b9318eb4

22. Saturdays, Sundays and Holidays. Whenever in this Agreement it is provided that notice must be given or an act performed or payment made on a certain date, if such date falls on a Saturday, Sunday or holiday the date for the notice of performance or payment shall be the next following business day.

23. Waiver. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provisions, whether or not similar, nor shall any waiver be a continuing waiver. No waiver shall be binding unless executed in writing to the party making the waiver.

24. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

25. Integration. This Agreement constitutes the entire agreement and understanding between the parties hereto relating to the sale and purchase of the Property.

26. Survival. This Agreement shall not be merged into any instruments or documents executed and delivered at the Closing but shall survive the Closing and the representations and warranties and covenants made herein shall remain in full force and effect.

27. Offer. This Agreement shall constitute an offer by Purchaser to Seller open for acceptance by Seller until 5:00 p.m. EST on _____ by which time a counterpart of the Agreement, duly executed by Seller, must have been actually received by Purchaser by email or in person; and if not so given this offer shall expire and be rendered null and void and of no further force or effect.

28. Future Divisions/Lot Splits. Seller agrees that any remaining land divisions or splits for the Property permitted by the laws of the State of Michigan or elsewhere shall be conveyed by Seller to Purchaser at Closing and Seller shall have no claim to any divisions or splits of the Property.

29. Time of the Essence. Time is of the essence of this Agreement.

30. General Provisions.

(a) Seller and Purchaser acknowledge that Listing and Selling Brokers and their salespeople are not parties to this Agreement.

(b) Listing and Selling Brokers and their salespeople specifically disclaim any responsibility for the condition of the Property or for the performance of this Agreement by the parties.

(c) Seller and Purchaser acknowledge notice that Listing and Selling Brokers may accept a fee or other consideration for the placement of an abstract, mortgage, loan, life, fire, theft, flood, title or other casualty or hazard insurance arising from this transaction and expressly consent thereto as required by Rule 339.22321 of the Michigan Administrative Code.

(d) **This is a legal and binding document, and both Seller and Purchaser acknowledge that they have been advised to consult an attorney to protect their interests in this transaction and to advise as to the validity and marketability of title to the Property, questions regarding permitted use(s) of the Property and tax and assessment matters. Where the transaction involves financial matters, tax consequences or other areas of expertise, the parties acknowledge that they have been advised to seek the advice of their accountant, financial adviser and other consultants with appropriate experience.**

© Realcomp II Ltd. 20254

Authenticity Verified - 7d24cdf3-6f5b-4355-86ef-afa6b9318eb4

(e) Listing and Selling Brokers and their salespeople are not experts in the areas of law, tax, financing, surveying, structural conditions, hazardous materials, and/or engineering and all such expertise is hereby disclaimed.

[signatures on following page]

Authenticity Verified - 7d24cdf3-675b-4355-86ef-afa6b9318eb4

By signing below, Purchaser acknowledges having read and received a copy of this Purchase Agreement and agrees that it making the offer set forth herein.

PURCHASER:

By: Nasser M Salame 77/31/2026

Its: Nasser M Salame

Seller accepts this Agreement on this _____ day of _____ at _____ (AM/PM)
☐with the following conditions: _____
_____
_____
_____
_____
_____
_____
or ☐ without qualifications.

By signing below, Seller acknowledges having received and read a copy of this Agreement. If this Agreement is signed by Seller without any modification, the acceptance date stated above shall be the effective date ("Effective Date") of this Agreement.

If additional conditions are stipulated herein by Seller, Seller gives Purchaser until the _____ of _____ at _____ (AM/PM) to provide its written acceptance of the additional conditions stated herein; and if not so given the counter-offer shall expire and be rendered null and void and of no further force or effect

SELLER:

By: _____

Its: _____

© Realcomp II Ltd. 20254

Authenticity Signature Affixed - 7d24cdf3-875b-4355-86ef-afa6b9318eb4
DigiSign Verified

Purchaser acknowledges receipt of Seller's acceptance of Purchaser's offer. If the acceptance was subject to changes from Purchaser's offer, Purchaser agrees to accept the Agreement with those changes by signing below. If this Agreement is signed by Purchaser below, then the date stated below shall become the Effective Date of this Agreement.

Purchaser has accepted this Agreement with Seller's changes on this _____ day of _____ at _____ (AM/PM)

PURCHASER:

By: _____

Its: _____

EXHIBITS and SCHEDULES

SCHEDULE 1	EXCLUDED ASSETS
EXHIBIT A	LEGAL DESCRIPTION
EXHIBIT B	ENVIRONMENTAL REPORTS
EXHIBIT C	EQUIPMENT LEASES, SERVICE CONTRACTS

Notice and Disclaimer: This copyrighted form is provided as a service by Realcomp II Ltd. to its subscribers. Prior to its use, this form and each of its provisions should be thoroughly reviewed by the user of this form to ensure that each section is appropriate for the anticipated transaction. Realcomp II Ltd. is not responsible for the use or misuse of this form or for any representation, covenant or warranty made in connection with this form. By making this form available, Realcomp II Ltd. is not undertaking the practice of law or otherwise providing legal advice. It is always recommended to consult with a licensed and qualified attorney for legal guidance tailored to a specific transaction. No attorney client relationship, principal agent relationship or any other relationship is created by the dissemination of this form or its receipt by a subscriber or other user and any claim to the contrary is hereby expressly disclaimed.

DigiSign Verified - 7d240d13-0750-4355-86ef-afa6b9318eb4

MICHIGAN
REALTORS®

EQUAL HOUSING OPPORTUNITY

BUYER'S BROKER COMPENSATION ADDENDUM

ADDENDUM to Purchase Agreement between

Buyer Nasser Salame

and Seller City of Dearborn Heights

for Property known as 24501 Ann Arbor Trail, DearbornHeightsCity_Wayne, MI 48127.

The following provisions are included in and supersede any conflicting language in the Purchase Agreement.

In addition to any other amount(s) which Seller has agreed to pay under other provisions of the Purchase Agreement, at closing, Seller shall pay, on Buyer's behalf, the sum of $ _____ OR 1.5 % of the Purchase Price to RE/MAX Team 2000 (Buyer's Broker).

All other terms and conditions of the Purchase Agreement remain in full force and effect.

AuthentiSIGN Nasser M Salame 07/27/26			
Buyer Signature	Date	Seller Signature	Date
Buyer Signature	Date	Seller Signature	Date

Disclaimer: This form is provided as a service of the Michigan REALTORS®. Please review both the form and details of the particular transaction to ensure that each section is appropriate for the transaction. The Michigan REALTORS® is not responsible for use or misuse of the form, for misrepresentation, or for warranties made in connection with the form.

© 2024 Michigan Realtors®

Created by Victor F Fawaz with SkySlope® Forms

Authentisign ID: 6577C1EA-E58D-F111-B337-000D3A1FE58D

MICHIGAN
REALTORS®

EQUAL HOUSING OPPORTUNITY

BUYER'S BROKER COMPENSATION ADDENDUM

ADDENDUM to Purchase Agreement between

Buyer Nasser Salame

and Seller City of Dearborn Heights

for Property known as 24501 Ann Arbor Trail, DearbornHeightsCity_Wayne, MI 48127.

The following provisions are included in and supersede any conflicting language in the Purchase Agreement.

In addition to any other amount(s) which Seller has agreed to pay under other provisions of the Purchase Agreement, at closing, Seller shall pay, on Buyer's behalf, the sum of $ _____ OR 1.5% % of the Purchase Price to RE/MAX Team 2000 (Buyer's Broker).

All other terms and conditions of the Purchase Agreement remain in full force and effect.

Authentisign
Nasser M Salame 08/01/26

Buyer Signature Date

Seller Signature Date

Buyer Signature Date

Seller Signature Date

Disclaimer: This form is provided as a service of the Michigan REALTORS®. Please review both the form and details of the particular transaction to ensure that each section is appropriate for the transaction. The Michigan REALTORS® is not responsible for use or misuse of the form, for misrepresentation, or for warranties made in connection with the form.

© 2024 Michigan Realtors®

Created by Victor F Fawaz with SkySlope® Forms

DigiSign Verified - 04269b52-e27b-4b54-b278-a7dc33bbc33a

RE/MAX Leading Edge

COVER SHEET

Contract Date: 07/19/2026
Closing Date: 07/31/2026

BUYER INFORMATION

Buyer 1: Taha Properties LLC Marital Status: ____ Email: [redacted]
Buyer 2: ____ Marital Status: ____ Email: ____
Street Address: ____ City: ____ State: ____ Zip: ____
Home: ____ Cell 1: ____ Cell 2: ____
Attorney: ____ Phone: ____
Charges owing: $____ For: ____ Home warranty: ☐YES ☐NO $____

SELLER INFORMATION

Seller 1: CITY OF DEARBORN Heights Marital Status: ____ Email: ____
Seller 2: ____ Marital Status: ____ Email: ____
Address: ____ City: ____ State: ____ Zip: ____
Phone: ____ Cell 1: ____ Cell 2: ____
Seller's Attorney: ____ Phone: ____
Post-closing address: ____
Charges owing: $____ For: ____ Home warranty: ☐YES ☐NO $____

PROPERTY INFORMATION

MLS NUMBER: 20261054906 List Price: $ 240,000.00 Start Date: 07/16/2026 End Date: ____
Type of Property: ☐ Residential ☐ Multi-Family ☐ Condo ☑ Commercial ☐ Vacant Land ☐ Other ____
Address: 24501 Ann Arbor Trail City: Dearborn Heights State: MI Zip: 48127 County: Wayne
Described as: 05C111 TO 113 317C LOTS 111 TO 113 INCL ALSO N 1/2 ADJ VAC ALLEY ALSO LOT 317 EXC W 79.26FT THEREOF ALSO S 1/2 ADJ VAC ALLEY GREATER DETROIT NEW CITY PARK SUB T2S R10E L54 P60 WCR
Appliances: None

SALE INFORMATION: Sale Price: $ 125,000.00 EMD: $ 10,000.00 Seller Concession: $____
Commission paid on: $____ Commission Total: 1.5% % OR $____ Flat Fee
Listing Broker Commission: ____ % OR $____ Flat Fee Selling Broker Commission: ____ % OR $____ Flat Fee

Land Contract Holder: ____ Phone: ____ Email: ____
Address: ____ City: ____ State: ____ Zip: ____

Homeowner Assoc. Company Name: ____ Dues: ____
Phone: ____ Fax: ____ Email: ____

SELLING BROKER INFORMATION

Selling Broker: RE/MAX Leading Edge Office ID: 392273
Broker Address: 25050 Ford Rd City: DEARBORN HEIGHTS State: MI Zip: 48127
Phone: 48127 Cell: [redacted] Email: ali@abdallahteam.com
Agent Name: Ali M Abdallah Agent ID: 287772
Brokerage Service Fee: ☐YES ☐NO $____ Broker Buyer Fee: ☐YES ☐NO $____ Referral Fee: ☐ YES ☐ NO $____

LISTING BROKER INFORMATION

Listing Broker: Keller Williams Legacy Office ID: 416803
Broker Address: 22371 West Village City: Dearborn State: MI Zip: 48124
Phone: (313) 403-0011 Cell: ____ Email: mike_phillips@kw.com
Agent Name: Michael Phillips Agent ID: 291483
Brokerage Service Fee: ☐YES ☐NO $____ Broker Buyer Fee: ☐YES ☐NO $____ Referral Fee: ☐ YES ☐ NO $____

TITLE COMPANY

Closing Company: TBD Contact: ____
Address: ____ City: ____ State: ____ Zip: ____
Phone: ____ Fax: ____ Email: ____

LENDING INFORMATION

Lending Institution Name: Cash Contact: ____
Address: ____ City: ____ State: ____ Zip: ____
Phone: ____ Cell: ____ Email: ____

SPECIAL INSTRUCTIONS:

DigiSign Verified - 04269b52-e27b-4b54-b278-a7dc33bbc33a

RE/MAX Leading Edge

☑ 25050 Ford Rd, Dearborn Hts, MI 48127 • Office: (313) 277-7777
☐ 6301 Michigan Ave, Detroit, MI 48210 • Office (313) 730-6554
☐ 7500 N Canton, Canton, MI 48187 • Office (734) 404-8800

Commercial Contract to Purchase

OFF. ID 392273 DATE: 07/19/2026 OFF. ID 416803 MLS# 20261054906

SELLING BROKER RE/MAX Leading Edge LISTING BROKER Keller Williams Legacy

SELLING AGENT Ali M Abdallah ID# 287772 LISTING AGENT Michael Phillips ID# 291483

EMAIL ali@abdallahteam.com P [redacted] EMAIL mike_phillips@kw.com p (313) 403-0011

1.PROPERTY: THE UNDERSIGNED hereby offers and agrees to purchase the following land situated in the Village/Township/City of Dearborn Heights, County of Wayne, Zip 48127, Michigan, being known as 24501 Ann Arbor Trail,

Described as: 05C111 TO 113 317C LOTS 111 TO 113 INCL ALSO N 1/2 ADJ VAC ALLEY ALSO LOT 317 EXC W 79.26FT THEREOF ALSO S 1/2 ADJ VAC ALLEY GREATER DETROIT NEW CITY PARK SUB T2S R10E L5 4 P60 WCR

or ☑ see attached legal description as **Exhibit A**, together with Seller's interest in all easements, appurtenances, land division rights, timber, air, oil, gas and mineral, subsurface, riparian, and all other rights and interests pertaining to such property, and together with all buildings, structures and other physical improvements situated on such property (collectively, the "Real Property").

Place an "X" in the appropriate box(es) below. If box(es) is/are marked with an "X", Seller shall provide the requested lists to purchaser during the due diligence period. If items are not provided by the completion of the due diligence period, then at Purchaser's option, this offer shall be null and void and EMD shall be returned to Purchaser immediately upon request.

☐ Check here if sale includes any equipment or personal property and attach list as **Exhibit B**. A bill of sale shall be executed at closing.
☐ Check here if sale includes any tenant leases and attach list and current rent roll as **Exhibit C**. An assignment of leases shall be executed at closing.
☐ Check here if sale includes any licenses, permits or other intangible property and attach list as **Exhibit D**. An assignment shall be executed at closing.

The Real Property, together with any of the foregoing are collectively the "Property."

2. PRICE: Purchaser agrees to pay therefore, the sum of One hundred twenty-five thousand and 00/100 Dollars ($ 125,000.00) in consideration for which Seller will provide a [redacted] deed subject to the existing building and use restrictions, easements, zoning ordinances, and rights of way if any, upon the following conditions: covenant

3. METHOD OF PAYMENT: All money shall be paid in U.S. funds by wired funds, certified, cashiers or a licensed title company check acceptable to closing agent. **SALE SHALL BE CONSOMMATED BY THE FOLLOWING METHOD SPECIFIED IN PARAGRAPH A, B, C AND OR ADDENDUM, Check one:**

AT covenant

☑ **A. CASH SALE.** Delivery of the [redacted] Deed Conveying a marketable title. Payment of purchase money is to be made in cash or certified check.

☐ **B. MORTGAGE OR THIRD-PARTY FINANCING.** Delivery of the usual Deed conveying a marketable title Payment of purchase money is to be made in cash or certified check. This Offer is contingent upon the purchaser being able to secure a mortgage in the amount of $_____ and pay $_____ Down plus mortgage cost, prepaid items, and adjustments in cash. Purchaser agrees to apply for such mortgage within _____ days from acceptance of this offer at his own expense. Purchaser agrees that in connections with said application to lender he/she shall promptly comply with lender's request for necessary information required to process the loan application. If a commitment for such mortgage cannot be obtained within _____ days from date of acceptance, at the Seller's option, this Offer can be declared null, and void and deposit shall be returned. Should Seller wish to exercise this option, Seller must do so in writing. It is further agreed that said written notice may be hand delivered, electronic delivery and/or mailed to Purchaser's real estate agent.

☐ **C. SALE ON LAND CONTRACT OR SELLER FINANCED. Check here ☐ if attaching a LAND CONTRACT ADDENDUM**

4. OCCUPANCY: The Seller shall deliver, and the Purchaser shall accept possession of said property, subject to rights of the tenants. If the Seller occupies the property, it shall be vacated on or before 0 days after closing. From the day immediately after closing, through and including the day vacating the property as agreed, SELLER SHALL PAY the sum of $ 0.00 per day. The Broker/Designated Escrow Agent shall retain from the amount due Seller at closing the sum of $ 0.00 as security for said occupancy charge, paying to the Purchaser the amount due to him and returning to the Seller the unused portion as determined by date property is vacated and keys surrendered to Broker. Broker/Designated escrow agent has no obligation or otherwise for seeing that the premises are vacated on the date specified of for the condition of the premises, etc. but is only acting as an escrow agent for holding of the occupancy escrow funds.

5. EARNEST MONEY DEPOSIT: Purchaser is tendering with offer $ 10,000.00 in the form of ☐ money order, ☐ cashier's check, ☐ wire transfer, ☑ personal check, ☐ certified funds. An additional $ 0.00 shall be deposited with Broker/Designated Escrow Agent by Purchaser within 1 days after Purchaser's receipt of an accepted offer making total earnest money on deposit $ 10,000.00. All monies shall be held by Broker/Designated Escrow Agent in accordance with rules and regulations of the Michigan Department of Labor and Economic Growth, Act No. 112, P.A. of 1960 Sect. 13 (j), and applied to purchase price at closing. If offer made is not acceptable by Seller, earnest money shall be refunded to Purchaser. Broker, by signing below, hereby acknowledges receipt of earnest money. All earnest monies shall be disbursed according to terms and conditions contained herein, or according to the terms in a mutual release agreement, when signed by all parties to this Agreement, or by a court order.

Purchaser acknowledges receipt of Earnest Money Deposit Receipt and Agreement. Designated escrow agent: Remax Leading Edge.

ACKNOWLEDGMENT OF Initial DEPOSIT-Received By Ali M Abdallah (Agent Signature) 07/19/2026 (Date Received)

Purchaser Initials AT / _____ Seller Initials _____ / _____

DigiSign Verified - 04269b52-e27b-4b54-b278-a7dc33bbc33a

6. TITLE EVIDENCE AND SURVEY: Seller agrees to furnish Purchaser a Commitment of Title Insurance prior to closing, and after closing, a policy of title insurance without standard exceptions in the amount of the purchase price, bearing date later than the acceptance hereof and guaranteeing the title in the condition required for performance of this agreement, providing Purchaser agrees to obtain and pay for a survey by a registered land surveyor. If for any reason, Purchaser does not obtain a survey, the Policy of Title Insurance will be issued with standard exceptions and Purchaser agrees to hold Broker harmless. Broker recommends that Purchaser obtain survey. Title Commitment shall be "marked up" at closing insuring through date of recording. Purchaser will use Tbd for all of Purchaser's title policy and closing.

7. TITLE OBJECTION: If objection to the title is made, based upon a written opinion of Purchaser's attorney that the title is not in the condition required for performance hereunder, the Seller shall have 30 days from the date he/she is notified in writing of the particular defects claimed either (a) to remedy the title, or (b) to obtain title insurance as required above, or (c) to refund deposit in full termination of this agreement if unable to remedy the title or obtain title insurance. If the Seller remedies the title or obtains such title commitment within the time specified, the Purchaser agrees to complete the sale within 10 days of written notification thereof. If the Seller is unable to remedy the title or obtain title insurance within the time specified, the deposit shall be refunded forthwith in full termination of this agreement.

8. FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT (FIRPTA): If the sales price of residence exceeds $300,000, parties to this agreement to be bound by (FIRPTA) requirements and must complete addendum for (FIRPTA).

9. DEFAULT: In the event of legally inexcusable failure to perform by the Purchaser, Seller may, at his/her option, elect to seek to enforce the terms hereof, or to make a declaration of forfeiture and seek to retain the deposit as liquidated damages. In the event of legally inexcusable failure to perform by the Seller, the Purchaser may, at his/her option, elect to enforce the terms hereof or demand and seek a refund of his/her entire deposit in full termination of this agreement. As required by law, if Broker is holding deposit Broker shall hold deposit until dispute is resolved by: written mutual consent, arbitration, or court of law.

10. TAXES/PRORATIONS/WATER: All taxes and assessments which have become a lien upon the land, whether recorded or not recorded at the date of closing, shall be paid by the Seller. Current taxes, if any, shall be prorated and adjusted as of the date of closing in accordance with the due date basis of the municipality or taxing unit in which the property is located. Interest and rents shall be prorated and adjusted as of the date of closing. Broker/designated escrow agent shall retain from the amount due Seller at closing, a minimum of Three Hundred Dollars ($300) for water charges. When final water bill is received, all water adjustments shall be made from the date of possession.

11. ASSESSMENTS: Seller shall discharge in full all public authority charges confirmed by said municipality or taxing unit(s) (special assessments, water, sewer, paving charges, etc.) which are currently due and payable. Purchaser is responsible for other assessments including, but not limited to, capital and lateral charges (assessed, but value not yet determined) which are confirmed and become due and payable after closing.

12. TIME AND PLACE OF CLOSING: If this offer is accepted by the Seller and if title can be conveyed in the condition required hereunder, the Purchaser agrees to complete the sale within ten (10) days after delivery of the commitment for title insurance. However, if the sale is to be consummated in accordance with a cash sale with new mortgage or a sale to an existing mortgage, then closing will be as soon as the mortgage application is approved, a closing date obtained from the lender, and if applicable, final inspection of the property approved by the Veteran Administration or Federal Housing Administration. Closing of the sale shall take place at a location designated by the mortgage lender or at a place designated by the Listing Broker. Closing to occur on or before 07/31/2026. Purchaser shall not be deemed in default of this Agreement for any delay beyond the agreed upon closing date due to reasons associated with Truth in Lending and /or federal disclosure requirements related to Purchaser's Good Faith Estimate or Closing Disclosure.

13. FINAL WALK-THROUGH INSPECTION: Purchaser may (recommended by Broker), on the day before closing date or any other time agreeable to the parties, walk through the Property solely to verify that Seller has made repairs required and has maintained the property. No other issues may be raised as a result of the walk-through inspection.

14. TRANSFER TAX: State and County Transfer Tax shall be paid by the Seller unless exempt by law.

15. SELLER TO MAINTAIN: Seller is responsible to keep property in like condition as of date of this Offer, maintaining grounds and providing routine maintenance of heating/air conditioning, sewer, septic, wells, plumbing, electrical systems and any included appliances and equipment until property is vacated and keys are surrendered by Seller. Seller is responsible to keep all systems in working order until vacating, except for any conditions that may have been disclosed in Seller's Disclosure Statement or conditions discovered by Purchaser as part of any inspections made by or on behalf of Purchaser where Purchaser accepted such conditions. In the event property herein has been winterized, it shall be the obligation and expense of Seller to de-winterize property prior to closing. Seller agrees to leave property broom-clean, and the attic, crawl space, yard, garage, shed and any outbuildings free of debris and any personal property, at exchange or possession.

16. ENVIRONMENTAL: To the best of Seller's knowledge, there are no areas of the Property where hazardous substances or hazardous wastes, as such terms are defined by applicable Federal, State, and local statutes and regulations, are present in quantities in violation of applicable law. No claim has been made against Seller with regard to hazardous substances or wastes with respect to the Property.

17. DUE DILIGENCE: Purchaser shall have the right at Purchaser's expense to conduct a Phase I environmental site assessment during the Inspection Period. If any Phase II subsurface investigation is required or recommended, Purchaser and Seller shall attempt to agree upon the nature and extent of any Phase II activities and which party shall bear the cost. If Purchaser and Seller are unable to agree within 10 days, then either party may, upon notice to the other, terminate the Agreement, in which event the Deposit shall be refunded to Purchaser and neither party shall have any further liability thereunder (except for those obligations which, by their terms, survive termination). Purchaser agrees to repair and restore any damage to the Property caused by Purchaser's investigations or testing, at Purchaser's sole expense. Purchaser shall defend, indemnify and hold Seller harmless from all costs, expenses and liabilities arising out of Purchaser's inspection of the Property, including that of Purchaser's employees, agents, consultants, or contractors performing said inspection.

18. CERTIFICATE OF OCCUPANCY: If applicable, the Seller will order and pay for necessary inspections and repairs, if any, in order to obtain a Certificate of Occupancy from the municipality prior to closing at no cost to Purchaser. If Purchaser assumes any of these responsibilities, see Addendum.

19. AS-IS STRUCTURE: Purchaser understands that he/she is purchasing a USED structure in an AS IS condition. Purchaser acknowledges that he/she has inspected the premises and is satisfied with the physical conditions thereof. Neither Seller, RE/MAX LEADING EDGE, its Broker and/or its salespersons make any express or implied warranties of habitability or good workmanlike construction. This Offer supersedes any and all other understanding and agreements and constitutes the entire Offer between the parties hereto (it being understood that the Brokers are not parties to this agreement) No oral representations of any person shall be considered a part hereof.

DigiSign Verified - 04269b52-e27b-4b54-b278-a7dc33bbc33a

20. DUE DILIGENCE CONTINGENCY. Purchaser shall have 0 days after receipt of fully accepted copy of this Agreement executed by Seller ("Inspection Period") to inspect and obtain the following items (place an "X" next to all that apply):

☐ Purchaser's ability to obtain acceptable financing from a financial institution of its choice.

☐ Purchaser's physical inspection of all aspects of the Property which shall include but not be limited to plumbing, electrical and HVAC systems, roof and any other portions of the Property.

☐ Purchaser's satisfaction with the results of an environmental site assessment.

☐ Purchaser making soil tests, borings and any other engineer and architectural tests Purchaser desires.

☐ Purchaser's satisfaction that the Property is properly zoned or can be rezoned to permit Purchaser's proposed development and use.

☐ Purchaser receiving preliminary site plan approval.

☐ Purchaser obtaining a survey of the Property ("Survey").

☐ Purchaser receiving and approving all leases and obtaining a satisfactory estoppel certificate from each tenant.

☐ Purchasing conducting any other due diligence desired by Purchaser.

☐ Purchaser obtaining any federal, state, or other governmental approval or quasi-governmental environmental or tax incentives, inducements, allowances, or similar benefits (by way of example, and not in limitation of the foregoing, any Brownfield classification or any Brownfield tax and/or grant reimbursements) with respect to the Property.

All due diligence shall be performed by Purchaser at Purchaser's sole expense. Prior to expiration of the Inspection Period, if Purchaser notifies Seller that, in Purchaser's sole discretion, the Property is unsuitable for Purchaser's intended purposes, then Seller and the Escrow Agent shall return the Deposit to Purchaser, and neither party shall have any further rights or obligations under this Agreement, except for any obligations which, by the terms of this Agreement are intended to survive termination. In the event Purchaser does not provide Seller with written notice of termination prior to the expiration of the Inspection Period, then the Deposit shall be non-refundable (unless Seller defaults), Purchaser shall be deemed to be satisfied with its inspections of the Property and this contingency shall be deemed fulfilled. Seller, at no expense to Seller, shall cooperate with Purchaser in providing reasonable access to the Property for Purchaser to perform its due diligence, and in obtaining all approvals desired or required from any federal, state or local government ("Governmental Approvals"), provided that no Governmental Approvals shall be binding upon Seller or the Property if Purchaser fails to close. Said Governmental Approvals shall be obtained during the Inspection Period unless the parties hereafter agree in writing that additional time is required to obtain them. Purchaser shall repair any damage to the Property caused by Purchaser or its agents, and Purchaser shall defend and indemnify and hold Seller harmless against any liability, loss, damage, cost or expense arising from any of Purchaser's due diligence activities; and these obligations of Purchaser shall survive termination of this Agreement. Within 5 business days after execution of this Agreement, Seller will provide Purchaser with copies of all title policies, surveys, leases, environmental reports, studies, site plans, certificates of occupancy and other documentation in the possession or control of Seller, which is material to Purchaser's decision whether to purchase the Property.

21. NOTICE TO PURCHASER AND SELLER: RE/MAX LEADING EDGE, their agents and employees, make no representations to the Purchasers with respect to the information contained on MLS listing ticket. Any information that is pertinent to Purchaser's decision to purchase said property should be verified. Any verification is to be completed during the inspection time period. Purchaser understands that information received from other inspections required by FHA, VA, or Municipalities should not be relied upon in their totality as the only source for determining to purchase or the property's condition. The Purchaser has been afforded the right to independent inspections of the property and the Purchaser affirms that the property is being purchased "AS IS" and hereby knowingly waives, releases, and relinquishes any and all claims of action against RE/MAX LEADING EDGE, its officers, directors, employees and Independent Sales Associates. Purchaser and Seller recognize and agree that the Broker and Sales Associates involved in this transaction are not parties to this Agreement. The Broker and Sales Associates specifically disclaim any responsibility for the condition of the property or for the performance of the Agreement by the parties. RE/MAX Leading Edge assume no liability for performance of any inspections or statements on Sellers Disclosure Form. It is further understood that no promises have been made other than those that are in writing and signed by all parties involved. NO VERBAL AGREEMENTS ARE BINDING.

22. PRIVATE ROADS: Seller represents that property IS NOT on a private road. If property is located on a private road, Seller shall provide Purchaser with a separate document providing notice that private road is not required to be maintained by County Board of Road Commissioners (per M.C.L.A. 560.261 [P.A. 1967 No. 2887]).

23. MISCELLANEOUS:

A. **Facsimile/Electronic Authority**: Parties agree that this offer, any counteroffer, or acceptance, may be delivered by use of facsimile/electronic authority with dated signatures, and that initials and modifications shall be deemed valid and binding upon the parties as if original signatures.

B. **Binding Agreement**: If two or more persons execute this agreement as Purchaser(s) or Seller(s) their obligations hereunder shall be joint and several and the covenants herein shall bind and inure to the benefit of the heirs, personal representatives, executors, administrators, successors, and assigns of the respective parties.

C. **Entire Agreement:** The parties agree that this agreement and any referenced addendums contain the entire agreement between Seller and Purchaser, and there are no agreements, representations, statements, or understandings, which have been relied upon by the parties, which are not stated in this agreement. All parties agree to hold Broker(s) involved in this transaction harmless for disputes between Purchaser and Seller. Brokers/Agents are not acting as appraisers, builders, accountants, environmentalists, inspectors, or lawyers.

D. **Advertising**: Seller(s) and Purchaser(s) further consent that Broker may use their names and property photos in any future advertising or for public relations purposes.

E. **Grammar and Syntax:** The grammar and syntax used in this agreement shall be construed to give proper meaning and consistency to its content. Thus, "or" means "and/or," the singular may be construed to include the plural, the plural the singular, and the use of any gender or tense may be construed to include all genders and tenses.

F. **Governing Law**: This agreement shall be governed by and construed according to the law of the State of Michigan, the state in which the property is located.

G. **Fee**: Purchaser(s) and Seller(s) hereby acknowledge that Broker may, when permitted by law, accept a fee or consideration with regard to the placement of an abstract, loan or mortgage, life, fire, theft, flood, title or any other casualty or hazard insurance or home warranty arising from this transaction and expressly consent thereto as required by Rule 328.22321 of the Michigan Administrative Code.

24. TIME IS OF THE ESSENCE: All Parties agree that time is of the essence in performance of this Contract to Purchase and timeframes shall be met as specified within the appropriate paragraph. All extensions of timeframes must be in writing and agreed upon by both Purchaser(s) and Seller(s).

25. SEVICE FEE: Purchaser(s) agree to pay a **$399.00** fee at closing to RE/MAX Leading Edge to comply with applicable federal and state laws regarding disclosures, document storage and retention. Any additional commission charged shall be specified in the contract between Purchaser and Selling Broker.

Purchaser Initials AT _____ / _____ Seller Initials _____ / _____

DigiSign Verified - 04269b52-e27b-4b54-b278-a7dc33bbc33a

26. LEGAL COUNSEL RECOMMENDATION: Broker recommend that all parties to this agreement retain an attorney to protect their interest in this transaction and or seek the advice of their accountant or financial advisor.

27. AGENCY RELATIONSHIP: Purchaser(s) and Seller(s) acknowledge that they have received the Disclosure Regarding Real Estate Agency Relationship. All parties to this agreement have been made aware of the agency relationships with the real estate Broker(s) involve in this transaction.

28. COMPENSATION (place an "X" where applicable): ☑ Seller, ☐ Purchaser agrees and shall pay the real estate broker(s) involved in this transaction a combined broker commission of $ 1.5% AT, with $ 5,750.00 paid to Remax Leading Edge and $_____ paid to _____ at closing. The parties acknowledge that other than the parties' real estate agents disclosed herein this Commercial Contract to Purchase, no other real estate brokers, salespersons, or agents are involved in this transaction and the parties hereby indemnify and hold each other harmless from any and all such claims for broker commission fees. All brokers and their agents specifically disclaim responsibility for the condition of the Property and performance of this Agreement. The parties each hereby, and by closing shall be deemed to, waive, and release any and all claims and causes of action against all named brokers, their officers, directors, managers, members, employees and agents. The parties each hereby grant all named brokers the right to record a lien against the property to secure a payment of their commission including, without limitation, the right to record the lien under Michigan's Commercial Real Estate Broker Lien Act. All named brokers are third party beneficiaries of this agreement. Broker commissions are not set by law and are fully negotiable.

29. ADDITIONAL CONDITIONS (if any):

The Property is being sold AS IS. Buyer accepts responsibility for cleaning the Property, removing all clutter and personal property remaining after closing, and completing all repairs required by the City to obtain a Certificate of Occupancy or Certificate of Compliance. Buyer is a licensed builder. The Property will be used as an office, showroom, and for the storage of the Buyer's equipment and materials, subject to all applicable zoning ordinances and governmental regulations.

30. TIME LIMIT: This offer is valid until _____ Time _____a.m. _____ p.m. Purchase(s) may withdraw offer if Seller does not accept offer in writing within this TIME LIMIT.

31. EXECUTION OF INSTRUMENT: By the execution of this instrument, the Purchaser hereby makes offer with terms and conditions contained herein. Purchaser acknowledges receipt of a copy of this Agreement also acknowledges receipt of the Michigan Seller's Disclosure statement, the Lead-Based Paint Disclosure, and the booklet "Protect Your Family from Lead in Your Home," if applicable or see additional conditions.

IN PRESENCE OF:

Ali M Abdallah
SELLING AGENT:

I.D.# 287772 DATE: 07/19/2026

Ali Taha 07/19/2026
PURCHASER: DATE

PURCHASER: DATE

32. COUNTEROFFER AND TIME LIMIT: In the event Seller makes any written change in any of the terms and conditions of the offer presented such changed terms and conditions shall constitute a COUNTEROFFER by Seller and shall be valid until _____at ___a.m. ___ p.m., and shall require acceptance by the Purchaser by initialing each change before such date and time. If said Counteroffer is not accepted within the limit of date and time and delivered to the listing office, this offer shall be null and void and all deposit monies refunded.

33. ACCEPTANCE: By affixing his/her signature hereto, Seller hereby agrees to the terms and conditions contained herein. Seller acknowledges receipt of a copy of Agreement. Seller further agrees that Listing Broker and Selling Broker listed on Page #1 of this agreement have procured this Agreement and have brought about this sale. Seller hereby directs that no further offers be presented after acceptance of this offer. The foregoing offer is accepted, and the undersigned agree to sell the described premises on the terms stated. Seller further hereby agrees to pay the REALTOR/BROKER for services rendered a commission as set forth in the MLS (Multi Listing Service), which shall be due and payable at the time set in said offer for the consummation of the sale.

LISTING AGENT:

I.D.# 291483 DATE: _____

SELLER: DATE

SELLER: DATE

34. ACKNOWLEDGEMENT: Purchaser acknowledges and accepts the agreement as accepted by the Seller. Purchaser shall also initial all changes in the case of a Seller COUNTEROFFER.

SELLING AGENT:

I.D.#_____ DATE: _____

PURCHASER: DATE

PURCHASER: DATE

DigiSign Verified - 04269b52-e27b-4b54-b278-a7dc33bbc33a

RE/MAX LEADING EDGE

☑ 25050 Ford Rd, Dearborn Hts, MI 48127 • Office: (313) 277-7777
☐ 6301 Michigan Ave, Detroit, MI 48210 • Office (313) 730-6554
☐ 7500 N Canton, Canton, MI 48187 • Office (734) 404-8800

EQUAL HOUSING OPPORTUNITY

EXCLUSIVE BUYER AGENCY CONTRACT

BROKER: RE/MAX LEADING EDGE Agent: Ali M Abdallah Date: 07/19/2026

FIRM ADDRESS: 25050 Ford Rd DEARBORN HEIGHTS MI 48127

BUYER/CLIENT(S) NAME 1: Taha Properties LLC 2: _____

BUYER/CLIENT'S ADDRESS: _____ Phone: _____

1. PURPOSE: Buyer has employed the services of Broker to assist Buyer in purchasing real estate. Broker's services shall include, but not be limited to, consulting with regarding the desirability of particular properties and the availability of financing, formulating acquisition strategies, and negotiating purchase agreements. Client acknowledges that Broker is not acting as an attorney, tax advisor, surveyor, structural engineer, or property inspector, and that Client should contact professionals on these matters.

2. SCOPE OF EXECLUSIVE AGENCY. Broker and Client agree that Broker shall act as Buyer's Exclusive Agent in connection with Buyer's possible purchase of the following (" Desired Property").

☐ Any real property located in Michigan

☑ The following specific property(ies) only. (Insert Addresses)

24501 Ann Arbor Trail _____

_____ _____

_____ _____

3. EXCLUSIVE AGENT: Client agrees that during the term of this Agreement any and all inquiries and/or negotiations on behalf of Client relating to the acquisition of any Desired Property shall be through Broker.

4. TERM /CANCELLATION: This Agreement is entered into on this date 07/19/2026 and shall expire at midnight on 07/19/2027. This Agreement may be cancelled only by the mutual consent of the parties in writing.

5. COMPENSATION OF BROKER: **Brokerage Firm's fee for services rendered is not set by law and is fully negotiable.** Broker may not receive compensation for brokerage services provided to Buyer from any source that exceeds the amount agreed upon herein or in a subsequent written agreement between Broker and Buyer. In consideration for the services to be performed under the agreement, Buyer agrees to pay Broker as follows (check as applicable):

(A) ☐ **Retainer fee:** Client will pay Broker a non-refundable Retainer fee of $_____, due and payable upon execution of this Agreement. The Retainer fee shall be applied against any commission owed to Broker.

(B) ☐ **Hourly Fee:** Buyer will pay Broker an Hourly Fee of $ _____ for services performed under this agreement due and payable upon receipt of invoice(s) from Broker. The Hourly Fee shall be applied against any commission owed to Broker.

(C) ☐ **Flat Fee.** In the event Buyer contracts to purchase the Desired Property, Buyer will pay Broker a Flat Fee equal to $ _____. The Flat Fee is due and payable upon closing; provided, however, that if the transaction does not close because of any default on the part of the Buyer, the Flat Fee shall become immediately due and payable. The Flat Fee obligation shall apply to any purchase agreements executed during the term of this agreement, or during any extension of this agreement. The Flat Fee obligation will also apply to purchase agreements executed within_____ months after the expiration or other termination of this agreement, if the property acquired was presented to Buyer during the term of this agreement. If the seller fails to close with no fault on the part of the Client, then the Flat Fee shall be waived. If the transaction does not close because of any fault on the part of the Client, the Flat Fee shall NOT be waived and shall become immediately due and payable.

(D) ☑ **Compensation Fee.** In the event Buyer contracts to purchase the Desired Property, Buyer will pay Broker a Compensation Fee equal to $_____, or 3 % of the purchase price. The Compensation Fee is due and payable upon closing; provided however, that if the transaction does not close because of any default on the part of the Buyer, the Compensation Fee shall become immediately due and payable. The Compensation Fee obligation shall apply to any purchase agreements executed during the term of this agreement, or during any extension of this agreement. The Compensation Fee obligation will also apply to purchase agreements executed within 12 months after the expiration or other termination of this agreement, if the property acquired was presented to Buyer during the term of this agreement.

AT / _____
(Buyer's Initial)

DigiSign Verified - 04269b52-e27b-4b54-b278-a7dc33bbc33a

6. COMPENSATION CREDIT: Buyer will receive a credit against any amount owed pursuant to paragraph 5 above for any compensation paid to Broker by the Seller or the Seller's listing broker.

7. Terms of Brokerage Fees:
The Brokerage Fee is due and payable upon closing. The Brokerage Fee shall apply to any purchase agreement executed during the term of this agreement, or during any extension of this agreement. The Brokerage Fee will also apply to purchase agreements executed within 12 months after the expiration of this agreement, if the property acquired was presented to Client through the services of Broker. If a Seller fails to close with no fault on the part of Client, then the Brokerage Fee shall be waived. If the transaction does not close because of any fault on the part of the Client, the Brokerage Fee shall NOT be waived and shall become immediately due and payable.

8. BROKERAGE SERVICE FEE: Purchaser agrees to pay Broker a $399.00 fee at closing to comply with applicable Federal and State laws regarding disclosures, document storage and retention.

9. DISCLOSURE OF BROKER'S ROLE: At the time of any initial contact, Broker shall inform all prospective Sellers and their agents that Broker is acting as an agent for the purchaser. **Broker will preserve any confidential information obtained during another agency relationship or in a prior or pending transaction or business relationship. Buyer acknowledges and agrees that the preservation of this confidential information shall not constitute a breach of any fiduciary duty owed to Buyer.**

10. CONFLICT OF INTEREST (PURCHASERS): Buyer acknowledges that Broker may represent other buyers desirous of purchasing property similar to the Desired Property. Buyer acknowledges and agrees that Broker may show more than one buyer the same property, and may prepare offers on the same property for more than one buyer. Broker shall preserve any confidential information disclosed by any buyer-client and shall not disclose the existence of, or the terms of, any offer prepared on behalf of one buyer to another buyer. In the event Broker works for two competing buyer-clients in connection with any specific property, Broker will be working equally for both buyer-clients and without the full range of fiduciary duties owed by a buyer's agent to a buyer. In this situation, the competing buyer-clients are giving up their rights to undivided loyalty and will be owed only limited duties of disclosure, obedience and confidentiality.

11. CONFLICT OF INTEREST (SELLERS): **In the event Buyer becomes interested in a property listed by Broker (check as applicable):**

☐ This agreement shall automatically terminate only with regard to that seller's property (but shall continue as to all other real property) and Broker shall continue the agency relationship with the seller where the agency relationship was terminated pursuant to this paragraph. Any fees previously paid to Broker by Buyer pursuant to this agreement shall be returned to Buyer at closing.

☑ Broker shall act as disclosed dual agent of both Buyer and the seller. In such event, Broker shall be entitled to any fees owed by Buyer pursuant to this agreement.

☐ Broker shall act as a transaction coordinator to facilitate the transaction, and not as an agent for either Buyer or the seller. In such event, Broker shall be entitled to any fees owed by Buyer pursuant to this agreement.

12. BUYER DISCLOSURE: Buyer agrees to disclose to Broker relevant personal and financial information to assure Broker that Buyer has the ability to complete any transaction which is the subject of this agreement. Buyer hereby grants to Broker, the authority to disclose such information as Broker deems necessary, or appropriate, in order to influence the decision of a seller to accept an offer from Buyer.

13. LEASING or OPTIONING: This agreement shall also apply to situations where Buyer wishes to lease or option property. In those situations, the terms used in this agreement shall be automatically changed as appropriate, so that the term "purchase" shall mean "lease," "rent", or "option", and the term "Seller" shall mean "Lessor," "Landlord", or "Optionor", and the term "Buyer" shall mean "Lessee," "Tenant", or "Optionee."

14. COST OF SERVICES OR PRODUCTS OBTAINED FROM OUTSIDE SOURCES: Broker will not obtain or order products or services from outside sources (e.g. surveys, soil tests, title reports, inspections) without the prior consent of Buyer. Buyer agrees to pay for all costs for products or services so obtained, regardless of whether or not the Buyer purchases Desired Property.

15. INDEMNIFICATION OF BROKER: Client agrees to indemnify Broker, and to hold Broker harmless for any and all costs or damage arising out of the action of the Buyer, provided Broker is not at fault, including, but not limited to, attorney's fees reasonably incurred by Broker.

16. FEES: Purchaser(s) hereby acknowledges notice of the fact that Broker may accept a fee or consideration with regard to the placement of a loan or mortgage, life, fire, theft, flood, title, or other casualty or hazard insurance, arising from this transaction and expressly consent thereto as required by Rule 339.22321 of the Michigan Administrative Code.

AT / _____
(Buyer's Initial)

DigiSign Verified - 04269b52-e27b-4b54-b278-a7dc33bbc33a

17. NON-DISCRIMINATION: It is agreed by Broker, Purchaser(s) and parties to this agreement, that as required by law, discrimination because of religion, race, color, national origin, age, sex, handicap, familial, or marital status by said parties in respect to the purchase of the Desired Property is prohibited.

18. CONDITION OF PROPERTY: Client is not relying on Broker to determine the suitability of any desired Property for the Client's purposes or regarding the environmental condition of the Desired Property.

19. LIMITATION: Client and Broker agree that any and all claims or lawsuits between the parties to this agreement must be filed no more than six (6) months after the date of termination of this agreement. The parties waive any statute of limitations to the contrary.

20. ENTIRE AGREEMENT: This Agreement constitutes the entire agreement between the parties, and any prior agreements, whether oral or written, have been merged and integrated into this Agreement.

21. CANCELLATION: This agreement may be CANCELLED or REVOKED only by mutual consent of the parties in writing.

22. OTHER: _____

23. ELECTRONIC COMMUNICATION: The parties agree that this agreement, any amendment or modification of this agreement and/or any written notice or communication in connection with this agreement may be delivered by electronic mail via the contact information set forth above. Any such communication shall be deemed delivered at the time it is sent or transmitted. The parties agree that the electronic signatures and initials shall be deemed to be valid and binding upon the parties as if the original signatures or initials were present in the documents in the handwriting of each party.

24. RECEIPT: Client has read this Agreement and acknowledges receipt of a completed copy of this Agreement.

BROKER: RE/MAX LEADING EDGE

Print Client Name: Taha Properties LLC Signature: Ali Taha 07/19/2026
Date

Print Client Name: _____ Signature: _____
Date

Print Agent Name: _____ Signature: _____
Date

A REAL ESTATE BROKER IS QUALIFIED TO ADVISE ON REAL ESTATE.
IF YOU DESIRE LEGAL ADVICE, CONSULT YOUR ATTORNEY

DigiSign Verified - 04269b52-e27b-4b54-b278-a7dc33bbc33a

Disclosure Regarding Real Estate Agency Relationships

Before you disclose confidential information to a real estate licensee regarding a real estate transaction, you should understand what type of agency relationship you have with that licensee. A real estate transaction is a transaction involving the sale or lease of any legal or equitable interest in real estate consisting of not less than 1 or not more than 4 residential dwelling units or consisting of a building site for a residential unit on either a lot as defined in section 102 of the land division act, 1967 PA 288, MCL 560.102, or a condominium unit as defined in section 4 of the condominium act, 1978 PA 59, MCL 559.104.

(1) An agent providing services under any service provision agreement owes, at a minimum, the following *duties* to the client:

(a) The exercise of reasonable care and skill in representing the client and carrying out the responsibilities of the agency relationship.

(b) The performance of the terms of the service provision agreement.

(c) Loyalty to the interest of the client.

(d) Compliance with the laws, rules, and regulations of this state and any applicable federal statutes or regulations.

(e) Referral of the client to other licensed professionals for expert advice related to material matters that are not within the expertise of the licensed agent. **A real estate licensee does not act as an attorney, tax advisor, surveyor, appraiser, environmental expert, or structural or mechanical engineer and you should contact professionals on these matters.**

(f) An accounting in a timely manner of all money and property received by the agent in which the client has or may have an interest.

(g) Confidentiality of all information obtained within the course of the agency relationship, unless disclosed with the client's permission or as provided by law, including the duty not to disclose confidential information to any licensee who is not an agent of the client.

(2) A real estate broker or real estate salesperson acting pursuant to a service provision agreement shall provide the following *services* to his or her client:

(a) When the real estate broker or real estate salesperson is representing a seller or lessor, the marketing of the client's property in the manner agreed upon in the service provision agreement.

(b) Acceptance of delivery and presentation of offers and counteroffers to buy, sell, or lease the client's property or the property the client seeks to purchase or lease.

(c) Assistance in developing, communicating, negotiating, and presenting offers, counteroffers, and related documents or notices until a purchase or lease agreement is executed by all parties and all contingencies are satisfied or waived.

(d) After execution of a purchase agreement by all parties, assistance as necessary to complete the transaction under the terms specified in the purchase agreement.

(e) For a broker or associate broker who is involved at the closing of a real estate or business opportunity transaction, furnishing, or causing to be furnished, to the buyer and seller, a complete and detailed closing statement signed by the broker or associate broker showing each party all receipts and disbursements affecting that party.

Michigan law requires real estate licensees who are acting as agents of sellers or buyers of real property to advise the potential sellers or buyers with whom they work of the nature of their agency relationship.

SELLER'S AGENTS

A seller's agent, under a listing agreement with the seller, acts solely on behalf of the seller. A seller can authorize a seller's agent to work with subagents, buyer's agents and/or transaction coordinators. A subagent of the seller is one who has agreed to work with the listing agent, and who, like the listing agent, acts solely on behalf of the seller. Seller's agents and their subagents will disclose to the seller known information about the buyer which may be used to the benefit of the seller.

Created by Ali M Abdallah with SkySlope® Forms

DigiSign Verified - 04269b52-e27b-4b54-b278-a7dc33bbc33a

Individual services may be waived by the seller through execution of a limited service agreement. Only those services set forth in paragraph (2)(b), (c), and (d) above may be waived by the execution of a limited service agreement.

BUYER'S AGENTS

A buyer's agent, under a buyer's agency agreement with the buyer, acts solely on behalf of the buyer. A subagent of the buyer is one who has agreed to work with the buyer's agent with who, like the buyer's agent, acts solely on behalf of the buyer. Buyer's agents and their subagents will disclose to the buyer known information about the seller which may be used to benefit the buyer.

Individual services may be waived by the buyer through execution of a limited service agreement. Only those services set forth in paragraph (2)(b), (c), and (d) above may be waived by the execution of a limited service agreement.

DUAL AGENTS

A real estate licensee can be the agent of both the seller and the buyer in a transaction, but only with the knowledge and informed consent, in writing, of both the seller and the buyer.

In such a dual agency situation, the licensee will not be able to disclose all known information to either the seller or the buyer. As a dual agent, the licensee will not be able to provide the full range of fiduciary duties to the seller or the buyer.

The obligations of a dual agent are subject to any specific provisions set forth in any agreement between the dual agent, the seller and the buyer.

TRANSACTION COORDINATOR

A transaction coordinator is a licensee who is not acting as an agent of either the seller or the buyer, yet is providing services to complete a real estate transaction. The transaction coordinator is not an agent for either party and therefore owes no fiduciary duty to either party.

DESIGNATED AGENCY

A buyer or seller with a designated agency agreement is represented only by agents specifically named in the agreement. Any agents of the firm not named in the agreement do not represent the buyer or seller. The named "designated" agent acts solely on behalf of his or her client and may only share confidential information about the client with the agent's supervisory broker who is also named in the agreement. Other agents in the firm have no duties to the buyer or seller and may act solely on behalf of another party in the transaction.

LICENSEE DISCLOSURE (Check one)

I hereby disclose that the agency status of the licensee named below is:

_____ Seller's agent

_____ Seller's agent – limited service agreement

☑ Buyer's agent

_____ Buyer's agent – limited service agreement

_____ Dual agent

_____ Transaction coordinator (A licensee who is not acting as an agent of either the seller or the buyer.)

_____ None of the above

AFFILIATED LICENSEE DISCLOSURE (Check one)

☑ Check here if acting as a designated agent. Only the licensee's broker and a named supervisor broker have the same agency relationship as the licensee named below. If the other party in a transaction is represented by an affiliated licensee, then the licensee's broker and all named supervisory brokers shall be considered disclosed consensual dual agents.

_____ Check here if not acting as a designated agent. All affiliated licensees have the same agency relationship as the licensee named below.

DigiSign Verified - 04269b52-e27b-4b54-b278-a7dc33bbc33a

Further, this form was provided to the buyer or seller before disclosure of any confidential information.

Ali M Abdallah
Licensee Ali M Abdallah

07/19/2026
Date

Licensee

Date

ACKNOWLEDGMENT

By signing below, the parties acknowledge that they have received and read the information in this agency disclosure statement and acknowledge that this form was provided to them before the disclosure of any confidential information. **THIS IS NOT A CONTRACT.**

The undersigned _____DOES_☑_DOES NOT have an agency relationship with any other real estate licensee. If an agency relationship exists, the undersigned is represented as _____ SELLER _☑_ BUYER.

Ali Taha
Potential Buyer/Seller (circle one) Taha Properties LLC

07/19/2026
Date

Potential Buyer/Seller (circle one)

Date

Disclaimer This form is provided as a service of Michigan Realtors®. Please review both the form and details of the particular transaction to ensure that each section is appropriate for the transaction. Michigan Realtors® is not responsible for use or misuse of the form, for misrepresentation, or for warranties made in connection with the form.

Form K ©1995 Michigan Realtors®, revised 06/2011. Ph. 800.454.7842 Fax 517.334.5568

DigiSign Verified - 04269b52-e27b-4b54-b278-a7dc33bbc33a

RE/MAX Leading Edge

☐ 25050 Ford Rd, Dearborn Hts, MI 48127 ● Office: (313) 277-7777
☐ 6301 Michigan Ave, Detroit, MI 48210 ● Office (313) 730-6554
☐ 7500 N Canton, Canton, MI 48187 ● Office (734) 404-8800

AFFILIATED BUSINESS ARRANGEMENT DISCLOSURE

This is to give you a notice that RE/MAX Leading Edge has a business relationship with the following entities. As a result of these relationships, this referral may provide RE/MAX Leading Edge with a financial benefit.

Estates Title is an affiliated company. You are not required to use this affiliated business entity as a condition of the purchase, sale or refinance of the subject property. There are other settlement service providers available that provide similar services at competitive rates. You are free to inquire with other providers to determine that you are receiving the best value. Premium rates are filed by each Title Insurance Underwriter with the State of Michigan of Financial and Insurance Regulation. The estimated charge for the title company affiliated with RE/MAX Leading Edge is as follow:

Title Insurance Premium: State of Michigan Rates- Refer to chart

Title Exam & Closing Fee: $250-$575

Title Search Fee: $150+

Acknowledgment:

I/We have read this disclosure form, and understand that RE/MAX Leading Edge has a business relationship with the above service providers and that RE/MAX Leading Edge is referring me/us to purchase the above described settlement services from the providers identified above and may receive a financial benefit or other benefit as a result of this referral.

Ali Taha _____ 07/19/2026
Buyer: Date

_____
Seller: Date

_____
Buyer: Date

_____
Seller: Date

DigiSign Verified - 9654a1d5-5136-402c-a80f-f5d2e859b34d

Greater Metropolitan Association of REALTORS®

PURCHASE AGREEMENT

MLS# 20261054906 *DATE* 08/17/2026

LISTING BROKER Keller Williams Legacy	SELLING BROKER Keller Williams Legacy
LISTING AGENT Michael M Phillips	SELLING AGENT Moussa Akhdar
AGENT ID# 291483 OFFICE ID# 416803	AGENT ID# 425452 OFFICE ID# 416803
EMAIL mike_phillips@kw.com	EMAIL [redacted]
PHONE	PHONE (313) 675-0075
CO-LISTING AGENT	CO-SELLING AGENT
AGENT ID# OFFICE ID#	AGENT ID# OFFICE ID#
EMAIL	EMAIL
PHONE	PHONE

1. **PROPERTY DESCRIPTION:** The undersigned Buyer hereby offers and agrees to purchase Property located in Michigan, City/Township/Village of Dearborn Heights County of Wayne Tax ID# 33003030111000

Legal description: 05C111 TO 113 317C LOTS 111 TO 113 INCL ALSO N 1/2 ADJ VAC ALLEY ALSO LOT 317 EXC W 79.26FT THEREOF ALSO S 1/2 ADJ VAC ALLEY GREATER DETROIT NEW CITY PARK SUB T2S R10E L54 P60 WCR

Also commonly known as 24501 Ann Arbor Trail Dearborn Heights MI (Street Address) Zip 48127.

Property described above shall include all available sub surface and mineral rights, all fixtures, improvements and appurtenances now in or on Property, including items attached or permanently affixed, all built-in appliances/equipment, shelving, cabinets, all lighting fixtures, ceiling fans, attached carpeting, all window treatments, including drapes, shades, curtains, blinds and hardware, hanging or attached bathroom mirrors, satellite dishes (if owned), video/WiFi doorbells and smart thermostats, wired security and surveillance cameras, invisible fencing systems with power supply, storm doors, storm windows, screens, awnings, garage door openers and transmitters, water softeners, mailboxes, fences, fireplace inserts, doors, screens, gas logs, grates, gas attachments and equipment, attached humidifiers, all landscaping, built in barbecue(s), playsets, pool/hot tub/jetted tub, fuel in tanks, central vacuum and attachments, and

_____

_____

The following checked appliances are to be included in the sale:

☐ Refrigerator(s) _____ ☐ Range ☐ Dishwasher ☐ Microwave
☐ Garbage Disposal ☐ Washer ☐ Dryer ☐ Other _____
☐ Other _____ ☐ Other _____
☐ Other _____ ☐ Other _____

Personal property is included in the purchase price, has no contributory value, and shall be left for the Buyer.

Items specifically excluded in the Listing Agreement or MLS publication must be listed hereafter, or they will be deemed included in the sale:

_____

_____

2. **PRICE:** Buyer agrees to pay the sum of Three hundred two thousand and 00/100 Dollars ($302,000.00) in consideration for which Seller will provide a warranty deed subject to existing building and use restrictions and easements and rights of way of record.

3. **METHOD OF PAYMENT:** All money must be paid in U.S. funds by cashier's check, wired funds, or such other funds acceptable to the closing agent. Sale shall be completed by the following method: (Mark only the box that applies.)

☑ **A. CASH SALE.** Delivery of the ~~Warranty Deed~~ Covenant Deed AEL conveying marketable title and payment of the purchase price.

Created by Moussa Akhdar with SkySlope® Forms

DigiSign Verified - 9654a1d5-5136-402c-a80f-f5d2e859b34d

☐ **B. CASH SALE WITH NEW MORTGAGE.** Agreement contingent upon Buyer securing a _____ mortgage, not contingent upon sale or closing of other assets, in the amount of $_____ and paying $_____ down plus mortgage costs, prepaid items, adjustments and flood insurance (if required) by lender. Buyer agrees to apply for such mortgage at buyer's own expense within _____ calendar days from final acceptance of this Agreement. If a mortgage commitment conditioned only upon marketable title and satisfactory survey (if required) is not delivered to Listing Broker within _____ calendar days from date of agreement, the Seller may declare Agreement void. Buyer further agrees that in connection with application to lender, Buyer will promptly comply with lender's requirements and requests for true and accurate information required to process loan application.

☐ **C. SALE BY LAND CONTRACT/MORTGAGE ASSUMPTION/SELLER FINANCING.**
(See appropriate land contract financing addendum attached and made a part hereof.)

4. **EARNEST MONEY DEPOSIT:** Buyer is depositing with ☑ Buyers Broker ☐ Sellers Broker ☐ Title Company $_____in the form of a check, money order, cashier's check, electronic deposit or certified funds. An additional sum of $ 5,000.00 shall be tendered within 2 calendar days of acceptance by Seller, making the total earnest money deposit $ 5,000.00. Total sums deposited will be deemed the Earnest Money Deposit to be held in accordance with the laws of the State of Michigan and applied to the purchase price at closing. The Earnest Money Deposit shall be disbursed ONLY in accordance with either: (a) the terms hereof; (b) a fully executed mutual release; or (c) until a civil action has determined to whom the deposit must be paid. If offer made is not accepted by Seller, the Earnest Money Deposit shall be returned to Buyer.

5. **PROPERTY INSPECTION/DUE DILIGENCE CONTINGENCY:** **Note: Inspections required by FHA, VA, lenders, or municipalities are not made for, nor should they be relied upon by, Buyer.** Broker(s) recommend that Buyer conduct independent private inspection(s) of property at Buyer's expense. Due diligence may include, but is not limited to, any inspection(s) or research deemed necessary by Buyer, including: structural integrity, condition of mechanical systems, environmental status, health or safety conditions, surveys or infestation. **To ensure intended use of premises it is recommended that Buyer research:** square footage; building and use restrictions; easements; ordinances; regulations; school district; and/or property tax status. If Buyer **DOES NOT** notify Seller, in writing, within 0 calendar days from date of final acceptance of Agreement that Buyer is dissatisfied with results of due diligence, Agreement shall be binding without regard to inspection(s). If Buyer notifies Seller, in writing and within specified time, that, in Buyer's sole judgment, Buyer is dissatisfied with results of due diligence, Buyer shall do one, or a combination, of the following within the contingency period stated above.

A. Present to Seller an amendment for mutual agreement that cites a list of repairs and/or conditions to be remedied.
B. Present to Seller an amendment for mutual agreement with a credit to be applied against the purchase price, and/or a price reduction, in full satisfaction of inspection contingency.
C. Present to Seller a Notice of Dissatisfaction with due diligence which shall render Agreement null and void, in which case Seller agrees to authorize Broker to return all earnest monies to Buyer.
D. In the event Seller and Buyer are unable to reach an Agreement to Buyer's proposals made under A or B, Buyer shall either elect to proceed with transaction by waiving this contingency in writing, or declare Agreement void by election of C **within 3 calendar days of receipt of Seller's written responses to A or B above.**

Buyer: Does _____ (Buyer Initials) **Does Not** AEJ (Buyer Initials) desire to have Property Inspection.

6. **MUNICIPAL INSPECTIONS:** The Municipality ☐ DOES ☐ DOES NOT require a municipal inspection and/or certification of the premises. If a municipal inspection and/or certification of premises are required by local ordinance, state or federal law, or Buyer's lending institution, Seller agrees to pay for inspections and must provide the pre-sale inspection report or Certificate of Occupancy to the Buyer during their inspection/due diligence period for review. Seller agrees to complete any and all repairs required by municipality, provided repairs do not exceed $_____. If Seller does not complete all repairs required by municipality, Buyer may assume the additional costs to complete repairs, or Buyer may declare this Agreement void.

7. **POSSESSION:** Seller shall deliver possession to Buyer ☑ at closing or ☐ by 12:00 Noon _____days after closing (closing to apply if no choice is made.) If possession is not delivered at closing, from and including day of closing, through date of vacating property, SELLER SHALL PAY the sum of $_____ per day, plus 1/30th per day of association dues, if any. Designated escrow agent shall retain from amount due Seller the sum of 1 ½ times daily fee, times total days for occupancy. Designated escrow agent shall disburse occupancy fee due Buyer every 30 days, upon written request from Buyer. Seller shall be entitled to any unused portion of occupancy fee as determined by date Property is vacated and keys surrendered to ☑ Buyer ☐ Listing Broker ☐ Selling Broker. Seller is legally obligated to deliver possession as specified herein. The title company will also hold $_____ in addition to the occupancy charge as additional security for any damage Seller does to property and/or additional occupancy fees, if any. Buyer will make claim against the security deposit in writing within 5 calendar days of the possession provided to Buyer should the Seller damage the property prior to vacating or owe additional rent. If Seller FAILS to deliver possession as specified herein, Seller shall pay TWICE the daily occupancy fee per day and may be liable for cost of eviction, actual attorney fees, damages and other costs incurred by Buyer in obtaining possession and collecting any amount due. Brokers have no obligation, implied or otherwise, as to condition of premises or for seeing that premises are vacated on date specified.

DigiSign Verified - 9654a1d5-5136-402c-a80f-f5d2e859b34d

8. **CLOSING:** Subject to all conditions herein, closing shall take place on or before 08/28/2026 at Listing Office or other mutually agreed-upon location. Seller shall pay all state and county transfer taxes and other costs required to convey clear title. Buyer shall not be deemed in default of this Agreement for any delay beyond the agreed upon closing date due to reasons associated with Truth in Lending and/or federal disclosure requirements related to Buyer's Good Faith Estimate.

9. **AVAILABILITY OF HOME PROTECTION PLANS:** Buyer and Seller acknowledge having been advised of availability of home protection plans.

10. **SEWER AND WATER CHARGES:** Seller is responsible for obtaining final water bill, where available. Seller agrees to pay for all sewer and water charges to date of ☑ CLOSING ☐ POSSESSION (possession will apply if no choice has been made.) Designated escrow agent shall retain from amount due Seller at closing $500.00, or more if needed for final water and sewer charges. After water and sewer bills are verified paid, any unused portion shall be returned to Seller.

11. **TITLE EVIDENCE AND SURVEY:** Seller agrees to order title insurance upon acceptance of offer and to furnish Buyer a commitment of Title Insurance to be issued without standard exceptions. Buyer to secure and pay for a survey, if required by the title company to remove the standard exceptions. After closing, a Policy of Title Insurance, at seller's sole cost, without standard exceptions will be issued in the amount of purchase price, bearing date of closing or later guaranteeing title in condition required for performance of Agreement. **Title Commitment shall be "marked up" at closing insuring through date of recording.**

Title Insurance has been recommended by the real estate broker(s).

12. **TITLE OBJECTIONS:** If objection to title is made, based upon written notice that title is not in the marketable condition required for performance hereunder, Seller shall have 30 calendar days from date notified in writing of particular defects claimed, to either: (a) remedy title; or (b) obtain title insurance satisfactory to Buyer. Buyer agrees to complete sale within 10 calendar days of written notification that the title has been remedied or by date specified in this Agreement if later. If Seller is unable or unwilling to remedy title within time specified, Buyer will waive requirement in writing within 10 calendar days of written notification thereof, or Agreement may be declared null and void at Buyer's option.

13. **TAXES:** All property taxes due and payable on or before date of closing shall be paid by Seller. Current taxes shall be prorated and adjusted as of date of closing in accordance with due date of municipality or taxing unit(s) in which Property is located. Buyer acknowledges that Property taxes are subject to change. If taxes are not paid in advance, see addendum made a part hereof. Seller shall pay transfer taxes and other costs required to convey title. Buyer shall pay all costs for recording the warranty deed.

14. **ASSESSMENTS:** Seller shall discharge in full all public authority charges confirmed by municipality or taxing unit(s) (special assessments, water, sewer, paving charges, etc.) which are currently due and payable. Buyer is responsible for other assessments including, but not limited to, capital and lateral charges (assessed, but value not yet determined) which are confirmed and become due and payable after closing.

15. **CONDOMINIUM/HOMEOWNERS ASSOCIATION ASSESSMENTS:** Current dues shall be prorated to date of closing. Any delinquent condominium/homeowner association dues/assessments/liens shall be paid by Seller at closing. Any and all dues/assessments/liens confirmed and becoming due and payable after closing will be paid by Buyer. (See Condominium Addendum made a part hereof if applicable)

16. **MAINTENANCE OF PROPERTY:** Seller is responsible for keeping Property in substantially the same condition as of date of Agreement. Seller is responsible to maintain grounds and keep all systems in working order until Property is vacated and keys are surrendered by Seller except for conditions disclosed in Seller's Disclosure Statement or conditions discovered by Buyer as part of inspections. In the event Property has been winterized, it shall be the obligation and expense of Seller to de-winterize Property prior to closing. Seller agrees to leave Property broom-clean and free of debris and personal property.

17. **UTILITIES:** Seller shall order final billings on all utilities (gas, electric, etc.) as of the day of possession and Seller shall pay final billings. Seller shall not direct any utilities to be disconnected. Buyer agrees to inform all utility companies of ownership and to assume and pay all billings from day of taking possession.

18. **RISK OF LOSS:** Seller is responsible for any damage to the Property, except for normal wear and tear until the closing or possession, whichever is later. If there is damage that Seller is unable or unwilling to repair or to arrange and pay to be repaired, Buyer has the option to cancel this Agreement and the Earnest Money Deposit shall be immediately refunded to Buyer or Buyer can proceed with the closing and deduct from the purchase price a fair and reasonable estimate of the cost to repair the Property and assume the responsibility for the repair, thereby releasing Seller.

DigiSign Verified - 9654a1d5-5136-402c-a80f-f5d2e859b34d

19. **SELLER'S DISCLOSURE STATEMENT:** (initial only one).

_____ **A** Buyer(s) Initials

AEL _____ B Buyer(s) Initials

With Disclosure: Buyer has, prior to writing this offer, received Seller's Disclosure Statement.

Without Disclosure: All Parties understand that Seller's Disclosure Statement was not available at time this offer was written. Seller shall provide Buyer with a Seller's Disclosure Statement with Seller's Acceptance of this offer pursuant to Public Act 92 of 1993.

20. **LEAD-BASED PAINT DISCLOSURE/INSPECTION:** (For residential housing built prior to 1978)

A. _____ Buyer's Initials — Buyer acknowledges that prior to signing this Agreement, Buyer has received and reviewed a copy of the Lead-Based Paint Seller's Disclosure Statement.

B. AEL _____ Buyer's Initials — Buyer shall have a 0 day opportunity after date of Agreement to conduct an inspection of Property for presence of lead-based paint and/or lead-based hazards. (Federal regulations require a 10 day or other mutually agreed upon period of time.) If Buyer is not satisfied with results of this inspection, upon notice of Buyer to Seller within this period, Agreement shall be terminated and Earnest Money Deposit shall be refunded to Buyer.

C. AEL _____ Buyer's Initials — Buyer hereby waives an opportunity to conduct a risk assessment or inspection for presence of lead-based paint and/or lead-based paint hazards.

21. **DEFAULT:**

A. **BUYER:** In the event Buyer fails to fulfill obligations set forth herein or fails to close this transaction in the time and manner provided, Seller may elect to enforce the terms hereof, declare the sale void, and retain Earnest Money Deposit (per paragraph 4) as liquidated damages and/or seek all available legal or equitable remedies.

B. **SELLER:** In the event Seller fails to fulfill obligations set forth herein or fails to close this transaction in the time and manner provided, Buyer may elect to enforce terms herein, declare sale void, be entitled to refund of Earnest Money Deposit (per paragraph 4), and/or seek all available legal or equitable remedies.

22. **FEES:** Buyer agrees to pay closing fees charged by lender and/or title company and a compliance/transaction fee of $ 295.00 payable to Selling Broker at closing.

23. **FLOOD INSURANCE:** Buyer may, at his expense, obtain a Floodplain Certification within _____ calendar days from the date of Seller's acceptance of this Agreement. If the Certification discloses that the property is in a Special Flood Hazard Area, Buyer may notify Seller, in writing, within _____ days from the date of the Certification that Buyer declares this Agreement null and void and the deposit shall be returned to the Buyer. Failure to notify Seller that the property is in a Special Flood Hazard Area within this same time period shall constitute a waiver of Buyer's right to terminate the Agreement under this paragraph and Buyer agrees to obtain a policy of flood insurance if required to do so by the mortgage lender.

24. **WELL AND SEPTIC SYSTEM INSPECTION:** See attached addendum made a part hereof, if applicable.

25. **LIABILITY OF BUYER FOR DAMAGE:** Buyer shall be solely responsible for any and all damage to Property as a result of any and all inspection(s) of Property authorized by or conducted by Buyer. Buyer shall pay for any and all necessary repairs to restore Property to its condition prior to inspection(s) or shall reimburse Seller for actual cost of such restoration.

26. **BUYER ACCEPTANCE OF CONDITION:** **AS IS CONDITION** – By closing this transaction, Buyer shall be deemed to have accepted the Property in "AS IS" condition and it shall be deemed by closing this transaction that Buyer is satisfied with the condition of the Property.

27. **TIME FOR LEGAL ACTION:** Buyer and Seller agree that any legal action against either party or against Broker(s) or their agents related to the condition of the Property or arising out of the provisions of this Agreement or any services rendered or not rendered must be brought within the shorter of (a) the time provided by law, or (b) one (1) year after the Closing, or be forever barred.

28. **SHOWINGS:** Seller agrees not to allow the Property to be shown after the inspection contingency is removed or has expired.

29. **FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT (FIRPTA):** The parties to this transaction acknowledge that they are bound by the requirements of FIRPTA, and that the required addendum or affidavit shall be prepared and executed to determine the amount required to be withheld from a foreign Seller's proceeds, if any.

DigiSign Verified - 9654a1d5-5136-402c-a80f-f5d2e859b34d

30. **This is a legal and binding document, and both Buyer and Seller acknowledge that they have been advised to consult an attorney to protect their interests in this transaction. Where the transaction involves financial and tax consequences, the parties acknowledge that they have been advised to seek the advice of their accountant or financial adviser.**

31. **DISCLAIMER OF BROKER(S) AND RELEASE:** Broker(s) and Broker(s)' agents specifically disclaim responsibility for the condition of Property and/or for performance of Agreement by the parties. Parties acknowledge that they are not relying on any representation or warranties that may have been made other than those in writing, and the parties waive and release and relinquish any and all claims or causes of action against the Broker(s), their officers, directors, employees and/or their agents for the condition of the Property or the performance of this Agreement by the parties. Broker(s) and its agents are not experts in the areas of law, tax, financing, surveying, structural conditions, hazardous conditions, or engineering, and Buyer acknowledges that Buyer has been advised to seek professional advice from experts in these areas

32. **FINAL WALK-THROUGH:** Buyer reserves the right to walk through Property within 48 hours prior to closing to determine whether terms of Agreement have been met. If post-closing possession, Buyer is entitled to an additional walk-through at the time of key exchange with the Seller or Seller's Representative.

33. **ENTIRE AGREEMENT:** This Agreement supersedes any and all understandings and agreements and constitutes the entire agreement between the parties and no oral representations or statements shall be considered a part hereof.

34. **TIME IS OF THE ESSENCE:** Buyer and Seller understand that no extensions of time limits contained herein are expected or agreed to unless specified in writing and signed by both Buyer and Seller. Time is of the essence.

35. **SUCCESSORS AND ASSIGNS**: This Agreement shall bind the personal representatives, administrators, successors and assigns of the parties.

36. **FACSIMILE/ELECTRONIC AUTHORITY:** As an Alternative to physical delivery, the parties agree that this Agreement, any amendment or modification of this agreement and/or any written notice of communication in connection with the agreement may be delivered to the Seller in care of the Listing Agent and the Buyer in care of the Seller Agent via electronic mail or by facsimile via the contact information set forth above. Any such communication shall be deemed delivered at the time it is sent or transmitted. Seller represents and warrants that an electronic email address has been provided to the Listing Agent from which Seller may receive electronic mail. Buyer represents and warrants that an electronic email address has been provided to Selling Agent from which Buyer may receive electronic mail. The parties agree that the electronic signatures and initials shall be deemed to be valid and binding upon the parties as if the original signatures or initials were present in the documents in the handwriting of each party. All electronic means of signature or Initials by any party must be accompanied with a certificate.

37. **MISCELLANEOUS:**

A. **Amendment:** The parties agree that this Agreement may not be altered, amended, modified, or otherwise changed, except by a duly executed written agreement between the parties.

B. **Headings:** The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

C. **Grammar and Syntax:** The grammar and syntax used in this Agreement shall be construed to give proper meaning and consistency to its content. Thus, "or" means "and/or," the singular may be construed to include the plural, the plural the singular, and the use of any gender or tense may be construed to include all genders and tenses.

D. **Governing Law:** This Agreement shall be governed by and construed according to the laws of the State of Michigan, the state in which the Property is located.

E. **Electronic Storage of Documents and Records:** The undersigned Sellers and Buyers hereby stipulate and acknowledge that all documents relating to this agreement and all records and correspondence relating thereto, whether now existing or created hereafter, may be stored as electronic images and the originals of the electronically stored documents may be destroyed. The electronic images shall be deemed to serve as the original documents thereafter

38. **OTHER TERMS AND CONDITIONS**:

DigiSign Verified - 9654a1d5-5136-402c-a80f-f5d2e859b34d

39. **ADDITIONAL DOCUMENTS ATTACHED:** The Seller's Disclosure Statement, Lead Based Paint Disclosure, Agency Relationship Disclosure, plus the following checked items are also attached hereto.

☐FHA/VA Addendum	☐Unplatted Land Addendum	☐Contingency Sales Agreement	☐Swimming Pool Addendum
☐Private Road Addendum	☐Condominium Addendum	☐Vacant Land Addendum	☐ Home Warranty
☐Add'l (General) Conditions	☐Well & Septic Addendum	☐Financing Addendum	☐_____

40. **TIME LIMIT:** Buyer is making this offer valid until _____□ AM □ PM on _____ or until withdrawn in writing.

BUYER SIGNATURE AND ACKNOWLEDGMENT OF RECEIPT: Buyer hereby makes this offer with terms and conditions contained herein and acknowledges receiving a copy of this Agreement.

BUYER Akhdar Enterprises LLC (*Please Print*) BUYER Akhdar Enterprises LLC 08/17/2026 (*Signature*)

BUYER _____ (*Please Print*) BUYER _____ (*Signature*)

BUYER AGENT Mousa Akhdar DATE 08/17/2026

SELLER SIGNATURE: Seller hereby agrees to terms and conditions contained herein. Seller acknowledges receiving a copy of this Agreement.

SELLER City of Dearborn Heights (*Please Print*) SELLER _____ (*Signature*)

SELLER _____ (*Please Print*) SELLER _____ (*Signature*)

DATE _____

THIS COUNTEROFFER WILL EXPIRE ON _____ at _____ A.M. / P.M., or upon Buyer's receipt of revocation from Seller, whichever is earlier.

BUYER ACKNOWLEDGMENT OF ACCEPTANCE: Buyer's signature below acknowledges receipt of Seller's signed acceptance of this Agreement and constitutes a final acceptance of Seller's counteroffer (if any changes were made by the Seller, thereby making this Agreement a counteroffer).

BUYER Akhdar Enterprises LLC (*Please Print*) BUYER _____ (*Signature*)

BUYER _____ (*Please Print*) BUYER _____ (*Signature*)

BUYER AGENT _____ DATE _____

DISCLAIMER: This form is provided as a service of the Greater Metropolitan Association of REALTORS® to its members. Those who use this form are expected to review both the form and details of this particular transaction to ensure that each provision of this form is appropriate for this transaction. The Greater Metropolitan Association of REALTOR® is not responsible for the use or misuse of this form, for misrepresentation, or warranties made in connection with this form.

Revision date: 04/2026

DigiSign Verified - 9654a1d5-5136-402c-a80f-f5d2e859b34d

MICHIGAN REALTORS®

EQUAL HOUSING OPPORTUNITY

COMPENSATION AGREEMENT BETWEEN BROKERS

Date: 08/17/2026 Expiration Date: 09/30/2026 ("Term")

Property Address: 24501 Ann Arbor Trail, Dearborn Heights, MI 48127 ("Property")

Seller(s): City of Dearborn Heights (Seller")

Listing Brokerage Firm: Keller Williams Legacy ("Listing Broker")

Buyer(s): Akhdar Enterprises LLC ("Buyer")

Buyer's Brokerage Firm: Keller Williams Legacy ("Buyer's Broker")

1. In the event all of the conditions set forth in paragraph 2 below are satisfied, Listing Broker agrees to pay Buyer's Broker as follows:

   ☑ 1.5 % of the purchase price of the Property

   $ _____

2. Listing Broker's obligation to pay Buyer's Broker shall be conditioned upon satisfaction of **ALL** of the following conditions:
   (a) Buyer submits an offer to purchase the Property through Buyer's Broker within the Term hereof, which offer results in a binding purchase agreement between Seller and Buyer (the "Real Estate Contract").
   (b) This fully signed Agreement is delivered prior to, or with the Buyer's offer to purchase.
   (c) Buyer's Broker represents Buyer through a successful closing on the Real Estate Contract.
   (d) Listing Broker is not obligated to pay Buyer's Broker if, through no fault of the Listing Broker, and in the exercise of good faith and reasonable care, it was impossible or financially unfeasible for the Listing Boker to collect its compensation under the Listing Broker's contract with the Seller.

3. Amounts owing under this Agreement are earned and due and payable at the time the closing occurs.

4. Any dispute or claims arising in connection with this Agreement shall be submitted for binding arbitration pursuant to the most recent Code of Ethics and Arbitration Manual published by the Michigan Realtors®.

5. This Agreement is the entire agreement of the parties and may not be changed except by written agreement. This Agreement supersedes any prior agreement between the parties concerning the same subject matter.

6. The parties agree that this Agreement, any amendment or modification of this Agreement and/or any written notice or communication in connection with this Agreement may be delivered by electronic mail. Any such communication shall be deemed delivered at the time it is sent or transmitted. The parties agree that the electronic signatures shall be deemed to be valid and binding upon the parties as if the original signatures were present in the documents in the handwriting of each party.

Keller Williams Legacy	Keller Williams Legacy
Listing Brokerage Firm	Buyer Brokerage Firm
By: _____	By: Moussa Akhdar 08/17/2026
Authorized Signatory	Authorized Signatory

Disclaimer: This form is provided as a service of the Michigan REALTORS®. Please review both the form and details of the particular transaction to ensure that each section is appropriate for the transaction. The Michigan REALTORS® is not responsible for use or misuse of the form, for misrepresentation, or for warranties made in connection with the form.

© 2024 Michigan Realtors®

Created by Moussa Akhdar with SkySlope® Forms

DigiSign Verified - 9654a1d5-5136-402c-a80f-f5d2e859b34d

Disclosure Regarding Real Estate Agency Relationships

Before you disclose confidential information to a real estate licensee regarding a real estate transaction, you should understand what type of agency relationship you have with that licensee. A real estate transaction is a transaction involving the sale or lease of any legal or equitable interest in real estate consisting of not less than 1 or not more than 4 residential dwelling units or consisting of a building site for a residential unit on either a lot as defined in section 102 of the land division act, 1967 PA 288, MCL 560.102, or a condominium unit as defined in section 4 of the condominium act, 1978 PA 59, MCL 559.104.

(1) An agent providing services under any service provision agreement owes, at a minimum, the following *duties* to the client:

(a) The exercise of reasonable care and skill in representing the client and carrying out the responsibilities of the agency relationship.

(b) The performance of the terms of the service provision agreement.

(c) Loyalty to the interest of the client.

(d) Compliance with the laws, rules, and regulations of this state and any applicable federal statutes or regulations.

(e) Referral of the client to other licensed professionals for expert advice related to material matters that are not within the expertise of the licensed agent. **A real estate licensee does not act as an attorney, tax advisor, surveyor, appraiser, environmental expert, or structural or mechanical engineer and you should contact professionals on these matters.**

(f) An accounting in a timely manner of all money and property received by the agent in which the client has or may have an interest.

(g) Confidentiality of all information obtained within the course of the agency relationship, unless disclosed with the client's permission or as provided by law, including the duty not to disclose confidential information to any licensee who is not an agent of the client.

(2) A real estate broker or real estate salesperson acting pursuant to a service provision agreement shall provide the following *services* to his or her client:

(a) When the real estate broker or real estate salesperson is representing a seller or lessor, the marketing of the client's property in the manner agreed upon in the service provision agreement.

(b) Acceptance of delivery and presentation of offers and counteroffers to buy, sell, or lease the client's property or the property the client seeks to purchase or lease.

(c) Assistance in developing, communicating, negotiating, and presenting offers, counteroffers, and related documents or notices until a purchase or lease agreement is executed by all parties and all contingencies are satisfied or waived.

(d) After execution of a purchase agreement by all parties, assistance as necessary to complete the transaction under the terms specified in the purchase agreement.

(e) For a broker or associate broker who is involved at the closing of a real estate or business opportunity transaction, furnishing, or causing to be furnished, to the buyer and seller, a complete and detailed closing statement signed by the broker or associate broker showing each party all receipts and disbursements affecting that party.

Michigan law requires real estate licensees who are acting as agents of sellers or buyers of real property to advise the potential sellers or buyers with whom they work of the nature of their agency relationship.

SELLER'S AGENTS

A seller's agent, under a listing agreement with the seller, acts solely on behalf of the seller. A seller can authorize a seller's agent to work with subagents, buyer's agents and/or transaction coordinators. A subagent of the seller is one who has agreed to work with the listing agent, and who, like the listing agent, acts solely on behalf of the seller. Seller's agents and their subagents will disclose to the seller known information about the buyer which may be used to the benefit of the seller.

Created by Moussa Akhdar with SkySlope® Forms

DigiSign Verified - 9654a1d5-5136-402c-a80f-f5d2e859b34d

Individual services may be waived by the seller through execution of a limited service agreement. Only those services set forth in paragraph (2)(b), (c), and (d) above may be waived by the execution of a limited service agreement.

BUYER'S AGENTS

A buyer's agent, under a buyer's agency agreement with the buyer, acts solely on behalf of the buyer. A subagent of the buyer is one who has agreed to work with the buyer's agent with who, like the buyer's agent, acts solely on behalf of the buyer. Buyer's agents and their subagents will disclose to the buyer known information about the seller which may be used to benefit the buyer.

Individual services may be waived by the buyer through execution of a limited service agreement. Only those services set forth in paragraph (2)(b), (c), and (d) above may be waived by the execution of a limited service agreement.

DUAL AGENTS

A real estate licensee can be the agent of both the seller and the buyer in a transaction, but only with the knowledge and informed consent, in writing, of both the seller and the buyer.

In such a dual agency situation, the licensee will not be able to disclose all known information to either the seller or the buyer. As a dual agent, the licensee will not be able to provide the full range of fiduciary duties to the seller or the buyer.

The obligations of a dual agent are subject to any specific provisions set forth in any agreement between the dual agent, the seller and the buyer.

TRANSACTION COORDINATOR

A transaction coordinator is a licensee who is not acting as an agent of either the seller or the buyer, yet is providing services to complete a real estate transaction. The transaction coordinator is not an agent for either party and therefore owes no fiduciary duty to either party.

DESIGNATED AGENCY

A buyer or seller with a designated agency agreement is represented only by agents specifically named in the agreement. Any agents of the firm not named in the agreement do not represent the buyer or seller. The named "designated" agent acts solely on behalf of his or her client and may only share confidential information about the client with the agent's supervisory broker who is also named in the agreement. Other agents in the firm have no duties to the buyer or seller and may act solely on behalf of another party in the transaction.

LICENSEE DISCLOSURE (Check one)

I hereby disclose that the agency status of the licensee named below is:

_____ Seller's agent

_____ Seller's agent – limited service agreement

☑ Buyer's agent

_____ Buyer's agent – limited service agreement

_____ Dual agent

_____ Transaction coordinator (A licensee who is not acting as an agent of either the seller or the buyer.)

_____ None of the above

AFFILIATED LICENSEE DISCLOSURE (Check one)

☑ Check here if acting as a designated agent. Only the licensee's broker and a named supervisor broker have the same agency relationship as the licensee named below. If the other party in a transaction is represented by an affiliated licensee, then the licensee's broker and all named supervisory brokers shall be considered disclosed consensual dual agents.

_____ Check here if not acting as a designated agent. All affiliated licensees have the same agency relationship as the licensee named below.

DigiSign Verified - 9654a1d5-5136-402c-a80f-f5d2e859b34d

Further, this form was provided to the buyer or seller before disclosure of any confidential information.

Moussa Akhdar
Licensee **Moussa Akhdar**

08/17/2026
Date

Licensee

Date

ACKNOWLEDGMENT

By signing below, the parties acknowledge that they have received and read the information in this agency disclosure statement and acknowledge that this form was provided to them before the disclosure of any confidential information. **THIS IS NOT A CONTRACT.**

The undersigned _____DOES_☑_DOES NOT have an agency relationship with any other real estate licensee. If an agency relationship exists, the undersigned is represented as _____ SELLER _____ BUYER.

Akhdar Enterprises LLC
Potential Buyer/Seller (circle one) **Akhdar Enterprises LLC**

08/17/2026
Date

Potential Buyer/Seller (circle one)

Date

Disclaimer This form is provided as a service of Michigan Realtors®. Please review both the form and details of the particular transaction to ensure that each section is appropriate for the transaction. Michigan Realtors® is not responsible for use or misuse of the form, for misrepresentation, or for warranties made in connection with the form.

Form K ©1995 Michigan Realtors®, revised 06/2011. Ph. 800.454.7842 Fax 517.334.5568

DigiSign Verified - 9654a1d5-5136-402c-a80f-f5d2e859b34d

AFFILIATED BUSINESS ARRANGEMENT DISCLOSURE

This is to give you notice that Keller Williams Legacy has a business relationship with the following entities. As a result of these relationships, this referral may provide Keller Williams Legacy with a financial benefit.

V1 Title Agency, LLC is an affiliated company. You are not required to use this affiliated business entity as a condition of the purchase, sale or refinance of the subject property. There are other settlement service providers available that provide similar services at competitive rates. You are free to inquire with other providers to determine that you are receiving the best value. Premium rates are filed by each Title Insurance Underwriter with the State of Michigan Office of Financial and Insurance Regulation. The estimated charge for the title company affiliated with Keller Williams Legacy is as follows:

Title Insurance Premium: State of Michigan Rates-refer to chart

Title Exam & Closing Fee: $350-$575

Title Search Fee: $150+

Acknowledgment

I/We have read this disclosure form, and understand that Keller Williams Legacy has a business relationship with the above service providers and that Keller Williams Legacy is referring me/us to purchase the above-described settlement services from the providers identified above and may receive a financial benefit or other benefit as a result of this referral.

Akhdar Enterprises LLC 08/17/2026 _____

Buyer Date Seller Date

_____ _____

Buyer Date Seller Date

Created by Moussa Akhdar with SkySlope® Forms

Approved for the Agenda of:	
8/25/2026	Motion No.

8.D.

Mayor's Office

TO: Honorable City Council Members

FROM: Mohamad Baydoun, Mayor

DATE: August 18, 2026

RE: Mayor Baydoun - Purchase Offers for 3916 Cornell

Honorable Council:

Attached for your review and approval are three (3) purchase offers for a City-owned property, 3916 Cornell, as well as a broker recommendation letter. Further, authorize the administration to take all actions necessary to close the transaction, including authorizing the Mayor and/or Clerk to execute all necessary documents subject to review and approval of the documents by Assistant Corporation Counsel Saad or Corporation Counsel Miotke.

Respectfully,
Mayor Mo Baydoun

Attachments:

1. broker letter
2. 98k offer 3916 Cornell_Redacted
3. 92k offer 3916 Cornell_Redacted
4. 10k offer 3916 Cornell_Redacted

CITY OF DEARBORN HEIGHTS

Broker Recommendation Memorandum

To: Office of the Mayor and Dearborn Heights City Council
From: Michael M. Phillips, Listing Broker – Keller Williams Legacy
Date: August 18, 2026
Re: Sale Recommendation – 3916 Cornell Street, Dearborn Heights, MI 48125

Market Activity & Property Condition

The subject property is a City-owned single-family home located at 3916 Cornell Street, Dearborn Heights, MI 48125 (Wayne County), Tax ID 33046010439000, MLS #20261059550, legally described as 33D439 Lot 439 and the East 1/2 of the adjoining vacated alley, Dearborn Park Subdivision No. 1, T2S R10E, L39 P67, WCR.

The City's pre-sale inspection dated July 13, 2026 identifies substantial required work, and that report has framed every offer received. The house presently has no gas, no water, and no power, with a low-hanging service wire noted. The report calls for an electrical service upgrade to a minimum 100-amp three-wire service, replacement of the worn service entrance cable, and grounding of the kitchen and laundry outlets; repair or replacement of sinks, toilet, tub, faucets, and the laundry floor drain, with water restored to all fixtures; smoke detectors in all bedrooms and a carbon monoxide detector in the hall; cleaning, sanitizing, and permitted work in the front room, bedroom, kitchen, and bathroom; and exterior items including the driveway, gutters and elbows, and storm doors.

A property in this condition will not support a financed buyer, and the market has responded accordingly. Every offer received is cash, and in each case the buyer has agreed to take the property AS-IS and assume the City-required repairs. That is the outcome the City wants: the repair obligation transfers to the buyer at closing rather than remaining with the City.

Consistent with the City's practice for City-owned inventory, this property was marketed with an initial priority window reserved for teachers, veterans (VA), and first responders during the first ten days on market, before opening to the general public. That is reflected in the offers received: two of the three buyers, Ms. Ismail and Mr. Yaseen, are local teachers purchasing as owner-occupants. The Type of Buyer column below identifies which offers fall into a priority category.

Three written offers are currently in hand, summarized below.

Offer Comparison

Buyer	Type of Buyer	Price	Deposit	Closing	Contingencies
Manal Ismail	Teacher	$98,000	$5,000	On or before 8/31/2026	None — inspection waived, AS-IS
Ahmed Yaseen	Teacher	$92,000	$3,000	Target 8/31/2026 (non-binding)	None — no private inspection, AS-IS
Ibrahim Duhaini & Lina Saad	Investor	$10,000	$1,000	On or before 9/30/2026	AS-IS at closing

Note: all three offers are cash, with no financing contingency, and each accepts the property AS-IS with the buyer assuming all repairs required by the City's inspection report.

Buyer	Buyer's Brokerage	Buyer-Broker Compensation Requested
Manal Ismail	Keller Williams Legacy (Ali Nasser)	1.5% (~$1,470)
Ahmed Yaseen	Century 21 Curran & Oberski (Abe Aljabur)	1.5% (~$1,380)
Ibrahim Duhaini & Lina Saad	eXp Realty (Siobhan McMeekins)	3.0% (~$300)

Note: Buyer-broker compensation is requested at 1.5% of purchase price on the Ismail and Yaseen offers, consistent with the rate the City has applied on other listings. The Duhaini/Saad offer requests 3.0%, submitted on a separate direct compensation agreement.

Analysis

- **Price:** The Ismail offer at $98,000 is $6,000 above the Yaseen offer and $88,000 above the Duhaini/Saad offer. Notably, both the Ismail and Yaseen offers come from qualifying teacher-buyers under the City's priority sale program, while the Duhaini/Saad offer is a general-market offer with no priority category. At $10,000, the Duhaini/Saad offer is not competitive against two offers above $90,000 on a property the market has already priced.
- **Earnest Money:** The Ismail offer carries the largest deposit at $5,000, followed by Yaseen at $3,000. The Duhaini/Saad deposit of $1,000 is comparatively light even relative to its own modest purchase price.
- **Certainty:** The Ismail and Yaseen offers both waive the inspection contingency and accept the property AS-IS; all three offers are cash, so no financing contingency applies to any of them. The Ismail offer is further supported by a current account statement showing $107,159.51 available, in excess of the full purchase price. The proof of funds submitted with the Yaseen offer is a personal line-of-credit statement bearing a closing date of September 10, 2025; we would request a current statement before closing regardless of which offer the Council selects.
- **Closing Timeline:** The Ismail offer closes on or before August 31, 2026. The Yaseen offer references the same date but states it as a non-binding target rather than a firm closing deadline. The Duhaini/Saad offer runs thirty days longer, to September 30, 2026.
- **Alignment with the City's Process:** The Ismail offer is written subject to City Council approval by addendum, so acceptance follows the City's own approval process rather than working around it.

Recommendation

Based on purchase price, earnest money deposit, closing timeline, and deal certainty, I recommend the City accept the offer of Manal Ismail at $98,000, all cash, with an earnest money deposit of $5,000, closing on or before August 31, 2026, and the property conveyed AS-IS with the buyer assuming all repairs required by the City inspection report. I further recommend the Council authorize us to hold the Yaseen offer at $92,000 as a backup, so the City has an immediate second position at a known price should the first transaction fail to close. The Duhaini/Saad offer at $10,000 does not, in my judgment, warrant further consideration.

Respectfully submitted,

Michael M. Phillips
Listing Broker, Keller Williams Legacy

DigiSign Verified - 8d2fb66c-ad07-4ede-b640-1f6ef57c0d66

kw LEGACY
KELLERWILLIAMS

PURCHASE AGREEMENT

DATE: 08/13/2026

LISTING BROKER: Keller Williams Legacy	**SELLING BROKER** keller williams legacy
LISTING AGENT Michael M Phillips	**SELLING AGENT** Ali Nasser
AGENT ID# 291483 **OFFICE ID#** 416803	**AGENT ID#** 443119 **OFFICE ID#** 416803
EMAIL mike_phillips@kw.com	**EMAIL** [redacted]

1. **PROPERTY DESCRIPTION:** The undersigned Buyer hereby offers and agrees to purchase Property located in Michigan, City/Township/Village of Dearborn Heights County of Wayne Tax ID# 33046010439000
Legal description SEE ADDENDUM
Also commonly known as 3916 Cornell Street (Street Address) Zip 48125.

Property described above shall include all available sub surface and mineral rights, all fixtures, improvements and appurtenances now in or on Property, including all built-in appliances/equipment, shelving, cabinets, all lighting fixtures, ceiling fans, attached carpeting, all window treatments and hardware, attached mirrors, hard-wired telephone system and instruments designed for the system, television antennae, satellite dishes (if owned) and complete rotor equipment, storm doors, storm windows, screens, awnings, garage door openers and transmitters, water softeners and security systems (if owned), mailboxes, fences, fireplace inserts, doors, screens, gas logs, grates, gas attachments and equipment, attached humidifiers, all landscaping, fuel in tanks, central vacuum and attachments, and

Items specifically excluded in the Listing Agreement or MLS publication must be listed hereafter, or they will be deemed included in the sale:

2. **PRICE:** Buyer agrees to pay the sum of Ninety-eight thousand and 00/100 Dollars ($ 98,000.00) in consideration for which Seller will provide a ~~warranty deed~~ covenant deed subject to existing building and use restrictions and easements and rights of way of record.

3. **METHOD OF PAYMENT** Cashiers check, wired funds, or such other funds acceptable to the closing agent. Sale shall be completed by the following method: (Mark only the box that applies.)

☑ A. **CASH SALE.** Delivery of the ~~Warranty Deed~~ covenant deed conveying marketable title and payment of the purchase price.

☐ B. **CASH SALE WITH NEW MORTGAGE.** Agreement contingent upon Buyer securing a _____ mortgage, not contingent upon sale or closing of other assets, in the amount of $_____ and paying $_____ as down payment plus mortgage costs, prepaid items, adjustments and flood insurance (if required) by lender. Buyer agrees to apply for such mortgage at buyers own expense within ___calendar days from final acceptance of this Agreement. If a mortgage commitment conditioned only upon marketable title and satisfactory survey (if required) is not delivered to Listing Broker within ___calendar days from date of agreement, the Seller may declare Agreement void. Buyer further agrees that the buyer will comply with all requirements and requests by the lender and provide for true and accurate information required to process loan application, any inaccurate, false, or otherwise preventing the lender from issuing a commitment is a default.

☐ C. **SALE BY LAND CONTRACT/MORTGAGE ASSUMPTION/SELLER FINANCING.**
(See appropriate land contract financing addendum attached and made a part hereof.)

4. **EARNEST MONEY DEPOSIT:** Buyer is depositing with broker $_____ in the form of a check, money order, cashiers check or wire. An additional sum of $ 5,000.00 shall be deposited within 2 calendar days of acceptance by Seller, making the total earnest money deposit $ 5,000.00. Total sums deposited will be deemedthe Earnest Money Deposit to be held in accordance with the laws of the State of Michigan and applied to the purchase price at closing. The Earnest Money Deposit shall be disbursed ONLY in accordance with either: (a) the terms hereof; (b) a fully executedmutual release; or (c) until a civil action has determined to whom the deposit must be paid. If offer made is not accepted by Seller, the Earnest Money Deposit shall be returned to Buyer.

5. **ACKNOWLEDGEMENT OF EARNEST MONEY DEPOSIT:** Received by: KELLER WILLIAMS LEGACY (Company Name)

Ali Nasser (Agent) _____ (Signature)

6. **CLOSING:** Subject to all conditions herein, closing shall take place on or before 08/31/2026 at Listing Office or other mutually agreed-upon location. Seller shall pay all state and county transfer taxes and costs required to convey clear title. Buyer shall be deemed in default if this agreement is not consummated on or before the closing date.

DigiSign Verified - 8d2fb66c-ad07-4ede-b640-1f6ef57c0d66

POSSESSION: Seller shall deliver possession to Buyer ☑ at closing or ☐ by 12:00 Noon _____ days after closing (closing to apply if no choice is made.) If possession is not delivered at closing, from and including day of closing, through date of vacating property, SELLER SHALL PAY the sum of $_____per day. Designated escrow agent shall retain from amount due Seller the sum of 1 ½ times daily fee, times total days for occupancy and an additional $_____ in escrow for damages after possession is delivered. Seller shall be entitled to any unused portion of occupancy fee and damage escrow as determined by date Property is vacated and keys surrendered to ☑ Buyer ☐ Listing Broker ☐ Selling Broker. Seller is legally obligated to deliver possession as specified herein. If Seller FAILS to deliver possession as specified herein, Seller shall pay TWICE the daily occupancy fee per day and may be liable for cost of eviction, actual attorney fees, damages and other costs incurred by Buyer in obtaining possession and collecting any amount due. Real Estate Brokers are no responsible for possession, condition of the property after possession, or any other matters relating to possession..

7. **AVAILABILITY OF HOME PROTECTION PLANS:** Buyer and Seller acknowledge having been advised of availability of home protection plans.

8. **SEWER AND WATER CHARGES:** Seller agrees to pay for all sewer and water charges to date of ☑ CLOSING ☐ POSSESSION (possession will apply if no choice has been made.) Designated escrow agent shall retain from amount due Seller at closing $300.00, or 1 ½ times of the current water bill, whichever is greater for final water and sewer charges. After water and sewer bills are verified paid, any unused portion shall be returned to Seller.

9. **TITLE EVIDENCE AND SURVEY:** Seller agrees to order title insurance upon acceptance of offer and to furnish Buyer a commitment of Title Insurance to be issued without standard exceptions. Buyer to secure and pay for a survey, if required by the title company to remove the standard exceptions. After closing, a Policy of Title Insurance, at sellers sole cost, without standard exceptions will be issued in the amount of purchase price, bearing date of closing or later guaranteeing title in condition required for performance of this Agreement. **Title Commitment shall be "marked up" at closing insuring through date of recording.**
V1 TITLE
Title Insurance has been recommended by the real estate broker(s).

10. **TITLE OBJECTIONS:** If objection to title is made, based upon written notice that title is not in the marketable condition required for performance hereunder, Seller shall have 30 calendar days from date notified in writing of particular defects claimed, to either: (a) remedy title; or (b) obtain title insurance satisfactory to Buyer. Buyer agrees to complete sale within 10 calendar days of written notification that the title has been remedied or by date specified in this Agreement if later. If Seller is unable or unwilling to remedy title within time specified, Buyer will waive requirement in writing within 10 calendar days of written notification thereof, or Agreement may be declared null and void at the Buyers option.

11. **TAXES:** All property taxes due and payable on or before date of closing shall be paid by Seller. Current taxes shall be prorated and adjusted as of date of closing in accordance with due date of municipality or taxing unit(s) in which Property is located.Buyer acknowledges that Property taxes are subject to change. If taxes are not paid in advance, see addendum made a part hereof. Seller shall pay transfer taxes and other costs required to convey title. Buyer shall pay all costs for recording the warranty deed.

12. **ASSESSMENTS:** Seller shall discharge in full all public authority charges confirmed by municipality or taxing unit(s) (special assessments, water, sewer, paving charges, etc.) which are currently due and payable. Buyer is responsible for other assessments including, but not limited to, capital and lateral charges (assessed, but value not yet determined) which are confirmed and become due and payable after closing.

13. **CONDOMINIUM/HOMEOWNERS ASSOCIATION ASSESSMENTS:** Current dues shall be prorated to date of closing. Any delinquent condominium/homeowner association dues/assessments/liens shall be paid by Seller at closing. Any and all dues/assessments/liens confirmed and becoming due and payable after closing will be paid by Buyer. (See Condominium Addendum made a part hereof if applicable). Buyer has had an opportunity to review any and all HOA by-laws and is satisfied with the terms and conditions required by the HOA.

14. **MAINTENANCE OF PROPERTY:** Seller is responsible for keeping Property in substantially the same condition as of date of Agreement. Seller is responsible to maintain grounds and keep all systems in working order until Property is vacated and keys are surrendered by the Seller except for the conditions disclosed in Seller's Disclosure Statement or conditions discovered by the Buyer as part of inspections. In the event Property has been winterized, it shall be the obligation and expense of Seller to de-winterize Property prior to closing. Seller agrees to leave Property broom-clean and free of debris and personal property.

15. **UTILITIES:** Seller shall order final billings on all utilities (gas, electric, etc.) as of the day of possession and Seller shall pay final billings. Seller shall not direct any utilities to be disconnected. Buyer agrees to inform all utility companies of ownership and to assume and pay all billings from day of taking possession.

16. **RISK OF LOSS:** Seller is responsible for any damage to the Property, except for normal wear and tear until the closing or possession, whichever is later.. If there is damage that Seller is unable or unwilling to repair or to arrange and pay to be repaired, Buyer has the option to cancel this Agreement and the Earnest Money Deposit shall be immediately refunded to Buyer or Buyer

DigiSign Verified - 8d2fb66c-ad07-4ede-b640-1f6ef57c0d66

can proceed with the closing and deduct from the purchase price a fair and reasonable estimate of the cost to repair the Property and assume the responsibility for the repair, thereby releasing Seller.

17. **SELLER DISCLOSURE STATEMENT:**

MI _____ Buyer has received the Seller's Disclosure Statement prior to writing this offer to purchase.
Buyers Initials

LEAD-BASED PAINT DISCLOSURE/INSPECTION: (For residential housing built prior to 1978)

MI _____ Buyer acknowledges that prior to signing this Agreement, Buyer has received and reviewed a copy of the Lead-Base Disclosure Statement.

18. **DEFAULT:**

A. **BUYER:** In the event Buyer fails to close this transaction in the time and manner provided as stated in Section 6 of this agreement, Seller may elect to enforce the terms hereof, declare the sale void, and retain Earnest Money Deposit (per paragraph 4) as liquidated damages and/or seek all available legal or equitable remedies.

B. **SELLER:** In the event Seller fails to fulfill obligations set forth herein or fails to close this transaction in the time and manner provided, Buyer may elect to enforce terms herein, declare sale void, be entitled to refund of Earnest Money Deposit (per paragraph 4), and/or seek all available legal or equitable remedies.

19. **FEES:** Buyer agrees to pay closing fees charged by lender and/or title company and a transaction fee of $ 595.00 at closing.

20. **TIME LIMIT:** Buyer is making this offer valid until _____ on _____ or it is considered null and void.

21. **ADDITIONAL DOCUMENTS ATTACHED:** The Seller's Disclosure Statement, Lead Based Paint Disclosure, Agency Relationship Disclosure, plus the following checked items are also attached hereto.

☐ FHA/VA Addendum	☐ Unplatted Land Addendum	☐ Contingency Sales Agreement
☐ Swimming Pool Addendum	○ Private Road Addendum	○ Condominium Addendum
☐ Additional (General) Conditions	○ Well & Septic Addendum	○ _____
☐ Financing Addendum	☐ Vacant Land Addendum	○ _____

22. **FLOOD INSURANCE:** Buyer may, at his expense, obtain a Floodplain Certification within _____ calendar days from the date Seller's acceptance of this Agreement. If the Certification discloses that the property is in a Special Flood Hazard Area, Buyer may notify Seller, in writing, within _____ days from the date of the Certification that Buyer declares this Agreement null and void and the deposit shall be returned to the Buyer. Failure to notify Seller that the property is in a Special Flood Hazard Area within this same time period shall constitute a waiver of Buyers right to terminate this agreement under this paragraph and Buyer agrees to obtain a policy of flood insurance if required to do so by the mortgage lender.

23. **WELL AND SEPTIC SYSTEM INSPECTION:** See attached addendum made a part hereof, if applicable.

24. **PROPERTY INSPECTION/DUE DILIGENCE CONTINGENCY: Note: Inspections required by FHA, VA, lenders, or municipalities are not made for, nor should they be relied upon by Buyer as to the condition or habitability of the property.** Broker(s) recommend that Buyer conduct an independent inspection(s) by a licensed 3rd party inspector or research deemed necessary by Buyer, including: structural integrity, foundation inspection, municipal research of records, condition of mechanical systems, environmental status, health or safety conditions, surveys or infestation. **To ensure intended use of premises it is recommended that Buyer research:** square footage; building and use restrictions; easements; ordinances; regulations; school district; and/or property tax status. The Buyer **MUST** notify Seller, in writing, within 0 calendar days from date of final acceptance of Agreement that Buyer is dissatisfied with results of any investigation, and elects to terminate this agreement. In the event the buyer DOES NOT notify the seller within the days provided in this section, then this Agreement shall be binding with no further investigation period. In the event the parties are negotiating purchase price, repair credits, or seller repairs, the buyer still reserves the sole decision to declare this agreement null and void at any time prior to a mutually accepted amendment to this agreement.

DigiSign Verified - 8d2fb66c-ad07-4ede-b640-1f6ef57c0d66

If Buyer(s) notify the seller within the time period allowed for investigation, that the Buyer is dissatisfied with the results of the investigation at the buyers sole discretion, the buyer reserves the right to do one or more of the following.

A. Present to Seller an amendment for mutual agreement (1) that cites a list of repairs and/or conditions to be remedied, (2) a credit requested by the buyer.
B. Present to Seller a Notice of Dissatisfaction with due diligence which shall render Agreement null and void, in which case the Seller agrees to execute a mutual release within 2 calendar days. In the event the Seller fails to execute a mutual release the seller waives the right, and the escrow holder is authorized to release the Buyers deposit.
C. In the event the buyer and seller are unable to reach an Agreement to Buyer's proposal made under A Buyer shall either elect to proceed with transaction by waiving this contingency in writing, or declare Agreement void by election of B.

Buyer: Does_____ **Does Not** MI _____ desire to have Property Inspection.
Buyer Initials Buyer Initials

25. **LIABILITY OF BUYER FOR DAMAGE:** Buyer shall be solely responsible for any and all damage to Property as a result of any and all inspection(s) of Property authorized by or conducted by Buyer. Buyer shall pay for any and all necessary repairs to restore Property to its condition prior to inspection(s) or shall reimburse Seller for actual cost of such restoration.

26. **MUNICIPAL INSPECTIONS:** If a municipal inspection are required by local ordinance, state or federal law, or buyers lending institution. Seller agrees to complete any and all repairs required by municipality, provided repairs do not exceed $_____. In the event the municipal inspection requires the buyer to accept certain items in AS-IS condition, the buyer agrees to assume those items and execute any municipal. If Seller does not complete all repairs requiredby municipality, Buyer may assume the additional costs to complete repairs, or Buyer may declare this Agreement void.

27. **BUYER ACCEPTANCE OF CONDITION: AS IS CONDITION**: After closing this transaction, Buyer shall be deemed to have accepted thecondition of the Property in AS-IS condition with no warranties expressed or implied.

28. **TIME FOR LEGAL ACTION:** Buyer and Seller agree that any legal action against either party or against Broker(s) or their agents related to the condition of the Property or arising out of the provisions of this Agreement or any services rendered or not rendered must be brought within the shorter of (a) the time provided by law, or (b) one (1) year after the Closing, or be forever barred.

29. **SHOWINGS:** Seller agrees not to allow the Property to be shown after the inspection contingency is removed or has expired.

30. **FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT (FIRPTA):** If the sale price of the Property exceeds $300,000.00, the parties to this Agreement will be bound by FIRPTA requirements and must complete the addendum for FIRPTA.

31. **This is a legal and binding document, and both Buyer and Seller acknowledge that they have been advised to consult an attorney to protect their interests in this transaction. Where the transaction involves financial and tax consequences, the parties acknowledge that they have been advised to seek the advice of their accountant or financial adviser.**

32. **DISCLAIMER OF BROKER(S) AND RELEASE:** Broker(s) and Broker(s)¶ agents specifically disclaim responsibility for the condition of Property and/or for performance of Agreement by the parties. Parties acknowledge that they are not relying on any representation or warranties that may have been made other than those in writing, and the parties waive and release and relinquish any and all claims or causes of action against the Broker(s), their officers, directors, employees and/or their agents for the condition of the Property or the performance of this Agreement by the parties. Broker(s) and its agents are not experts in the areas of law, tax, financing, surveying, structural conditions, hazardous conditions, or engineering, and Buyer acknowledges that Buyer has been advised to seek professional advice from experts in these areas. Any action brought against the brokers that is fails to survive or is dismissed, the party bringing the action will pay all reasonable attorney fees incurred by the Broker(s).

33. **FINAL WALK-THROUGH PRIOR TO CLOSING:** Buyer reserves the right to walk through Property within 48 hours prior to closing to determine whether terms of Agreement have been met.

34. **ENTIRE AGREEMENT:** This Agreement supersedes any and all understandings and agreements and constitutes the entire agreement between the parties and no oral representations or statements shall be considered a part hereof.

35. **TIME IS OF THE ESSENCE:** Buyer and Seller understand that no extensions of time limits contained herein are expected or agreed to unless specified in writing and signed by both Buyer and Seller. Time is of the essence.

36. **SUCCESSORS AND ASSIGNS**: This Agreement shall bind the personal representatives, administrators, successors and assigns of the parties.

37. **FACSIMILE/ELECTRONIC AUTHORITY:** As an Alternative to physical delivery, the parties agree that this Agreement, any amendment or modification of this agreement and/or any written notice of communication in connection with the agreement may be delivered to the Seller in care of the Listing Agent and the Buyer in care of the Seller Agent via electronic mail or by facsimile via the contact information set forth above. Any such communication shall be deemed delivered at the time it is sent or transmitted. Seller represents and warrants that an electronic email address has been provided to the Listing Agent from which

DigiSign Verified - 8d2fb66c-ad07-4ede-b640-1f6ef57c0d66

Seller may receive electronic mail. Buyer represents and warrants that an electronic email address has been provided to Selling Agent from which Buyer may receive electronic mail. The parties agree that the electronic signatures and initials shall be deemed to be valid and binding upon the parties as if the original signatures or initials were present in the documents in the handwriting of each party. All electronic means of signature or Initials by any party must be accompanied with a certificate.

38. MISCELLANEOUS:

A. **Amendment:** The parties agree that this Agreement may not be altered, amended, modified, or otherwise changed, except by a duly executed written agreement between the parties.

B. **Headings:** The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

C. **Grammar and Syntax:** The grammar and syntax used in this Agreement shall be construed to give proper meaning and the use of any gender or tense may be construed to include all genders and tenses.

D. **Governing Law:** This Agreement shall be governed by and construed according to the laws of the State of Michigan, the state in which the Property is located.

39. ADDITIONAL TERMS AND CONDITIONS WHICH WILL SUPERCEDE ANY LANGUAGE ABOVE:

AS-IS SALE. BUYER TO ASSUME ALL CITY REPAIRS.

BUYER SIGNATURE AND ACKNOWLEDGMENT OF RECEIPT: Buyer hereby makes this offer with terms and conditions contained herein and acknowledges receiving a copy of this Agreement.

BUYER Manal Ismail (Please Print) BUYER Manal Ismail (Signature) 08/14/2026

BUYER _____ (Please Print) BUYER _____ (Signature)

WITNESS _____ DATE _____

SELLER SIGNATURE: Seller hereby agrees to terms and conditions contained herein. Seller acknowledges receiving a copy of this Agreement.

SELLER _____ (Please Print) SELLER _____ (Signature)

SELLER _____ (Please Print) SELLER _____ (Signature)

WITNESS _____ DATE _____

BUYER ACKNOWLEDGMENT OF ACCEPTANCE: Buyers signature below acknowledges receipt of Seller's Signed acceptance of this Agreement and constitutes a final acceptance of Sellers Counteroffer (if any changes were made by the Seller, thereby making this Agreement a counteroffer).

BUYER Manal Ismail (Please Print) BUYER _____ (Signature)

BUYER _____ (Please Print) BUYER _____ (Signature)

WITNESS _____ DATE _____

MLS # 20261059550

DigiSign Verified - 8d2fb66c-ad07-4ede-b640-1f6ef57c0d66

kw LEGACY KELLERWILLIAMS

ADDENDUM/AMENDMENT

DATE 08/14/2026

This is an Addendum/Amendment to and becomes a part of Purchase Agreement dated 08/14/2026 regarding property located at:

3916 Cornell Street, Dearborn Heights, MI 48125

ALL PARTIES AGREE TO THE FOLLOWING TERMS:

1. FULL LEGAL DESCRIPTION:

33D439 LOT 439 AND E 1/2 ADJ VAC ALLEY DEARBORN PARK SUB NO. 1 T2S R10E L39 P67 WCR

2. OFFER IS SUBJECT TO CITY COUNCIL APPROVAL.

ALL OTHER TERMS AND CONDITIONS OF THE PURCHASE AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT.

(L.S.)
Seller

Witness

(L.S.)
Seller

Witness

Manal Ismail 08/14/2026 (L.S.)
Purchaser

(L.S.)
Purchaser

Form No. 2149
Rev: 03/91

Created by Ali Nasser with SkySlope® Forms

DigiSign Verified - 8d2fb66c-ad07-4ede-b640-1f6ef57c0d66

ECTRICAL

CITY OF DEARBORN HEIGHTS

Department of Building and Engineering
6045 Fenton, Dearborn Heights, MI 48127
313-791-3470

3916 CORNELL

RECEIPT# _____

APPL. DATE _____

INSP. DATE _____

REFERENCE: 2015 International Property Maintenance Code (Building)

#	Category	Install	Remove	Replace	Repair	Paint	Clean	Additional Comments
1	Concrete: City Sidewalk - Approach							
X 2	Service Walk - Driveway						X	DRIVEWAY
3	Roof							
X 4	Gutters - Downspouts - Trim - Siding						X	GUTTERS/ELBOWS
5	Doors: Prime - Storm							
6	Step: Front, Rear, Side							
7	Windows: Prime - Screen							
X 8	Storm Doors: Front - Rear - Side	X						PISTEN STORM/SIDE
9	Change Dbl Key Cylinder: F - R -S							
10	Garage: Walls/ Trim/ Doors/ Floor							
11	Roof / Windows							

12 Install 1 Carbon Monoxide / Smoke Detectors: All Bedrooms - Hall Outside Bedrooms - All Levels

13 Will accept **NOTARIZED** statement from Purchaser(s) accepting the following item # (s) "as is" _____

	FRONT ROOM / BEDROOM	KITCHEN	BATHROOM	BASEMENT	UPSTAIRS
REPAIR:	CLEAN/PERMIT	CLEAN/PERMIT	CLEAN/PERMIT		

ADDITIONAL COMMENTS:
CLEAN AND SANITIZE OR REMOVE AND REPLACE ALL FLOORING AS NEEDED.
CLEAN/SANITIZE OR REMOVE AND REPLACE ALL FIXTURES (PLUMBING/ELECTRICAL) AS NEEDED
INSTALL CARBONE MONOXIDE IN THE HALL OUTSIDE BEDROOMS AND SMOKE DETECTORS IN ALL BEDROOMS

PERMIT REQUIRED: YES_____ NO_____ DATE_____ INSPECTOR_____ FINAL DATE_____ INSPECTOR_____

REFERENCE: 2014 National Electrical Code (Electrical)

1. X Increase electrical service to minimum of three (3) wire 100 amperes. OK
2. _____ Provide additional duplex electrical receptacle(s) conveniently located: _____
3. _____ Install multiple switch control at head and foot of stair to: Second Floor / Basement.
4. _____ Provide a separate wall mounted 20 ampere laundry circuit.
5. X Repair receptacle(s), wall switch(es), wall fixture(s), ceiling fixture(s) in AS NEEDED
6. _____ Discontinue use of extension cords in lieu of permanent wiring in _____
7. _____ Install separate 20 ampere circuit for kitchen, supplying three (3) duplex outlets.
8. X Replace worn service entrance cable_____Top_____Bottom_____Riser_____Meter Can_____Ground Rod_____Waterground.
9. X Ground kitchen and laundry outlets: X G.F.I. X Kitchen X Bathroom.
10. _____ Install garbage disposal. 10a. Wire garbage disposal to code_____.

EXTERIOR PLUG/GARAGE

PERMIT REQUIRED: YES X NO_____ DATE_____ INSPECTOR_____ FINAL DATE_____ INSPECTOR_____

ADDITIONAL COMMENTS: LOW HANGING WIRE. NO POWER

7/13/26 BY SAM

These inspection reports for Building, Electrical, Mechanical, and Plumbing are valid for 6 months. If any conditions change on the property, these inspection reports are considered null and void. A re-inspection fee will be required if inspector is not able to enter the premises at time of appointment.

COMPLIANCE REQUIRED BY CITY OF DEARBORN HEIGHTS BUILDING CODES

When all corrections have been made, notify this Department to arrange for a final inspection before new occupancy. This inspection of the land use, plot use, exterior posture, and interior accessories of the structure is limited to the visual inspection only. A certificate of approval is not a warranty or guarantee that there are not defects in the structure nor shall the City be held responsible for defects not noted in the inspection report. This inspection does not certify that the structure in question is not in violation of other code requirements not presently brought to the attention of the Building Department, warranties if desired are a private matter between the seller(s) and the buyer(s).

ANY QUESTIONS ON THIS REPORT? PHONE 313-791-3470 BETWEEN 8:30 - 9:00a.m. OR 4:00 - 5:00p.m.

DigiSign Verified - 8d2fb66c-ad07-4ede-b640-1f6ef57c0d66

MECHANICAL & PLUMBING

3916 COENELL

CITY OF DEARBORN HEIGHTS
Department of Building and Engineering
6045 Fenton, Dearborn Heights, MI 48127
313-791-3470

RECEIPT# _____

APPL. DATE _____

INSP. DATE _____

REFERENCE: 2015 International Property Maintenance Code (Mechanical)

1. X Thermostat / Registers - Secure _____ Replace AS NEEDED
2. _____ Install AGA type gas valve on: Furnace _____ Stove _____ Other _____.
3. _____ Run vent on: Furnace _____ Hot Water Heater _____ Dryer _____ to code.
4. X Have furnace heat exchanger tested by licensed contractor. Copy of report to inspector.
5. _____ Install chimney liner for: Furnace _____ Hot Water Heater _____.
6. _____ Make humidifier operable or remove.
7. _____ Condensate line for: Air Conditioner _____ Furnace _____ to code.
8. _____ Install drip leg on _____.
9. _____ Furnace _____ Hot Water Heater _____ must be readily accessible.
10. _____ Install condensate pump and pipe to trapped fixtures.
11. _____ Mortar around - Furnace _____ Hot Water Heater _____ Vent to chimney _____.
12. _____ Install back flow preventor on water supply to boiler (WATTS 9-D).
13. _____ Introduce fresh air to Furnace Room.
14. _____ Install pressure relief valve on Hot Water Heater with pipe to be four (4) inches off the floor.

PERMIT REQUIRED: YES_____ NO_____ DATE_____ INSPECTOR_____ FINAL DATE_____ INSPECTOR_____

ADDITIONAL COMMENTS: NO GAS

REFERENCE: 2015 International Property Maintenance Code (Plumbing)

1. X Install outside cleanout (or expose same) on sanitary sewer line in all basementless homes.
2. X Repair or replace: Sinks X Toilet X Tub X Faucets X Other AS NEEDED
3. X Install vacuum breakers on: laundry tub faucet X outside faucets _____ spray hoses on toilet supply _____.
4. X Replace: Floor Drain LAUNDRY Shower Drain _____ missing or broken cleanout plugs (inside / outside).
5. _____ Replace leaking _____ or missing _____ water heater _____ fixtures.
6. _____ Install temperature pressure relief valve on water heater. Pipe for same to within (4) inches of floor.
7. _____ Install gate valve on cold water supply to water heater or ball valve _____ remove nonconforming valve.
8. _____ Garbage disposal: install _____ repair _____ replace _____.
9. _____ Install code material on hot water tank water supply _____ install dielectric union, flex line must be full size.
10. _____ Install back flow preventer, boiler water supply _____ lawn sprinkler _____.
11. X Water on to all fixtures. Replace all missing NO WATER or rusted water lines.

PERMIT REQUIRED: YES_____ NO_____ DATE_____ INSPECTOR_____ FINAL DATE_____ INSPECTOR_____

ADDITIONAL COMMENTS: NO WATER

7/13/26 BY SAM

These inspection reports for Building, Electrical, Mechanical, and Plumbing are valid for 6 months. If any conditions change on the property, these inspection reports are considered null and void. A re-inspection fee will be required if inspector is not able to enter the premises at time of appointment.

COMPLIANCE REQUIRED BY CITY OF DEARBORN HEIGHTS BUILDING CODES

When all corrections have been made, notify this Department to arrange for a final inspection before new occupancy. This inspection of the land use, plot use, exterior posture, and interior accessories of the structure is limited to the visual inspection only. A certificate of approval is not a warranty or guarantee that there are not defects in the structure nor shall the City be held responsible for defects not noted in the inspection report. This inspection does not certify that the structure in question is not in violation of other code requirements not presently brought to the attention of the Building Department, warranties if desired are a private matter between the seller(s) and the buyer(s).

ANY QUESTIONS ON THIS REPORT? PHONE 313-791-3470 BETWEEN 8:30 - 9:00a.m. OR 4:00 - 5:00p.m.

DigiSign Verified - 8d2fb66c-ad07-4ede-b640-1f6ef57c0d66

MICHIGAN REALTORS®

EQUAL HOUSING OPPORTUNITY

BUYER'S BROKER COMPENSATION ADDENDUM

ADDENDUM to Purchase Agreement between

Buyer Manal Ismail

and Seller _____

for Property known as 3916 Cornell Street, Dearborn Heights, MI 48125 .

The following provisions are included in and supersede any conflicting language in the Purchase Agreement.

In addition to any other amount(s) which Seller has agreed to pay under other provisions of the Purchase Agreement, at closing, Seller shall pay, on Buyer's behalf, the sum of $ _____ OR 1.5 % of the Purchase Price to keller williams legacy (Buyer's Broker).

All other terms and conditions of the Purchase Agreement remain in full force and effect.

Manal Ismail 08/14/2026			
Buyer Signature	Date	Seller Signature	Date
Buyer Signature	Date	Seller Signature	Date

Disclaimer: This form is provided as a service of the Michigan REALTORS®. Please review both the form and details of the particular transaction to ensure that each section is appropriate for the transaction. The Michigan REALTORS® is not responsible for use or misuse of the form, for misrepresentation, or for warranties made in connection with the form.

© 2024 Michigan Realtors®

Created by Ali Nasser with SkySlope® Forms

DigiSign Verified - 8d2fb66c-ad07-4ede-b640-1f6ef57c0d66

Disclosure Regarding Real Estate Agency Relationships

Before you disclose confidential information to a real estate licensee regarding a real estate transaction, you should understand what type of agency relationship you have with that licensee. A real estate transaction is a transaction involving the sale or lease of any legal or equitable interest in real estate consisting of not less than 1 or not more than 4 residential dwelling units or consisting of a building site for a residential unit on either a lot as defined in section 102 of the land division act, 1967 PA 288, MCL 560.102, or a condominium unit as defined in section 4 of the condominium act, 1978 PA 59, MCL 559.104.

(1) An agent providing services under any service provision agreement owes, at a minimum, the following *duties* to the client:

(a) The exercise of reasonable care and skill in representing the client and carrying out the responsibilities of the agency relationship.

(b) The performance of the terms of the service provision agreement.

(c) Loyalty to the interest of the client.

(d) Compliance with the laws, rules, and regulations of this state and any applicable federal statutes or regulations.

(e) Referral of the client to other licensed professionals for expert advice related to material matters that are not within the expertise of the licensed agent. **A real estate licensee does not act as an attorney, tax advisor, surveyor, appraiser, environmental expert, or structural or mechanical engineer and you should contact professionals on these matters.**

(f) An accounting in a timely manner of all money and property received by the agent in which the client has or may have an interest.

(g) Confidentiality of all information obtained within the course of the agency relationship, unless disclosed with the client's permission or as provided by law, including the duty not to disclose confidential information to any licensee who is not an agent of the client.

(2) A real estate broker or real estate salesperson acting pursuant to a service provision agreement shall provide the following *services* to his or her client:

(a) When the real estate broker or real estate salesperson is representing a seller or lessor, the marketing of the client's property in the manner agreed upon in the service provision agreement.

(b) Acceptance of delivery and presentation of offers and counteroffers to buy, sell, or lease the client's property or the property the client seeks to purchase or lease.

(c) Assistance in developing, communicating, negotiating, and presenting offers, counteroffers, and related documents or notices until a purchase or lease agreement is executed by all parties and all contingencies are satisfied or waived.

(d) After execution of a purchase agreement by all parties, assistance as necessary to complete the transaction under the terms specified in the purchase agreement.

(e) For a broker or associate broker who is involved at the closing of a real estate or business opportunity transaction, furnishing, or causing to be furnished, to the buyer and seller, a complete and detailed closing statement signed by the broker or associate broker showing each party all receipts and disbursements affecting that party.

Michigan law requires real estate licensees who are acting as agents of sellers or buyers of real property to advise the potential sellers or buyers with whom they work of the nature of their agency relationship.

SELLER'S AGENTS

A seller's agent, under a listing agreement with the seller, acts solely on behalf of the seller. A seller can authorize a seller's agent to work with subagents, buyer's agents and/or transaction coordinators. A subagent of the seller is one who has agreed to work with the listing agent, and who, like the listing agent, acts solely on behalf of the seller. Seller's agents and their subagents will disclose to the seller known information about the buyer which may be used to the benefit of the seller.

Created by Ali Nasser with SkySlope® Forms

DigiSign Verified - 8d2fb66c-ad07-4ede-b640-1f6ef57c0d66

Individual services may be waived by the seller through execution of a limited service agreement. Only those services set forth in paragraph (2)(b), (c), and (d) above may be waived by the execution of a limited service agreement.

BUYER'S AGENTS

A buyer's agent, under a buyer's agency agreement with the buyer, acts solely on behalf of the buyer. A subagent of the buyer is one who has agreed to work with the buyer's agent with who, like the buyer's agent, acts solely on behalf of the buyer. Buyer's agents and their subagents will disclose to the buyer known information about the seller which may be used to benefit the buyer.

Individual services may be waived by the buyer through execution of a limited service agreement. Only those services set forth in paragraph (2)(b), (c), and (d) above may be waived by the execution of a limited service agreement.

DUAL AGENTS

A real estate licensee can be the agent of both the seller and the buyer in a transaction, but only with the knowledge and informed consent, in writing, of both the seller and the buyer.

In such a dual agency situation, the licensee will not be able to disclose all known information to either the seller or the buyer. As a dual agent, the licensee will not be able to provide the full range of fiduciary duties to the seller or the buyer.

The obligations of a dual agent are subject to any specific provisions set forth in any agreement between the dual agent, the seller and the buyer.

TRANSACTION COORDINATOR

A transaction coordinator is a licensee who is not acting as an agent of either the seller or the buyer, yet is providing services to complete a real estate transaction. The transaction coordinator is not an agent for either party and therefore owes no fiduciary duty to either party.

DESIGNATED AGENCY

A buyer or seller with a designated agency agreement is represented only by agents specifically named in the agreement. Any agents of the firm not named in the agreement do not represent the buyer or seller. The named "designated" agent acts solely on behalf of his or her client and may only share confidential information about the client with the agent's supervisory broker who is also named in the agreement. Other agents in the firm have no duties to the buyer or seller and may act solely on behalf of another party in the transaction.

LICENSEE DISCLOSURE (Check one)

I hereby disclose that the agency status of the licensee named below is:

_____ Seller's agent

_____ Seller's agent – limited service agreement

☑ Buyer's agent

_____ Buyer's agent – limited service agreement

_____ Dual agent

_____ Transaction coordinator (A licensee who is not acting as an agent of either the seller or the buyer.)

_____ None of the above

AFFILIATED LICENSEE DISCLOSURE (Check one)

☑ Check here if acting as a designated agent. Only the licensee's broker and a named supervisor broker have the same agency relationship as the licensee named below. If the other party in a transaction is represented by an affiliated licensee, then the licensee's broker and all named supervisory brokers shall be considered disclosed consensual dual agents.

_____ Check here if not acting as a designated agent. All affiliated licensees have the same agency relationship as the licensee named below.

DigiSign Verified - 8d2fb66c-ad07-4ede-b640-1f6ef57c0d66

Further, this form was provided to the buyer or seller before disclosure of any confidential information.

Ali Nasser
Licensee Ali Nasser

08/14/2026
Date

Licensee

Date

ACKNOWLEDGMENT

By signing below, the parties acknowledge that they have received and read the information in this agency disclosure statement and acknowledge that this form was provided to them before the disclosure of any confidential information. **THIS IS NOT A CONTRACT.**

The undersigned _____DOES_☑_DOES NOT have an agency relationship with any other real estate licensee. If an agency relationship exists, the undersigned is represented as _____ SELLER _☑_ BUYER.

Manal Ismail
Potential Buyer/Seller (circle one) Manal Ismail

08/14/2026
Date

Potential Buyer/Seller (circle one)

Date

Disclaimer This form is provided as a service of Michigan Realtors®. Please review both the form and details of the particular transaction to ensure that each section is appropriate for the transaction. Michigan Realtors® is not responsible for use or misuse of the form, for misrepresentation, or for warranties made in connection with the form.

Form K ©1995 Michigan Realtors®, revised 06/2011. Ph. 800.454.7842 Fax 517.334.5568

DigiSign Verified - 8d2fb66c-ad07-4ede-b640-1f6ef57c0d66

STATE OF MICHIGAN

State Board of Education Department of Education

STANDARD TEACHING CERTIFICATE

awarded to

MANAL ISMAIL

In accordance with Michigan Compiled Laws and Administrative Rules, the holder of this certificate is authorized to teach in any Michigan school all subjects and grades indicated.

K-8 ELEMENTARY K-5 ALL SUBJECTS (K-8 ALL SUBJECTS IN SELF-CONTAINED CLASSROOM) (ZG)

Glenn Maleyko

Glenn M. Maleyko, Ph.D.
Superintendent of Public Instruction

Issue Date: 08/15/2023
Expiration Date: 06/30/2028
License Number: PV0000000906023

Certification requirements are subject to change. The certificate holder is responsible for being knowledgeable about current and revised regulations. It is the responsibility of the certificate holder to maintain a valid appropriate certification by meeting the requirements for certificate renewal as prescribed by statute and/or the State Board of Education.

MICHIGAN CODE OF EDUCATIONAL ETHICS

The following ethical standards address the professional educator's commitment and responsibility to (and for):

Code of Ethics	https://www.michigan.gov/-/media/Project/Websites/mde/educator_services/prof_practices/code_of_ethics.pdf
The Profession	Trust in the educational system depends upon a level of professional conduct and responsibility that may be higher than required by law. This entails holding one and others to the same ethical standards.
Professional Competence	Commitment to the highest levels of professional and ethical practice, including demonstration of the knowledge, skills and dispositions required for professional competence.
To Students	A primary obligation to treat students with dignity and respect, including promoting the health, safety and well-being of students by establishing and maintaining appropriate verbal, physical, emotional and social boundaries.
The School Community	Promotion of positive relationships and effective interactions with all members of the school community, while maintaining professional boundaries.
Ethical Use of Technology	Consideration of the impact of consuming, creating, distributing and communicating information through all technologies. Vigilance to ensure that appropriate boundaries of time, place and role are maintained when using electronic communication.

ADVISORY TO EDUCATOR

In accordance with Public Act 96 of the Public Acts of 1995, it is a criminal misdemeanor to : use a suspended, surrendered, revoked, nullified, fraudulently obtained, altered or forged educator certificate, or a certificate of another person.

TO BE EMPLOYED AS AN EDUCATOR IN MICHIGAN THE EDUCATOR OATH MUST BE SIGNED, NOTARIZED, AND SUBMITTED TO YOUR EMPLOYER. THIS IS AN OFFICIAL CERTIFICATE ONCE SIGNED AND NOTARIZED.

EDUCATOR OATH - STATE OF MICHIGAN

I do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of the office of educator according to the best of my ability.

Educator Signature

This certificate was subscribed and sworn to before me, along with picture identification, on _____

Notary Print Name

Notary Signature

Commission Expires:_____ Notary Seal

EMPLOYERS MUST VERIFY EDUCATOR CERTIFICATIONS AT: https://mdoe.state.mi.us/MOECS/PublicCredentialSearch.aspx
For information on the renewal or advancement requirements of this educator certificate please go to www.michigan.gov/teachercert

DigiSign Verified - 3c350ad7-aa9e-4ee7-a713-58893944f941

CENTURY 21 Curran & Oberski

CONTRACT TO PURCHASE

Dated: 08/06/2026

LISTING BROKER Keller Williams Legacy

LISTING AGENT Michael M Phillips ID# 291483

OFFICE ID#: 416803 P _____

BUYER BROKER Century 21 Curran & Oberski

BUYER AGENT Abe Aljabur ID# 400371

OFFICE ID#: _____ P (313) 995-6448

1. PROPERTY – The undersigned hereby offers and agrees to purchase the following land situated in the VILLAGE / TOWNSHIP / CITY of DearbornHeightsCity_Wayne, Wayne County, 48125 (*zip code*), Michigan, with Tax ID #(s) as follows: 33046010439000 commonly known as 3916 Cornell Street, DearbornHeightsCity_Wayne, MI 48125, (the "Property") together with all improvements and appurtenances, if any, now in or on the premises (unless specifically excluded herein), including but not limited to all buildings, fixtures, built-in appliances, all window treatments including hardware, attached mirrors, attached shelving, attached brackets for televisions (excluding flat screen televisions), all attached floor coverings, attached smart electronics and devices (including but not limited to: thermostats, doorbells, security cameras), attached fireplace doors, screens, equipment, and gas logs, garage door openers and controls, all screens, storm windows, storm doors, awnings, shutters, all landscaping, fences and mailboxes, all ceiling fans, any alarm system and all components thereof (*unless rented*), radio and television antennas, including rotors and controls, permanent standby generators, all solar panels, central vacuum systems and attachments, water softener/treatment system (*unless rented*), water pumps, pressure tanks (including all fuel in such tanks), incinerators, if any, and all gas, oil and mineral rights owned by Seller, AND _____

_____

Excluded items: _____.

ANY attached items **NOT** specifically **EXCLUDED** herein *shall be considered included* in the sale. Seller shall provide to Buyer a "Bill of Sale" for all personal property conveyed at closing.

2. PRICE – Buyer agrees to pay a "Purchase Price" of Ninety-two thousand and 00/100 Dollars ($ 92,000.00) in consideration for which Seller will provide a ~~warranty deed~~ covenant deed subject to the existing building and use restrictions, easements, zoning ordinances, and rights of way, if any, pursuant to the terms and covenants contained in this "Agreement."

3. METHOD OF PAYMENT – All money must be paid in U.S. Dollars by wired funds, certified, cashiers or with a licensed title company check acceptable to closing agent. Payment shall be made by the following method: **(check appropriate paragraph letter)**

A. ☑ **CASH SALE** – Buyer shall tender to Seller the outstanding balance of the purchase price at closing.

B. ☐ **CASH SALE WITH NEW MORTGAGE** – This Agreement is contingent upon the Buyer's ability to secure a 0 mortgage in the amount of _____, and pay _____ down, plus mortgage costs, prepaid items, and adjustments in cash. Buyer agrees to apply for such mortgage within ____ **business days** from Seller's acceptance of this offer, at Buyer's own expense. Buyer agrees that in connection with any mortgage application to a lender, Buyer will promptly comply with all such lender's requests for information required to process such loan application. If a firm commitment for such mortgage cannot be obtained within _____ **days** from date of acceptance, Seller, at Seller's option, can declare in writing that this Agreement is null and void, and the earnest money deposit shall be returned to Buyer. In the event Buyer is denied a mortgage commitment within the previously described timeframe, Buyer shall furnish Seller with the lender's written verification of such mortgage denial along with a mutual release, and the earnest money deposit shall be returned to Buyer.

C. ☐ **SALE ON LAND CONTRACT** – *See attached* LAND CONTRACT ADDENDUM.

D. ☐ **SALE TO EXISTING MORTGAGE** – ☐ Simple Assumption, ☐ Requalification Required - *see attached* TERMS OF SALE ADDENDUM.

4. ☐ **BUYER BROKER COMPENSATION** – Buyer requests Seller to pay Buyer's Broker 1.5 % of the purchase price or $_____, as per the Buyer Agency Contract. This replaces any previous compensation offers and does not create an agency relationship between Buyer's Broker and Seller.

5. APPRAISAL CONTINGENCY (*Check if applicable*) ☐ If the appraised value of the Property is less than the Purchase Price, Buyer may void this Agreement and the earnest money deposit shall be returned to Buyer in full termination hereof, or Buyer may renegotiate this Agreement.

6. EARNEST MONEY DEPOSIT – Buyer shall tender $ 3000 in the form of money order, cashier's check, wire transfer, ACH, personal check, certified funds, within 3 **days** of acceptance by Seller. An additional $ 0 shall be deposited with Broker/Designated escrow Agent by Buyer within 0 **days** after satisfactory private inspection (*see* **paragraph 22**). The total earnest money deposit shall equal $ 3000. All monies shall be held by Broker/Designated Escrow Agent in accordance with rules and regulations of the Michigan Department of Labor and Economic Growth and shall be applied to Purchase Price at closing. If this Agreement is not acceptable by Seller, the earnest money deposit shall be refunded to Buyer. The earnest money deposit shall be disbursed according to terms and conditions contained herein, or according to the terms of a mutual release agreement when signed by all parties to this Agreement, or by a court order. Buyer acknowledges the receipt of an "Earnest Money Deposit Receipt" Agreement, which shall be attached hereto and fully incorporated herein.

Designated Escrow Agent: Century 21 Curran & Oberski.

7. OCCUPANCY – Seller shall deliver, and Buyer shall accept, possession of the Property as follows: (*check one*)

☑ IMMEDIATELY AFTER CLOSING. Seller must keep ALL utilities on until transferred to Buyer during the final closing process.

☐ Seller occupying after closing *see* **Occupancy Addendum.**

☐ Subject to Tenants Rights, *see* **Tenancy Addendum.**

(*Initials*) Seller_____/_____ **(*Initials*) Buyer** AY /_____

DigiSign Verified - 3c350ad7-aa9e-4ee7-a713-58893944f941

GENERAL CONDITIONS

8. TITLE EVIDENCE AND SURVEY – Seller agrees to order title insurance upon acceptance of offer and to furnish Buyer a commitment of Title Insurance to be issued without standard exceptions. Buyer to secure and pay for a survey, if required by the title company to remove the standard exceptions. After closing, a Policy of Title Insurance, at Seller's sole cost, without standard exceptions will be issued in the amount of purchase price, bearing date of closing or later guaranteeing title in condition required for performance of Agreement. Title Commitment shall be "marked up" at closing insuring through date of recording. Buyer will use _____ for all of Buyer's lender title policy and closing.

9. TITLE OBJECTION – If objection to title is made, based upon written notice that title is not in the marketable condition required for performance hereunder, Seller shall have 30 calendar days from the date notified in writing of particular defects claimed, to either: (a) remedy title; or (b) obtain title insurance satisfactory to Buyer. Buyer agrees to complete sale within 10 calendar days of written notification that the title has been remedied or by date specified in this Agreement if later. If Seller is unable or unwilling to remedy title within time specified, Buyer will waive requirement in writing within 10 calendar days of written notification thereof, or Agreement may be declared null and void at Buyer's option.

10. TIME AND PLACE OF CLOSING – If this offer is accepted by the Seller, and if title can be conveyed in the condition required hereunder, then the Buyer agrees to complete the sale within **ten (10) days** after delivery of the commitment for title insurance. However, if the sale is to be consummated in accordance with a "cash sale with new mortgage" or a "sale to an existing mortgage," then closing will be the later of: (i) as soon as the mortgage application is approved, (ii) a closing date obtained from the lender, (iii) the satisfaction of any title objections pursuant to **paragraph 7**, (iv) and if applicable, completion of a final inspection of the Property is approved by the Veteran Administration (VA) or Federal Housing Administration (FHA). Closing of the sale shall take place at a location designated by the mortgage lender or at a place designated by the Listing Broker. The Buyer requests 08/31/2026 (*date*) as a **non-binding** "target date" for closing. Buyer shall not be deemed in default of this Agreement for any delay beyond the agreed upon closing date due to reasons arising out of or relating to a delay with Truth in Lending and/or federal disclosure requirements related to Buyer's Good Faith Estimate (GFE) or Closing Disclosure (CD).

11. PRIVATE ROADS – Seller represents that Property is not on a private road. If parties discover that the Property is located on a private road, Seller shall provide Buyer with a separate document providing notice that private road is not required to be maintained by County Board of Road Commissioners (pursuant to MCL 560.261).

12. MICHIGAN HOMESTEAD EXEMPTION – Seller and Buyer acknowledge that they must each rescind their homestead exemption on their respective present homes (if applicable) in order to file for and obtain a homestead exemption on a new home. When purchasing a non-homestead or new construction home, Buyer must own, occupy, and file all necessary forms with their local Assessor's office to claim the exemption for the following year. Broker recommends Buyer and Seller obtain specific information from the Assessor of the municipality where the Property is located. Buyer and Seller assume all responsibility and liability for filing of affidavits as to homestead exemptions and hereby release and hold Broker harmless from any and all such liability arising out of and relating thereto.

13. TAXES/PRORATIONS/WATER – All taxes and assessments which constitute a lien upon the land/Property, whether recorded or not recorded, on or before the date of closing, shall be paid by the Seller. Current taxes, if any, shall be prorated and adjusted as of the date of closing in accordance with the due date basis of the municipality or taxing unit in which the Property is located. Interest, rents, and security deposits, if any, shall be prorated and adjusted as of the date of closing. Broker/Designated Escrow Agent shall retain from the amount due Seller at closing and a minimum of $400.00 for water charges. When a final water bill is received, all water adjustments shall be made from the date-of-possession. Seller shall furnish the final water meter reading to the escrow holder, who shall then pay said billing to the proper water authority and return the unused portion to Seller.

14. TRANSFER TAX – **State and County Transfer Tax to be paid by SELLER.**

15. ASSESSMENTS – **Seller** shall fully discharge all public authority charges confirmed with the local municipality or taxing unit(s) which are due and payable through closing (i.e., special assessments, water, sewer, paving charges, etc.). **Buyer** is responsible for all other assessments including but not limited to capital and lateral charges (assessed, but value not yet determined) which are confirmed and become due and payable after closing.

16. HOME WARRANTY – Buyer and Seller are hereby notified of the benefits of having the premises covered by a home protection plan.
Buyer ☐ accepts ☑ declines a 1-year home protection plan through American Home Shield or 0
to be paid for by ☐ Seller ☐ Buyer at a cost of $ 0. Buyer agrees to release and hold Seller, Listing and Selling Brokers and their salespeople harmless from any and all claims which may otherwise be covered by any home protection plan, whether or not Buyer accepts a plan.

Acknowledged: Ahmed Yeseen _____ _____ _____ _____
Buyer 08/11/2026 ***Buyer*** ***Seller*** ***Seller***

17. CONDOMINIUM/ HOMEOWNER ASSOCIATION – Current dues shall be prorated to date of closing. Any fees or delinquent condominium/ homeowner association dues/assessments/liens/status or closing fees shall be paid by **Seller** at closing. Any and all dues/assessments/liens, confirmed and coming due and payable after closing, will be paid by **Buyer**. (*See* Association/Condominium **Addendum** attached to and made a part of this Agreement.)

18. FLOOD INSURANCE – Buyer agrees to obtain a policy of flood insurance, if required by Buyer's lender.

19. POOL/SPA/HOT TUBS/SAUNAS – ☐ *See* Pool/Spa/Hot-Tub/Sauna **Addendum** attached to and made a part of this Agreement.

20. SPRINKLER SYSTEM – ☐ *See* Sprinkler System **Addendum** attached to and made a part of this Agreement.

DigiSign Verified - 3c350ad7-aa9e-4ee7-a713-58893944f941

21. WELL AND SEPTIC SYSTEM INSPECTION – Unless otherwise agreed, it shall be the **Seller's** responsibility to provide any permit(s) or certification(s) of compliance required by any municipality (city, township, village, or county) for the approval of any well or septic system currently used on the Property. This shall include contracting for any services necessary to determine the status of the current system (i.e., testing of septic field, pumping of tanks, etc.). Seller shall provide, at Seller's expense, and deliver to the Buyer prior to closing, any *required* governmental agency inspection reports. In the event there are no local government agency requirements, Seller shall provide, at Seller's expense, and deliver to Buyer prior to closing, a well and septic inspection report by the County Health Department or other duly qualified inspector stating that both well and septic are (i) operational, and (ii) safe for use. Should such report *not* reflect that the well and septic are (i) operational, and (ii) safe for use, Buyer shall have **three (3) days** from receipt of inspection to declare Buyer's dissatisfaction; Buyer may then declare this Agreement null and void, and Seller shall return the earnest money deposit to Buyer. Otherwise, this Agreement shall be binding with regard to the operation and safety of the Property's well and septic. Seller hereby represents that the well water is potable and the well and septic system, if any, are in good working order, or as disclosed.

22. PRIVATE INSPECTION – (*Note*: Inspections required by FHA, VA, lenders, or municipalities are not made for, nor should they be relied upon by Buyer.) **Broker(s) recommend** that Buyer(s) conduct **independent private inspection(s)** of the Property at **Buyer's expense**. Buyer shall be *solely* responsible for any and all damage to the Seller's Property and personalty as a result of any and all inspection(s) of property authorized by or conducted by Buyer. Buyer shall pay for any and all necessary repairs to restore the Seller's Property and personalty to its condition prior to inspection(s), or shall reimburse Seller for the actual cost of such restoration. If the Property is to be privately inspected, the following clause shall apply: Seller shall grant access to the Property to Buyer to conduct all necessary inspection(s) of, including but not limited to, roofing, plumbing, mechanical systems, structural integrity, foundation condition, environmental status, health or safety conditions, surveys, infestation, research and verification of square footage, building and use restrictions, easements, ordinances, regulations, available land splits, school district/boundaries, and property tax status of and the necessity for flood insurance. Any and all of the Buyer's elected inspection(s) shall all be concluded within **0** **days** from the date of Seller's acceptance of this Agreement. If the inspection(s) disclose(s) any "defects" in the Property or "recommendations of immediate repairs," Buyer may deliver to Seller any combination of the following within **3 days** following all elected inspections, to which Seller shall respond within **72 hours** or Buyer, in Buyer's sole discretion, may terminate this Agreement pursuant to **subsection (d)**:

(a). A proposed amendment for mutual agreement that cites a list of repairs and/or conditions to be remedied.

(b). A proposed amendment for mutual agreement with a credit/concession to be applied against the purchase price, and/or a price reduction, in full satisfaction of inspection contingency.

(c). Notice of dissatisfaction of home inspection, which shall render this Agreement null and void. In which case Buyer and Seller (i) agree to execute a mutual release, and (ii) hereby authorize the Escrow Agent to return the earnest money deposit to Buyer.

(d). If parties are unable agree to an amendment proposed pursuant to subsections (a) or (b) - or any combination thereof - Buyer, **in Buyer's sole discretion**, may either: (i) waive this contingency in writing and elect to proceed with this Agreement notwithstanding the inspection results, or (ii) declare this Agreement null and void by election of subsection (c), above.

Should Buyer elect not to have Property inspected, Buyer will be conclusively presumed to accept premises in AS-IS condition.

(*Initial one*) Buyer: **will** _____/_____ **will not** AY /_____ obtain a private inspection.

23. CERTIFICATE OF OCCUPANCY – If the municipality where the Property is located requires any inspection(s) prior to sale, Seller will pay for all such necessary inspections, and municipality required repairs, if any. Buyer and Seller acknowledge that:

☑ (a) prior to signing this Agreement, they have received and reviewed a copy of the inspection report(s) from the local municipality dated_____, and Buyer agrees to sign an "AS IS" letter on required items; or

☐ (b) Inspection report(s) is/are not available at the signing of this Agreement. If any inspection report(s) require(s) Buyer to accept any items "AS IS," Seller shall provide such inspection report(s) to Buyer - through Buyer's Broker - **within 3 days** of receipt of all such inspection report(s). Buyer shall notify Seller - through Seller's Broker - **within 3 days** that Buyer (i) agrees to sign an "AS IS" letter for required items, or (ii) declares this Agreement null and void, in which case the earnest money deposit shall be returned to Buyer. In the event any inspection report does not cite any required "AS IS" items, both parties agree Seller shall provide a Certificate of Occupancy for the Property at closing.

24. AS-IS CONDITION – By the execution of this Agreement, Buyer acknowledges that Buyer examined the above-described Property and is satisfied with the physical condition of structures thereon and shall purchase the Property in "AS-IS CONDITION," subject only to inspections described by **paragraph 21**, **paragraph 22,** and **paragraph 23**, above, if applicable.

25. DEFAULT – In the event of any legally inexcusable failure to perform by the Buyer, Seller may elect, at Seller's option, (i) to enforce the terms hereof, or (ii) to retain upon written notice to Buyer the earnest money deposit as liquidated damages, in full termination of this Agreement. In the event of legally inexcusable failure to perform by the Seller, the Buyer may elect, at Buyer's option, (i) to enforce the terms hereof, or (ii) notwithstanding any language to the contrary herein, to obtain upon written demand a refund of any and all deposits, including the earnest money deposit, in full termination of this Agreement. As required by law, if Broker is holding any such deposit(s), Broker shall hold such deposit(s) until all disputes are resolved by (i) the written, mutual consent of the parties, (ii) arbitration of this Agreement, or (iii) a court of law having jurisdiction over the matter. Seller and Buyer agree that Listing and Selling Brokers and their agents shall neither be made party to, nor be required to file interpleader for, any action taken to enforce or terminate this Agreement. **Parties agree, to the fullest extent of the law, to hold Broker harmless from, and indemnify Broker for, all losses, claims, costs, damages, liabilities, and attorneys' fees, arising out of and relating to any dispute by the parties over the deposit(s) held by Broker and Broker's agents, heirs and assigns, and arising out of and relating to any involvement of the Broker in any action taken by the parties to enforce or terminate this Agreement.**

DigiSign Verified - 3c350ad7-aa9e-4ee7-a713-58893944f941

26. WALK-THROUGH INSPECTION – Broker recommends that, and Buyer may, on the day before the closing date or at any other time agreeable to the parties, walk through the Property solely to verify that Seller (i) made any such repairs required, (ii) maintained the Property, and that (iii) the terms of this Agreement have been met. No other issues may be raised as a result of the walk-through inspection.

27. SELLER TO MAINTAIN – Seller is responsible to keep Property in like-condition as of date of this Agreement, which includes but is not limited to an obligation to maintain the Property grounds (i.e., clearing walkways and driveway of snow/debris, maintaining landscaping, etc.), to provide routine maintenance of heating/air conditioning, sewer, septic, wells, plumbing, electrical systems and any included appliances and equipment, and to keep the roof and basement watertight, until Property is vacated and keys are surrendered by Seller. Seller is responsible to keep all systems in working order - except for any conditions that may have been disclosed in Seller's Disclosure Statement, or conditions discovered by Buyer as part of any inspections made by or on behalf of Buyer where Buyer accepted such conditions - until the Seller vacates the Property. Seller shall keep all utility services operating and in Seller's name until closing. In the event property herein has been winterized, it shall be the obligation and expense of Seller to de-winterize Property prior to closing. Before vacating, Seller agrees to leave Property in broom-clean condition, and the attic, crawl space, yard, garage, shed and any outbuildings free of debris, including but not limited to animal waste, refuse, building materials, paint cans and any personal property.

28. NOTICE TO BUYER AND SELLER – CENTURY 21 Curran & Oberski, their agents, assigns, and employees, make no representations to the Buyers with respect to the information contained on MLS listing ticket. Any information that is pertinent to Buyer's decision to purchase said property must be verified by Buyer. Any verification is to be completed during the inspection time-period. **Buyer understands that any information received from other inspections required by FHA, VA, or municipalities should not be relied upon in whole or in part, as the only source for determining whether to purchase the Property, or as any indication of the Property's condition.** The Buyer has been afforded the right to independent private inspections of the property, and the Buyer affirms that the property is being purchased in "**AS-IS**" condition. Buyer hereby knowingly, willingly, and intelligently waives, releases, and relinquishes any and all claims of action against CENTURY 21 Curran & Oberski, its officers, directors, employees, and independent sales associates. Buyer and Seller each recognize and agree that the Broker and sales associates involved in this transaction are not parties to this Agreement. THE BROKER AND SALES ASSOCIATES SPECIFICALLY DISCLAIM ANY WARRANTY, EXPRESS OR IMPLIED, REPRESENTATIONS, AND RESPONSIBILITY FOR THE CONDITION OF THE PROPERTY, INCLUDING WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, and for the performance of this Agreement by the parties. CENTURY 21 Curran & Oberski assume no liability for performance of any inspections or statements on "Sellers Disclosure Form." It is further understood that no promises have been made, other than those that are in writing and signed by all parties involved. NO VERBAL AGREEMENTS ARE BINDING.

29. FEES – Pursuant to Rule 339.22321 of the Michigan Administrative Code, Buyer(s) and Seller(s) hereby expressly agree and acknowledge that Broker may, when permitted by law, accept a fee or consideration from an abstract, loan or mortgage, life, fire, theft, flood, title or any other casualty or hazard insurance or home warranty arising from this transaction.

30. MISCELLANEOUS

- **A. Delivery/Facsimile/Electronic Authority:** Delivery must be made in-writing and may be made in-person. As an alternative to physical delivery, the parties agree that this offer, any counteroffer, or acceptance, may be delivered by use of facsimile/electronic authority (i.e., email) with dated signatures; and all initials and modifications shall be deemed valid and binding upon the parties as if original signatures. Any such electronic communication shall be deemed delivered at the time it is sent or transmitted.
- **B. Binding Agreement:** If two or more persons execute this Agreement as Buyer or Seller, their obligations hereunder shall be joint and several and the covenants herein shall bind and inure to the benefit of the heirs, personal representatives, executors, administrators, successors, and assigns of the respective parties.
- **C. Entire Agreement:** The parties agree that this Agreement and any referenced addendums, booklets, and disclosure statements, which shall be attached hereto and fully incorporated herein, contain the entire agreement between Seller and Buyer, and there are no agreements, representations, statements, or understandings, which have been relied upon by the parties, which are not stated in this Agreement. All parties agree to hold Broker(s) involved in this transaction harmless for disputes between Buyer and Seller and agree that Brokers/Agents are not acting as appraisers, builders, accountants, environmentalists, inspectors, or lawyers.
- **D. No Verbal Representations:** All amendments, addendums, covenants, representations, and warranties must be made in-writing in order to be deemed a part of this Agreement and to bind the parties; no verbal instructions or agreements, implied or express, will bind either party.
- **E. Fees: Buyer agrees to pay a $445 fee at closing** to comply with applicable federal and state laws regarding disclosures, document storage and retention. Any additional commission charged shall be specified in the contract between Buyer and Selling Broker.
- **F. Advertising** – Seller and Buyer further consent that Broker(s) may use their names and property photos in any future advertising or for public relations purposes.
- **G. Amendment** – The parties agree that this Agreement may not be altered, amended, modified, or otherwise changed, except by a duly executed written agreement between the parties.
- **H. Headings** – The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.
- **I. Grammar and Syntax** – The grammar and syntax used in this Agreement shall be construed to give proper meaning and consistency to its content. Thus, "or" means "and/or," the singular may be construed to include the plural, the plural the singular, and the use of any gender or tense may be construed to include all genders and tenses. The word "parties" shall mean the Buyer and the Seller, and no others.
- **J. Governing Law** – This Agreement shall be governed by and construed according to the law of the State of Michigan, the state in which the property is located. This Agreement shall be construed without regard to any presumption or other rule requiring construction against the drafting Party.

31. BROKER RECOMMENDS THAT ALL PARTIES TO THIS AGREEMENT RETAIN AN ATTORNEY TO PROTECT THEIR INTEREST IN THIS TRANSACTION AND/OR SEEK THE ADVICE OF THEIR ACCOUNTANT OR FINANCIAL ADVISOR.

32. TIME IS OF THE ESSENCE – All parties agree that time is of the essence with regard to all dates and time periods set forth or referred to in and by this Agreement. All extensions of timeframes must be in writing and agreed upon by both Buyer(s) and Seller(s).

33. FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT (FIRPTA) – Parties to this Agreement shall abide by all FIRPTA requirements.

DigiSign Verified - 3c350ad7-aa9e-4ee7-a713-58893944f941

34. NOTICE OF AGENCY – Seller and Buyer acknowledge that they have received the form titled, "Disclosure Regarding Real Estate Agency Relationships."

35. ALL PARTIES TO THIS AGREEMENT HAVE BEEN MADE AWARE OF THE AGENCY RELATIONSHIPS WITH THE REAL ESTATE BROKER(S) INVOLVED IN THIS TRANSACTION.

Michael M Phillips

Listing Agent (Broker) is a:

☑ Seller's Agent
☐ Dual Agent (with Dual Agency Agreement)
☐ Transaction Coordinator

Abe Aljabur

Selling Agent (Broker) is a:

☑ Buyer's Agent (with Exclusive Buyer Agency Agreement)
☐ Dual Agent (with Dual Agency Agreement)
☐ Transaction Coordinator

36. ADDITIONAL DOCUMENTS ATTACHED – The following are attached hereto and are made a part hereof (*CHECK ALL THAT APPLY*).

☐ Addendum to Contract to Purchase
☐ FHA/VA Addendum
☐ Land Contract Sale Addendum
☐ Lead-Based Paint Disclosure
☐ MLS Ticket # 20261059550
☐ Other Addendum: _____
☐ Sale to Existing Mortgage Addendum
☐ Seller's Disclosure Statement
☐ Vacant Land Disclosure
☐ 48/72 Hour Contingency Agreement

37. ADDITIONAL CONDITIONS (if any) –

The buyer agrees to assume responsibility for all repairs required by the city inspection report and to purchase the property in its current AS IS condition.

38. EXPIRATION – This offer is valid until_____ (*date*) _____ (*time*) ___ a.m. / ___ p.m. (*select with an* "X").

39. OFFER ACCEPTANCE – In consideration of the Broker's effort to obtain the Seller approval, Buyer reserves the option to withdraw this offer at any time prior to the Seller signed acceptance, and the earnest money deposit shall be returned forthwith to the Buyer. If this offer is accepted by the Seller, prior to a withdrawal by Buyer, the Buyer agrees to complete the purchase of said property in accordance with the terms herein. Any withdrawal by Buyer shall only be effective upon delivery to Seller's agent, or to Seller if Seller has no agent.

40. COUNTEROFFER – In the event Seller makes any written change to any of the language of the Agreement as originally offered to Seller, such change shall constitute a COUNTEROFFER by Seller, and shall require subsequent written acceptance by the Buyer in order to bind the parties.

41. ACKNOWLEDGMENT – Upon signing this Agreement, **Buyer** hereby makes an offer to be bound by the terms and conditions contained herein. Buyer acknowledges receipt of a copy of this Agreement, and also acknowledges receipt of the **Michigan Seller's Disclosure Statement**, the **Lead-Based Paint Disclosure**, and the document titled, "**Protect Your Family from Lead in Your Home**," if applicable.

Ahmed Yeseen 08/11/2026
BUYER: Ahmed Yeseen DATE

Abdulilah Aljabur 08/10/2026
AGENT: Abe Aljabur

_____
BUYER: DATE

42. ACCEPTANCE – Upon signing this Agreement, **Seller** hereby agrees to be bound by the terms and conditions contained herein. Seller acknowledges receipt of a copy of this Agreement. Seller further agrees that the previously described *Listing Broker* and *Selling Broker* did procure this Agreement and did bring about this sale. **Seller hereby directs that the listing be marked "pending," and no further offers be presented after acceptance of this offer.** The foregoing offer is accepted, and the undersigned agree to sell the described Property to the Buyer in accordance with the terms stated herein.

_____
SELLER: DATE

_____
AGENT: Michael M Phillips

_____
SELLER: DATE

Buyer hereby acknowledges receipt of Seller's signed acceptance/counteroffer of the Agreement _____DATE: _____
(*initial or sign*)

DigiSign Verified - 3c350ad7-aa9e-4ee7-a713-58893944f941

CENTURY 21 Curran & Oberski

ADDENDUM/AMENDMENT TO CONTRACT TO PURCHASE

Contract to Purchase dated 08/10/2026 covering the Property Commonly Known As:
3916 Cornell Street, DearbornHeightsCity_Wayne, MI 48125

The undersigned Purchasers and Sellers mutually agree to amend this Contract to Purchaser on the above captioned property as follows: All parties acknowledge, the seller shall convey the property to buyer by covenant deed.
The buyer acknowledges and agrees to accept the covenant deed as the form of conveyance, subject to
all other terms and conditions of the purchase agreement.
All other terms and conditions remain the same.

All other terms and conditions remain the same.

Ahmed Yeseen 08/11/2026
Purchaser

Seller

Purchaser

Seller

DigiSign Verified - 31ce7b1a-b9a6-443e-8ce5-23344e2160ad

EXCLUSIVE BUYER/TENANT-BROKER REPRESENTATION AGREEMENT

This agreement ("**Agreement**") is designed to allow a buyer or tenant to engage a qualified, licensed professional for the purpose of viewing property, and receiving contract negotiation and advocacy services throughout the entire real estate offer, and purchase or leasing process, for the property described below.

1. **PROPERTIES**. The undersigned (*check only one*): ❑ buyer or ❑ tenant (collectively, "**Client**"), exclusively engages the undersigned brokerage firm ("**Broker**") to represent Client concerning Client's purchase or leasing, as applicable, of real property situated in the following locations ("**Geographic Area**"). Any real property introduced to Client in the Geographic Area shall be referred to individually as the "**Property**," and collectively as the "**Properties**." Geographic Area: Michigan

2. **LENGTH OF AGREEMENT**. Subject to Section 12, this Agreement shall begin on the date last signed by Client and Broker, and will automatically end on 11/30/2026 (at 11:59 p.m.), or if Client is a "buyer," then upon the closing or termination of any then-pending transaction, whichever is later (the "**Term**").

3. **AGENCY DISCLOSURE**. The agency relationship between Client and Broker determines how Broker will work on Client's behalf. **Broker's agency relationship with Client is disclosed and documented in a separate disclosure/form.**

4. **BROKER'S EFFORTS**. Broker will exercise good faith efforts to: (a) locate and present suitable Properties to Client; (b) tour and prepare detailed analysis of specific Properties, per Client's request; (c) help Client prepare, negotiate, and secure a contract to purchase or lease, as applicable, one or more Properties; (d) cooperate with any real estate licensee working with the seller to facilitate and complete Client's purchase or leasing, as applicable, of the Property; and (e) perform other services as needed and requested by Client.

5. **FOR BEST EXPERIENCE**. Client is to be accompanied by Broker on Client's first visit to the Property, and to conduct all negotiations for the Property in good faith, and exclusively through Broker. Client understands that signing more than one buyer/tenant-broker representation agreement for any overlapping period of time could expose Client to liability for paying additional fees. Client confirms that: (i) Client is not a party to any active, exclusive buyer/tenant-broker representation agreements, and (ii) Client is a party to 0 (*insert number*) active, non-exclusive buyer/tenant-broker representation agreements.

6. **EXCLUSIVE RIGHT TO REPRESENT**. Client agrees to work *exclusively* with Broker and not with other real estate professionals. Client acknowledges that the Broker Fee shall be due and payable, according to the terms of Section 7.

Notice: The amount or rate of real estate compensation is not fixed by law. They are set by each broker/salesperson individually and may be negotiable between Client and broker/salesperson.

DigiSign Verified - 31ce7b1a-b9a6-443e-8ce5-23344e2160ad

7. **BROKER FEE**. Subject to Section 6, Client agrees to pay Broker as provided below (the "**Broker Fee**"). The Broker Fee shall be *earned* by Broker at the time any Property is introduced to Client by Broker, another real estate professional, or Client, and regardless of Broker's efforts (Sections 4(a)-4(e)). The Broker Fee shall be *due and payable* only upon successful closing (whether title is taken by Client; *or* by any individual having familial or business relations with Client; *or* by any trust or entity that owns or controls Client, that Client owns or controls – whether in whole or in part-, or that is under common ownership or control with Client – collectively, but excluding Client, a "**Related Party**"), or lease signing (whether the lease is entered into by Client or any Related Party), as applicable. If Client or any Related Party enters into an agreement to purchase or lease any Property within (___) days following the expiration of this Agreement, then Client shall pay the Broker Fee to Broker upon closing or lease signing. The Broker Fee shall be in U.S. currency and paid at the time, and as a condition, of closing or lease signing, as applicable. This Agreement shall act as escrow instructions for payment of the Broker Fee to Broker. This Section 7 shall survive the expiration of this Agreement.

The Broker Fee is (*check only one*):

- ☑ 3 % of the *gross* purchase price of the Property (as reflected on the final settlement statement); or
- ☐ _____% of the *gross* rental amount over the initial term (as reflected in the signed lease agreement); or
- ☐ Exactly $_____; or
- ☐ Other:_____

COLLECTING BROKER FEE FROM THE SELLER/LANDLORD:

(a) Credit to Client. Client may choose to negotiate that the Broker Fee be paid, in whole or in part, by the seller/ landlord, through a seller/landlord-credit to Client, at closing or lease signing, as applicable. At Client's instruction, Broker will write this request into Client's offer to purchase or lease the Property.

AND

(b) Direct Seller/Landlord-to-Broker Compensation. Client authorizes Broker (eXp) to request that the Broker Fee be paid, in whole or in part, by the seller/landlord, to Broker (eXp), at closing or lease signing, as applicable. Any such arrangement will be memorialized in a separate compensation agreement as between the seller/landlord and Broker (eXp). Client understands that Broker (eXp) cannot communicate with the seller/landlord without first receiving the seller's/landlord's broker's permission to do so.

Any amounts paid by the seller/landlord, toward the Broker Fee, shall reduce the amount of the Broker Fee to be paid by Client. In no event will Broker retain a Broker Fee that exceeds what is specified in Section 7.

Broker shall show all Property listings that fit Client's criteria, unless directed differently in Section 9, below.

DigiSign Verified - 31ce7b1a-b9a6-443e-8ce5-23344e2160ad

8. **REFERRAL FEE DISCLOSURE**. ❑ If this box is checked, Broker is obligated to pay a referral fee to _____ for having referred Client to Broker. The referral fee shall be either ___% of the Broker Fee or $_____, and paid from the Broker Fee earned and received by Broker. Client acknowledges Broker's obligation to pay a referral fee, as provided above.

9. **ADDITIONAL TERMS**. Buyer is aware and agrees to pay a $1,500 transaction fee.

10. **OTHER BUYERS**. Client acknowledges that Broker may represent multiple buyers/tenants interested in purchasing or leasing the same Property as Client.

11. **EQUAL HOUSING OPPORTUNITY**. Broker is committed to complying with federal, state, and local fair housing laws.

12. **CANCELLATION**. This Agreement may be canceled at any time if Client and Broker mutually agree in writing. If Client is under contract at the time of cancellation, Broker compensation remains due in accordance with the terms of this Agreement.

13. **ELECTRONIC SIGNATURES**. This Agreement may be signed by electronic means, and any electronic signing on this Agreement shall have the same force and effect as if signed by original signature.

14. **BINDING EFFECT**. Client's obligation to pay the Broker Fee is binding upon Client, Client's estate, and Client's heirs, beneficiaries, legatees, successors, and permitted assigns.

BY SIGNING BELOW, Client and Broker agree to the terms set forth in this Agreement.

Client 1: Lina Saad | Lina Saad | 08/15/2026
(Signature) | (Typed/Print Name) | (Date)

_____ | [redacted]
(Telephone) | (E-mail)

Client 2: Ibrahim Duhaini | Ibrahim Duhaini | 08/15/2026
(Signature) | (Typed/Print Name) | (Date)

_____ | [redacted]
(Telephone) | (E-mail)

Broker: eXp Realty LLC | Siobhan McMeekins | Siobhan McMeekins | 08/14/2026
(Firm Name) | (Broker/Agent's Signature) | (Broker/Agent's Typed/Printed Name) | (Date)

(313) 300-3577 | siobhan.mcmeekins@exprealty.com | 6505375382 | 6501468560
(Broker/Agent's Telephone) | (Broker/Agent's E-mail) | (Broker License No.) | (Agent's License No.)

(***Colorado Only***) This form has not been approved by the Colorado Real Estate Commission. This form has been prepared for eXp Realty® by Colorado-licensed attorney, James Howard Bramble.

(***Wisconsin Only***) This form has been drafted by Broker.

(***Missouri-Kansas Only***) This form is not for use in Missouri or Kansas.
(***Nebraska Only***) This form is not for use in Nebraska.

DigiSign Verified - 31ce7b1a-b9a6-443e-8ce5-23344e2160ad

AFFILIATED BUSINESS ARRANGEMENT DISCLOSURE STATEMENT

For use with eXp Realty® in the United States (excluding CA, VA and FL)

TO: Consumer(s)
FROM: eXp Realty
PROPERTY: 3916 Cornell Street, Dearborn Heights, MI 48125
DATE: 08/14/2026

This is to give you notice that eXp World Holdings, Inc., the parent corporation of each of those subsidiaries comprising the eXp Realty® brand of real estate brokerage companies[1] (hereinafter collectively referred to as "**eXp Realty**"), has a business relationship with the following companies listed below:

- SUCCESS Lending, LLC ("**SUCCESS Lending**") for mortgage loan financing: eXp Realty has an indirect ownership interest in SUCCESS Lending and a business relationship with Kind Partners, LLC, a wholly owned subsidiary of Kind Lending, LLC (hereinafter collectively referred to as "**Kind**"). eXp World Holdings, Inc.'s wholly owned subsidiary, Opportunity Garden, Inc., owns 50% of SUCCESS Lending. Kind also owns 50% of SUCCESS Lending. Because of this relationship, a referral to SUCCESS Lending may provide eXp Realty and Kind, and its and its owners, affiliates, and employees, with a financial or other benefit.

- eXp Realty has a business relationship with, but no ownership interest in, America's Preferred Home Warranty, Inc. (home warranty services), SkySlope, Inc. (real estate transaction coordination services), Curbio (real estate renovation services), Roam Transaction Coordination Services (real estate transaction coordination services), Sellers Shield (real estate legal protection plan), and Utility Connect (home services concierge). Because of these relationships, eXp Realty, and its owners, affiliates, and employees may receive financial or other benefits.

Set forth below is the estimated charge or range of charges for the settlement services listed. You are NOT required to use the listed providers as a condition for the settlement of your loan, or purchase, sale, financing or refinance of the subject property. **THERE ARE FREQUENTLY OTHER SETTLEMENT SERVICE PROVIDERS AVAILABLE WITH SIMILAR SERVICES. YOU ARE FREE TO SHOP AROUND TO DETERMINE THAT YOU ARE RECEIVING THE BEST SERVICES AND THE BEST RATE FOR THESE SERVICES.**

COMPANY	ESTIMATED CHARGE OR RANGE OF CHARGES
SUCCESS LENDING, LLC This company provides various real estate mortgage loan origination activities either as a third-party originator or a mortgage broker, including loan pre-qualification, loan origination, loan pre-approval, loan structuring, processing and closing.	**Fees Charged by SUCCESS Lending, LLC (Affiliate)** Loan Discount Fee / Points[1]: 0.00% – 4.00% of the loan amount Origination Fees (which may be identified as Administrative, Processing, Underwriting, Commitment, or similar origination-related fees depending on state requirements): $1,595 – $1,649

[1] eXp Realty, LLC (in all states except those that follow); eXp Realty of California, Inc. (in California); eXp Realty of Northern California, Inc. (in northern California); eXp Realty of Greater Los Angeles, Inc. (in central California); eXp Realty of Southern California, Inc. (in southern California); eXp Realty North, LLC (in N. Dakota, Minnesota, and portions of New York, except as further qualified); eXp Realty of Connecticut, LLC (in Connecticut, and Brooklyn, New York); eXp Realty Associates, LLC (in Brooklyn, mid-town, and downtown, New York City), and eXp Realty of Charlotte Metro NC, LLC, eXp Realty of Northwest NC, LLC, eXp Realty of Northeast NC, LLC, eXp Realty of Piedmont NC, LLC, eXp Realty of Southeast NC, LLC, and eXp Realty of Triangle NC, LLC (in North Carolina).

Created by Siobhan McMeekins with SkySlope® Forms

DigiSign Verified - 31ce7b1a-b9a6-443e-8ce5-23344e2160ad

COMPANY	ESTIMATED CHARGE OR RANGE OF CHARGES
The estimated charges for the settlement services provided by SUCCESS Lending are detailed in the Loan Estimate provided to you by your loan officer.	[1]Loan discount points are optional charges paid at closing to reduce the interest rate on your loan. One point equals one percent (1%) of the loan amount. The number of points charged, if any, will depend on the loan program selected and market conditions at the time of rate lock. **Third-Party Fees (Not Retained by SUCCESS Lending)** You may also be charged certain third-party fees in connection with your mortgage loan transaction, which are not retained by SUCCESS Lending and may vary by transaction, property type, loan program, or state, including but not limited to: Appraisal Fee: $625 – $1,300 Credit Report Fee: $121 per borrower (unless otherwise permitted under applicable program guidelines) Credit Report Re-pull Fee: $121 Flood Certification Fee: approximately $7 Tax Service Fee: approximately $86 Verification of Employment Fee: approximately $210 Additional third-party fees may apply as disclosed in your Loan Estimate or other applicable mortgage loan cost disclosure. Actual charges may vary based on the specific loan program selected, borrower qualifications, property location, state regulatory requirements, and other transaction-specific considerations. Please refer to your Loan Estimate or equivalent disclosure for the fees applicable to your specific transaction.

ACKNOWLEDGMENT OF RECEIPT OF DISCLOSURE

I/we have read this disclosure form, and understand that eXp Realty is referring me/us to purchase the above-described settlement service(s) and may receive a financial or other benefit as the result of this referral.

Consumer 1:

_____
Signature

_____
Print Name

_____
Date

Consumer 2:

_____
Signature

_____
Print Name

_____
Date

(*For Colorado Residents Only*): This form has not been approved by the Colorado Real Estate Commission.

DigiSign Verified - 31ce7b1a-b9a6-443e-8ce5-23344e2160ad

WIRING FRAUD ADVISORY NOTICE

Cybercrime is a potential threat in real estate and business brokerage transactions. Instances have occurred where criminals hack into the email accounts of real estate and business brokerage transaction service providers (such as, for example, law firms, escrow companies, and financial institutions), and from these email accounts, criminals proceed to send emails containing fraudulent wiring instructions to innocent parties. These fraudulent wiring instructions direct innocent parties to deliver funds to the criminals' bank accounts (often to off-shore accounts), rather than to the legitimate bank accounts belonging to the respective service provider. Once innocent parties release their funds to the criminals' bank accounts, there is little chance that such funds will ever be recovered.

Some criminals have even established fraudulent telephone numbers, intended to be called by innocent parties if they attempt to seek verbal confirmation that the fraudulent wiring instructions are accurate. In such cases, innocent parties call the telephone number (mistakenly believing that they are calling the respective service provider), the call is then answered by the criminals, and then the criminals provide confirmation that the fraudulent wiring instructions are in fact accurate. The innocent parties, wrongly believing that they just spoke to, and received confirmation from, the respective service provider, then authorize a transfer of their funds into the criminals' bank accounts under the false impression that they are transferring their funds to the respective service provider. Don't let this be you!

EXP REALTY WILL NEVER SEND WIRING INSTRUCTIONS TO YOU REGARDING YOUR TRANSACTION

Be advised of the following:

1. You should obtain the telephone numbers of your service providers at the time that you first engage them.
2. You should never wire funds to your service providers without first calling them (*at the telephone number that you originally obtained from them*), and having them confirm that the wiring instructions you received from them are accurate (including the account number, routing number, and any other codes).
3. You should avoid sending personally identifiable information (such as social security numbers, social insurance numbers, dates of birth, etc…) in emails or text messages. It is best to provide such information in person or over the telephone directly to your intended service provider.
4. You should take steps to secure any electronic systems you are using. For example, ensure that your email account and WiFi service each contain strong passwords, and that you are opting-in to use two-step verification processes, where available.
5. If an email, telephone call, or other communication seems suspicious, follow your instincts and do *not* authorize the release of any funds without first independently confirming that the communication is legitimate. Additional information concerning how to protect yourself from and against wiring fraud may be obtained from the following sources, among others:

    - U.S. Department of Justice (Criminal Division): https://www.justice.gov/criminal/criminal-fraud/report-fraud
    - Federal Bureau of Investigation: https://www.fbi.gov/investigate/white-collar-crime & https://www.fbi.gov/investigate/cyber
    - The National White-Collar Crime Center: https://www.nw3c.org/UI/Index.html
    - On Guard Online: www.onguardonline.gov

Received, reviewed, and understood by each of the undersigned:

_____	_____	Lina Saad	08/15/2026
	Date		Date
_____	_____	Ibrahim Duhaini	08/15/2026
	Date		Date

(***Colorado Only***) This form has not been approved by the Colorado Real Estate Commission. This form has been prepared for eXp Realty® by Colorado-licensed attorney, James Howard Bramble.

Created by Siobhan McMeekins with SkySlope® Forms

DigiSign Verified - 31ce7b1a-b9a6-443e-8ce5-23344e2160ad

Consumer Choice in Your Real Estate Transaction

Buying or selling a home involves many moving parts, including use of ancillary service providers, **and you have a *choice* at every stage.** When shopping for ancillary service providers, factors like experience, location, and service quality can make all the difference.

As the real estate industry evolves, many companies offer "bundled" ancillary service provider packages. In addition, your real estate professional may provide you with their own ancillary service provider recommendations. While these bundled packages and recommendations can simplify the process, you are **never required** to use any particular ancillary service provider. We encourage you to interview at least two different ancillary service providers, in any given ancillary service field, to ensure you receive the most competitive rates and terms from the most qualified and experienced ancillary service providers. **The decision is yours**. eXp Realty's commitment to your independent choice is supportive of applicable state and federal law, including the Real Estate Settlement Procedures Act (RESPA).

Common Ancillary Service Providers in a Real Estate Transaction

Lender:
Your lender helps secure financing and guides you through the mortgage process. You may use any qualified lender you choose. We can provide recommendations based on past client satisfaction, communication, and service quality. Potential lenders are as follows:

_____

_____

_____

Home Inspector:
A licensed home inspector evaluates the property's condition so you can make confident decisions. We can share options known for thorough, timely reports, but you control who earns your business. Potential inspectors based on your property (size, age and location) are as follows:

_____

_____

_____

Closing Services:
Depending on your state, an escrow company or closing attorney may facilitate the closing of your transaction. Potential providers are as follows:

_____

_____

_____

Created by Siobhan McMeekins, eXp Realty LLC, with SkySlope® Forms

DigiSign Verified - 31ce7b1a-b9a6-443e-8ce5-23344e2160ad

Title Examination; Title Insurance:
Title insurance companies and abstractors perform title examinations to determine a home's quality of title. Title insurance companies also issue title insurance policies based on their findings. Potential providers are as follows:

_____

_____

_____

Home Warranty:
A home warranty can offer additional peace of mind by covering certain systems and appliances. You may choose the company and coverage level that fits your needs and budget. This service is not required, but strongly encouraged. Potential home warranty providers are as follows:

_____

_____

_____

Additional Inspections & Related Services:
This can include pest, septic, pool, roof, or environmental inspections; all optional and at your discretion. We will share trusted professionals upon request and based on the property amenities.

_____

_____

_____

Please note that eXp Realty's recommendations are based on past client satisfaction and professional history; they are not warranties or guarantees of future service quality, fees, or outcomes. Your home is one of your largest investments. Empower yourself by choosing each partner in your transaction with care. We'll offer guidance, insight, and experience, the choice is always yours.

By signing below, you affirm you understand your right to choose the best ancillary service provider for your transaction.

Client 1: _____ _____ _____
(Signature) (Typed/Print Name) (Date)

Client 2: _____ _____ _____
(Signature) (Typed/Print Name) (Date)

(***Colorado Only***) This form has not been approved by the Colorado Real Estate Commission.

DigiSign Verified - 31ce7b1a-b9a6-443e-8ce5-23344e2160ad

Greater Metropolitan Association of REALTORS®

PURCHASE AGREEMENT

MLS# 20261059550 *DATE* 08/14/2026

LISTING BROKER Keller Williams Legacy	SELLING BROKER eXp Realty LLC
LISTING AGENT Michael M Phillips	SELLING AGENT Siobhan McMeekins
AGENT ID# _____ OFFICE ID# _____	AGENT ID# 6501468560 OFFICE ID# 6505375382
EMAIL mike_phillips@kw.com	EMAIL siobhan.mcmeekins@exprealty.com
PHONE _____	PHONE (313) 300-3577
CO-LISTING AGENT _____	CO-SELLING AGENT _____
AGENT ID# _____ OFFICE ID# _____	AGENT ID# _____ OFFICE ID# _____
EMAIL _____	EMAIL _____
PHONE _____	PHONE _____

1. **PROPERTY DESCRIPTION:** The undersigned Buyer hereby offers and agrees to purchase Property located in Michigan, City/Township/Village of Dearborn Heights County of Wayne Tax ID# 33046010439000

Legal description: 33D439 LOT 439 AND E 1/2 ADJ VAC ALLEY DEARBORN PARK SUB NO. 1 T2S R10E L39 P67 WCR

Also commonly known as 3916 Cornell Street Dearborn Heights MI (Street Address) Zip 48125.

Property described above shall include all available sub surface and mineral rights, all fixtures, improvements and appurtenances now in or on Property, including items attached or permanently affixed, all built-in appliances/equipment, shelving, cabinets, all lighting fixtures, ceiling fans, attached carpeting, all window treatments, including drapes, shades, curtains, blinds and hardware, hanging or attached bathroom mirrors, satellite dishes (if owned), video/WiFi doorbells and smart thermostats, wired security and surveillance cameras, invisible fencing systems with power supply, storm doors, storm windows, screens, awnings, garage door openers and transmitters, water softeners, mailboxes, fences, fireplace inserts, doors, screens, gas logs, grates, gas attachments and equipment, attached humidifiers, all landscaping, built in barbecue(s), playsets, pool/hot tub/jetted tub, fuel in tanks, central vacuum and attachments, and

_____

_____

The following checked appliances are to be included in the sale:

☐ Refrigerator(s) _____		☐ Range ☐ Dishwasher	☐ Microwave
☐ Garbage Disposal	☐ Washer	☐ Dryer	☐ Other _____
☐ Other _____		☐ Other _____	
☐ Other _____		☐ Other _____	

Personal property is included in the purchase price, has no contributory value, and shall be left for the Buyer.

Items specifically excluded in the Listing Agreement or MLS publication must be listed hereafter, or they will be deemed included in the sale:

_____

_____

2. **PRICE:** Buyer agrees to pay the sum of Ten thousand and 00/100 Dollars ($10,000.00) in consideration for which Seller will provide a warranty deed subject to existing building and use restrictions and easements and rights of way of record.

3. **METHOD OF PAYMENT:** All money must be paid in U.S. funds by cashier's check, wired funds, or such other funds acceptable to the closing agent. Sale shall be completed by the following method: (Mark only the box that applies.)

☑ **A. CASH SALE.** Delivery of the Warranty Deed conveying marketable title and payment of the purchase price.

Created by Siobhan McMeekins with SkySlope® Forms

DigiSign Verified - 31ce7b1a-b9a6-443e-8ce5-23344e2160ad

☐ **B. CASH SALE WITH NEW MORTGAGE.** Agreement contingent upon Buyer securing a _____ mortgage, not contingent upon sale or closing of other assets, in the amount of $_____ and paying $_____ down plus mortgage costs, prepaid items, adjustments and flood insurance (if required) by lender. Buyer agrees to apply for such mortgage at buyer's own expense within _____ calendar days from final acceptance of this Agreement. If a mortgage commitment conditioned only upon marketable title and satisfactory survey (if required) is not delivered to Listing Broker within _____ calendar days from date of agreement, the Seller may declare Agreement void. Buyer further agrees that in connection with application to lender, Buyer will promptly comply with lender's requirements and requests for true and accurate information required to process loan application.

☐ **C. SALE BY LAND CONTRACT/MORTGAGE ASSUMPTION/SELLER FINANCING.**
(See appropriate land contract financing addendum attached and made a part hereof.)

4. **EARNEST MONEY DEPOSIT:** Buyer is depositing with ☐ Buyers Broker ☐ Sellers Broker ☑ Title Company $ 1,000.00 in the form of a check, money order, cashier's check, electronic deposit or certified funds. An additional sum of $_____ shall be tendered within _____ calendar days of acceptance by Seller, making the total earnest money deposit $ 1,000.00. Total sums deposited will be deemed the Earnest Money Deposit to be held in accordance with the laws of the State of Michigan and applied to the purchase price at closing. The Earnest Money Deposit shall be disbursed ONLY in accordance with either: (a) the terms hereof; (b) a fully executed mutual release; or (c) until a civil action has determined to whom the deposit must be paid. If offer made is not accepted by Seller, the Earnest Money Deposit shall be returned to Buyer.

5. **PROPERTY INSPECTION/DUE DILIGENCE CONTINGENCY:** **Note: Inspections required by FHA, VA, lenders, or municipalities are not made for, nor should they be relied upon by, Buyer.** Broker(s) recommend that Buyer conduct independent private inspection(s) of property at Buyer's expense. Due diligence may include, but is not limited to, any inspection(s) or research deemed necessary by Buyer, including: structural integrity, condition of mechanical systems, environmental status, health or safety conditions, surveys or infestation. **To ensure intended use of premises it is recommended that Buyer research:** square footage; building and use restrictions; easements; ordinances; regulations; school district; and/or property tax status. If Buyer **DOES NOT** notify Seller, in writing, within 5 calendar days from date of final acceptance of Agreement that Buyer is dissatisfied with results of due diligence, Agreement shall be binding without regard to inspection(s). If Buyer notifies Seller, in writing and within specified time, that, in Buyer's sole judgment, Buyer is dissatisfied with results of due diligence, Buyer shall do one, or a combination, of the following within the contingency period stated above.

A. Present to Seller an amendment for mutual agreement that cites a list of repairs and/or conditions to be remedied.
B. Present to Seller an amendment for mutual agreement with a credit to be applied against the purchase price, and/or a price reduction, in full satisfaction of inspection contingency.
C. Present to Seller a Notice of Dissatisfaction with due diligence which shall render Agreement null and void, in which case Seller agrees to authorize Broker to return all earnest monies to Buyer.
D. In the event Seller and Buyer are unable to reach an Agreement to Buyer's proposals made under A or B, Buyer shall either elect to proceed with transaction by waiving this contingency in writing, or declare Agreement void by election of C **within 3 calendar days of receipt of Seller's written responses to A or B above.**

Buyer: Does LS ID (Buyer Initials) **Does Not** LS ID (Buyer Initials) desire to have Property Inspection.

6. **MUNICIPAL INSPECTIONS:** The Municipality ☑ DOES ☐ DOES NOT require a municipal inspection and/or certification of the premises. If a municipal inspection and/or certification of premises are required by local ordinance, state or federal law, or Buyer's lending institution, Seller agrees to pay for inspections and must provide the pre-sale inspection report or Certificate of Occupancy to the Buyer during their inspection/due diligence period for review. Seller agrees to complete any and all repairs required by municipality, provided repairs do not exceed $_____. If Seller does not complete all repairs required by municipality, Buyer may assume the additional costs to complete repairs, or Buyer may declare this Agreement void.

7. **POSSESSION:** Seller shall deliver possession to Buyer ☑ at closing or ☐ by 12:00 Noon _____days after closing (closing to apply if no choice is made.) If possession is not delivered at closing, from and including day of closing, through date of vacating property, SELLER SHALL PAY the sum of $_____ per day, plus 1/30th per day of association dues, if any. Designated escrow agent shall retain from amount due Seller the sum of 1 ½ times daily fee, times total days for occupancy. Designated escrow agent shall disburse occupancy fee due Buyer every 30 days, upon written request from Buyer. Seller shall be entitled to any unused portion of occupancy fee as determined by date Property is vacated and keys surrendered to ☐ Buyer ☐ Listing Broker ☐ Selling Broker. Seller is legally obligated to deliver possession as specified herein. The title company will also hold $_____ in addition to the occupancy charge as additional security for any damage Seller does to property and/or additional occupancy fees, if any. Buyer will make claim against the security deposit in writing within 5 calendar days of the possession provided to Buyer should the Seller damage the property prior to vacating or owe additional rent. If Seller FAILS to deliver possession as specified herein, Seller shall pay TWICE the daily occupancy fee per day and may be liable for cost of eviction, actual attorney fees, damages and other costs incurred by Buyer in obtaining possession and collecting any amount due. Brokers have no obligation, implied or otherwise, as to condition of premises or for seeing that premises are vacated on date specified.

DigiSign Verified - 31ce7b1a-b9a6-443e-8ce5-23344e2160ad

8. **CLOSING:** Subject to all conditions herein, closing shall take place on or before 09/30/2026 at Listing Office or other mutually agreed-upon location. Seller shall pay all state and county transfer taxes and other costs required to convey clear title. Buyer shall not be deemed in default of this Agreement for any delay beyond the agreed upon closing date due to reasons associated with Truth in Lending and/or federal disclosure requirements related to Buyer's Good Faith Estimate.

9. **AVAILABILITY OF HOME PROTECTION PLANS:** Buyer and Seller acknowledge having been advised of availability of home protection plans.

10. **SEWER AND WATER CHARGES:** Seller is responsible for obtaining final water bill, where available. Seller agrees to pay for all sewer and water charges to date of ☑ CLOSING ☐ POSSESSION (possession will apply if no choice has been made.) Designated escrow agent shall retain from amount due Seller at closing $500.00, or more if needed for final water and sewer charges. After water and sewer bills are verified paid, any unused portion shall be returned to Seller.

11. **TITLE EVIDENCE AND SURVEY:** Seller agrees to order title insurance upon acceptance of offer and to furnish Buyer a commitment of Title Insurance to be issued without standard exceptions. Buyer to secure and pay for a survey, if required by the title company to remove the standard exceptions. After closing, a Policy of Title Insurance, at seller's sole cost, without standard exceptions will be issued in the amount of purchase price, bearing date of closing or later guaranteeing title in condition required for performance of Agreement. **Title Commitment shall be "marked up" at closing insuring through date of recording.**

Title Insurance has been recommended by the real estate broker(s).

12. **TITLE OBJECTIONS:** If objection to title is made, based upon written notice that title is not in the marketable condition required for performance hereunder, Seller shall have 30 calendar days from date notified in writing of particular defects claimed, to either: (a) remedy title; or (b) obtain title insurance satisfactory to Buyer. Buyer agrees to complete sale within 10 calendar days of written notification that the title has been remedied or by date specified in this Agreement if later. If Seller is unable or unwilling to remedy title within time specified, Buyer will waive requirement in writing within 10 calendar days of written notification thereof, or Agreement may be declared null and void at Buyer's option.

13. **TAXES:** All property taxes due and payable on or before date of closing shall be paid by Seller. Current taxes shall be prorated and adjusted as of date of closing in accordance with due date of municipality or taxing unit(s) in which Property is located. Buyer acknowledges that Property taxes are subject to change. If taxes are not paid in advance, see addendum made a part hereof. Seller shall pay transfer taxes and other costs required to convey title. Buyer shall pay all costs for recording the warranty deed.

14. **ASSESSMENTS:** Seller shall discharge in full all public authority charges confirmed by municipality or taxing unit(s) (special assessments, water, sewer, paving charges, etc.) which are currently due and payable. Buyer is responsible for other assessments including, but not limited to, capital and lateral charges (assessed, but value not yet determined) which are confirmed and become due and payable after closing.

15. **CONDOMINIUM/HOMEOWNERS ASSOCIATION ASSESSMENTS:** Current dues shall be prorated to date of closing. Any delinquent condominium/homeowner association dues/assessments/liens shall be paid by Seller at closing. Any and all dues/assessments/liens confirmed and becoming due and payable after closing will be paid by Buyer. (See Condominium Addendum made a part hereof if applicable)

16. **MAINTENANCE OF PROPERTY:** Seller is responsible for keeping Property in substantially the same condition as of date of Agreement. Seller is responsible to maintain grounds and keep all systems in working order until Property is vacated and keys are surrendered by Seller except for conditions disclosed in Seller's Disclosure Statement or conditions discovered by Buyer as part of inspections. In the event Property has been winterized, it shall be the obligation and expense of Seller to de-winterize Property prior to closing. Seller agrees to leave Property broom-clean and free of debris and personal property.

17. **UTILITIES:** Seller shall order final billings on all utilities (gas, electric, etc.) as of the day of possession and Seller shall pay final billings. Seller shall not direct any utilities to be disconnected. Buyer agrees to inform all utility companies of ownership and to assume and pay all billings from day of taking possession.

18. **RISK OF LOSS:** Seller is responsible for any damage to the Property, except for normal wear and tear until the closing or possession, whichever is later. If there is damage that Seller is unable or unwilling to repair or to arrange and pay to be repaired, Buyer has the option to cancel this Agreement and the Earnest Money Deposit shall be immediately refunded to Buyer or Buyer can proceed with the closing and deduct from the purchase price a fair and reasonable estimate of the cost to repair the Property and assume the responsibility for the repair, thereby releasing Seller.

DigiSign Verified - 31ce7b1a-b9a6-443e-8ce5-23344e2160ad

19. **SELLER'S DISCLOSURE STATEMENT:** (initial only one).

LS ID A
Buyer(s) Initials

With Disclosure: Buyer has, prior to writing this offer, received Seller's Disclosure Statement.

LS ID B
Buyer(s) Initials

Without Disclosure: All Parties understand that Seller's Disclosure Statement was not available at time this offer was written. Seller shall provide Buyer with a Seller's Disclosure Statement with Seller's Acceptance of this offer pursuant to Public Act 92 of 1993.

20. **LEAD-BASED PAINT DISCLOSURE/INSPECTION:** (For residential housing built prior to 1978)

A. LS ID
Buyer's Initials

Buyer acknowledges that prior to signing this Agreement, Buyer has received and reviewed a copy of the Lead-Based Paint Seller's Disclosure Statement.

B. LS ID
Buyer's Initials

Buyer shall have a _____ day opportunity after date of Agreement to conduct an inspection of Property for presence of lead-based paint and/or lead-based hazards. (Federal regulations require a 10 day or other mutually agreed upon period of time.) If Buyer is not satisfied with results of this inspection, upon notice of Buyer to Seller within this period, Agreement shall be terminated and Earnest Money Deposit shall be refunded to Buyer.

C. LS ID
Buyer's Initials

Buyer hereby waives an opportunity to conduct a risk assessment or inspection for presence of lead-based paint and/or lead-based paint hazards.

21. **DEFAULT:**

A. **BUYER:** In the event Buyer fails to fulfill obligations set forth herein or fails to close this transaction in the time and manner provided, Seller may elect to enforce the terms hereof, declare the sale void, and retain Earnest Money Deposit (per paragraph 4) as liquidated damages and/or seek all available legal or equitable remedies.

B. **SELLER:** In the event Seller fails to fulfill obligations set forth herein or fails to close this transaction in the time and manner provided, Buyer may elect to enforce terms herein, declare sale void, be entitled to refund of Earnest Money Deposit (per paragraph 4), and/or seek all available legal or equitable remedies.

22. **FEES:** Buyer agrees to pay closing fees charged by lender and/or title company and a compliance/transaction fee of $_____payable to Selling Broker at closing.

23. **FLOOD INSURANCE:** Buyer may, at his expense, obtain a Floodplain Certification within 10 calendar days from the date of Seller's acceptance of this Agreement. If the Certification discloses that the property is in a Special Flood Hazard Area, Buyer may notify Seller, in writing, within _____ days from the date of the Certification that Buyer declares this Agreement null and void and the deposit shall be returned to the Buyer. Failure to notify Seller that the property is in a Special Flood Hazard Area within this same time period shall constitute a waiver of Buyer's right to terminate the Agreement under this paragraph and Buyer agrees to obtain a policy of flood insurance if required to do so by the mortgage lender.

24. **WELL AND SEPTIC SYSTEM INSPECTION:** See attached addendum made a part hereof, if applicable.

25. **LIABILITY OF BUYER FOR DAMAGE:** Buyer shall be solely responsible for any and all damage to Property as a result of any and all inspection(s) of Property authorized by or conducted by Buyer. Buyer shall pay for any and all necessary repairs to restore Property to its condition prior to inspection(s) or shall reimburse Seller for actual cost of such restoration.

26. **BUYER ACCEPTANCE OF CONDITION:** **AS IS CONDITION** – By closing this transaction, Buyer shall be deemed to have accepted the Property in "AS IS" condition and it shall be deemed by closing this transaction that Buyer is satisfied with the condition of the Property.

27. **TIME FOR LEGAL ACTION:** Buyer and Seller agree that any legal action against either party or against Broker(s) or their agents related to the condition of the Property or arising out of the provisions of this Agreement or any services rendered or not rendered must be brought within the shorter of (a) the time provided by law, or (b) one (1) year after the Closing, or be forever barred.

28. **SHOWINGS:** Seller agrees not to allow the Property to be shown after the inspection contingency is removed or has expired.

29. **FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT (FIRPTA):** The parties to this transaction acknowledge that they are bound by the requirements of FIRPTA, and that the required addendum or affidavit shall be prepared and executed to determine the amount required to be withheld from a foreign Seller's proceeds, if any.

DigiSign Verified - 31ce7b1a-b9a6-443e-8ce5-23344e2160ad

30. **This is a legal and binding document, and both Buyer and Seller acknowledge that they have been advised to consult an attorney to protect their interests in this transaction. Where the transaction involves financial and tax consequences, the parties acknowledge that they have been advised to seek the advice of their accountant or financial adviser.**

31. **DISCLAIMER OF BROKER(S) AND RELEASE:** Broker(s) and Broker(s)' agents specifically disclaim responsibility for the condition of Property and/or for performance of Agreement by the parties. Parties acknowledge that they are not relying on any representation or warranties that may have been made other than those in writing, and the parties waive and release and relinquish any and all claims or causes of action against the Broker(s), their officers, directors, employees and/or their agents for the condition of the Property or the performance of this Agreement by the parties. Broker(s) and its agents are not experts in the areas of law, tax, financing, surveying, structural conditions, hazardous conditions, or engineering, and Buyer acknowledges that Buyer has been advised to seek professional advice from experts in these areas

32. **FINAL WALK-THROUGH:** Buyer reserves the right to walk through Property within 48 hours prior to closing to determine whether terms of Agreement have been met. If post-closing possession, Buyer is entitled to an additional walk-through at the time of key exchange with the Seller or Seller's Representative.

33. **ENTIRE AGREEMENT:** This Agreement supersedes any and all understandings and agreements and constitutes the entire agreement between the parties and no oral representations or statements shall be considered a part hereof.

34. **TIME IS OF THE ESSENCE:** Buyer and Seller understand that no extensions of time limits contained herein are expected or agreed to unless specified in writing and signed by both Buyer and Seller. Time is of the essence.

35. **SUCCESSORS AND ASSIGNS**: This Agreement shall bind the personal representatives, administrators, successors and assigns of the parties.

36. **FACSIMILE/ELECTRONIC AUTHORITY:** As an Alternative to physical delivery, the parties agree that this Agreement, any amendment or modification of this agreement and/or any written notice of communication in connection with the agreement may be delivered to the Seller in care of the Listing Agent and the Buyer in care of the Seller Agent via electronic mail or by facsimile via the contact information set forth above. Any such communication shall be deemed delivered at the time it is sent or transmitted. Seller represents and warrants that an electronic email address has been provided to the Listing Agent from which Seller may receive electronic mail. Buyer represents and warrants that an electronic email address has been provided to Selling Agent from which Buyer may receive electronic mail. The parties agree that the electronic signatures and initials shall be deemed to be valid and binding upon the parties as if the original signatures or initials were present in the documents in the handwriting of each party. All electronic means of signature or Initials by any party must be accompanied with a certificate.

37. **MISCELLANEOUS:**

A. **Amendment:** The parties agree that this Agreement may not be altered, amended, modified, or otherwise changed, except by a duly executed written agreement between the parties.

B. **Headings:** The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

C. **Grammar and Syntax:** The grammar and syntax used in this Agreement shall be construed to give proper meaning and consistency to its content. Thus, "or" means "and/or," the singular may be construed to include the plural, the plural the singular, and the use of any gender or tense may be construed to include all genders and tenses.

D. **Governing Law:** This Agreement shall be governed by and construed according to the laws of the State of Michigan, the state in which the Property is located.

E. **Electronic Storage of Documents and Records:** The undersigned Sellers and Buyers hereby stipulate and acknowledge that all documents relating to this agreement and all records and correspondence relating thereto, whether now existing or created hereafter, may be stored as electronic images and the originals of the electronically stored documents may be destroyed. The electronic images shall be deemed to serve as the original documents thereafter

38. **OTHER TERMS AND CONDITIONS**:

DigiSign Verified - 31ce7b1a-b9a6-443e-8ce5-23344e2160ad

39. **ADDITIONAL DOCUMENTS ATTACHED:** The Seller's Disclosure Statement, Lead Based Paint Disclosure, Agency Relationship Disclosure, plus the following checked items are also attached hereto.

☐FHA/VA Addendum	☐Unplatted Land Addendum	☐Contingency Sales Agreement	☐Swimming Pool Addendum
☐Private Road Addendum	☐Condominium Addendum	☐Vacant Land Addendum	☐ Home Warranty
☐Add'l (General) Conditions	☐Well & Septic Addendum	☐Financing Addendum	☐_____

40. **TIME LIMIT:** Buyer is making this offer valid until _____□ AM □ PM on _____ or until withdrawn in writing.

BUYER SIGNATURE AND ACKNOWLEDGMENT OF RECEIPT: Buyer hereby makes this offer with terms and conditions contained herein and acknowledges receiving a copy of this Agreement.

BUYER Lina Saad (*Please Print*) BUYER Lina Saad (*Signature*) 08/15/2026

BUYER Ibrahim Duhaini (*Please Print*) BUYER Ibrahim Duhaini (*Signature*) 08/15/2026

BUYER AGENT Siobhan McMeekins DATE 08/14/2026

SELLER SIGNATURE: Seller hereby agrees to terms and conditions contained herein. Seller acknowledges receiving a copy of this Agreement.

SELLER _____ (*Please Print*) SELLER _____ (*Signature*)

SELLER _____ (*Please Print*) SELLER _____ (*Signature*)

DATE _____

THIS COUNTEROFFER WILL EXPIRE ON _____ at _____ A.M. / P.M., or upon Buyer's receipt of revocation from Seller, whichever is earlier.

BUYER ACKNOWLEDGMENT OF ACCEPTANCE: Buyer's signature below acknowledges receipt of Seller's signed acceptance of this Agreement and constitutes a final acceptance of Seller's counteroffer (if any changes were made by the Seller, thereby making this Agreement a counteroffer).

BUYER _____ (*Please Print*) BUYER _____ (*Signature*)

BUYER _____ (*Please Print*) BUYER _____ (*Signature*)

BUYER AGENT _____ DATE _____

DISCLAIMER: This form is provided as a service of the Greater Metropolitan Association of REALTORS® to its members. Those who use this form are expected to review both the form and details of this particular transaction to ensure that each provision of this form is appropriate for this transaction. The Greater Metropolitan Association of REALTOR® is not responsible for the use or misuse of this form, for misrepresentation, or warranties made in connection with this form.

Revision date: 04/2026

DigiSign Verified - 31ce7b1a-b9a6-443e-8ce5-23344e2160ad

DIRECT COMPENSATION FROM SELLER/LANDLORD

EQUAL HOUSING OPPORTUNITY

1. **PROPERTY ADDRESS AND/OR TAX PARCEL NUMBER(S)**. 33046010439000
3916 Cornell Street, Dearborn Heights, MI 48125 (the "**Property**").

2. **COMPENSATION AGREEMENT**. The undersigned seller or landlord ("**Seller/Landlord**") agrees to compensate the undersigned real estate brokerage company ("**Buyer/Tenant Broker**") for its procurement of the buyer or tenant ("**Buyer/Tenant**") of the Property. Compensation shall only become due and payable upon completion of any transaction between Seller/Landlord and Buyer/Tenant concerning the Property. Compensation shall be in U.S. currency and paid at the time, and as a condition, of closing, or upon mutual execution and delivery of a lease agreement. This agreement shall act as escrow instructions for Seller's/Landlord's payment of compensation to Buyer/Tenant Broker. The compensation is (*check only one*):

   ☑ 3 % of the gross purchase price of the Property (as reflected on the final settlement statement); or

   ☐ _____% of the gross rental amount over the initial term (as reflected in the signed lease agreement); or

   ☐ Exactly $_____.

Compensation is not set by law and is fully negotiable.

3. **LENGTH OF AGREEMENT**. This agreement shall begin on the date last signed by Seller/Landlord and Buyer/Tenant Broker, and will automatically end on 09/30/2026 (at 11:59 p.m.), or upon the completion or termination of any then-pending transaction between Seller/Landlord and Buyer/Tenant concerning the Property, whichever is later.

4. **NO AGENCY**. This agreement is a compensation agreement only. Seller/Landlord acknowledges that no agency relationship between Seller/Landlord and Buyer/Tenant Broker is established by this agreement.

5. **ADDITIONAL TERMS**. _____

BY SIGNING BELOW, Seller/Landlord and Buyer/Tenant Broker agree to the terms set forth in this agreement.

Seller/Landlord 1: _____ _____ _____
(Signature) (Typed/Print Name) (Date)

Seller/Landlord 2: _____ _____ _____
(Signature) (Typed/Print Name) (Date)

Buyer/Tenant Broker: Siobhan McMeekins | Siobhan McMeekins | 08/14/2026
(Broker/Agent's Signature) (Broker/Agent's Typed/Printed Name) (Date)

(313) 300-3577 | siobhan.mcmeekins@exprealty.com | 6505375382 | 6501468560
(Broker/Agent's Telephone) (Broker/Agent's E-mail) (Broker's License No.) (Agent's License No.)

(***Colorado Only***) This form has not been approved by the Colorado Real Estate Commission and is not for use in Colorado.

Created by Siobhan McMeekins, eXp Realty LLC, with SkyslopeⓇ Forms

Approved for the Agenda of:	
8/25/2026	Motion No.

8.E.

Mayor's Office

TO: Honorable City Council Members

FROM: Mohamad Baydoun, Mayor

DATE: August 18, 2026

RE: Mayor Baydoun - Renewal of Franchise Agreement with DirecTV

Honorable Council:

Attached for your review and approval is a renewal of franchise agreement between the City of Dearborn Heights and DIRECTV. Further, please authorize the Mayor and Clerk to sign the agreement on behalf of the City.

Respectfully,
Mayor Mo Baydoun

Attachments:

1. City of Dearborn Heights MI - renewed video franchise agreement (1)
2. Map of Dearborn Heights

Scott J. Alexander
Senior Director – External Affairs
2260 E. Imperial Highway
El Segundo, California 90245
(214) 202-3185
scott.alexander@directv.com

August 17, 2026

Via e-mail delivery

City of Dearborn Heights, MI

Dear City Officials:

Pursuant to Section 3 of 2006 Public Act 480, MCL 484.3303 ("Act 480") and the January 30, 2007 Order ("Order") and the April 16, 2009 Order of the Michigan Public Service Commission ("Commission"), in Case No. U-15169, DIRECTV, LLC ("DIRECTV"), hereby files the enclosed Uniform Video Service Local Franchise Agreement ("Renewed Agreement") by and between the City of Dearborn Heights, a Michigan municipal corporation (the "Franchising Entity") and DIRECTV (the "Provider"). The enclosed Renewed Agreement will have the effect of continuing in place the current terms and conditions in the Uniform Video Service Local Franchise Agreement between DIRECTV and the City of Dearborn Heights, which was originally completed with AT&T Michigan ("Initial Agreement"). In 2021, that agreement was transferred from AT&T Michigan to DIRECTV, LLC.

The enclosed filing follows the standard form agreement per the MPSC. The Renewed Agreement continues the video service provider fee of 5.0% and a PEG fee of 1.0% provided to the City.

Please feel free to contact me with any questions about the agreement.

Best regards,

Scott J. Alexander
Senior Director – External Affairs

©2025 DIRECTV. DIRECTV and all other DIRECTV marks are trademarks of DIRECTV, LLC.

UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT

THIS UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT ("Agreement") is made, pursuant to 2006 PA 480, MCL 484.3301 *et seq*, (the "Act") by and between the City of Dearborn Heights, a Michigan municipal corporation (the "Franchising Entity"), and DIRECTV, LLC, a California corporation doing business as DIRECTV, LLC.

I. Definitions

For purposes of this Agreement, the following terms shall have the following meanings as defined in the Act:

- **A.** "Cable Operator" means that terms as defined in 47 USC 522(5).
- **B.** "Cable Service" means that terms as defined in 47 USC 522(6).
- **C.** "Cable System" means that term as defined in 47 USC 522(7).
- **D.** "Commission" means the Michigan Public Service Commission.
- **E.** "Franchising Entity" means the local unit of government in which a provider offers video services through a franchise.
- **F.** "FCC" means the Federal Communications Commission.
- **G.** "Gross Revenue" means that term as described in Section 6(4) of the Act and in Section VI(D) of the Agreement.
- **H.** "Household" means a house, an apartment, a mobile home, or any other structure or part of a structure intended for residential occupancy as separate living quarters.
- **I.** "Incumbent video provider" means a cable operator serving cable subscribers or a telecommunication provider providing video services through the provider's existing telephone exchange boundaries in a particular franchise area within a local unit of government on the effective date of this act.
- **J.** "IPTV" means internet protocol television.
- **K.** "Local unit of government" means a city, village, or township.
- **L.** "Low-income household" means a household with an average annual household income of less than $35,000.00 as determined by the most recent decennial census.
- **M.** "METRO Act" means the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, 2002 PA 48, MCL 484.3101 *et seq*.
- **N.** "Open video system" or "OVS" means that term as defined in 47 USC 573.
- **O.** "Person" means an individual, corporation, association, partnership, governmental entity, or any other legal entity.
- **P.** "Public rights-of-way" means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easements dedicated for compatible uses.
- **Q.** "Term" means the period of time provided for in Section V of this Agreement.
- **R.** "Uniform video service local franchise agreement" or "franchise agreement" means the franchise agreement required under the Act to be the operating agreement between each franchising entity and video provider in this state.
- **S.** "Video programming" means that term as defined in 47 USC 522(20).
- **T.** "Video service" means video programming, cable services, IPTV, or OVS provided through facilities located at least in part in the public rights-of-way without regard to delivery technology, including internet protocol technology. This definition does not include any video programming provided by a commercial mobile service provider defined in 47 USC 332(d) or provided solely as part of, and via, a service that enables users to access content, information, electronic mail, or other services offered over the public internet.
- **U.** "Video service provider" or "Provider" means a person authorized under the Act to provide video service.
- **V.** "Video service provider fee" means the amount paid by a video service provider or incumbent video provider under Section 6 of the Act and Section VI of this Agreement.

II. Requirements of the Provider

A. An unfranchised Provider will not provide video services in any local unit of government without first obtaining a uniform video service local franchise agreement as provided under **Section 3 of the Act** (except as otherwise provided by the Act).
B. The Provider shall file in a timely manner with the Federal Communications Commission all forms required by that agency in advance of offering video service in Michigan.
C. The Provider agrees to comply with all valid and enforceable federal and state statutes and regulations.
D. The Provider agrees to comply with all valid and enforceable local regulations regarding the use and occupation of public rights-of-way in the delivery of the video service, including the police powers of the Franchising Entity.
E. The Provider shall comply with all Federal Communications Commission requirements involving the distribution and notification of federal, state, and local emergency messages over the emergency alert system applicable to cable operators.
F. The Provider shall comply with the public, education, and government programming requirements of Section 4 of the Act.
G. The Provider shall comply with all customer service rules of the Federal Communications Commission under 47 CFR 76.309 (c) applicable to cable operators and applicable provisions of the Michigan Consumer Protection Act, 1976 PA 331, MCL 445.901 to 445.922.
    i. Including but not limited to: MCL 445.902; MCL 445.903 (1)(a) through 445.903(1)(cc); MCL 445.903(1)(ff) through (jj); MCL 445.903(2); MCL 445.905; MCL 445.906; MCL 445.907; MCL 445.908; MCL 445.910; MCL 445.911; MCL 445.914; MCL 445.915; MCL 445.916; MCL 445.918.
H. The Provider agrees to comply with in-home wiring and consumer premises wiring rules of the Federal Communications Commission applicable to cable operators.
I. The Provider shall comply with the Consumer Privacy Requirements of 47 USC 551 applicable to cable operators.
J. If the Provider is an incumbent video provider, it shall comply with the terms which provide insurance for right-of-way related activities that are contained in its last cable franchise or consent agreement from the Franchising Entity entered before the effective date of the Act.
K. The Provider agrees that before offering video services within the boundaries of a local unit of government, the video Provider shall enter into a Franchise Agreement with the local unit of government as required by the Act.
L. The Provider understands that as the effective date of the Act, no existing Franchise Agreement with a Franchising Entity shall be renewed or extended upon the expiration date of the Agreement.
M. The Provider provides an exact description of the video service area footprint to be served, pursuant to **Section 2(3)(e) of the Act**. If the Provider is not an incumbent video Provider, the date on which the Provider expects to provide video services in the area identified under **Section 2(3)(e) of the Act** must be noted. The Provider will provide this information in Attachment 1 - Uniform Video Service Local Franchise Agreement.
N. The Provider is required to pay the Provider fees pursuant to **Section 6 of the Act**.

III. Provider Providing Access

A. The Provider shall not deny access to service to any group of potential residential subscribers because of the race or income of the residents in the local area in which the group resides.
B. It is a defense to an alleged violation of Paragraph A if the Provider has met either of the following conditions:
    i. Within 3 years of the date it began providing video service under the Act and the Agreement; at least 25% of households with access to the Provider's video service are low-income households.
    ii. Within 5 years of the date it began providing video service under the Act and Agreement and from that point forward, at least 30% of the households with access to the Provider's video service are low-income households.
C. [**If the Provider is using telecommunication facilities**] to provide video services and has more than 1,000,000 telecommunication access lines in Michigan, the Provider shall provide access to its video service to a number of households equal to at least 25% of the households in the provider's telecommunication

service area in Michigan within 3 years of the date it began providing video service under the Act and Agreement and to a number not less than 50% of these households within 6 years. **The video service Provider is not required to meet the 50% requirement in this paragraph until 2 years after at least 30% of the households with access to the Provider's video service subscribe to the service for 6 consecutive months.**

D. The Provider may apply to the Franchising Entity, and in the case of paragraph C, the Commission, for a waiver of or for an extension of time to meet the requirements of this section if 1 or more of the following apply:
   i. The inability to obtain access to public and private rights-of-way under reasonable terms and conditions.
   ii. Developments or buildings not being subject to competition because of existing exclusive service arrangements.
   iii. Developments or buildings being inaccessible using reasonable technical solutions under commercial reasonable terms and conditions.
   iv. Natural disasters
   v. Factors beyond the control of the Provider

E. The Franchising Entity or Commission may grant the waiver or extension only if the Provider has made substantial and continuous effort to meet the requirements of this section. If an extension is granted, the Franchising Entity or Commission shall establish a new compliance deadline. If a waiver is granted, the Franchising Entity or Commission shall specify the requirement or requirements waived.

F. The Provider shall file an annual report with the Franchising Entity and the Commission regarding the progress that has been made toward compliance with paragraphs B and C.

G. Except for satellite service, the provider may satisfy the requirements of this paragraph and Section 9 of the Act through the use of alternative technology that offers service, functionality, and content, which is demonstrably similar to that provided through the provider's video service system and may include a technology that does not require the use of any public right-of-way. The technology utilized to comply with the requirements of this section shall include local public, education, and government channels and messages over the emergency alert system as required under Paragraph II(E) of this Agreement.

IV. Responsibility of the Franchising Entity

A. The Franchising Entity hereby grants authority to the Provider to provide Video Service in the Video Service area footprint, as described in this Agreement and Attachments, as well as the Act.

B. The Franchising Entity hereby grants authority to the Provider to use and occupy the Public Rights-of-way in the delivery of Video Service, subject to the laws of the state of Michigan and the police powers of the Franchising Entity.

C. The Franchising Entity shall notify the Provider as to whether the submitted Franchise Agreement is complete as required by the Act within 15 business days after the date that the Franchise Agreement is filed. If the Franchise Agreement is not complete, the Franchising Entity shall state in its notice the reasons the Franchise Agreement is incomplete. The Franchising Entity cannot declare an application to be incomplete because it may dispute whether or not the applicant has properly classified certain material as "confidential."

D. The Franchising Entity shall have 30 days after the submission date of a complete Franchise Agreement to approve the agreement. If the Franchising Entity does not notify the Provider regarding the completeness of the Franchise Agreement or approve the Franchise Agreement within the time periods required under **Section 3(3) of the Act**, the Franchise Agreement shall be considered complete and the Franchise Agreement approved.
   i. If time has expired for the Franchising Entity to notify the Provider, The Provider shall send (via mail: certified or registered, or by fax) notice to the Franchising Entity and the Commission, using Attachment 3 of this Agreement.

E. The Franchising Entity shall allow a Provider to install, construct, and maintain a video service or communications network within a public right-of-way and shall provide the provider with open, comparable, nondiscriminatory, and competitively neutral access to the public right-of-way.

F. The Franchising Entity may not discriminate against a video service provider to provide video service for any of the following:
   i. The authorization or placement of a video service or communications network in public right-of-way.
   ii. Access to a building owned by a governmental entity.
   iii. A municipal utility pole attachment.

G. The Franchising Entity may impose on a Provider a permit fee only to the extent it imposes such a fee on incumbent video providers, and any fee shall not exceed the actual, direct costs incurred by the Franchising Entity for issuing the relevant permit. A fee under this section shall not be levied if the Provider already has

paid a permit fee of any kind in connection with the same activity that would otherwise be covered by the permit fee under this section or is otherwise authorized by law or contract to place the facilities used by the Provider in the public right-of-way or for general revenue purposes.

H. The Franchising Entity shall not require the provider to obtain any other franchise, assess any other fee or charge, or impose any other franchise requirement than is allowed under the Act and this Agreement. For purposes of this Agreement, a franchise requirement includes but is not limited to, a provision regulating rates charged by video service providers, requiring the video service providers to satisfy any build-out requirements, or a requirement for the deployment of any facilities or equipment.

I. Notwithstanding any other provision of the Act, the Provider shall not be required to comply with, and the Franchising Entity may not impose or enforce, any mandatory build-out or deployment provisions, schedules, or requirements except as required by **Section 9 of the Act**.

J. The Franchising Entity is subject to the penalties provided for under Section 14 of the Act.

V. Term

A. This Franchise Agreement shall be for a period of 10 years from the date it is issued. The date it is issued shall be calculated either by **(a)** the date the Franchising Entity approved the Agreement, provided it did so within 30 days after the submission of a complete franchise agreement, or **(b)** the date the Agreement is deemed approved pursuant to **Section 3(3) of the Act**, if the Franchising Entity either fails to notify the Provider regarding the completeness of the Agreement or approve the Agreement within the time periods required under that subsection.

B. Before the expiration of the initial Franchise Agreement or any subsequent renewals, the Provider may apply for an additional 10-year renewal under **Section 3(7) of the Act,** or the parties may mutually agree to a shorter renewal period.

VI. Fees

A. A video service Provider shall calculate and pay an annual video service provider fee to the Franchising Entity. The fee shall be 1 of the following:

i. If there is an existing Franchise Agreement, an amount equal to the percentage of gross revenue paid to the Franchising Entity by the incumbent video Provider with the largest number of subscribers in the Franchising Entity.

ii. At the expiration of an existing Franchise Agreement or if there is no existing Franchise Agreement, an amount equal to the percentage of gross revenue as established by the Franchising Entity of 5.0 % (percentage amount to be inserted by Franchising Entity which shall not exceed 5%) and shall be applicable to all providers

B. The fee shall be due on a quarterly basis and paid within 45 days after the close of the quarter. Each payment shall include a statement explaining the basis for the calculation of the fee.

C. The Franchising Entity shall not demand any additional fees or charges from a provider and shall not demand the use of any other calculation method other than allowed under the Act.

D. For purposes of this Section, “gross revenues” means all consideration of any kind or nature, including, without limitation, cash, credits, property, and in-kind contributions received by the provider from subscribers for the provision of video service by the video service provider within the jurisdiction of the franchising entity.

1. **Gross revenues shall include all of the following:**

i. All charges and fees paid by subscribers for the provision of video service, including equipment rental, late fees, insufficient funds fees, fees attributable to video service when sold individually or as part of a package or bundle, or functionally integrated, with services other than video service.

ii. Any franchise fee imposed on the Provider that is passed on to subscribers.

iii. Compensation received by the Provider for promotion or exhibition of any products or services over the video service.

iv. Revenue received by the Provider as compensation for carriage of video programming on that Provider’s video service.

v. All revenue derived from compensation arrangements for advertising to the local franchise area.

vi. Any advertising commissions paid to an affiliated third party for video service advertising.

2. **Gross revenues do not include any of the following:**

i. Any revenue not actually received, even if billed, such as bad debt net of any recoveries of bad debt.

ii. Refunds, rebates, credits, or discounts to subscribers or a municipality to the extent not already offset by subdivision (D)(i) and to the extent the refund, rebate, credit, or discount is attributable to the video service.

iii. Any revenues received by the Provider or its affiliates from the provision of services or capabilities other than video service, including telecommunications services, information services, and services, capabilities, and applications that may be sold as part of a package or bundle, or functionality integrated, with video service.
iv. Any revenues received by the Provider or its affiliates for the provision of directory or internet advertising, including yellow pages, white pages, banner advertisement, and electronic publishing.
v. Any amounts attributable to the provision of video service to customers at no charge, including the provision of such service to public institutions without charge.
vi. Any tax, fee, or assessment of general applicability imposed on the customer or the transaction by a federal, state, or local government or any other governmental entity, collected by the Provider, and required to be remitted to the taxing entity, including sales and use taxes.
vii. Any forgone revenue from the provision of video service at no charge to any person, except that any forgone revenue exchanged for trades, barters, services, or other items of value shall be included in gross revenue.
viii. Sales of capital assets or surplus equipment.
ix. Reimbursement by programmers of marketing costs actually incurred by the Provider for the introduction of new programming.
x. The sale of video service for resale to the extent the purchaser certifies in writing that it will resell the service and pay a franchise fee with respect to the service.

E. In the case of a video service that is bundled or integrated functionally with other services, capabilities, or applications, the portion of the video Provider's revenue attributable to the other services, capabilities, or applications shall be included in gross revenue unless the Provider can reasonably identify the division or exclusion of the revenue from its books and records that are kept in the regular course of business.

F. Revenue of an affiliate shall be included in the calculation of gross revenues to the extent the treatment of the revenue as revenue of the affiliate has the effect of evading the payment of franchise fees which would otherwise be paid for video service.

G. The Provider is entitled to a credit applied toward the fees due under **Section 6(1) of the Act** for all funds allocated to the Franchising Entity from annual maintenance fees paid by the provider for use of public rights-of-way, minus any property tax credit allowed under **Section 8 of the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act (METRO Act)**, 2002 PA 48, MCL 484.3108. The credits shall be applied on a monthly pro rata basis beginning in the first month of each calendar year in which the Franchising Entity receives its allocation of funds. The credit allowed under this subsection shall be calculated by multiplying the number of linear feet occupied by the Provider in the public rights-of-way of the Franchising Entity by the lesser of 5 cents or the amount assessed under the **METRO Act**. The Provider is not eligible for a credit under this section unless the provider has taken all property tax credits allowed under the **METRO Act**.

H. All determinations and computations made under this section shall be pursuant to generally accepted accounting principles.

I. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the Provider shall be made within 3 years from the date the compensation is remitted.

J. The Provider may identify and collect as a separate line item on the regular monthly bill of each subscriber an amount equal to the percentage established under **Section 6(1) of the Act**, applied against the amount of the subscriber's monthly bill.

K. The Franchising Entity shall not demand any additional fees or charges from a Provider and shall not demand the use of any other calculation method other than allowed under the Act.

VII. Public, Education, and Government (PEG) Channels

A. The video service Provider shall designate a sufficient amount of capacity on its network to provide for the same number of public, education, and government access channels that are in actual use on the incumbent video provider system on the **effective date of the Act** or as provided under **Section 4(14) of the Act**.

B. Any public, education, or government channel provided under this section that is not utilized by the Franchising Entity for at least 8 hours per day for 3 consecutive months may no longer be made available to the Franchising Entity and may be programmed at the Provider's discretion. At such a time as the Franchising Entity can certify a schedule for at least 8 hours of daily programming for a period of 3 consecutive months, the Provider shall restore the previously reallocated channel.

C. The Franchising Entity shall ensure that all transmissions, content, or programming to be retransmitted by a video service Provider is provided in a manner or form that is capable of being accepted and retransmitted by a Provider, without requirement for additional alteration or change in the content by the Provider, over the

particular network of the Provider, which is compatible with the technology or protocol utilized by the Provider to deliver services.

D. The person producing the broadcast is solely responsible for all content provided over designated public, education, or government channels. The video service Provider *shall not* exercise any editorial control over any programming on any channel designed for public, education, or government use.

E. The video service Provider is not subject to any civil or criminal liability for any program carried on any channel designated for public, education, or government use.

F. If a Franchising Entity seeks to utilize capacity pursuant to **Section 4(1) of the Act** or an agreement under **Section 13 of the Act** to provide access to video programming over one or more PEG channels, the Franchising Entity shall give the Provider a written request specifying the number of channels in actual use on the incumbent video provider's system or specified in the agreement entered into under **Section 13 of the Act**. The video service Provider shall have 90 days to begin providing access as requested by the Franchising Entity. The number and designation of PEG access channels shall be set forth in an addendum to this agreement effective 90 days after the request is submitted by the Franchising Entity.

G. A PEG channel shall only be used for noncommercial purposes.

VIII. PEG Fees

A. The video service Provider shall also pay to the Franchising Entity as support for the cost of PEG access facilities and services an annual fee equal to one of the following options:

1. If there is an existing Franchise on the effective date of the Act, the fee (enter the fee amount _____) paid to the Franchising Entity by the incumbent video Provider with the largest number of cable service subscribers in the Franchising Entity as determined by the existing Franchise Agreement;
2. At the expiration of the existing Franchise Agreement, the amount required under (1) above, which is 1.00 % of gross revenues. (The amount under (1) above is not to exceed 2% of gross revenues);
3. If there is no existing Franchise Agreement, a percentage of gross revenues as established by the Franchising Entity and to be determined by a community need assessment, is _____% of gross revenues. (The percentage that is established by the Franchising Entity is not to exceed 2% of gross revenues.); and
4. An amount agreed to by the Franchising Entity and the video service Provider.

B. The fee required by this section shall be applicable to all providers, pursuant to Section 6(9) of the Act.

C. The fee shall be due on a quarterly basis and paid within 45 days after the close of the quarter. Each payment shall include a statement explaining the basis for the calculation of the fee.

D. All determinations and computations made under this section shall be pursuant to generally accepted accounting principles.

E. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the Provider shall be made within 3 years from the date the compensation is remitted.

F. The Provider may identify and collect as a separate line item on the regular monthly bill of each subscriber an amount equal to the percentage established under **Section 6(8) of the Act**, applied against the amount of the subscriber's monthly bill.

G. The Franchising Entity shall not demand any additional fees or charges from a Provider and shall not demand the use of any other calculation method other than allowed under the Act.

IX. Audits

A. No more than every 24 months, a Franchising Entity may perform reasonable audits of the video service Provider's calculation of the fees paid under **Section 6 of the Act** to the Franchising Entity during the preceding 24-month period only. All records reasonably necessary for the audits shall be made available by the Provider at the location where the records are kept in the ordinary course of business. The Franchising Entity and the video service Provider shall each be responsible for their respective costs of the audit. Any additional amount due verified by the Franchising Entity shall be paid by the Provider within 30 days of the Franchising Entity's submission of invoice for the sum. If the sum exceeds 5% of the total fees which the audit determines should have been paid for the 24-month period, the Provider shall pay the Franchising Entity's reasonable costs of the audit.

B. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the provider shall be made within 3 years from the date the compensation is remitted.

X. Termination and Modification

This Franchise Agreement issued by a Franchising Entity may be terminated or the video service area footprint may be modified, except as provided under **Section 9 of the Act**, by the Provider by submitting notice to the Franchising Entity. The Provider will use Attachment 2, when notifying the Franchising Entity.

XI. Transferability

This Franchise Agreement issued by a Franchising Entity or an existing franchise of an incumbent video service Provider is fully transferable to any successor in interest to the Provider to which it is initially granted. A notice of transfer shall be filed with the Franchising Entity within 15 days of the completion of the transfer. The Provider will use Attachment 2, when notifying the Franchising Entity. The successor in interest will assume the rights and responsibilities of the original provider and will also be required to complete their portion of the Transfer Agreement located within Attachment 2.

XII. Change of Information

If any of the information contained in the Franchise Agreement changes, the Provider shall timely notify the Franchising Entity. The Provider will use Attachment 2, when notifying the Franchising Entity.

XIII. Confidentiality

Pursuant to Section 11 of the Act: Except under the terms of a mandatory protective order, trade secrets and commercial or financial information designated as such and submitted under the Act to the Franchising Entity or Commission are exempt from the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246 and MUST BE KEPT CONFIDENTIAL.

A. The Provider may specify which items of information should be deemed "confidential." It is the responsibility of the provider to clearly identify and segregate any confidential information submitted to the franchising entity with the following information:
"[insert PROVIDER'S NAME]
[CONFIDENTIAL INFORMATION]"

B. The Franchising Entity receiving the information so designated as confidential is required (a) to protect such information from public disclosure, (b) exempt such information from any response to a FOIA request, and (c) make the information available only to and for use only by such local officials as are necessary to approve the franchise agreement or perform any other task for which the information is submitted.

C. Any Franchising Entity which disputes whether certain information submitted to it by a provider is entitled to confidential treatment under the Act may apply to the Commission for resolution of such a dispute. Unless and until the Commission determines that part or all of the information is not entitled to confidential treatment under the Act, the Franchising Entity shall keep the information confidential.

XIV. Complaints/Customer Service

A. The Provider shall establish a dispute resolution process for its customers. Provider shall maintain a local or toll-free telephone number for customer service contact.

B. The Provider shall be subjected to the penalties, as described under **Section 14 of the Act**, and the Franchising Entity and Provider may be subjected to the dispute process as described in **Section 10 of the Act**.

C. Each Provider shall annually notify its customers of the dispute resolution process required under **Section 10 of the Act**. Each Provider shall include the dispute resolution process on its website.

D. Before a customer may file a complaint with the Commission under **Section 10(5) of the Act**, the customer shall first attempt to resolve the dispute through the dispute resolution process established by the Provider in **Section 10(2) of the Act**.

E. A complaint between a customer and a Provider shall be handled by the Commission pursuant to the process as described in **Section 10(5) of the Act**.

F. A complaint between a Provider and a franchising entity or between two or more Providers shall be handled by the Commission pursuant to the process described in **Section 10(6) of the Act**.

G. In connection with providing video services to the subscribers, a provider shall not do any act prohibited by Section 10(1)(a-f) of the Act. The Commission may enforce compliance to the extent that the activities are not covered by **Section 2(3)(l) in the Act**.

XV. Notices

Any notices to be given under this Franchise Agreement shall be in writing and delivered to a Party personally, by facsimile or by certified, registered, or first-class mail, with postage prepaid and return receipt requested, or by a nationally recognized overnight delivery service, addressed as follows:

If to the Franchising Entity:
(must provide street address)

City of Dearborn Heights:

6045 Fenton
Dearborn Heights, MI 48127

Attn: City Clerk
City Chief of Staff

e-mail address(s): senia@dearbornheightsmi.gov; mnbeydoun@dearbornheightsmi.gov

If to the Provider:
(must provide street address)

DIRECTV, LLC

2260 E. Imperial Highway
El Segundo, CA 90245

Attn: Scott Alexander, Senior Director – External Affairs

email address: scott.alexander@directv.com

Or such other addresses or facsimile numbers as the Parties may designate by written notice from time to time.

XVI. Miscellaneous

- **A.** Governing Law. This Franchise Agreement shall be governed by, and construed in accordance with, applicable Federal laws and laws of the State of Michigan.
- **B.** The parties to this Franchise Agreement are subject to all valid and enforceable provisions of the Act.
- **C.** Counterparts. This Agreement may be signed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute on and the same agreement.
- **D.** Power to Enter. Each Party hereby warrants to the other Party that it has the requisite power and authority to enter into this Franchise Agreement and to perform according to the terms hereof.
- **E.** The Provider and Franchising Entity are subject to the provisions of 2006 Public Act 480.

IN WITNESS WHEREOF, the Parties, by their duly authorized representatives, have executed this Franchise Agreement.

City of Dearborn Heights, a Michigan municipal corporation

By

Print Name

Title

Address
6045 Fenton

City, State, Zip
Dearborn Heights, MI 48127

Phone

Fax

FRANCHISE AGREEMENT
(Franchising Entity to Complete)

DIRECTV, LLC, a California limited liability company

By

Print Name
Scott J. Alexander

Title
Senior Director – External Affairs

Address
2260 E. Imperial Highway

City, State, Zip
El Segundo, California 90245

Phone
(214) 202-3185

Fax
None

Email
scott.alexander@directv.com

Date submitted:
Date completed and approved:

ATTACHMENT 1

UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT
(Pursuant To 2006 Public Act 480)

(Form must be typed)

Date: August 17, 2026		
Applicant's Name: DIRECTV, LLC		
Address 1: 2260 E. Imperial Highway		
Address 2:		Phone: (310) 612-6886
City: El Segundo	State: California	Zip: 90245
Federal I.D. No. (FEIN): 95-4511940		

Company executive officers:

Name(s): Brian M. Regan
Title(s): Senior Vice President and Assistant Secretary

Person(s) authorized to represent the company before the Franchising Entity and the Commission:

Name: Scott J. Alexander or his designee(s)		
Title: Senior Director - External Affairs		
Address: 2260 E. Imperial Highway, El Segundo, California 90245		
Phone: (214) 202-3185	Fax: None	Email: scott.alexander@directv.com

Describe the video service area footprint as set forth in Section 2(3e) of the Act. (An exact description of the video service area footprint to be served, as identified by a geographic information system digital boundary meeting or exceeding national map accuracy standards.)

SEE ATTACHED MAP LABELED AS ATTACHMENT A

The Video Service Area Footprint is set forth in a map, attached as Attachment A, which is created using Expanded Geographic Information System (EGIS) software and thus, meets the requirements of Section 2(3)(e) of Act 480. The map identifies the Video Service Area Footprint in terms of wire centers or exchanges serving the City of Dearborn Heights, and such boundaries are overlaid onto a map with the municipal boundaries of the City of Dearborn Heights.

[**Option A**: for Providers that Options B and C are not applicable, a description based on a geographic information system digital boundary meeting or exceeding national map accuracy standards]

[**Option B:** for Providers with 1,000,000 or more access lines in Michigan using telecommunication facilities to provide Video Service, a description based on entire wire centers or exchanges located in the Franchising Entity]

[**Option C**: for an Incumbent Video Service Provider, it satisfies this requirement by allowing the Franchising Entity to seek right-of-way information comparable to that required by a permit under the METRO Act as set forth in its last cable franchise or consent agreement from the Franchising Entity entered into before the effective date of the Act]

Pursuant to Section 2(3)(d) of the Act, if the Provider is not an incumbent video Provider, provide the date on which the Provider expects to provide video services in the area identified under Section 2(3)(e) (the Video Service Area Footprint).

For All Applications:

Verification
(Provider)

I, Brian M. Regan, of lawful age, and being first duly sworn, now states: As an officer of the Provider, I am authorized to do and hereby make the above commitments. I further affirm that all statements made above are true and correct to the best of my knowledge and belief.

Name and Title (printed): Brian M. Regan, Senior Vice President and Assistant Secretary	
Signature:	*Date: August 17, 2026*

(Franchising Entity)

City of Dearborn Heights, a Michigan municipal corporation

By

Print Name

Title

Address

City, State, Zip

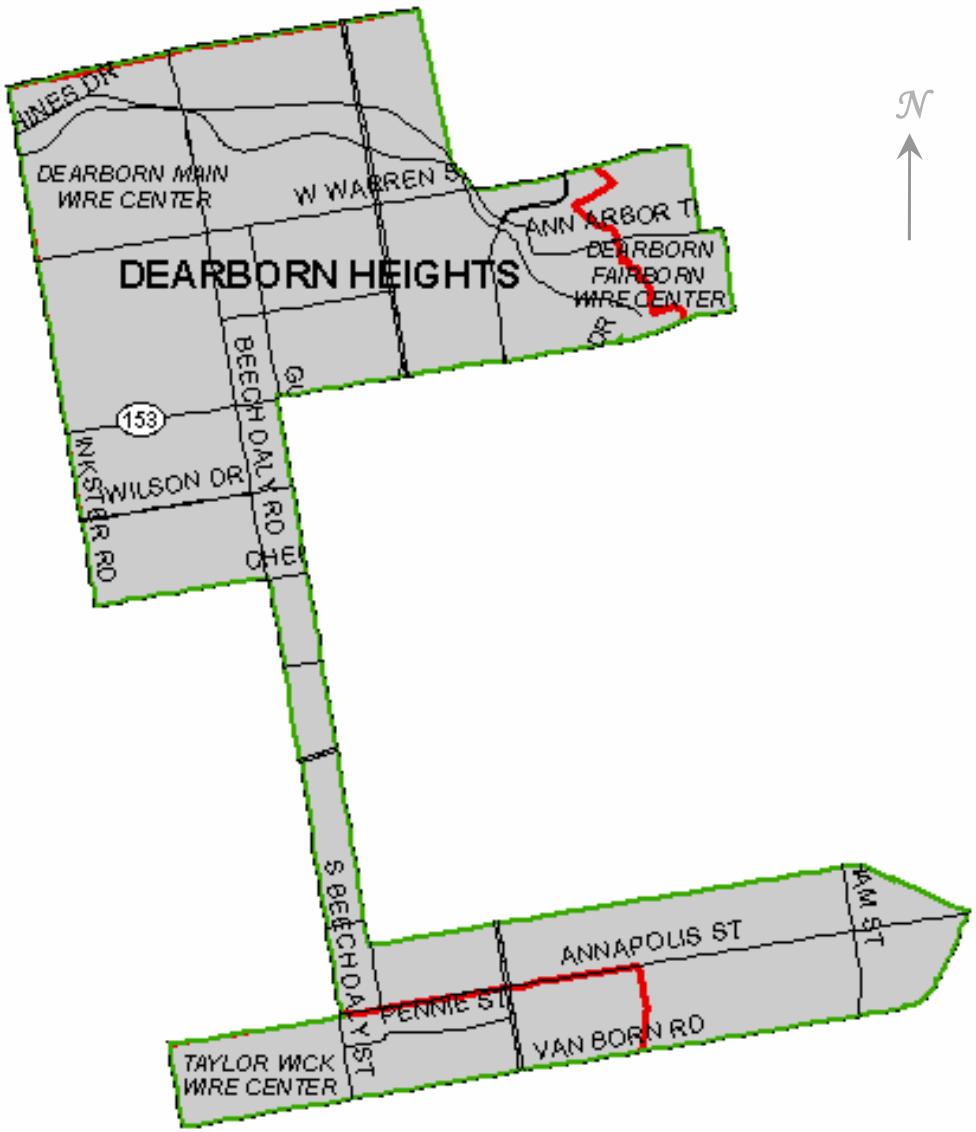
Phone

Fax

Email

Date

Dearborn Heights, Michigan



Legend

- Roads
- Municipal Boundary Lines
- AT&T Michigan Wire Center Bounds

Note: The street names of certain municipal boundary lines may not appear.

Approved for the Agenda of:	
8/25/2026	Motion No.

Clerk's Office

TO: Honorable City Council Members

FROM: Lynne Senia, City Clerk

DATE: August 19, 2026

RE: Clerk Senia - Resignation of City Councilman Hassan Ahmad

Motion to accept the resignation of Hassan Ahmad as City Council Member of the Dearborn Heights City Council.

Attachments:

1. 2026 Councilman Ahmad Resignation

August 18th, 2026

Honorable Clerk, Senia
City Clerk
City of Dearborn Heights

& Honorable Mayor Mo Baydoun.

Dear Clerk, Senia

Please accept this letter as my formal resignation from my position as City Council Member for the City of Dearborn Heights.

Serving the residents of Dearborn Heights has been one of the greatest honors of my life. I am deeply grateful for the opportunity to represent our community and to work alongside Mayor Mo Baydoun, my fellow Council Members, city administration, and dedicated employees in service to our residents.

I sincerely thank the residents of Dearborn Heights for the trust and confidence they placed in me. It has been a privilege to serve them, and I will always be proud of the work we accomplished together. Looking forward to keep serving the City and Its residents in my new capacity as Wayne County Commissioner.

I have every confidence that the City will continue moving forward in the best interests of its residents.

Respectfully,

Yours in service,

Hassan M. Ahmad
Council Chairman
City of Dearborn Heights

Associate Broker / BSCE / MBA
Gubernatorial Appointee, Michigan Board
President 2020, DABOR
Ambassador, American Cancer Society
Re/max Ambassador, CMN

AUG 19 '26 PM 3:29

Approved for the Agenda of:	
8/25/2026	Motion No.

Comptroller's Office

TO: Honorable Mayor Mo Baydoun

Honorable City Council Members

FROM: Mahdi Baydoun, Comptroller

DATE: August 18, 2026

RE: Comptroller Baydoun - GTJ Field Services Payment Approval

Motion to approve the payment to GTJ Field Services for a total cost of $85,275.00. GTJ provided cleanup services for City Owned Properties in preparation to be sold. In addition, authorize the Mayor and Comptroller or Clerk to sign the necessary warrants, and the Treasurer to issue payment from Account 101-200-949.000. Payment will be made after the sale of 24501 Ann Arbor Trail.

Attachments:

1. GTJ Field Services - 85275.00_Redacted

GTJ Field Services LLC STATEMENT

21327 Harper Ave.
St. Clair Shores, MI 48080
P: (586)293-9600
E: accounting@gtjonline.com
Tax ID # 37-1455608

Date
8/4/2026

Client
City of Dearborn Heights 6045 Fenton Dearborn Heights, MI 48127

Amount Due
$85,275.00

Date	Description	Amount	Balance
06/22/2026	INV #3136566. Due 07/22/2026. PO #33 041 03 0070 000. Orig. Amount $2,725.00 [redacted]	2,725.00	2,725.00
06/22/2026	INV #3136559. Due 07/22/2026. PO #33 042 03 0400 000. Orig. Amount $2,150.00. [redacted]	2,150.00	4,875.00
06/22/2026	INV #3136557. Due 07/22/2026. PO #33 038 01 0514 000. Orig. Amount $4,850.00 [redacted]	4,850.00	9,725.00
06/22/2026	INV #3136565. Due 07/22/2026. PO #33 040 02 0113 000. Orig. Amount $8,900.00. [redacted]	8,900.00	18,625.00
06/22/2026	INV #3136564. Due 07/22/2026. PO #33 040 02 0110 000. Orig. Amount $9,650.00. [redacted]	9,650.00	28,275.00
06/22/2026	INV #3136558. Due 07/22/2026. PO #33 040 03 2372 000. Orig. Amount $3,300.00. [redacted]	3,300.00	31,575.00
06/22/2026	INV #3136561. Due 07/22/2026. PO #33 050 02 0108 000. Orig. Amount $1,150.00. [redacted]	1,150.00	32,725.00
06/22/2026	INV #3136568. Due 07/22/2026. PO #33 050 01 0781 000. Orig. Amount $2,225.00. [redacted]	2,225.00	34,950.00
06/22/2026	INV #3136563. Due 07/22/2026. PO #33 039 01 0067 300. Orig. Amount $2,400.00. [redacted]	2,400.00	37,350.00
06/22/2026	INV #3136562. Due 07/22/2026. PO #33 055 03 0575 000. Orig. Amount $2,400.00. [redacted]	2,400.00	39,750.00
06/22/2026	INV #3136570. Due 07/22/2026. PO #33 052 02 0852 000. Orig. Amount $2,225.00. [redacted]	2,225.00	41,975.00
06/22/2026	INV #3136556. Due 07/22/2026. PO #33 021 01 0151 000. Orig. Amount $2,550.00. [redacted]	2,550.00	44,525.00
06/22/2026	INV #3136555. Due 07/22/2026. PO #33 015 01 0074 000. Orig. Amount $15,150.00. [redacted]	15,150.00	59,675.00
06/22/2026	INV #3136553. Due 07/22/2026. PO #33 003 03 0061 000. Orig. Amount $1,900.00. [redacted]	1,900.00	61,575.00
06/22/2026	INV #3136554. Due 07/22/2026. PO #33 004 01 0213 000. Orig. Amount $1,650.00. [redacted]	1,650.00	63,225.00
06/25/2026	INV #3136567. Due 07/25/2026. PO #33 046 01 0439 000. Orig. Amount $8,800.00. [redacted]	8,800.00	72,025.00

Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due	**Amount Due**
0.00	85,275.00	0.00	0.00	0.00	**$85,275.00**

GTJ Field Services LLC STATEMENT

21327 Harper Ave.
St. Clair Shores, MI 48080
P: (586)293-9600
E: accounting@gtjonline.com
Tax ID # 37-1455608

Date
8/4/2026

Client
City of Dearborn Heights 6045 Fenton Dearborn Heights, MI 48127

Amount Due
$85,275.00

Date	Description	Amount	Balance
06/25/2026	INV #3136569. Due 07/25/2026. PO #33 051 03 1931 000. Orig. Amount $6,900.00. [redacted]	6,900.00	78,925.00
06/25/2026	INV #3136560. Due 07/25/2026. PO #33 048 01 0436 302. Orig. Amount $6,350.00. [redacted]	6,350.00	85,275.00

Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due	**Amount Due**
0.00	85,275.00	0.00	0.00	0.00	**$85,275.00**

Approved for the Agenda of:	
8/25/2026	Motion No.

Comptroller's Office

TO: Honorable Mayor Mo Baydoun

Honorable City Council Members

FROM: Mahdi Baydoun, Comptroller

DATE: August 18, 2026

RE: Comptroller Baydoun - Over Budget Invoices Approval 2025-2026 Fiscal Year

Motion to approve the payment of overbudget invoices from the 2025-2026 fiscal year. In addition, authorize the Mayor and Comptroller or Clerk to sign the necessary warrants, and the Treasurer to issue payment on the outstanding invoices.

Attachments:

1. Overbudget Checks

Overbudget Invoices 2025-2026 Fiscal Year			
Vendor	**Service**	**Amount**	
Shaun Pawlus	Training Employee Reimbursement	$	5,072.50
Urban Tree Trimming	Tree Trimming	$	5,761.00
Stalker Radar	Police Equipment	$	8,421.00
Sherwin Williams	Paint Supplies	$	452.36
Rotary Multiforms	Ordinance Supplies	$	1,018.21
Imprial Dade	Building Maintenance Supplies	$	7,981.71
Environmental Testing	FEMA Home Asbestos Testing	$	825.62
EMS Management	Fire Billing Services	$	7,885.42
Ebix	Employee Benefits Service	$	195.80
Anchor Wiping Cloth	Building Maintenance Supplies	$	555.00
O'reilly Rancilio	Legal Fees	$	20,947.04
Wade Trim	Engineering Services	$	1,631.04
Wade Trim	Engineering Services	$	2,170.00
Wade Trim	Engineering Services	$	3,535.00
Wade Trim	Engineering Services	$	4,540.00
Wade Trim	Engineering Services	$	4,763.75
Wade Trim	Engineering Services	$	9,032.50
Wade Trim	Engineering Services	$	1,451.25
Total		**$**	**86,239.20**

Approved for the Agenda of:	
8/25/2026	Motion No.

9.D.

Fire Department

TO: Honorable Mayor Mo Baydoun

Honorable City Council Members

FROM: Fire Chief Philip Hall

DATE: August 13, 2026

RE: Fire Chief Hall - Approval of Amendment One Grant between State of Michigan LEO and Dearborn Heights

Honorable City Council, I am requesting your approval of the Amendment One Grant between the State of Michigan Department of Labor and Economic Opportunity and the City of Dearborn Heights. This is a no-cost time extension to the original grant approved by this body for the construction of the new Fire Station. This amendment modifies the final end date of the original grant from September 30, 2026, to September 30, 2028. Your approval of this amendment will ensure that no funds are lost, and we are able to complete the construction of the new Fire Station with no financial impact on the residents of Dearborn Heights. This amendment will not change the construction timeline currently in place. In addition, I am requesting that you authorize Mayor Baydoun to execute the amendment on behalf of the City of Dearborn Heights.

Attachments:

1. LEO & City of Dearborn Heights FY24 One Time Special Grant (DEARBORNHEIGHTSFIRE24)
2. DEARBORNHEIGHTSFIRE24 Amendment 1 final 8-24-26

GRANT BETWEEN
THE STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
AND
CITY OF DEARBORN HEIGHTS

GRANTEE/ADDRESS:

David Brogan
City of Dearborn Heights Fire Department
1999 N. Beech Daly
Dearborn Heights, MI 48127
313-791-3655
dbrogan@dearbornheightsmi.gov

GRANT ADMINISTRATOR/ADDRESS:

Jim Wilson
Michigan Department of Labor & Economic Opportunity
2501 Woodlake Circle
Okemos, MI 48864
wilsonj4@michigan.gov

GRANT PERIOD:

October 1, 2023 to September 30, 2026

TOTAL AUTHORIZED BUDGET: $10,000,000.00

Federal Contribution:	$	
State Contribution:	$	10,000,000.00
Local Contribution:	$	
Other Contributions:	$	

SIGMA Vendor I.D.: CV0020902

SIGMA Payment Address Code: AD002

ACCOUNTING DETAIL: Accounting Template No.: 186PUB176SAFE

This is Grant # DEARBORNHEIGHTSFIRE24 between the Department of Labor and Economic Opportunity (Grantor), and City of Dearborn Heights (Grantee), subject to terms and conditions of this grant agreement (Agreement).

1.0 Statement of Purpose

To build a new fire station within the City of Dearborn Heights which will create a new safe work environment for the firefighters and reduce response times.

1.1 Statement of Work

The Grantee agrees to undertake, perform, and complete the following project:

This grant will allow the City of Dearborn Heights to replace its' existing fire station which is in dire need of replacement. The current fire station building has roof leaks, uneven floors and black mold which are all safety hazards for the firefighters who work for the City of Dearborn Heights.

The new fire station will meet all construction standards and be ADA compliant. This new station will allow the firefighters who reside there 24/7 365 days of the year to have a safe work environment. The new fire station will also benefit the residents of Dearborn Heights and surrounding areas as the site of will be a more central location which will correlate with a decrease in response times and quicker treatment of injuries.

The City of Dearborn Heights' Grant Application is included as Attachment A

1.2 Detailed Budget

A. This Agreement does not commit the State of Michigan (State) or the Department of Labor and Economic Opportunity (LEO) to approve requests for additional funds at any time.

B. Attachment B is the Budget. The Grantee agrees that all funds shown in the Budget are to be spent as detailed in the Budget.

C. If applicable, travel expenses will not be reimbursed at rates greater than the State Travel Rates, Attachment C, without the prior written consent of the Grant Administrator.

Changes in the Budget of less than 5% of the total line item amount do not require prior written approval, but Grantee must provide notice to the Grant Administrator.

Changes in the Budget equal to or greater than 5% of the total line item amount will be allowed only upon prior review and written approval by the Grant Administrator. A formal grant amendment must be signed by both the Grantor and Grantee.

1.3 Payment Schedule

The maximum amount of grant assistance offered is $10,000,000,00. Progress payments up to the Total Authorized Budget may be made upon submission of a Grantee request indicating grant funds received to date, project expenditures to date (supported with computer printouts of accounts, general ledger sheets, balance sheets, etc.), and objectives completed to date. Backup documentation such as computer printouts of accounts, ledger sheets, check copies, etc. shall be maintained for audit purposes in order to comply with this Agreement.

Public Act 279 of 1984 states that the state shall take all steps necessary to assure that payment for goods or services, is mailed within 45 days after receipt of the goods or services, a complete invoice for goods or services, or a complete contract for goods or services, whichever is later.

1.4 Monitoring and Reporting Program Performance

A. Monitoring. The Grantee shall monitor performance to assure that time schedules are being met and projected work by time period is being accomplished.

B. Quarterly Reports. The Grantee shall submit to the Grant Administrator quarterly performance reports that (at a minimum) briefly present the following information:

1. Percent of completion of the project objectives. This should include a brief outline of the work accomplished during the reporting period and the work to be completed during the subsequent reporting period
2. Brief description of problems or delays, real or anticipated, which should be brought to the attention of the Grant Administrator.
3. An accounting of all funds expended by the recipient.
4. Statement concerning any significant deviation from previously agreed-upon Statement of Work.
5. The performance reports are due to the grant administrator no later than the 20th calendar day after the end of the calendar quarter. The final narrative report is due 15 days after the end of the grant period. In the event that the due date falls on a weekend or state government holiday, the report is due on the last business day prior to the due date.

PART II - GENERAL PROVISIONS

2.1 Project Changes

Grantee must obtain prior written approval for project changes from the Grant Administrator. **See Section 1.2, Detailed Budget.**

2.2 Delegation

Grantee may not delegate any of its obligations under the Grant without the prior written approval of the State. Grantee must notify the State at least 90 calendar days before the proposed delegation, provide a statement ensuring that no conflicts of interest or ethical concerns exist (as described in Section 3.5 – Conflict and Ethics), and provide the State any information it requests to determine whether the delegation is in its best interest. If approved, Grantee must: (a) be the sole point of contact regarding all contractual project matters, including payment and charges for all Grant Activities; (b) make all payments to the subgrantee; and (c) incorporate the terms and conditions contained in this Grant in any subgrant with a subgrantee. Grantee remains responsible for the completion of the Grant Activities, compliance with the terms of this Grant, and the acts and omissions of the subgrantee. The State, in its sole discretion, may require the replacement of any subgrantee.

2.3 Project Income/Interest Income

A. Program Income

Program income includes income from fees for services performed from the use of rental of real or personal property acquired with grant funds, from the sale of commodities or items fabricated under a grant agreement, and from payments of principle and interest on loans made with grant funds. Program income does not include rebates, credits, discounts, refunds, etc., or interest earned on any of these items.

Program income means gross income received, and directly generated by a grant-supported activity, or earned only as a result of the grant agreement during the grant period. “During the grant period” is the time between the effective date of the award and the ending date of the award reflected in the final closeout expenditure report.

All program income must be used prior to the submission of the final closeout report for the Fiscal Year (FY) for which program income was earned.

B. Interest Income

Interest income earned by grantee must be treated as, and included in, the calculation and reporting of program income.

Interest income earned by grantee is not considered program income and must be identified and reported separately.

Remittance of interest income earned in excess of $500 must be remitted via check made payable to the "State of Michigan," along with a completed remittance submission form (Attachment A) to the following address:

State of Michigan
Department of Labor and Economic Opportunity, Finance
PO Box 30823
Lansing, MI 48909

2.4 Share-in-savings

The Grantor expects to share in any cost savings realized by the Grantee. Therefore, final Grantee reimbursement will be based on actual expenditures. Exceptions to this requirement must be approved in writing by the Grant Administrator.

2.5 Order of Spending

Unless otherwise required, Grantee shall expend funds in the following order: (1) private or local funds, (2) federal funds, and (3) state funds. Grantee is responsible for securing any required matching funds from sources other than the State.

2.6 Purchase of Equipment

The purchase of equipment not specifically listed in the Budget, Attachment B, must have prior written approval of the Grant Administrator. Equipment is defined as non-expendable personal property having a useful life of more than one year. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

2.7 Accounting

The Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records which will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all funds received. Accounting records must be supported by source documentation including, but not limited to, balance sheets, general ledgers, time sheets and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

2.8 Records Maintenance, Inspection, Examination, and Audit

The State or its designee may audit Grantee to verify compliance with this Grant. Grantee must retain, and provide to the State or its designee upon request, all financial and accounting records related to the Grant through the term of the Grant and for 7 years after the latter of termination, expiration, or final payment under this Grant or any extension ("Audit Period"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Grantee must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Grantee's premises or any other places where Grant Activities are being performed, and examine, copy, and audit all records related to this Grant. Grantee must cooperate and provide reasonable assistance. If any financial errors are revealed, the

amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance at the end of the Grant must be paid or refunded within 45 calendar days.

This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant Activities in connection with this Grant.

If the Grantee is a governmental or non-profit organization and expends the minimum level specified in OMB Uniform Guidance ($750,000 as of December 26, 2013) or more in total federal funds in its fiscal year, then Grantee is required to submit an Audit Report to the Federal Audit Clearinghouse (FAC) as required in 200.36.

2.9 Competitive Bidding

The Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition. When competitive selection is not feasible or practical, the Grantee agrees to obtain the written approval of the Grant Administrator before making a sole source selection. Sole source contracts should be negotiated to the extent that such negotiation is possible.

3.0 Liability

The State is not liable for any costs incurred by the Grantee before the start date or after the end date of this Agreement. Liability of the State is limited to the terms and conditions of this Agreement and the grant amount.

3.1 Safety

The Grantee, and all subgrantees are responsible for insuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of all Applicable Laws and building and construction codes shall be observed. The Grantee, and every subgrantee are responsible for compliance with all federal, state and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee, and all subgrantees shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

3.2 General Indemnification

Inasmuch as each party to this grant is a governmental entity of the State of Michigan, each party to this grant must seek its own legal representation and bear its own costs; including judgments, in any litigation which may arise from the performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

3.3 Termination

A. Termination for Cause

The State may terminate this Grant for cause, in whole or in part, if Grantee, as determined by the State: (a) endangers the value, integrity, or security of any location, data, or personnel; (b) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; (c) engages in any conduct that may expose the State to liability; (d) breaches any of its material duties or obligations; or (e) fails to cure a breach within the time stated in a notice of breach. Any reference to specific breaches being material breaches within this Grant will not be construed to mean that other breaches are not material.

If the State terminates this Grant under this Section, the State will issue a termination notice specifying whether Grantee must: (a) cease performance immediately, or (b) continue to perform for a specified period. If it is later determined that Grantee was not in breach of the

Grant, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in Subsection B. Termination for Convenience.

The State will only pay for amounts due to Grantee for Grant Activities accepted by the State on or before the date of termination, subject to the State's right to set off any amounts owed by the Grantee for the State's reasonable costs in terminating this Grant. The Grantee must pay all reasonable costs incurred by the State in terminating this Grant for cause, including administrative costs, attorneys' fees, court costs, transition costs, and any costs the State incurs to procure the Grant Activities from other sources.

B. Termination for Convenience

The State may immediately terminate this Grant in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. If the State terminates this Grant for convenience, the State will pay all reasonable costs, as determined by the State, for State approved Grant Responsibilities.

3.4 Clawback

Notwithstanding anything to the contrary herein, the grant shall be subject to a recoupment or clawback allow the State at its discretion to recoup or otherwise collect any funds that are declined, unspent or otherwise misused.

3.5 Conflicts and Ethics

Grantee will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Grant; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Grant; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Grantee, any consideration contingent upon the award of the Grant. Grantee must immediately notify the State of any violation or potential violation of these standards. This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant Activities in connection with this Grant.

3.6 Non-Discrimination

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., Grantee and its subgrantees agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Grant.

3.7 Unfair Labor Practices

Under MCL 423.324, the State may void any Grant with a Grantee or subgrantee who appears on the Unfair Labor Practice register compiled under MCL 423.322.

3.8 Force Majeure

Neither party will be in breach of this Grant because of any failure arising from any disaster or acts of god that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Grantee will not be relieved of a breach or delay caused by its subgrantees. If immediate performance is necessary to ensure public health and safety, the State may immediately Grant with a third party.

3.9 Website Incorporation

The State is not bound by any content on Grantee's website unless expressly incorporated directly into this Grant.

4.0 Certification Regarding Debarment

The Grantee certifies, by signature to this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or State department or agency. If the Grantee is unable to certify to any portion of this statement, the Grantee shall attach an explanation to this Agreement.

4.1 Illegal Influence

The Grantee certifies, to the best of his or her knowledge and belief that:

A. No federal appropriated funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

C. The Grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all subrecipients shall certify and disclose accordingly.

The State has relied upon this certification as a material representation. Submission of this certification is a prerequisite for entering into this Agreement imposed by 31 USC § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The Grantee certifies, to the best of his or her knowledge and belief that no state funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any State agency, a member of the Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan or cooperative agreement.

4.2 Governing Law

This Grant is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Grant are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Grant must be resolved in Michigan Court of Claims. Grantee consents to venue in Ingham County, and waives any objections, such as lack of personal jurisdiction or forum non conveniens. Grantee must appoint agents in Michigan to receive service of process.

4.3 Compliance with Laws

Grantee must comply with all federal, state and local laws, rules and regulations. This includes monitoring and reporting provisions outlined in Public Act 166 of 2022, Section 1096.

4.4 Disclosure of Litigation, or Other Proceeding

Grantee must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") involving Grantee, a subgrantee, or an officer or director of Grantee or subgrantee, that arises during the term of the Grant, including: (a) a criminal Proceeding; (b) a parole or probation Proceeding; (c) a Proceeding under the Sarbanes-Oxley Act; (d) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect Grantee's viability or financial stability; or (2) a governmental or public entity's claim or written allegation of fraud; or (e) a Proceeding involving any license that Grantee is required to possess in order to perform under this Grant.

4.5 Assignment

Grantee may not assign this Grant to any other party without the prior approval of the State. Upon notice to Grantee, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Grant to any other party. If the State determines that a novation of the Grant to a third party is necessary, Grantee will agree to the novation, provide all necessary documentation and signatures, and continue to perform, with the third party, its obligations under the Grant.

4.6 Entire Grant and Modification

This Grant is the entire agreement and replaces all previous agreements between the parties for the Grant Activities. This Grant may not be amended except by signed agreement between the parties.

4.7 Grantee Relationship

Grantee assumes all rights, obligations and liabilities set forth in this Grant. Grantee, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Grant. Grantee, and not the State, is responsible for the payment of wages, benefits and taxes of Grantee's employees and any subgrantees. Prior performance does not modify Grantee's status as an independent Grantee.

4.8 Dispute Resolution

The parties will endeavor to resolve any Grant dispute in accordance with this provision. The dispute will be referred to the parties' respective Grant Administrators or Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.

Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' senior executive and either concludes that resolution is unlikely, or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit the State's right to terminate the Grant.

4.9 Severability

If any part of this Grant is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Grant and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Grant will continue in full force and effect.

5.0 Waiver

Failure to enforce any provision of this Grant will not constitute a waiver.

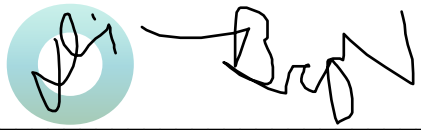
5.1 Signatories

The signatories warrant that they are empowered to enter into this Agreement and agree to be bound by it.

2024-02-23 11:54:56 UTC

Gregory Rivet
Director of Administrative Services
Department of Labor and Economic Opportunity
State of Michigan

Date



2024-02-21 14:43:10 UTC

David Brogan
Fire Chief
City of Dearborn Heights

Date

GRANT NO. DEARBORNHEIGHTSFIRE24

Special Grant Application Form

Official Grantee: City of Dearborn Heights Fire Department

Grantee Full Address: 1999 N. Beech Daly Dearborn Heights, MI 48127

Grantee Primary Contact: David Brogan, Chief

Phone: 313-791-3655 Email: dbrogan@dearbornheightsmi.gov

Legislative Sponsor: Byrns & Santana Appropriated Amount: 10,000 ,000

Questions for Legislative Sponsor

1. Is the legislative sponsor and/or any family members of the legislative sponsor associated with this organization? (Ex: board member, employee, financial donor, etc.) No

If so, please explain:

2. Does this grant comply with the provisions of Article IV, §10 of the Michigan Constitution and PA 318 of 1968, MCL 15.301 to 15.310? Yes

Questions for Official Grantee

1. Please describe the public purpose of the project, demonstrating it is consistent with language authorizing grant in PA 119 of 2023.

This project will be for the construction of a new fire station in the City of Dearborn Heights. The new station will meet all construction standards and be ADA compliant. With the construction of the new station, our firefighters will be responding from a more central location of the north end of our city which will correlate in decrease response times and our arrival on scene will be quicker meaning that our treatment of injuries can take place sooner for our residents. Our current station has issues with the floor rising which is causing trip hazards, water damage due to roof leaks and black mold due to the water damage. This new station will allow the firefighters that reside there 24/7/365 to have a safe work environment which will benefit the health and safety of our firefighters and our residents.

2. Fill out the anticipated dollar amount for each respective category of the budget, using **the excel budget form provided**. Please note the general administrative expense cannot exceed 10% of the grant amount.

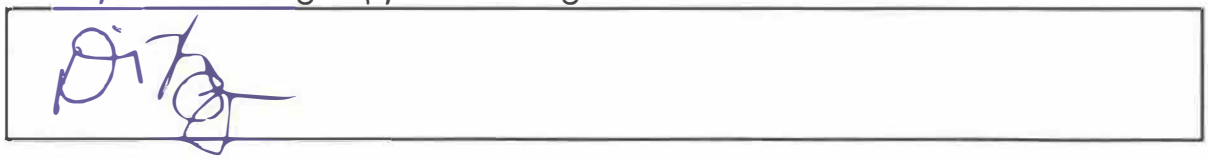
3. Anticipated time-frame for each cost identified in the budget (this will reflect the period of the grant).

Engineering: approximately 6 months due to finding and securing a location for the new station and drawing up of blue prints for the bid process.
Construction: 18-24 months due to length of bid process, selection of construction company, establishment of infrastructure that may be needed an getting the materials to build the station.

4. I acknowledge that I will be required to submit progress reports and a final report including:

i. A summary of the Grant Activities performed over the period determined by the department;
ii. An accounting of Grantee's actual expenditure of all funds on the Project over the period determined by the department, including the breakdown of Grantee's actual use of Grant funds on the Project within each applicable category of the Budget, and corresponding copies of supporting documentation of such expenditures, such as receipts, general ledgers, or other evidence of expenditure activity statements; the Grantee's estimated percentage of completion of the Project; and
iii. Any other information deemed relevant by Grantee to support the Grant Activities actually performed.

5. Identify authorized signer(s) for Grant Agreement.



6. Please be advised any portion of the grant funds paid to grantee and not spent or not spent in accordance with the grant agreement must be returned to the department.

NOTICE:
This Grant Application Form is not a legally binding agreement and should not be viewed as such. Moreover, the Grant Application Form does not embody all of the terms and conditions of the grant agreement and neither the department nor the grantee will be bound until there is an executed grant agreement that sets forth all the terms and conditions.

Special Grant Project Budget

Please enter the major cost elements of the project, selecting from the drop down list options. If you select an activity with a ":" please add a few additional words of description in the "Other/Additional Notes" column. You will be asked to report based on these budget categories. It is recommended that the budget have between 2-5 line items. Keeping the budget at a fairly high-level minimizes the need to amend the budget if the project costs deviate slightly from the plan. The "Local" and "Other" columns are optional. **Six line items is the maximum allowed.**

1. Grantee: City of Dearborn Heights Fire Department

2. Project Title: Fire Station Construction

3. Project Cost Elements

4. Funding Sources

Activities	Other/Additional Notes	Michigan Enhancement Grant	Local Funding	Other Funding	Total
Engineering		$ 600,000.00			$ 600,000.00
Construction:		$ 9,400,000.00			$ 9,400,000.00
	Total	$ 10,000,000.00	$ -	$ -	$ 10,000,000.00

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET,
VEHICLE AND TRAVEL SERVICES
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
Effective October 1, 2023

MICHIGAN SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	$85.00	
Breakfast	$11.75	$14.75
Lunch	$11.75	$14.75
Dinner	$28.00	$31.00

MICHIGAN IN-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	$85.00	
Breakfast	$9.75	$12.75
Lunch	$9.75	$12.75
Dinner	$22.00	$25.00
Lodging	$51.00	
Breakfast	$9.75	
Lunch	$9.75	
Dinner	$22.00	
Per Diem Total	**$92.50**	

OUT-OF-STATE SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	$15.00	$18.00
Lunch	$15.00	$18.00
Dinner	$29.00	$32.00

OUT-OF-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	$11.75	$14.75
Lunch	$11.75	$14.75
Dinner	$27.00	$30.00
Lodging	$51.00	
Breakfast	$11.75	
Lunch	$11.75	
Dinner	$27.00	
Per Diem Total	**$101.50**	

Incidental Costs Per Day (with overnight stay) $5.00

Mileage Rates	**Current**
Premium Rate	$0.655 per mile
Standard Rate	$0.440 per mile

* See Select Cities Listing
** Lodging available at State rate, or call Conlin Travel at 877-654-2179 or www.conlintravelhub.com/som

SELECT CITY LIST
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
Effective October 1, 2023

Michigan Select Cities/Counties		
	CITIES	**COUNTIES**
	Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Petoskey, Pontiac, South Haven, Traverse City	Grand Traverse, Oakland, Wayne
Out of State Select Cities/Counties		
STATE	**CITIES**	**COUNTIES**
Alaska	All locations	
Arizona	Phoenix, Scottsdale, Sedona	
California	Arcata, Edwards AFB, Eureka, Los Angeles, Mammoth Lakes, McKinleyville, Mill Valley, Monterey, Novato, Palm Springs, San Diego, San Francisco, San Rafael, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Los Angeles, Mendocino, Orange, Ventura
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	
Connecticut	Bridgeport, Danbury	
District of Columbia	Washington DC (See also Maryland & Virginia)	
Florida	Boca Raton, Delray Beach, Ft Lauderdale, Jupiter, Key West, Miami	
Georgia	Brunswick, Jekyll Island	
Hawaii	All locations	
Idaho	Ketchum, Sun Valley	
Illinois	Chicago	Cook, Lake
Kentucky	Kenton	
Louisiana	New Orleans	
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sandford	
Maryland	Baltimore City, Ocean City	Montgomery, Prince George
Massachusetts	Boston, Burlington, Cambridge, Martha's Vineyard, Woburn	Suffolk
Minnesota	Duluth, Minneapolis, St. Paul	Hennepin, Ramsey
Nevada	Las Vegas	
New Mexico	Santa Fe	
New York	Bronx, Brooklyn, Lake Placid, Manhattan, Melville, New Rochelle, Queens, Riverhead, Ronkonkoma, Staten Island, Tarrytown, White Plaines	Suffolk
Ohio	Cincinnati	
Pennsylvania	Pittsburgh	Bucks
Puerto Rico	All locations	
Rhode Island	Bristol, Jamestown, Middletown, Newport, Providence	Newport
Texas	Austin, Dallas, Houston, L.B. Johnson Space Center	
Utah	Park City	Summit
Vermont	Manchester, Montpelier, Stowe	Lamoille
Virginia	Alexandria, Fairfax, Falls Church	Arlington, Fairfax
Washington	Port Angeles, Port Townsend, Seattle	
Wyoming	Jackson, Pinedale	

AMENDMENT ONE
GRANT BETWEEN
THE STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
AND
City of Dearborn Heights

This Amendment one (the "Amendment) dated August 10, 2026 amends the Grant entered into between the Michigan Department of Labor and Economic Opportunity (LEO) and the Grantee between October 1, 2023 to September 30, 2026 Grant No KINGMANBLDG24 (the "Agreement").

Except as specifically provide below, the parties agree that all terms and conditions of the original grant shall remain unchanged and in effect.

Agreement Purpose:
The purpose of the amendment is to modify the end date from September 30, 2026 to September 30, 2028.

The signatories below warrant that they are the duly authorized Signatories to this Amendment.

_____ Date _____
Jason Hamblen
Chief Administrative Officer
Department of Labor and Economic Opportunity
State of Michigan

_____ Date _____
Authorized Official Signature

_____
Authorized Official Name
City of Dearborn Heights

GRANT NO . DEARBORNHEIGHTSFIRE24

Approved for the Agenda of:	
8/25/2026	Motion No.

9.E.

Police Department

TO: Honorable Mayor Mo Baydoun

Honorable City Council Members

FROM: Michael Guzowski, Police Chief

DATE: August 4, 2026

RE: Police Chief Guzowski - CLEMIS IT Agreement

Honorable Council,

Attached for your review and approval is an agreement with CLEMIS. CLEMIS provides IT Services which is used for law enforcement records, management systems and other related technology. Further, please authorize the Mayor and Clerk to sign the agreement on behalf of the city.

Respectfully,

Michael Guzowski
Police Chief

Attachments:

1. CLEMIS agreement 2026

PARTICIPATION AGREEMENT

Courts and Law Enforcement Management Information System (CLEMIS) Authority

By execution of this Participation Agreement by the Participant and the CLEMIS Authority, the Participant, Oakland County, the Initial Participants, and each other Participant under the CLEMIS Interlocal Agreement enter into an agreement incorporating the Interlocal Agreement initially between Oakland County, the Charter Township of Bloomfield, and the Charter Township of White Lake creating the Courts and Law Enforcement Management Information System (CLEMIS) Authority by this reference (available at https://www.clemisauthority.org/forms/). A reference copy of the CLEMIS Interlocal Agreement must be attached. This Participation Agreement also includes the contents of this cover page and incorporates the CLEMIS Main Services Agreement (the "MSA"). Capitalized terms used but not defined in this Participation Agreement are as defined in the CLEMIS Interlocal Agreement.

PARTICIPANT	
Full Legal Name:	
Notice Address:	
Primary Contact Name:	
Primary Contact Email:	

ATTACHMENTS *(attach)*	
The following attachments are included with this agreement.	
Authorizing Resolution or Legal Authorization	An authorizing resolution in substantially the form as provided in Exhibit B of the **CLEMIS Interlocal Agreement has been adopted by the governing body of the** Participant and a copy is attached. If the Participant does not have a governing body, confirmation of legal authorization to enter into the CLEMIS Interlocal Agreement and sign the CLEMIS MSA is attached.
CLEMIS Main Services Agreement	A copy of the CLEMIS MSA is attached.
CLEMIS Interlocal Agreement	A copy of the CLEMIS Interlocal Agreement is attached.

SIGNATURES	
Each party is signing this Participation Agreement on the date stated below that party's signature. The date of this Participation Agreement and the Main Services Agreement will be the date this Participation Agreement is signed by the last party to sign it (as indicated by the date associated with that party's signature).	
Participant: [PUBLIC AGENCY NAME] By: _____ Name: _____ Title: _____ Date: _____	**Authority:** COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM (CLEMIS) AUTHORITY By: _____ Name: _____ Executive Director Date: _____

MAIN SERVICES AGREEMENT

This Main Services Agreement (**"MSA"**) contains the standardized terms for the provision of services by the Authority to the Public Agency. This MSA and each Order Form constitute the agreement between the Authority and the Public Agency (this **"Agreement"**). Capitalized terms are defined in context or in Section 1.

1 **Definitions**

(a) For purposes of this Agreement, the following definitions apply:

(1) **"Acceptable Use Policy"** means the Acceptable Use Policy made available through the Authority website, as it may be amended from time to time.

(2) **"Agreement"** is defined in the preamble.

(3) **"Authority"** means the Courts and Law Enforcement Management Information System (CLEMIS) Authority created as a public body corporate and politic under the Interlocal Agreement.

(4) **"Business Day"** means a day that is not a Saturday, Sunday, or a state public holiday under 1865 PA 124, as amended, MCL 435.101 to 435.103.

(5) **"Confidential Information"** means information disclosed by or on behalf of one party (as discloser) to the other party (as recipient) under this Agreement, in any form, which: (A) the discloser identifies to recipient as "confidential" or "proprietary"; or (B) should be reasonably understood as confidential or proprietary due to its nature and the circumstances of its disclosure. The Authority's Confidential Information includes technical or performance information about the Service, and the Public Agency's Confidential Information includes Public Agency Data. Confidential Information does not include information subject to disclosure under the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231 to 15.246 (**"FOIA"**).

(6) **"Documentation"** means the Authority's usage documentation for the Service. This documentation may include terms and conditions, including pricing or payment terms, that are specific to particular functionality in the Service.

(7) **"DPA"** is defined in Section 4(c).

(8) **"Effective Date"** means the effective date of the first Order Form executed by the Public Agency.

(9) **"Interlocal Agreement"** means the Interlocal Agreement, filed with the Office of the Great Seal on October 23, 2025, and any amendments thereto, between the County of Oakland, the Charter Township of Bloomfield, the Charter Township of White Lake, and any subsequent Participants thereunder.

(10) **"Law"** means all laws, regulations, executive orders, rules, court orders, or other binding requirements of a government authority that apply to a party.

(11) **"Order Form"** means a Public Agency Order Form related to the provision of the Service, Support, or Professional Services.

(12) **"Personal Data"** means Public Agency Data relating to an identified or identifiable natural individual.

(13) **"Points of Contact"** means the individuals designated by the Public Agency as a primary contact and a secondary contact for the Public Agency.

(14) **"Professional Services"** means system setup, configuration, training, data migration, or other professional services that the Authority furnishes to the Public Agency related to the Service.

(15) **"Public Agency"** means the legal entity that executes an Order Form.

(16) **"Public Agency Data"** means any data, contents, or information that the Public Agency (including its Users and Technology Partners) submits to its Service accounts or generates by or through the Service. "Public Agency Data" includes, but is not limited to, public safety data.

(17) **"Public Agency Materials"** means materials and resources that the Public Agency makes available to the Authority in connection with Professional Services.

(18) **"Security Measures"** means that term as defined in the Security Measures made available through the Authority website.

(19) **"Service"** means the service provided by the Authority for the exchange and access to public safety software data, as described in more detail in this Agreement and the Documentation.

(20) **"Statement of Work"** means a statement of work for Professional Services that is executed by the parties.

(21) **"Support"** means support for the Service as described in Section 5.

(22) **"Support Policy"** means the support policy made available through the Authority website.

(23) **"Suspension Event"** is defined in Section 12.

(24) **"Taxes"** is defined in Section 11(g).

(25) **"Technology Partner"** means a third-party technology vendor to the Public Agency that has been identified in an Order Form (or otherwise in writing by the Public Agency) to be authorized, in accordance with this Agreement, to submit data to or receive data from the Service on the Public Agency's behalf.

(26) **"Term"** means the term for the Public Agency's use of the Service as identified in an Order Form.

(27) **"Trials and Betas"** mean access to the Service (or Service features) on a free, trial, beta, or early access basis.

(28) **"Usage Data"** means the Authority's technical logs, data, and learnings about a Public Agency's use of the Service, excluding Public Agency Data.

(29) **"User"** means an employee or contractor of the Public Agency that the Public Agency allows to use the Service.

(30) **"Virus"** means viruses, malicious code, malware, or similar harmful materials.

(b) Capitalized terms not defined in this Agreement shall have the meaning prescribed to them in the Interlocal Agreement.

2 **Service**

(a) **Data Sharing.** As specified in an Order Form, the Public Agency will upload Public Agency Data into the Service, including by means of a Technology Partner product. The Public Agency hereby authorizes the sharing of Public Agency Data with other public agencies that use the Service, subject to the terms of this Agreement and the Order Form.

(b) **Data Access**. Subject to this Agreement, the Public Agency may authorize Users within its organization to access and use the Service for governmental and public safety purposes during the Term. The Public Agency's access rights include the right to permit Users within the Public Agency's organization to access the Service in accordance with the terms of applicable Order Forms. The Public Agency shall comply with the Documentation and applicable policies in accessing and using the Service.

(c) **Technology Partners**. As specified in the applicable Order Form, Public Agency Data may be provided to or received from a Technology Partner through an integration with the Service. The Public Agency's use of a Technology Partner product is governed by the Public Agency's agreement with the Technology Partner, and the Authority is not responsible or liable for the performance of Technology Partner products, including their use of Public Agency Data.

3 **Users**

The Public Agency may permit Users to use the Service on its behalf. Users must be employees or contractors of the Public Agency. The Public Agency is responsible for provisioning and managing its User accounts, for its Users' actions through the Service and for their compliance with this Agreement. The Public Agency shall ensure that Users keep their login credentials confidential, and the Public Agency shall promptly notify the Authority upon learning of any compromise of User accounts or credentials.

4 **Data**

(a) Subject to this Agreement, the Authority will access and use Public Agency Data only to: (1) provide and maintain the Service, Support, and Professional Services under this Agreement; and (2) provide certain Public Agency Data to a third party

(*e.g.*, an insurance company) as has been specifically approved in writing by the Public Agency, in an Order Form or otherwise.

(b) The Authority shall implement and maintain the Security Measures. The Public Agency shall not submit to the Service any data controlled under the United States International Traffic in Arms regulations.

(c) The parties shall adhere to any Data Processing Addendum ("**DPA**") identified on an Order Form.

(d) The Authority may collect Usage Data and use it to operate, improve, and support the Service and for other lawful governmental or public safety purposes, including benchmarking and reports. However, except as otherwise required by applicable law, the Authority shall not disclose Usage Data externally unless it is: (1) deidentified so that the Usage Data does not identify the Public Agency, its Users, or any other person; and (2) aggregated with data across other participants.

(e) The Public Agency is the owner of all Public Agency Data and is required to provide Public Agency Data in a format agreed by the parties and as required by applicable Law. The Public Agency is responsible for ensuring the accuracy and currency of its Public Agency Data. Except as otherwise provided in this Agreement, the Public Agency shall have access to Public Agency Data at all times.

(f) During a Term, the Public Agency may create reports of its Public Agency Data from the Service (or the Authority will otherwise make the Public Agency Data available to the Public Agency) as described in the Documentation.

(g) The Authority will not store credit card account numbers and associated security information. Credit card data will be handled by a credit card data processor, subject to its terms, conditions, and policies.

(h) The Authority shall comply with FOIA. However, pursuant to Section 5(9) of FOIA, 1976 PA 442, as amended, MCL 15.235(9), the Authority is not considered to be in possession of, retain, or be the custodian of a public record stored on behalf of the Public Agency. If the Authority receives a written request for a public record that is stored on behalf of the Public Agency, the Authority shall, within ten (10) business days after receipt of the request, give written notice to the requesting person identifying the Public Agency and stating that the requesting person must submit the request to the Public Agency.

(i) Pursuant to the Enhanced Access to Public Records Act, 1996 PA 462, as amended, MCL 15.441 to MCL 15.445 (the "**EAPRA**"), the Authority may make Public Agency Data immediately available for public inspection, purchase, or copying by digital means. As a condition to the Authority providing enhanced access under the EAPRA, the Public Agency must first identify the Public Agency Data subject to the EAPRA and adopt an enhanced access policy that complies with the EAPRA. The Public Agency is responsible for ensuring that the fees for providing enhanced access that appear on the fee schedule maintained by the Authority pursuant to Section 11(b) of this MSA do not exceed a "reasonable fee" as that term is defined in the EAPRA, or that the Public Agency has established different reasonable fees in an Order Form.

5 **Support**

(a) The Authority shall provide Support for the Service as described in the Support Policy.

6 **Statements**

(a) Each party states the following:

(1) that it has the legal power and authority to enter into this Agreement;

(2) that it will use industry-standard measures to avoid introducing Viruses into the Service; and

(3) that it is not listed on any United States government list of prohibited or restricted parties.

(b) The Public Agency states it is the owner of Public Agency Data, has the right to provide Public Agency Data with the Service, and grants the Authority the right to use Public Agency Data specified in this Agreement, without violating nonparty intellectual property, privacy, or other rights.

(c) The Authority states the following:

(1) THE SERVICE IS PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. THE AUTHORITY EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT.

(2) The Authority makes no warranty that: (i) the Service will meet the Public Agency's requirements; (ii) the Service will be uninterrupted, timely, secure, or error-free; or (iii) the results that may be obtained by the Service will be accurate or reliable.

(3) Any material or data downloaded or otherwise obtained through the use of the Service is accessed at the Public Agency's discretion and risk. The Public Agency will be solely responsible for any damage to its computer system or loss of data that results from the downloading of any material.

7 **Usage**

(a) The Public Agency shall comply with the Acceptable Use Policy and the Documentation.

(b) Except as explicitly permitted in this Agreement, the Public Agency shall not and shall not permit others to do any of the following:

(1) sell, sublicense, distribute, or rent the Service or the data from the Service (in whole or part), excluding Public Agency Data;

(2) grant non-Users access to the Service or use the Service to provide a hosted or managed service to others;

(3) reverse engineer, decompile, or seek to access the source code of the Service, except to the extent these restrictions are prohibited by Law, and then only upon advance written notice to the Authority;

(4) copy, modify, create derivative works of, or remove proprietary notices from the Service;

(5) conduct security or vulnerability tests of the Service, interfere with its operation, or circumvent its access restrictions;

(6) use the Service to develop a product that competes with the Service.

8 **Auditing**

Upon the Authority's written request, the Public Agency shall provide a signed certification: (a) verifying the Service is being used in accordance with the terms of this Agreement; and (b) listing the locations in which the Service is accessed, number of Users, and any other information reasonably requested by the Authority. The Authority may, at the Authority's expense and not more than once annually, audit the Public Agency's use of the Service and compliance with this Agreement. The audit will be conducted during business hours and will not interfere with the Public Agency's activities. The Public Agency shall provide the Authority or its auditor with all reasonable information and assistance required to enable the Authority to determine whether the Public Agency is in compliance with this Agreement. If the audit reveals that the Public Agency has underpaid fees to the Authority, the Public Agency will be invoiced for the underpaid fees based upon the Authority's price list at the time the fees would have otherwise been incurred. If the Public Agency does not pay the underpaid fees within thirty (30) days after the invoice date, the Public Agency will be charged with interest at a rate of one and one-half percent (1.5%) per month or partial month until paid. If the audit reveals that the Public Agency has underpaid fees totaling five percent (5%) or more of the fees due in any year, the Public Agency shall reimburse the Authority for all reasonable expenses associated with the audit.

9 **Professional Services**

The Authority shall perform Professional Services as described in an Order Form or Statement of Work, which may identify additional terms or milestones for the Professional Services. The Public Agency shall give the Authority access within five (5) business days to Public Agency Materials reasonably needed by the Authority for Professional Services, and the Authority shall use the Public Agency Materials only for purposes of providing Professional Services. Except as otherwise expressly stated in an Order Form or Statement of Work, the Professional Services shall not include travel or lodging expenses. The Public Agency may use code or other deliverables that the Authority provides as part of Professional Services only in connection with the Public Agency's authorized use of the Service under this Agreement.

10 **Purchase of Third Party Products**

The Authority may from time to time facilitate the purchase by the Public Agency of third party products. The Authority's role will be limited to facilitating payment and the execution by the Public Agency of the applicable agreement with the third party product

vendor. The Authority will not be a party to this agreement with the third party product vendor, and will not have any responsibility or liability related to the performance of the third party product.

11 **Fees; Payment**

(a) **Authorized Representatives.** The Public Agency shall provide the Authority with current written authorization identifying representatives who are authorized to execute Order Forms, including any limitations on their authority. The Public Agency shall promptly notify the Authority of any changes to authorized representatives. The Authority may rely on such written authorizations until notified of changes.

(b) **Fee Schedules and Updates.** Current fee schedules shall be maintained by the Authority in a separate fee schedule document and made available through the Authority website. The Authority may update fee schedules from time to time with at least one hundred and twenty (120) days' notice, provided that the updated fee schedules shall not take effect until the next Term, consistent with this Section 11.

(c) **Payment Terms.** Unless the Order Form states otherwise, all amounts are due within sixty (60) days after the invoice date. Late payments are subject to a charge of 1.5% per month or the maximum amount allowed by Law, whichever is less. Fees and expenses are not refundable, except as expressly provided in this Agreement.

(d) **Appropriations and Budget Limitations.** All payment obligations under this Agreement and any Order Forms are subject to annual appropriation of funds by the Public Agency's governing body. If sufficient funds are not appropriated, the Public Agency may terminate the affected Order Form upon thirty (30) days' written notice to the Authority without penalty, provided that the Public Agency has made good-faith efforts to obtain necessary appropriations.

(e) **Fee Disputes.** If the Public Agency disputes an invoice, the Public Agency shall notify the Authority within the payment period, and the parties must seek to resolve the dispute over a thirty (30)-day discussion period. The Public Agency is not required to pay disputed amounts during the discussion period but will timely pay all undisputed amounts. After the discussion period, either party may pursue any available remedies.

(f) **Taxes.** Unless the Public Agency is tax-exempt, the Public Agency is responsible for any sales, use, goods and services, value-added, withholding, or similar taxes or levies that apply to its Order Forms, whether domestic or foreign (**"Taxes"**), other than any income tax payable by the Authority. Fees do not include Taxes.

12 **Suspension**

The Authority may suspend the Public Agency's access to the Service and related services due to a Suspension Event, but where practicable, the Authority shall give the Public Agency prior notice so that the Public Agency may seek to resolve the issue and avoid suspension. The Authority is not required to provide prior notice in exigent circumstances or for a suspension made to avoid material harm or violation of Law. Once a Suspension

Event is resolved, the Authority shall promptly restore the Public Agency's access to the Service in accordance with this Agreement. For purposes of this Section 12, **"Suspension Event"** means: (a) Except during fee disputes as described in Section 11(f), the Public Agency's account is thirty (30) days or more overdue; (b) the Public Agency is in breach of Section 7; or (c) the Authority believes the Public Agency's use of the Service risks material harm to the Service or others.

13 **Term; Termination**

(a) Each Term will last for an initial twelve (12)-month period unless the Order Form states otherwise. Each Term will renew for successive periods unless: (1) the parties agree on a different renewal Order Form; or (2) either party notifies the other of non-renewal at least thirty (30) days prior to the end of the current Term.

(b) This Agreement starts on the Effective Date and continues until the end of all Terms, unless sooner terminated in accordance with its terms. If no Term is in effect, either party may terminate this Agreement for any or no reason with notice to the other party.

(c) Either party may terminate the applicable Order Form (in whole or in part) or this Agreement (together with all Order Forms) if the other party does one or more of the following:

(1) is in material breach of an Order Form or this Agreement and the breach remains uncured thirty (30) or more days after notice; or

(2) ceases operation without a successor.

(d) Upon termination or cancellation of this Agreement, the Authority shall provide a copy of Public Agency Data to the Public Agency in an electronic format and time period determined by the Authority. Upon written confirmation from the Public Agency that it received its data, the Authority may delete Public Agency Data, and each party shall delete any Confidential Information of the other in its possession or control. If the Authority incurs any costs in copying Public Agency Data, the Public Agency shall be responsible for such costs and shall reimburse the Authority according to the terms of an invoice provided by the Authority. The Authority may waive these costs in its sole discretion.

(e) The Public Agency's right to use the Service, Support, and Professional Services ends upon any termination or expiration of the applicable Order Form or this Agreement, subject to this Section 13.

(f) Except where an exclusive remedy is provided, exercising a remedy under this Agreement, including termination, does not limit other remedies a party may have.

(g) Sections 1, 4, 7, 8, 11, 13, 14, and 17 through 33, will survive the termination of this Agreement.

14 **U.S. Government Public Agencies**

To the extent applicable, the Service is "commercial computer software" or a "commercial item" for purposes of Federal Acquisition Regulation (FAR) 12.212 and for

Defense Federal Acquisition Regulation Supplement (DFARS) 227.7202. Use, reproduction, release, modification, disclosure, or transfer of the Service is governed solely by the terms of this Agreement, and all other use is prohibited.

15 **Trials and Betas**

The Authority may offer optional Trials and Betas. Use of Trials and Betas is permitted only for the Public Agency's internal evaluation during the period designated by the Authority on the Order Form (or if not designated, thirty (30) days). Either party may terminate the Public Agency's use of Trials and Betas at any time for any reason. Trials and Betas may be inoperable, incomplete, or include features never released. Notwithstanding anything else in this Agreement, the Authority offers no warranty, indemnity, SLA, or Support for Trials and Betas and its liability for Trials and Betas will not exceed $1,000.

16 **Subcontractors**

(a) The Authority may use subcontractors and permit them to exercise its rights and fulfill its obligations under this Agreement, but the Authority remains responsible for their compliance with this Agreement and for the Authority's overall performance under this Agreement.

(b) Section 16(a) does not limit any additional terms for subprocessors under a Data Protection Addendum.

(c) Technology Partners are not subcontractors under this Agreement.

17 **Intellectual Property**

(a) Neither party grants the other any rights or licenses not expressly set out in this Agreement.

(b) Except for the Authority's express rights in this Agreement, as between the parties, the Public Agency retains all intellectual property and other rights in Public Agency Data and Public Agency Materials provided to the Authority.

(c) Except for the Public Agency's express rights in this Agreement, as between the parties, the Authority and its licensors retain all intellectual property and other rights in the Service, Professional Services deliverables, and related Authority technology.

(d) If the Public Agency provides the Authority feedback regarding improvement or operation of the Service, the Authority may use the feedback without restriction or obligation.

18 **Confidentiality**

(a) A party receiving Confidential Information shall:

(1) use Confidential Information only to fulfill its obligations and exercise its rights under this Agreement;

(2) not disclose Confidential Information to nonparties without the other party's prior approval, except as permitted in this Agreement;

(3) protect Confidential Information using at least the same precautions the party receiving Confidential Information uses for its own similar information, with no less than a reasonable standard of care.

(b) A party receiving Confidential Information may disclose the Confidential Information to its employees, agents, contractors, and other representatives with a legitimate need to know (including, for the Authority, any subcontractors), if the party receiving the Confidential Information remains responsible for its compliance with this Section 18 and is bound to confidentiality obligations no less protective than those included in this Section 18.

(c) Confidentiality obligations under this Section 18 do not apply to information that the party receiving the information can document: (1) is or becomes public knowledge through no fault of the recipient; (2) it rightfully knew or possessed, without confidentiality restrictions, before receipt from the disclosing party; (3) it rightfully received from a nonparty without confidentiality restrictions; or (4) it independently developed without using or referencing Confidential Information.

(d) The parties acknowledge that a breach of this Section 18 may cause substantial harm for which monetary damages are an insufficient remedy. Upon a breach of this Section 18, the party disclosing the Confidential Information may seek appropriate equitable relief, including an injunction, in addition to other remedies.

(e) A party receiving Confidential Information may disclose Confidential Information to the extent required by Law, including FOIA. If permitted by Law, the party receiving Confidential Information shall provide the party disclosing Confidential Information with reasonable advance notice of the required disclosure and reasonably cooperate, at the disclosing party's expense, to obtain confidential treatment for the Confidential Information.

19 **Liability Limitations**

(a) Except when prohibited by law, the Authority's entire liability arising out of or related to this Agreement will be subject to a cap of the amounts paid or payable by the Public Agency to the Authority under this Agreement in the twelve (12) months immediately preceding the first incident giving rise to liability.

(b) Neither party will have any liability arising out of or related to this Agreement for indirect, special, incidental, reliance, or consequential damages or damages for loss of use, lost profits, or interruption of business, even if informed of the possibility of any in advance.

20 **Mutual Compliance with Laws**

(a) Each party shall comply with all Laws that apply to its performance under this Agreement, including, but not limited to, the C.J.I.S. Policy Council Act, 1974 PA 163, as amended, MCL 28.211 to 28.216.

(b) Through this Agreement, the parties commit that they will operate all software solutions in conformance with the CJIS Security Policy (**"CJISSECPOL"**) Version 6.0 and any successor brought into effect by the Federal Bureau of Investigation

(the "**FBI**") during the term of this Agreement, but excluding draft versions of CJISSECPOL released for comment or review and similar proposed policy versions that may be released by the FBI but not finally adopted.

(c) In accordance with CJISSECPOL, certain control requirements apply to personnel with unescorted access to unencrypted criminal justice information, including the parties' personnel operating these solutions. These controls include:

(1) PS-3 (Personal Screening), mandating that the criminal justice agency using the Service conduct a fingerprint-based record check on the parties' personnel;

(2) AT-3 (Awareness and Training), mandating that the parties' personnel complete annual CJIS Security Awareness Training; and

(3) SA-9 (External System Services), mandating that the parties' personnel sign the CJIS Security Addendum.

21 **Catastrophic Event**

(a) If a Catastrophic Event prevents a party from complying with any one or more obligations under this Agreement, that inability to comply is not a breach if: (1) that party uses Reasonable Efforts to perform those obligations; (2) that party's inability to perform those obligations is not due to its failure to: (A) use Reasonable Efforts to protect itself against events or circumstances of the same type as that Catastrophic Event; or (B) develop and maintain a reasonable contingency plan to respond to events or circumstances of the same type as that Catastrophic Event; and (3) that party complies with its obligations under Section 21(b).

(b) If a Catastrophic Event occurs, the noncomplying party shall promptly notify the other party of the occurrence of that Catastrophic Event, its effect on performance, and how long the noncomplying party expects it to last. Thereafter, the noncomplying party shall update that information as reasonably necessary. During a Catastrophic Event, the noncomplying party shall use Reasonable Efforts to limit damages to the other party and to resume its performance under this Agreement.

(c) For purposes of this Section 21, the following definitions apply:

(1) "**Catastrophic Event**" means, with respect to a party, any event or circumstance, whether or not foreseeable, that was not caused by that party (other than a strike or other labor unrest that affects only that party, an increase in prices or other change in general economic conditions, a change in law, or an event or circumstance that results in that party's not having sufficient funds to comply with an obligation to pay money) and any consequences of that event or circumstance.

(2) "**Reasonable Efforts**" means, with respect to a given obligation, the efforts, consistent with the practice of other non-state governmental entities in Michigan and their vendors with respect to a Catastrophic

Event, that a reasonable person in the party's position would use to comply with that obligation as promptly as possible.

22 **Governmental Function; Immunity**

The parties performance of their obligations under this Agreement is a governmental function of providing criminal justice and public safety services to serve the public and to provide aid for persons and property. The parties intend that nothing in this Agreement be interpreted as a waiver by any party of any governmental immunity available to a party under Laws.

23 **Nonparties**

Except as expressly provided in this Agreement, this Agreement does not create for any party and is not intended to create by implication or otherwise, any direct or indirect obligation, duty, promise, benefit, right to be indemnified (such as contractually, legally, equitably, or by implication), right to be subrogated to any party's rights in this Agreement, or any other right.

24 **Non-Assignment**

No party may assign any of its rights or delegate any of its obligations under this Agreement without the prior written consent of the other party.

25 **Authority Name Changes**

The Authority may change its name from time to time as provided in Section 5.6 of the Interlocal Agreement. Any such name change shall not require amendment of this Agreement, and all references to the Authority by its former name shall be deemed to refer to the Authority as renamed.

26 **Modification; Waiver**

(a) Subject to Sections 26(d) and 26(e), no amendment of this Agreement will be effective unless it is in writing, approved by the governing body of the Authority, and signed by an authorized officer of the Public Agency.

(b) The parties may amend the quantities or other items on an Order Form by mutual written agreement.

(c) No waiver under this Agreement will be effective unless it is in writing and signed by the party granting the waiver. A waiver granted on one occasion will not operate as a waiver on other occasions.

(d) With notice to the Public Agency, the Authority may modify the Support Policy or Security Measures to reflect new features or changing practices, but the modifications must not be retroactive or materially decrease the Authority's overall obligations during a Term.

(e) An Order Form may not modify any other part of this Agreement unless the Order Form specifically identifies the provisions that it modifies.

27 **Notice**

(a) A notice or other communication under this Agreement will be effective if it is in writing and received by the party to which it is addressed. It will be deemed to have been received as follows:

(1) if a paper copy is delivered by a delivery organization that allows users to track deliveries, upon receipt as stated in the tracking system;

(2) if a paper copy is delivered by another means, when the intended recipient or a representative of the intended recipient signs for it;

(3) if it is delivered by email, when the intended recipient acknowledges by notice in accordance with this Section 27 (but without need for further acknowledgement) having received that message, except that a read receipt or an automatic reply will not constitute acknowledgement of a message for purposes of this Section 27; or

(4) if the intended recipient rejects or otherwise refuses to accept it, or if it cannot be delivered because of a change in address for which no notice was given, then upon that rejection, refusal, or inability to deliver.

(b) For a notice under this Agreement to be valid, it must be addressed using the information in the Order Form for that party or any other information stated by that party in a notice in accordance with this Section 27.

(c) If a notice addressed to a party is received after 5:00 p.m. on a Business Day at the location specified in the address for that party, or on a day that is not a Business Day at the location specified in the address for that party, then the notice will be deemed to have been received at 9:00 a.m. on the next Business Day.

28 **Points of Contact**

In addition to notice contact information, the Public Agency shall designate on the Order Form contact information for one individual to act as a primary contact person and a second individual to act as a secondary contact person for the Public Agency for communications relating to the Service and its operation and use. The Public Agency shall notify the Authority of any change in the Public Agency's primary contact person or secondary contact person by notifying the Authority pursuant to Section 27.

29 **Severability**

The parties acknowledge that if a dispute between the parties arises out of this Agreement or the subject matter of this Agreement, they would want the court to interpret this Agreement as follows:

(a) with respect to any provision that it holds to be unenforceable, by modifying that provision to the minimum extent necessary to make it enforceable or, if that modification is not permitted by law, by disregarding that provision;

(b) if an unenforceable provision is modified or disregarded in accordance with this Section 29, by holding that the rest of the Agreement will remain in effect as written;

(c) by holding that any unenforceable provision will remain as written in any circumstances other than those in which the provision is held to be unenforceable; and

(d) if modifying or disregarding the unenforceable provision would result in failure of an essential purpose of this Agreement, by holding the entire Agreement unenforceable.

30 **Electronic Signatures**

(a) If this Agreement is an Electronically Signed Document, all of the following apply:

(1) the Authority states that the intention of an individual signing on behalf of the Authority on the Electronically Signed Document is to attribute the individual's signature to the Electronically Signed Document, and that the Electronic Signature on the Electronically Signed Document is the signer's signature to the Electronically Signed Document;

(2) The Public Agency states that the intention of an individual signing on behalf of the Public Agency on the Electronically Signed Document is to attribute the individual's signature to the Electronically Signed Document, and that the Electronic Signature on the Electronically Signed Document is the signer's signature to the Electronically Signed Document;

(3) the parties acknowledge that the Electronic Signatures on all Electronically Signed Documents are legally binding; and

(4) each party hereby waives all rights to repudiate the authenticity or validity of an Electronic Signature on an Electronically Signed Document to the extent the repudiation is based in whole or in part on the fact that the signature is not in an original handwritten form using physical ink and paper.

(b) The Electronic Signatures in Global and National Commerce Act of 2000 (E-SIGN), as amended, 15 USC 7001 to 7031, or the Uniform Electronic Transactions Act, 2000 PA 305, as amended, MCL 450.831 to 450.849, or both, as applicable, govern an Electronic Signature on this Agreement. The Uniform Computer Information Transactions Act (UCITA) does not govern an Electronic Signature on this Agreement.

(c) For purposes of this Section 30, the following definitions apply:

(1) **"Electronic Signature"** means any form of signature provided on behalf of a party other than an original handwritten signature, including any type of image created in any manner (whether electronically or otherwise), which image could reasonably be interpreted as an indication of the signer's intent to sign the document.

(2) **"Electronically Signed Document"** means any document received by a party in connection with this Agreement, or the correction or amendment of any such document, to which an Electronic Signature is affixed, attached, or otherwise logically associated.

31 **Governing Law**

Michigan law governs this Agreement.

32 **Jurisdiction and Venue**

Except as otherwise required by law or court rule, as the exclusive means of bringing an adversarial proceeding to resolve any dispute arising out of this Agreement or the subject matter of this Agreement, a party may bring the proceeding in the courts of the State of Michigan.

33 **Entire Agreement**

This Agreement is the entire understanding between the parties with respect to the subject matter of this Agreement and supersedes all other agreements, whether oral or written, between the parties.

4916-4051-6262.1

Docusign Envelope ID: BD2B01C1-BCAE-86F9-83DD-E5ED15A6FF75

CLEMIS

INTERLOCAL AGREEMENT

This interlocal agreement is between OAKLAND COUNTY, a Michigan body corporate organized under 1973 PA 139, as amended, MCL 45.551 to 45.573 (the "**County**"), the CHARTER TOWNSHIP OF BLOOMFIELD, a Michigan body corporate organized under The Charter Township Act, 1947 PA 359, as amended, MCL 42.1 to 42.34 ("**Bloomfield Township**"), the CHARTER TOWNSHIP OF WHITE LAKE, a Michigan body corporate organized under The Charter Township Act, 1947 PA 359, as amended, MCL 42.1 to 42.34 ("**White Lake Township**"), and each other "**Public Agency**" (as defined in section 1.1(a)(35)) that becomes a "**Participant**" (as defined in section 1.1(a)(29)) pursuant to this agreement.

In 1968, the County created an information system for courts and law enforcement (the "**CLEMIS System**") (as defined in section 1.1(a)(13)) to address the inability of criminal justice and public safety agencies to electronically share data in a timely manner.

Since its creation, the CLEMIS System, which is operated and maintained by the County's Department of Information Technology, has expanded to become a multi-faceted, regional public safety information management system used by the County and many other Public Agencies. The CLEMIS System is composed of several software applications.

The purpose of the CLEMIS System is to provide innovative technology and related services to criminal justice and public safety agencies to enable the sharing of data and the improved delivery of criminal justice and public safety services. Public Agencies using the CLEMIS System have realized lower costs and efficiencies in providing criminal justice and public safety services, thereby providing first responders additional time to serve and protect residents.

The County has the power, privilege, and authority under Michigan law to provide criminal justice and public safety services.

Bloomfield Township, White Lake Township, and each Participant also each have the power, privilege, and authority to provide criminal justice and public safety services.

Section 28 of article 7 of the Michigan Constitution of 1963 and the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, as amended, MCL 124.501 to 124.512, authorize a Public Agency to exercise jointly with any other Public Agency any power, privilege, or authority that the Public Agencies share in common and that each might exercise separately.

The parties want to jointly exercise powers related to criminal justice and public safety services and create a new intergovernmental entity to operate and manage the CLEMIS System.

The parties therefore agree as follows:

ARTICLE 1
DEFINITIONS

1.1 Defined Terms

(a) For purposes of this agreement, the following definitions apply:

(1) "**Act 7**" means the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, as amended, MCL 124.501 to 124.512.

(2) "**Assumed Liabilities**" means that phrase as defined in section 6.2(a)(8).

(3) "**Authority**" means the Courts and Law Enforcement Management Information System (CLEMIS) Authority created as a public body corporate and politic under section 3.1.

(4) "**Authority Board**" means that phrase as defined in section 4.1.

(5) "**Authorizing Resolution**" means that phrase as defined in section 9.1(b).

(6) "**Bloomfield Township**" means the Charter Township of Bloomfield, a Michigan body corporate organized under The Charter Township Act, 1947 PA 359, as amended, MCL 42.1 to 42.34.

(7) "**Budget Act**" means the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, MCL 141.421 to 141.440a.

(8) "**Business Day**" means a day other than a Saturday, Sunday, or legal holiday observed by the State of Michigan.

(9) "**Cash and Cash Equivalents**" means that phrase as defined in section 6.2(c)(1).

(10) "**C.J.I.S. Act**" means the C.J.I.S. Policy Act, 1974 PA 163, as amended, MCL 28.211 to 28.215.

(11) "**CLEMIS Authority**" means the Courts and Law Enforcement Management Information System (CLEMIS) Authority created as a public body corporate and politic under section 3.1.

(12) "**CLEMIS Main Services Agreement**" or "**CLEMIS MSA**" means the services agreement provided for in section 3.5.

(13) "**CLEMIS System**" means the criminal justice information system for courts and law enforcement created by the County, operated and maintained as "CLEMIS" by the County's Department of Information Technology before February 1, 2026, and transferred to and operated and maintained by the Authority pursuant to this agreement after January 31, 2026.

(14) "**Contracts**" means that term as defined in section 6.2(c)(2).

(15) "**Copyrights**" means that term as defined in section 6.2(c)(5)(C).

(16) **"County"** means Oakland County, a Michigan body corporate organized under 1973 PA 139, as amended, MCL 45.551 to 45.573.

(17) **"County I.T. Services Agreement"** means that phrase as defined in section 6.7(a).

(18) **"Criminal Justice Agency"** means a court or other Public Agency, or any subunit of the court or Public Agency, that engages in the administration of criminal justice pursuant to a law or executive order and that allocates a substantial part of its annual budget for the administration of criminal justice. Criminal Justice Agency includes a state or federal inspector general office.

(19) **"Effective Date"** means the effective date of this agreement as provided under section 10.1.

(20) **"Executive Committee"** means the executive committee of the Authority Board created under section 4.5.

(21) **"Executive Director"** means the executive director of the Authority provided for under section 4.12.

(22) **"Initial Participants"** includes the County, Bloomfield Township, and White Lake Township.

(23) **"Intellectual Property"** means that phrase as defined in section 6.2(c)(3).

(24) **"Intellectual Property Agreements"** means that phrase as defined in section 6.2(c)(4).

(25) **"Intellectual Property Assets"** means that phrase as defined in section 6.2(c)(5).

(26) **"Nonparty Claim"** means that phrase as defined in section 11.2(f)(1).

(27) **"OMA"** means the Open Meetings Act, 1976 PA 267, as amended, MCL 15.261 to 15.275, as defined in section 4.3.

(28) **"Operations"** means that term as defined in section 6.2(a)(7).

(29) **"Participant"** means a party to this agreement other than the Initial Participants.

(30) **"Participation Agreement"** means an agreement with a Participant in the form provided at exhibit A.

(31) **"Participation Form"** means that phrase as defined in section 9.1(a).

(32) **"Patents"** means that term as defined in section 6.2(c)(5)(A).

(33) **"Person"** means an individual, corporation, limited liability company, partnership, association, trust, or other entity or organization, including a governmental entity.

(34) **"Proceeding"** means any judicial, administrative, or arbitration action, suit, claim, investigation, or proceeding.

(35) **"Public Agency"** means a political subdivision of the State of Michigan or of another state of the United States or of Canada, including a state government; a county, city, village, township, charter township, school district, single or multipurpose special district, or single or multipurpose public authority; a provincial government, metropolitan government, borough, or other political subdivision of Canada; an agency of the United States government; or a similar entity of any other state of the United States and of Canada. As used in this section 1.1(a)(35), agency of the United States government includes an Indian tribe recognized by the federal government before 2000 that exercises governmental authority over land within the State of Michigan.

(36) **"Representative"** means that term as defined in section 11.2(f)(2).

(37) **"Tangible Personal Property"** means that phrase as defined in section 6.2(a)(6).

(38) **"Trademarks"** means that term as defined in section 6.2(c)(5)(B).

(39) **"Trade Secrets"** means that phrase as defined in section 6.2(c)(5)(G).

(40) **"Transfer Agreement"** means that phrase as defined in section 6.2(a).

(41) **"Transfer Date"** means that phrase as defined in section 6.2(a).

(42) **"Transferred Assets"** means that phrase as defined in section 6.2(a)(7).

(43) **"White Lake Township"** means the Charter Township of White Lake, a Michigan body corporate organized under The Charter Township Act, 1947 PA 359, as amended, MCL 42.1 to 42.34.

ARTICLE 2
PURPOSE

2.1 Purpose of Agreement

The purpose of this agreement is to create and empower a public body corporate and politic to implement the powers, privileges, and authorities of each of the parties with respect to the subject matter of this agreement, including the operation of a public safety management information system for court and law enforcement purposes.

2.2 Method for Exercise of Power

The Authority will exercise power under this agreement as provided in this agreement.

2.3 **Management and Direction**

The Executive Committee has the responsibility, authority, and right to manage and direct on behalf of the public the functions or services performed or exercised under this agreement to the extent provided in this agreement.

ARTICLE 3
CREATION OF AUTHORITY

3.1 **Creation of CLEMIS Authority**

The Courts and Law Enforcement Management Information System (CLEMIS) Authority is hereby created as a separate legal entity for the purpose of exercising the powers, privileges, and authorities under this agreement and applicable law, including executing the provisions of this agreement. The Authority is a public body corporate and politic. The Authority may use the name "CLEMIS Authority".

3.2 **Principal Office**

The principal office of the Authority will be at a location determined by the Executive Committee.

3.3 **Title to Authority Assets**

Unless otherwise expressly provided in this agreement, all property of the Authority is owned by the Authority as a separate legal entity and public body corporate and politic, and no party has any ownership interest in property of the Authority.

3.4 **Tax-Exempt Status**

(a) The Authority must not be operated for profit.

(b) No part of any earnings of the Authority may inure to the benefit of a Person other than the Initial Participants or the Participants.

(c) The parties intend that the activities of the Authority are tax exempt as governmental functions carried out by an instrumentality or political subdivision of government under section 115 of the Internal Revenue Code of 1986, as amended, 26 USC 115, or any corresponding provisions of any future federal tax code.

(d) The parties also intend that the activities of the Authority are governmental functions carried out by a political subdivision of the State of Michigan, exempt to the extent provided under Michigan law from taxation, including all of the following:

(1) income taxes under the City Income Tax Act, 1964 PA 284, as amended, MCL 141.501 to 141.787;

(2) sales taxes under the General Sales Tax Act, 1933 PA 167, as amended, MCL 205.51 to 205.78;

(3) use taxes under the Use Tax Act, 1937 PA 94, as amended, MCL 205.91 to 205.111;

(4) income taxes under the Income Tax Act of 1967, 1967 PA 281, as amended, MCL 206.1 to 206.847; and

(5) property taxes under The General Property Tax Act, 1893 PA 206, as amended, MCL 211.1 to 211.155.

3.5 **CLEMIS Main Services Agreement**

After January 31, 2026, each party also must be a party to a CLEMIS Main Services Agreement (**"CLEMIS MSA"**) between the party and the Authority relating to the use of the CLEMIS System by that party. The Authority may enter into a CLEMIS MSA with a Public Agency that is not an Initial Participant or a Participant.

3.6 **Statements of Fact**

(a) Each party states that it has taken all action and secured all approvals required to permit the party to enter into this agreement.

(b) Each party states that the individual signing this agreement on behalf of the party has the legal authority to sign this agreement and to bind the party to the terms of this agreement.

(c) The verb used to introduce a statement of fact in this agreement is not intended to affect the remedies available for inaccuracy of that statement of fact.

ARTICLE 4
GOVERNANCE

4.1 **Authority Board**

(a) A board is created for the Authority (the **"Authority Board"**) as required by section 7(1) of Act 7, MCL 124.507(1). The Authority Board includes all of the following members:

(1) one member appointed by the governing body of the County;

(2) one member appointed by the governing body of Bloomfield Township;

(3) one member appointed by the governing body of White Lake Township;

(4) one member appointed by the governing body of each Participant;

(5) one member appointed by the county executive of the County (the **"County Executive"**) who is an employee or officer of the County;

(6) one member appointed by the County Executive who is an employee or officer of the Office of the Oakland County Sheriff; and

(7) 15 other members appointed by the County Executive.

(b) All of the following apply to a member of the Authority Board appointed under section 4.1(a):

(1) each member must be appointed for a term of four years unless the member is being appointed to fill a vacancy caused for a reason other than the expiration of a term;

(2) a member may be removed from the Authority Board at the will of the appointing authority for the member;

(3) a vacancy caused for a reason other than the expiration of a term must be filled by the appointing authority for the vacating member for the remainder of the vacating member's unexpired term; and

(4) a member may continue to serve after the expiration of the member's term until a successor is appointed and qualified.

(c) Before entering upon the duties as a member of the Authority Board, each member of the Authority Board must take and subscribe to the oath of office required by section 1 of article 11 of the Michigan Constitution of 1963. A copy of each oath of office must be filed with the clerk of the County.

(d) An appointing authority under section 4.1(a) shall notify the Executive Committee of any appointments made under section 4.1(a).

4.2 **Authority Board Powers**

The Authority Board shall review the annual audit of the Authority, may evaluate the performance of the Authority, and shall, if required by law, review acts of the Executive Committee. The Authority Board may advise the Executive Committee on all matters relating to the Authority, including the Authority's budget and amendments to this agreement.

4.3 **Authority Board Meetings**

The County Executive shall convene the initial meeting of the Authority Board. The Authority Board shall hold at least one annual meeting at the place, date, and time determined by the Authority Board. Meetings of the Authority Board must comply with the Open Meetings Act, 1976 PA 267, as amended, MCL 15.261 to 15.275 (the "**OMA**"). Public notice of the time, date, and place of Authority Board meetings must be provided in the manner required by the OMA.

4.4 **Authority Board Quorum and Voting**

A majority of the members of the Authority Board then in office will constitute a quorum for the transaction of Authority Board business. The Authority Board shall act by a majority vote of the members appointed and serving at the time of the vote. Members of the Authority Board shall not engage in proxy voting.

4.5 **Executive Committee**

(a) An executive committee of the Authority Board (the "**Executive Committee**") is hereby created.

(b) The Executive Committee consists of the following nine members of the Authority Board:

(1) the member of the Authority Board appointed by the County Executive under section 4.1(a)(5); and

(2) eight members appointed by the County Executive, including all of the following:

(A) two members of the Authority Board representing cities, townships, or villages;

(B) one member of the Authority Board representing counties; and

(C) five members of the Authority Board representing other Public Agencies.

(c) The initial terms of office of the members of the Executive Committee appointed under section 4.5(b)(2) will be as follows:

(1) two members appointed for a term of four years;

(2) two members appointed for a term of three years;

(3) two members appointed for a term of two years; and

(4) two members appointed for a term of one year.

(d) After the initial terms under section 4.5(b)(2), subsequent appointments of members of the Executive Committee appointed under section 4.5(b)(2) will be for terms of four years. The County Executive shall fill a vacancy on the Executive Committee caused other than by expiration of a term in the same manner as the original appointment under section 4.5(b)(2) for the balance of the unexpired term.

(e) A member of the Executive Committee may continue to serve after the expiration of the member's term until a successor is appointed and qualified.

(f) To serve as a member of the Executive Committee, a person must be a member of the Authority Board.

(g) Before entering upon the duties as a member of the Executive Committee, each member of the Executive Committee must take and subscribe to the oath of office required by section 1 of article 11 of the Michigan Constitution of 1963. A copy of each oath of office must be filed with the clerk of the County.

4.6 Executive Committee Powers

Except as otherwise provided in section 4.2, the Executive Committee shall exercise the powers of the Authority. The Executive Committee shall appoint the Executive Director of the Authority. The Executive Committee has the power to manage and direct on behalf of the public the functions or services performed under this agreement. The Executive

Committee is responsible for compliance by the Authority with rules and procedures applicable to the Authority under the C.J.I.S. Act.

4.7 **Executive Committee Meetings**

The member of the Executive Committee described in section 4.5(b)(1) shall convene the initial meeting of the Executive Committee and shall serve as chairperson of the Executive Committee. The Executive Committee shall meet regularly at the place, date, and time as the Executive Committee determines, but not less than quarterly. Meetings of the Executive Committee must comply with the OMA. Public notice of the time, date, and place of Executive Committee meetings must be given in the manner required by the OMA.

4.8 **Executive Committee Quorum and Voting**

A majority of the members of the Executive Committee then in office constitutes a quorum for the transaction of business. The Executive Committee shall act by a majority vote of its members. Members of the Executive Committee shall not engage in proxy voting.

4.9 **Bylaws**

The Executive Committee may adopt bylaws consistent with this agreement and applicable law governing the activities of the Executive Committee.

4.10 **Committees**

(a) The Executive Committee shall establish a Finance Committee as an advisory body consisting of members of the Authority Board to advise the Executive Committee not less than once per year on fees and other charges sufficient to pay the expenses of the CLEMIS System and the Authority.

(b) The Executive Committee may establish other committees consisting of members of the Authority Board to advise the Executive Committee on matters relating to the Authority and this agreement.

4.11 **Advisory Groups**

The Executive Committee may establish advisory groups consisting of individuals representing parties to this agreement and persons or entities to which the Authority provides services to advise the Executive Committee on matters relating to the Authority, including a user advisory group.

4.12 **Executive Director**

The Executive Committee shall appoint the chief executive officer of the Authority (the "**Executive Director**"). The Executive Director shall administer all programs, funds, personnel, contracts, and all other administrative functions of the Authority, subject to oversight of the Executive Committee. The Executive Director shall receive compensation as determined by the Executive Committee. All terms and conditions of the Executive Director's employment, including length of service, must be specified in a written contract between the Executive Director and the Authority. The Executive Director will serve at the pleasure of the Executive Committee, and the Executive Committee may remove or

discharge the Executive Director by a vote of at least a majority of the members of the Executive Committee.

4.13 **Fiduciary Duty**

The members of the Authority Board, the Executive Committee, and the Executive Director are under a fiduciary duty to conduct the activities and affairs of the Authority in the best interests of the Authority, including the safekeeping and use of all Authority money and other Authority assets for the benefit of the Authority. The members of the Authority Board, the Executive Committee, and the Executive Director shall discharge this duty in good faith, with the care an ordinarily prudent individual in a like position would exercise under similar circumstances.

4.14 **Compensation**

The members of the Authority Board and the Executive Committee will receive no compensation for the performance of their duties. A member of the Authority Board or the Executive Committee may engage in private or public employment, or in a profession or business. Members of the Authority Board and the Executive Committee may be reimbursed by the Authority for expenses incurred (such as travel and meals) relating to the performance of official duties of the Authority.

4.15 **Ethics and Conflicts of Interest**

The Executive Committee shall adopt ethics policies governing the conduct of Authority Board members, the Executive Committee, and the officers and employees of the Authority. The policies must be no less stringent than those provided for public officers and employees under 1973 PA 196, as amended, MCL 15.341 to 15.348. Members of the Authority Board, the Executive Committee, and the officers and employees of the Authority will be deemed to be public servants under 1968 PA 317, as amended, MCL 15.321 to 15.330, and are subject to any other applicable laws with respect to conflicts of interest. The Executive Committee shall establish policies and procedures requiring disclosure of relationships that may give rise to conflicts of interest.

4.16 **Fees and Charges**

The Executive Committee shall establish fees and other charges sufficient with other resources to pay the expenses of the CLEMIS System and the Authority. When establishing fees and other charges, the Executive Committee shall consider any recommendation from the Finance Committee required by section 4.10(a).

ARTICLE 5
POWERS OF AUTHORITY

5.1 **General Powers**

(a) In carrying out its purposes and otherwise executing this agreement, the Authority may perform, or perform with any Person, as applicable, any power, privilege, or authority that the parties share in common and that each might exercise separately

to the fullest extent permitted by Act 7 and other applicable law. The enumeration of a power in this agreement is not a limitation upon the powers of the Authority.

(b) Among other things, the Authority may do all of the following:

(1) make or enter into contracts;

(2) employ agencies or employees;

(3) acquire, construct, manage, maintain, or operate buildings, works, or improvements;

(4) acquire, own, hold, operate, maintain, lease, or sell real or personal property and dispose of, divide, or distribute any property;

(5) incur debts, liabilities, or obligations that, except as expressly authorized by the parties, do not constitute the debts, liabilities, or obligations of any of the parties;

(6) cooperate with a Public Agency or an agency or instrumentality of the Public Agency;

(7) make loans from the proceeds of gifts, grants, assistance funds, or bequests in order to further its purposes;

(8) form other entities necessary to further the purposes of this agreement; and

(9) sue and be sued in the name of the Authority.

(c) The Authority may not bind a party to this agreement, unless otherwise agreed to by the party.

(d) The Authority may not levy a tax.

5.2 **Additional Powers**

(a) The Authority also may do all of the following:

(1) employ, engage, compensate, transfer, or discharge necessary personnel, subject to the provisions of applicable law;

(2) fix and collect charges, rates, rents, fees, loan repayments, loan interest rates, or other charges on loans;

(3) promulgate necessary rules and provide for their enforcement by or with the assistance of the parties to accomplish the purposes of this agreement;

(4) accept gifts, grants, assistance funds, or bequests and use the same for the purposes of this agreement;

(5) apply for and accept grants, loans, or contributions from any source and secure grants, loans, or other contributions;

(6) make claims for federal or state aid payable to a party on account of the execution of this agreement, with the consent of the party;

(7) determine the manner of responding for any liabilities that might be incurred through performance of the Agreement and insure against any such liability;

(8) adjudicate disputes or disagreements, the effects of failure of the parties to pay their shares of the costs and expenses agreed to by the parties, and the rights of the other parties in such cases;

(9) engage auditors to perform independent audits of the financial statements of the Authority;

(10) invest surplus funds or proceeds of grants, gifts, or bequests and adopt an investment policy in connection therewith;

(11) employ legal, financial, and technical experts, other officers, agents, or employees, and accept voluntary provision of such services and functions from donor individuals and entities;

(12) study, develop, and prepare reports or plans the Authority considers necessary to further the purposes of this agreement and to monitor and evaluate performance under this agreement; and

(13) indemnify, as permitted by law, and procure insurance indemnifying any members of the Authority Board, Executive Committee, or officers or employees of the Authority from personal loss or accountability from liability asserted by any Person for any acts or omissions of the Authority.

(b) The Authority may enter into agreements, contracts, or arrangements with a Public Agency or other Person necessary or appropriate to assist the Authority in carrying out its duties and functions.

(c) The Authority may accept gifts, grants, bequests, and other donations for use in performing the Authority's functions. Money or property accepted must be used as directed by the donor in accordance with applicable law, rules, and procedures. The Authority may receive local, state, and federal funds to accomplish its purposes.

(d) The Authority may form and own other legal entities to further the purposes of this agreement. The Authority may cooperate with a Public Agency, an instrumentality of that Public Agency, or other legal or administrative entities created under Act 7.

5.3 **Bonds or Notes; Limitation**

(a) The Authority shall not issue any type of bond in its own name, except as provided in this section 5.3, or in any way indebt a party except as expressly authorized by that party.

(b) The Authority may borrow money and issue bonds or notes in its name for local public improvements or for economic development purposes, but the Authority must not borrow money or issue bonds or notes for an amount that, together with the total outstanding bonded indebtedness of the Authority, exceeds 2 mills of the taxable value of the taxable property within the geographic areas of the parties as

determined under section 27a of The General Property Tax Act, as amended, 1893 PA 206, MCL 211.27a, unless otherwise authorized by Act 7.

(c) Bonds or notes issued by the Authority are the debt of the Authority and not of the parties.

(d) Bonds or notes issued by the Authority are for an essential public and governmental purpose. Pursuant to section 7(7) of Act 7, MCL 124.507(7), bonds or notes, together with the interest on the bonds or notes and income from the bonds or notes, are exempt from all taxes.

(e) Bonds or notes issued by the Authority are subject to the Revised Municipal Finance Act, 2001 PA 34, as amended, MCL 141.2101 to 141.2821.

5.4 **Criminal Justice Agency**

(a) The Authority may exercise the powers, privileges, and authorities of a Criminal Justice Agency. The Authority is hereby designated to perform criminal justice functions and authorized to perform the administration of criminal justice.

(b) The Authority shall comply with applicable state and federal laws relating to criminal justice information, including the C.J.I.S. Policy Act, 1974 PA 163, as amended, MCL 28.211 to 28.215)(the **"C.J.I.S. Act"**), and applicable provisions of the state administrative rules promulgated pursuant to the C.J.I.S. Act.

(c) To the extent permitted by applicable law, the Authority may obtain an originating agency identifier (ORI) assignment from the Criminal Justice Information Services Division of the Federal Bureau of Investigation.

5.5 **Limitation on Political Activity**

The Authority shall not spend any public funds on political activities. This section 5.5 is not intended to prohibit the Authority from engaging in activities permitted under the Michigan Campaign Finance Act, 1976 PA 388, as amended, MCL 169.201 to 169.282.

5.6 **Name of Authority and System**

The Executive Committee may change the name of the Authority and the name used for the CLEMIS System. The Executive Committee shall notify each party to this agreement of a name change under this section 5.6. A name change under this section 5.6 is effective upon a date provided by the Executive Committee after notice required by this section is provided.

ARTICLE 6
CONTRIBUTIONS BY COUNTY

6.1 **Startup Advance**

Not less than 10 Business Days after the Effective Date, the County shall transfer to the Authority $250,000.00 for the initial startup costs of the Authority.

6.2 **Transfer of CLEMIS System Assets to Authority**

(a) Subject to section 6.2(b), effective February 1, 2026 (the "**Transfer Date**"), the County shall transfer to the Authority all of the following both owned by the County and relating to the CLEMIS System, as provided in a transfer agreement between the County and the Authority entered into before the Transfer Date (the "**Transfer Agreement**"):

(1) Cash and Cash Equivalents, including money relating to the CLEMIS System in County internal fund numbers FND53500 (CLEMIS) and FND53100 (Fire Records Management);

(2) accounts or notes receivable owned by the County, and any security, claim, remedy, or other right related to each such account or note receivable;

(3) inventory, finished goods, raw materials, work in progress, packaging, supplies, parts, and other inventories (including consumables);

(4) Contracts;

(5) Intellectual Property Assets;

(6) furniture, fixtures, equipment, machinery, tools, vehicles, office equipment, supplies, computers, telephones, and other tangible personal property (the "**Tangible Personal Property**");

(7) any permits or licenses issued by a governmental authority held by the County and required for the conduct of the operations of the CLEMIS System (the "**Operations**") or for the ownership and use of the assets transferred under the Transfer Agreement ("**Transferred Assets**");

(8) any rights to any actions of any nature available to or being pursued by the County to the extent related to the Operations, the Transferred Assets, or liabilities assumed by the Authority under the Transfer Agreement (the "**Assumed Liabilities**"), whether arising by way of counterclaim or otherwise;

(9) any prepaid expenses, credits, advance payments, claims, security, refunds, rights of recovery, rights of set-off, rights of recoupment, deposits, charges, and fees;

(10) any of the County's rights under warranties, indemnities, and all similar rights against other Persons to the extent related to any assets transferred under the Transfer Agreement;

(11) any insurance benefits, including rights and proceeds, arising from or relating to the Operations, the Transferred Assets, or the Assumed Liabilities;

(12) copies of any records, including books of account, ledgers, and general, financial, and accounting records, CLEMIS System user lists, user purchase

histories, user agreements, supplier lists, quality control records and procedures, user complaints and inquiry files, research and development files, records and data, strategic plans, internal financial statements, marketing and promotional surveys, material and research, and files relating to the Intellectual Property Assets and the Intellectual Property Agreements; and

(13) the goodwill and the going concern value of the Operations.

(b) The Transfer Agreement may designate assets retained by the County and not transferred to the Authority.

(c) For purposes of this section 6.2, the following definitions apply:

(1) **"Cash and Cash Equivalents"** means any cash and cash equivalents (including commercial paper, certificates of deposit, and other bank deposits, treasury bills, short-term investments, and all other marketable securities), investment accounts, and other similar cash items, less uncleared checks, wires, automated clearinghouse (ACH) settlements, and drafts.

(2) **"Contracts"** means any contracts, licenses, instruments, notes, commitments, undertakings, joint ventures, donation agreements, and any other agreements, commitments, and legally binding arrangements, whether written or oral, including any legally binding amendments to the preceding.

(3) **"Intellectual Property"** means Intellectual Property both owned by the County and used or held for use in the conduct of the operations of the CLEMIS System as currently conducted or proposed to be conducted, and all (A) royalties, fees, income, payments, and other proceeds now or later due or payable to the County relating to the Intellectual Property, and (B) claims and causes of action relating to the Intellectual Property, whether accruing before, on, or after the Transfer Date, including any rights to and claims for damages, restitution, and injunctive and other legal or equitable relief for past, present, or future infringement, misappropriation, or other violation of applicable law.

(4) **"Intellectual Property Agreements"** means any license, sublicense, consent to use agreement, settlement, coexistence agreement, covenant not to sue, waiver, release, permission, or other agreement, written or oral, relating to Intellectual Property that is used or held for use in the conduct of the Operations as currently conducted or proposed to be conducted to which the County is a party, beneficiary, or otherwise bound.

(5) **"Intellectual Property Assets"** means any rights in, arising out of, or associated with any of the following in any jurisdiction:

(A) issued patents and patent applications (whether provisional or non-provisional), including divisional, continuations, continuations-in-part, substitutions, reissues, reexaminations, extensions, or restorations of any of the preceding and other government issued indicia of invention ownership (including certificates of invention, petty patents, and patent utility models) ("**Patents**");

(B) trademarks, service marks, brands, certification marks, logos, trade dress, trade names, and other similar indicia of source or origin, and the goodwill connected with the use of and symbolized by, and all registrations, applications for registration, and renewals of, any of the foregoing ("**Trademarks**");

(C) copyrights and works of authorship, whether or not copyrightable, and all registrations, applications for registration, and renewals of any of the preceding ("**Copyrights**");

(D) internet domain names (including "clemis.org") and social media accounts or user names (including handles), whether or not Trademarks, any associated web addresses, URLs, websites and web pages, social media sites, and pages, and any content and data on or relating to the websites and web pages, social media sites, and pages, whether or not Copyrights;

(E) mask works, and any registrations, applications for registration, and renewals of the registrations or applications for registration;

(F) industrial designs, and all Patents, registrations, applications for registration, and renewals;

(G) trade secrets, know-how, inventions (whether or not patentable), discoveries, improvements, Technology, business and technical information, databases, data compilations and collections, tools, methods, processes, techniques, and other confidential and proprietary information and any related rights ("**Trade Secrets**");

(H) computer programs, operating systems, applications, firmware, and other code, including all source code, object code, application programming interfaces, data files, databases, protocols, specifications, and other related documentation;

(I) rights of publicity; and

(J) any other intellectual or industrial property and proprietary rights.

6.3 **Other Assets**

On the Transfer Date, in addition to other assets transferred by the County to the Authority, the County shall transfer $9,750,000.00 to the Authority.

6.4 **Liabilities and Contingencies**

On the Transfer Date, the County shall transfer to the Authority and the Authority shall assume the liabilities and contingencies of the County relating to the CLEMIS System as detailed in the Transfer Agreement.

6.5 **County Property and Facilities**

Beginning on the Transfer Date, and continuing through September 30, 2027, the County shall provide the Authority with the use of County facilities and property needed for the operation of the CLEMIS System by the Authority as provided in the Transfer Agreement, including a separately executed lease agreement. The Authority may enter into agreements with the County for the use of County property and facilities effective after September 30, 2027.

6.6 **County Telecommunications and Network Equipment and Services**

Beginning on the Transfer Date and continuing through September 30, 2027, the County shall provide the Authority with the use of the County telecommunications and network equipment and services as provided in the Transfer Agreement. The Authority may enter into agreements with the County for the use of County telecommunications and network equipment effective after September 30, 2027.

6.7 **County I.T. Services Agreements**

(a) By October 3, 2025, the County shall notify each Public Agency that is a party to an agreement for information technology services with the County providing the Public Agency with access to the CLEMIS System (each a "**County I.T. Services Agreement**") of the cancellation of the County I.T. Services Agreement by the County effective February 1, 2026.

(b) When providing notice to a Public Agency under section 6.7(a), the County shall provide the Public Agency with information provided by the Authority regarding the transfers provided under this agreement and instructions on how the Public Agency may enter into an agreement with the CLEMIS Authority for continued access to the CLEMIS System after January 31, 2026.

(c) If the County enters into a County I.T. Services Agreement after the Effective Date, the County I.T. Services Agreement must provide for the termination of the County I.T. Services Agreement effective February 1, 2026.

(d) The County and the Authority may enter into agreements and execute other documents necessary to effectuate this section 6.7.

6.8 **Other Revenue**

After January 31, 2026, the County shall transfer to the Authority money paid to the County and attributable to the CLEMIS System. A transfer under this section 6.8 must be paid to the Authority within 15 Business Days after the end of the month in which money is paid to the County.

6.9 **Nonparty Consents**

To the extent that the County's rights under any agreement or permit that is a Transferred Asset under the Transfer Agreement, or any other Transferred Asset under the Transfer Agreement, may not be assigned to the Authority without the consent of another Person, and the consent has not been obtained as of the Transfer Date, it is the intent of the parties that this Agreement not be construed to assign the Transferred Asset to the Authority if the attempted assignment would constitute a breach of the agreement or permit or be unlawful, and the County shall use reasonable efforts to obtain any required consent as promptly as possible. If any consent is not obtained or if any attempted assignment would be ineffective or would impair the Authority's rights under the Transferred Asset in question, so that the Authority would not effectively acquire the benefit of the rights relating to the Transferred Asset, the County, to the extent permitted by applicable law and the Transferred Asset, shall act after the Transfer Date as the Authority's agent to obtain for the Authority the benefits under the Transferred Asset and shall cooperate to the extent permitted by applicable law and the Transferred Asset in any other reasonable arrangement designed to provide the benefits to the Authority.

In Process

ARTICLE 7
EMPLOYEES

7.1 **Employer of Personnel**

(a) The Authority must function as the employer of any employees of the Authority and has the responsibility, authority, and right to manage and direct the employees of the Authority.

(b) No employment relationship exists between the Authority and an employee of an Initial Participant or a Participant.

7.2 **Transfer of County Employees**

(a) On the Transfer Date, the County shall transfer to the Authority each employee of the County indicated in the Transfer Agreement that remains an employee of the County on January 31, 2026. Upon transfer to the Authority, the employees transferred under this section 7.2(a) will each be an employee of the Authority and not employees of the County.

(b) On the Transfer Date, the County shall detail (as provided in this section 7.2(b)) to the Authority each employee of the County indicated in the Transfer Agreement that remains an employee of the County on January 31, 2026. Employees of the County detailed to the Authority under this section 7.2(b) are not employees of the Authority and remain employees of the County. Employees described in this section 7.2(b) will continue within the County's merit system (as applicable to any County merit system employee), and the County's compensation and benefit system, including wages, retirement benefits, seniority, medical leave, vacation, healthcare, and other benefits, with those costs paid by the Authority while the employee is detailed to the Authority. Employees detailed under this section 7.2(b) are subject to direction and

supervision in the performance of tasks by the Authority, but the County will function as the employer of the employees detailed under this section 7.2(b) and will otherwise have the responsibility, authority, and right to manage and direct the employees. The Authority and the County may enter into agreements relating to the detail of employees under this section 7.2(b).

ARTICLE 8
RECORDS AND FINANCES

8.1 Authority Records

(a) The Authority shall keep and maintain at the principal office of the Authority all documents and records of the Authority.

(b) The records of the Authority must include a copy of this agreement, each Participation Agreement, any amendments to this agreement, and any amended and restated agreement.

(c) The Authority shall make the records of the Authority available to the parties.

(d) The records and documents of the Authority must be maintained until termination of this agreement. Upon termination of this agreement, the records and documents of the Authority must be transmitted to the County.

8.2 Freedom of Information Act

The Authority shall comply with the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231 to 15.246.

8.3 Uniform Budgeting and Accounting Act

(a) The Authority shall be subject to and comply with the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, MCL 141.421 to 141.440a.

(b) Unless otherwise designated by the Executive Committee, the Executive Director shall serve as the chief administrative officer of the Authority for purposes of the Budget Act.

(c) The Executive Committee shall prepare all budgets and budget amendments and the Executive Committee shall approve all budgets and budget amendments for the Authority for each fiscal year of the Authority.

8.4 Financial Statements and Reports

(a) The Authority shall prepare, or cause to be prepared, at the Authority's expense, audited financial statements (balance sheet, statement of revenue and expenses, statement of cash flows, and changes in fund balance) on an annual basis.

(b) The audited financial statements must be prepared in accordance with generally accepted accounting principles and accompanied by a written opinion of an independent certified public accounting firm.

(c) A copy of the annual financial statement and report must be filed with the Michigan Department of Treasury and the Authority shall make a copy available to the Authority Board, the Executive Committee, and each of the parties.

8.5 **Deposits and Investments**

The Authority shall deposit and invest money of the Authority not otherwise employed in carrying out the purposes of the Authority in accordance with an investment policy adopted by the Executive Committee that is consistent with applicable law.

8.6 **Disbursements**

Disbursements of money of the Authority must be in accordance with the budget for the Authority adopted by the Executive Committee, consistent with any guidelines or disbursement policies established by the Executive Committee, and in accordance with applicable law.

8.7 **Audits**

(a) The Executive Committee may establish a dedicated audit committee for the purpose of overseeing the accounting and financial reporting processes of the Authority and audits of its financial statements and making recommendations to the Authority Board on approval of the annual audit.

(b) If an audit committee is established, the Executive Committee shall establish specific duties and obligations for the audit committee and standards and qualifications for membership of that committee.

(c) The Executive Committee may require at least one member of an audit committee to be specifically knowledgeable about financial reports.

ARTICLE 9
ADMISSION OF PARTICIPANTS

9.1 **Admission Procedure**

(a) After the Effective Date, a Public Agency may become a Participant by submitting to the Authority a participation agreement signed by the Public Agency in the form included at exhibit A (a "**Participation Form**") in a manner consistent with this section 9.1 and any procedures adopted by the Executive Committee.

(b) A Participation Form must be accompanied by a resolution of the governing body of the Public Agency in substantially the form provided at exhibit B (the "**Authorizing Resolution**").

(c) A Participation Form also must be accompanied by a CLEMIS MSA signed by the Public Agency.

(d) The Executive Director may approve or deny a request from a Public Agency to become a Participant. If the Executive Director approves the request from the Public Agency, the Executive Director shall sign the Participation Form and the CLEMIS

MSA submitted by the Public Agency and transmit a signed copy of the Participation Form and the CLEMIS MSA to the Public Agency.

(e) A Public Agency approved under section 9.1(d) shall do both of the following:

(1) File a copy of (A) the Participation Form signed by the Public Agency and the Authority, (B) a copy of the Authorizing Resolution for the Public Agency, and (C) this agreement with the county clerk of each county in which the Public Agency is located; and

(2) Notify the Authority of the Public Agency's compliance with section 9.1(e)(1).

(f) After notification under section 9.1(e)(2), the Authority shall file a copy of (A) the Participation Form signed by the Public Agency and the Authority, (B) a copy of the Authorizing Resolution for the Public Agency, and (C) this agreement with the clerk of the County.

(g) If the Executive Director does not approve a request from a Public Agency under this section 9.1, the Public Agency is not a Participant.

9.2 **Admission Date**

The effective date of admission of a Participant is the day on which sections 9.1(e) and 9.1(f) are complied with for the Participant.

9.3 **Admission not an Amendment**

The admission of an additional Participant is not otherwise an amendment to this agreement.

ARTICLE 10
TERM, DURATION, WITHDRAWAL, AND TERMINATION

10.1 **Effective Date**

(a) This agreement is effective beginning on the day (the "**Effective Date**") that all of the following are satisfied:

(1) this agreement is approved by the township board of Bloomfield Township;

(2) this agreement is approved by the township board of White Lake Township;

(3) this agreement is approved by the board of commissioners of the County;

(4) this agreement is signed by the supervisor of Bloomfield Township;

(5) this agreement is signed by the supervisor of White Lake Township;

(6) this agreement is signed by the County Executive;

(7) a copy of this agreement is filed with the clerk of the County; and

(8) a copy of this agreement is filed with the Secretary of State.

10.2 **Term**

(a) This agreement is effective beginning on the Effective Date and continues for an initial term of 15 years (the "**Initial Term**").

(b) After the Initial Term, the agreement is extended in five-year increments unless not extended by joint action of the parties.

(c) The term of this agreement also ends upon one or more of the following:

(1) withdrawal by all parties under sections 10.3 and 10.4;

(2) withdrawal by the County under section 10.3;

(3) withdrawal by all Initial Participants and Participants under section 10.4; or

(4) the Transfer Agreement is not approved and effective before February 1, 2026.

10.3 **Withdrawal by County**

The County may withdraw as a party to this agreement upon 18 months' notice of its withdrawal to the Authority. The Authority by the vote of at least three-fourths of the serving members of the Executive Committee may waive the notice period under this section 10.3.

10.4 **Withdrawal by Others**

Initial Participants and Participants other than the County may withdraw from this agreement upon six months' notice to the Authority. The withdrawal of an Initial Participant or Participant other than the County will not terminate or otherwise affect this agreement as to the remaining parties if the County and at least one additional Initial Participant or Participant remains a party to this agreement.

10.5 **Termination or Expiration of CLEMIS MSA**

After January 31, 2026, if an Initial Participant or a Participant terminates the CLEMIS MSA between the Initial Participant or Participant and the Authority or the CLEMIS MSA between the Initial Participant or Participant and the Authority expires, the Initial Participant or the Participant's status as a party to this agreement expires upon the termination or expiration of the CLEMIS MSA.

10.6 **Disposition upon Termination**

(a) As soon as possible after termination of this agreement, the Authority shall wind up its affairs as follows:

(1) all of the Authority's debts, liabilities, and obligations to its creditors and all expenses incurred in connection with the termination of the Authority and distribution of its assets must be paid first; and

(2) title to all property and assets owned by the Authority must be distributed as directed by the Executive Committee, which may include transfer of the property and assets to the County.

ARTICLE 11
ADDITIONAL PROVISIONS

11.1 Legal Compliance

Each party shall comply with the laws and regulations applicable to its activities under this agreement.

11.2 Relationship and Responsibilities of Parties

(a) No party is responsible for the acts of the Authority or of the Representatives of any other party, whether acting separately or in conjunction with the implementation of this agreement. The parties are only bound and obligated under this agreement as expressly agreed by each party under this agreement and no party may otherwise obligate any other party because of this agreement.

(b) Each party is responsible for any Nonparty Claims brought against that party and for the acts or omissions of its Representatives arising out of this agreement.

(c) Except as otherwise provided in this agreement, for any dispute arising out of this agreement, each party shall seek its own legal representation and bear the costs of that representation.

(d) The parties hereby acknowledge that no party is legally authorized to indemnify any other party or the Authority. The parties hereby acknowledge that the Authority is not legally authorized to indemnify any party.

(e) A party will not be liable to another party or any other Person for any consequential, incidental, indirect, special, or punitive damages arising out of this agreement regardless of whether the party was informed of the possibility of those damages.

(f) For purposes of this section 11.2, the following definitions apply:

(1) **"Nonparty Claim"** means any Proceeding brought by someone other than a party against one or more parties that arises out of this agreement.

(2) **"Representative"** means, with respect to a party, any of that party's officers, employees, agents, consultants, advisors, or other representatives.

11.3 Nonparties

Except as expressly provided in this agreement, this agreement does not create for any Person and is not intended to create by implication or otherwise, any direct or indirect obligation, duty, promise, benefit, right to be indemnified (such as contractually, legally, equitably, or by implication), right to be subrogated to any party's rights in this agreement, or any other right.

11.4 Governmental Function

The parties acknowledge that the performance of this agreement is the governmental function of providing criminal justice and public safety services to serve and to provide aid for persons and property.

11.5 **No Waiver of Governmental Immunity**

The parties believe that nothing in this agreement is a waiver by any party of any governmental immunity provided under Act 7 or other law.

11.6 **Non-Assignment**

No party may assign any of its rights or delegate any of its obligations under this agreement without the prior written consent of the other parties.

11.7 **Modification; Waiver**

(a) No amendment of this agreement will be effective unless it is in writing, approved by the governing body of each party, and signed by an authorized officer of the party.

(b) Each party hereby consents to the filing by the Authority of an amendment under section 11.7(a) approved by each party to the amendment on behalf of each party to the amendment.

(c) No waiver under this agreement will be effective unless it is in writing and signed by the party granting the waiver. A waiver granted on one occasion will not operate as a waiver on other occasions.

11.8 **Notice**

(a) A notice or other communication under this agreement will be effective if it is in writing and received by the party to which it is addressed. It will be deemed to have been received as follows:

(1) if a paper copy is delivered by a delivery organization that allows users to track deliveries, upon receipt as stated in the tracking system;

(2) if a paper copy is delivered by another means, when the intended recipient or a representative of the intended recipient signs for it; or

(3) if it is delivered by email, when the intended recipient acknowledges by notice in accordance with this section 11.8 (but without need for further acknowledgement) having received that message, except that a read receipt or an automatic reply will not constitute acknowledgement of a message for purposes of this section 11.8; and

(4) if the intended recipient rejects or otherwise refuses to accept it, or if it cannot be delivered because of a change in address for which no notice was given, then upon that rejection, refusal, or inability to deliver.

(b) For a notice under this agreement to be valid, it must be addressed using the information below for that party or any other information stated by that party in a notice in accordance with this section 11.8:

To County: Oakland County
2100 Pontiac Lake Rd
Waterford, MI 48328-2762

To Bloomfield Township	Charter Township of Bloomfield 4200 Telegraph Rd Bloomfield Township, MI 48302-2038
To White Lake Township	White Lake Police Department 7525 Highland Rd White Lake, MI 48383-2938
To a Participant:	To the address provided by the Participant in the Participation Agreement for that Participant.

(c) If a notice addressed to a party is received after 5:00 p.m. on a Business Day at the location specified in the address for that party, or on a day that is not a Business Day at the location specified in the address for that party, then the notice will be deemed to have been received at 9:00 a.m. on the next Business Day.

11.9 **Severability**

The parties acknowledge that if a dispute between the parties arises out of this agreement or the subject matter of this agreement, they would want the court to interpret this agreement as follows:

(1) with respect to any provision that it holds to be unenforceable, by modifying that provision to the minimum extent necessary to make it enforceable or, if that modification is not permitted by law, by disregarding that provision;

(2) if an unenforceable provision is modified or disregarded in accordance with this section 11.9, by holding that the rest of the contract will remain in effect as written;

(3) by holding that any unenforceable provision will remain as written in any circumstances other than those in which the provision is held to be unenforceable; and

(4) if modifying or disregarding the unenforceable provision would result in failure of an essential purpose of this agreement, by holding the entire contract unenforceable.

11.10 **Electronic Signatures**

(a) If a Participation Agreement is an Electronically Signed Document, all of the following apply:

(1) the Authority states that the intention of the individual signing on behalf of the Authority on the Electronically Signed Document is to attribute the individual's signature to the Electronically Signed Document, and that the Electronic Signature on the Electronically Signed Document is the signer's signature to the Electronically Signed Document;

(2) each Participant states that the intention of the individual signing on behalf of the Participant on the Electronically Signed Document is to attribute the individual's signature to the Electronically Signed Document, and that the Electronic Signature on the Electronically Signed Document is the signer's signature to the Electronically Signed Document;

(3) the parties acknowledge that the Electronic Signatures on all Electronically Signed Documents are legally binding; and

(4) each party hereby waives all rights to repudiate the authenticity or validity of an Electronic Signature on an Electronically Signed Document to the extent the repudiation is based in whole or in part on the fact that the signature is not in an original handwritten form using physical ink and paper.

(b) The Electronic Signatures in Global and National Commerce Act of 2000 (E-SIGN), as amended, 15 USC 7001 to 7031, or the Uniform Electronic Transactions Act, 2000 PA 305, as amended, MCL 450.831 to 450.849, or both, as applicable, govern an Electronic Signature on this agreement or a Participation Agreement for a Participant. The Uniform Computer Information Transactions Act (UCITA) does not govern an Electronic Signature on this agreement or a Participation Agreement for a Participant.

(c) For purposes of this section 11.10, the following definitions apply:

(1) **"Electronic Signature"** means any form of signature provided on behalf of a party other than an original handwritten signature, including any type of image created in any manner (whether electronically or otherwise), which image could reasonably be interpreted as an indication of the signer's intent to sign the document.

(2) **"Electronically Signed Document"** means any document received by a party in connection with this agreement or a Participation Agreement for a Participant, or the correction or amendment of any such document, to which an Electronic Signature is affixed, attached, or otherwise logically associated.

11.11 Counterparts

If the parties sign this agreement in several counterparts, each will be deemed an original, but all counterparts together will constitute one instrument.

11.12 Governing Law

Michigan law governs any adversarial Proceeding arising out of this agreement.

11.13 Jurisdiction and Venue

Except as otherwise required by law or court rule, as the exclusive means of bringing an adversarial Proceeding to resolve any dispute arising out of this agreement or the subject matter of this agreement, a party may bring the Proceeding in the Southern Division of the

United States District Court for the Eastern District of Michigan, the 6th Circuit Court of the State of Michigan, or the 50th District Court of the State of Michigan.

11.14 **Scope of Agreement; Entire Agreement**

This agreement (including for each Participant the Participation Agreement for that Participant) is the entire understanding between the parties with respect to the subject matter of this agreement and supersedes all other agreements, whether oral or written, between the parties.

11.15 **Date of Agreement**

The date of this agreement will be the date this agreement is signed by the last of the Initial Participants to sign it (as indicated by the date associated with each Initial Participant's signature). If an Initial Participant signs this agreement but fails to date its signature, the date the County receives that Initial Participant's signature will be deemed to be the date that Initial Participant signed this agreement.

Each Initial Participant is signing this agreement on the date stated opposite the Initial Participant's signature.

[*signature pages follow*]

OAKLAND COUNTY

Date: 10/8/25, 2025

By: _____
David T. Woodward
Chairperson of the County Board of Commissioners

Date: 10/7/25, 2025

By: _____
David Coulter
County Executive

CHARTER TOWNSHIP OF BLOOMFIELD

Date: SEPTEMBER 9, 2025

By: _____
Mike McCready
Township Supervisor

CHARTER TOWNSHIP OF WHITE LAKE

Date: 8-21-25, 2025

By: _____
Rik Kowall
Township Supervisor

122486.000003 4897-1642-7050.9

Docusign Envelope ID: BD2B01C1-BCAE-86F9-83DD-E5ED15A6FF75

OAKLAND COUNTY MICHIGAN
BOARD OF COMMISSIONERS

September 18, 2025
RESOLUTION #2025-5723 _ 25-32
Sponsored By: Gwen Markham
Executive's Office - Formation of the Courts & Law Enforcement Management Information System (CLEMIS) Authority
Chair and Members of the Board:

WHEREAS the Courts & Law Enforcement Management Information System (CLEMIS) is a multifaceted, regional public safety information system, which provides mission critical technology and vital information to governmental entities at an affordable cost and is operated, maintained, and subsidized by the Oakland County Department of Information Technology; and

WHEREAS CLEMIS was created in approximately 1968 to address the inability of criminal justice/public safety agencies to electronically share data in a timely/real time manner; and

WHEREAS CLEMIS is used by approximately 250 governmental entities across ten counties in Michigan; and

WHEREAS the State of Michigan encourages governmental entities to share services with each other for efficiency and cost savings; and

WHEREAS CLEMIS must be modernized to become an independent, self-sustaining operation that continues to provide affordable and accessible solutions to governmental entities; and

WHEREAS to accomplish these objectives a separate legal entity must be formed pursuant to State law; and

WHEREAS pursuant to the Urban Cooperation Act, Public Act 7 of 1967, MCL 124.501, et seq., and the Interlocal Agreement, attached as Schedule A, Bloomfield Township, Oakland County, and White Lake Township will form a separate legal entity; and

WHEREAS the County Executive recommends that the Oakland County Board of Commissioners approve and execute the attached Interlocal Agreement.

NOW THEREFORE BE IT RESOLVED that the Oakland County Board of Commissioners approves the attached Interlocal Agreement and directs its Chairperson and requests the County Executive to each execute the attached Interlocal Agreement on behalf of Oakland County and file the executed Interlocal Agreement with the Oakland County Clerk and the Oakland County Clerk shall file the Agreement with the Office of the Great Seal of the Michigan Secretary of State.

BE IT FURTHER RESOLVED that the Oakland County employees identified in the attached Schedule B, shall be assigned/detailed to the new separate legal entity and retain full benefits and rights as an Oakland County employee, as long as they remain an Oakland County employee; the full cost of such assignment/detail of personnel to be reimbursed to Oakland County.

BE IT FURTHER RESOLVED that the Oakland County employees identified in attached Schedule C

will be transferred to the divisions set forth therein.

BE IT FURTHER RESOLVED that those Oakland County positions assigned/detailed to the new separate legal entity, identified in Schedule B, shall be deleted if the position becomes vacant.

BE IT FURTHER RESOLVED that Oakland County shall account for the new separate legal entity and any financial transfers to the new separate legal entity in a manner consistent with the accounting and financial reporting standards for state and local governments established by the Government Accounting Standards Board.

BE IT FURTHER RESOLVED that ten million dollars ($10,000,000.00) be transferred from the Strategic Investment Plan Fund Balance (383554) to the new separate legal entity, and the transfer shall be executed pursuant to the attached Interlocal Agreement as approved by this resolution.

Chair, the following Commissioners are sponsoring the foregoing Resolution: **Gwen Markham**.

David Woodward, Commissioner — Date: September 18, 2025

David Coulter, Oakland County Executive — Date: September 19, 2025

Lisa Brown, County Clerk / Register of Deeds — Date: September 30, 2025

COMMITTEE TRACKING
2025-09-10 Finance - Recommend to Board
2025-09-18 Full Board - Adopt

Motioned by Commissioner Gwen Markham seconded by Commissioner Robert Hoffman to adopt the attached Resolution: Formation of the Courts & Law Enforcement Management Information System (CLEMIS) Authority.

Yes: Ann Erickson Gault, Michael Gingell, Marcia Gershenson, Robert Hoffman, Brendan Johnson, Christine Long, Penny Luebs, Gwen Markham, William Miller III, Angela Powell, Robert Smiley, Yolanda Smith Charles, Michael Spisz, Linnie Taylor, Philip Weipert, David Woodward (16)
No: Charles Cavell, Kristen Nelson (2)
Abstain: None (0)
Absent: Karen Joliat (1)
Passed

ATTACHMENTS
1. CLEMIS Authority Position Schedule B and C

2. Resolution 25-014 CLEMIS Interlocal Agreement
3. CLEMIS Participation Agreement
4. 4897-1642-7050.10 - CLEMIS Authority Interlocal Agreement

STATE OF MICHIGAN)
COUNTY OF OAKLAND)
I, Lisa Brown, Clerk of the County of Oakland, do hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Oakland County Board of Commissioners on September 18, 2025, with the original record thereof now remaining in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of the Circuit Court at Pontiac, Michigan on Thursday, September 18, 2025.

Lisa Brown, Oakland County Clerk / Register of Deeds

Docusign Envelope ID: BD2B01C1-BCAE-86F9-83DD-E5ED15A6FF75

PRESENT:

Supervisor Mike McCready	Trustee Mark Antakli
Clerk Martin Brook	Trustee Neal Barnett
Treasurer Michael Schostak	Trustee Christopher Kolinski
	Trustee Valerie Murray

ABSENT:

ITEM 3. Consider Approval of the CLEMIS Authority Formation Interlocal Agreement

Police Chief James Gallagher presented on the proposed formation of the CLEMIS Authority. Chief Gallagher was accompanied by Bo Chang, Interim Director of CLEMIS.

CLEMIS (Courts and Law Enforcement Management Information System) was originally established in 1968 by Oakland County in collaboration with several local police departments. Bloomfield Township is one of the founding members. CLEMIS serves as a data-sharing platform among law enforcement agencies to support crime-solving efforts and public safety services. The system, however, has not been modernized since its creation.

The agreement was reviewed by our Township attorney. Chief Gallagher requested that Bloomfield Township continue its leadership role in CLEMIS and approve the Interlocal Agreement to move forward in creating the CLEMIS Authority.

MOTION by Barnett and SUPPORT by Murray to APPROVE the CLEMIS Authority Formation Interlocal Agreement with an Amendment to Mail all Notices Pursuant to the Agreement to the Township Police Department and Township Supervisor (Exhibit 1).

A voice vote was called.

MOTION DECLARED ADOPTED 7-0.

I, MARTIN C. BROOK, TOWNSHIP CLERK of the Charter Township of Bloomfield, County of Oakland, Michigan, do hereby certify the foregoing is a true and correct copy of a resolution adopted by the Board at its regular meeting held on the 8th day of September 2025.

MARTIN C. BROOK
BLOOMFIELD TOWNSHIP CLERK

Docusign Envelope ID: BD2B01C1-BCAE-86F9-83DD-E5ED15A6FF75

CHARTER TOWNSHIP OF WHITE LAKE
OAKLAND COUNTY, MICHIGAN

RESOLUTION #25-014

APPROVE OAKLAND COUNTY CLEMIS INTERLOCAL AGREEMENT

At the regular meeting of the Township Board of the Charter Township of White Lake, County of Oakland, Michigan, held in Township Annex Hall, 7527 Highland Road, in accordance with the Open Meetings Act, Public Act 267 of 1976 as amended, on the 19th day of August, 2025, at 6:30 p.m., with those present and absent being:

Present: Rik Kowall, Anthony L. Noble, Mike Roman, Scott Ruggles, Andrea C. Voorheis, and Liz Smith.

Absent: Steve Anderson.

The following preamble and resolution were offered by Clerk Noble and seconded by Supervisor Kowall.

WHEREAS, the Township Board has considered the Oakland County CLEMIS Interlocal (the "Agreement"), attached as Exhibit A.

WHEREAS, the Township has the authority to enter into Interlocal agreements under the Urban Cooperation act of 1967, 1967 (Ex Sess) PA 7, as amended, MCL 124.501 to 124.512. The Township may exercise jointly with any other public agency any power, privilege, or authority that the public agencies share in common and that each might exercise separately. The Township possesses the powers, privileges, and authorities to perform various activities relating to courts and law enforcement management information systems ("CLEMIS").

WHEREAS, the Township wants to exercise powers, privileges, and authorities jointly with Oakland County and the Charter Township of Bloomfield under the Agreement creating the CLEMIS Authority as an Initial Participant. The Agreement parties will be expanded at a later date to include other Participants who agree to the terms of the Agreement;

WHEREAS, the Authority will be a separate legal entity that will have the authority to enter into contracts, hire employees, accept grants, borrow money and exercise other authority outlined in the Agreement. The Authority is not authorized to levy a tax.

WHEREAS, the Agreement transfers the functions of the CLEMIS System from Oakland County to the CLEMIS Authority, with the Township designated as an Authority Board member.

WHEREAS, the day to day responsibilities of the CLEMIS System will be overseen by an Executive Board and an Executive Director. The Executive Committee will be comprised of 9 members from the Authority Board who are appointed by the County Executive. The Executive

Committee is required to establish fees and other charges sufficient to pay for the expenses of the CLEMIS System and Authority among other responsibilities outlined in the Agreement;

WHEREAS, as part of the transfer of the assets and liabilities of CLEMIS from the County, the Authority shall receive $250,000 from the County for the initial startup costs of the Authority and the County will transfer $9,750,000.00 to the Authority on February 1, 2026, as well as the CLEMIS System. The County will also transfer certain employees, which will be outlined in a Transfer Agreement;

WHEREAS, the County shall provide the Authority with the use of County facilities, property, and the County telecommunications and network, needed to operate the CLEMIS system through September 30, 2027. The Authority may enter into agreements with the County for use of County property and facilities and network after September 20, 2027;

WHEREAS, the Agreement will not be effective until it is approved by both White Lake and Bloomfield Townships, the County Board of Commissioners, is signed by the Township Supervisors and the County Executive and is filed with the County and the Secretary of State.

WHEREAS, the Agreement is for an initial term of 15 years, which may be extended in 5 year increments. The Township may withdraw from the Authority upon providing 6 months advance notice. The County may withdraw from the Agreement upon providing 18 months advance notice. If the County withdraws from the Agreement, the Agreement terminates.

WHEREAS, the Township Board has determined that it will benefit the Township to enter into the Agreement.

NOW, THEREFORE, the Township Board of the Charter Township of White Lake, Oakland County resolves as follows:

1. The Township Board resolves to approve the Agreement, attached as Exhibit A to this Resolution, in substantially the same form as presented.

2. The Township Board authorizes the Township Supervisor to execute the Agreement on behalf of the Township.

A vote on the foregoing resolution was taken and was as follows:

AYES:	6
NAYS:	0
ABSENT:	1

RESOLUTION DECLARED ADOPTED BY VOICE VOTE.

Docusign Envelope ID: BD2B01C1-BCAE-86F9-83DD-E5ED15A6FF75

CLERKS CERTIFICATION

STATE OF MICHIGAN)
)§§
COUNTY OF OAKLAND)

I, Anthony L. Noble, duly qualified Clerk of the Charter Township of White Lake, County of Oakland, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a meeting of the Township Board held on the 19h day of August 2025, the original of which resolution is on file in my office

IN WITNESS WHEREOF, I have hereunto affixed my official signature on this 22nd day of September, 2025.

Anthony L. Noble, Clerk MiPMC
Charter Township of White Lake

ACKNOWLEDGMENT

STATE OF MICHIGAN)
)§§
COUNTY OF OAKLAND)

The foregoing Certified Record was acknowledged before me by Anthony L. Noble, the duly authorized Clerk of White Lake Township, Michigan, on September 22, 2025.

DOUGLAS D. SANTIAGO
NOTARY PUBLIC, STATE OF MI
COUNTY OF OAKLAND
MY COMMISSION EXPIRES May 16, 2026
ACTING IN COUNTY OF

Docusign Envelope ID: BD2B01C1-BCAE-86F9-83DD-E5ED15A6FF75

Exhibit A

(Agreement Attached)

Docusign Envelope ID: BD2B01C1-BCAE-86F9-83DD-E5ED15A6FF75

CLEMIS Authority

Quote: Dearborn Heights Fire

Dearborn Heights Fire
4500 S Telegraph Rd
Dearborn Heights, MI 48125

David Brogan
dbrogan@dearbornheightsmi.gov

Reference: 20260520-130347104

Department/Organization: Dearborn Heights Fire

Public Agency: City of Dearborn Heights

Effective Date: October 1, 2026

Quote created: May 20, 2026
Quote expires: July 31, 2026
Quote created by: Lisa Werner
CLEMIS Authority Support
wernerl@clemisauthority.org
+19478136903

This CLEMIS Order Form ("Order Form") is entered into by the Courts and Law Enforcement Management Information System (CLEMIS) Authority created as a public body corporate and politic (the "Authority"), and the public agency listed above ("Public Agency").

Comments from the CLEMIS Authority:

Please review your Products & Services listed below along with the Terms of this quote and confirm that they are complete and accurate.

This quote is provided for your review while your community's agreement is being approved.

- The Order form with signature lines will be sent to you once that agreement is in place.
- Your membership term begins October 1, 2026, and payment will be due at that time for the period October 2026 through September 2027.
- If anything in this quote needs to be added, removed, or corrected, please contact us before September 1, 2026 so we can get your Order corrected before it is sent for signature.
- You can reach us at membership@clemisauthority.org or (947) 813-6903.

Products & Services

Item & Description	Quantity	Unit Price	Total
Fire Membership - Out County Stations [FY27] **Payment starts: October 1, 2026**	1	$1,825.00 / year	$1,825.00 / year
Fire Membership - Out County Main [FY27] **Payment starts: October 1, 2026**	1	$6,388.00 / year	$6,388.00 / year
		Due now	**$0.00**

Future Payments Summary

Item	Payment
Fire Membership - Out County Stations [FY27]	$1,825.00 / year starting on October 1, 2026
Fire Membership - Out County Main [FY27]	$6,388.00 / year starting on October 1, 2026

Terms and Conditions

The terms and conditions governing this Order Form, including payment terms, are set forth in the Main Services Agreement (the "MSA"). A copy of the MSA is available at www.clemisauthority.org/membership. Capitalized terms not defined in this Order Form have the meaning given them in the MSA.

1. Subscription

1.1 Public Agency Departments. Public Agency is subscribing for the Service to be provided to the departments of Public Agency listed above.

1.2 Subscription Term. The subscription term for the products below commences on the Order Form Effective Date above and will remain in effect through September 30 of the same fiscal year (October 1 through September 30). The subscription term will automatically renew for consecutive one-year terms, unless terminated by either party providing written notice at least 30 days prior to expiration of the then-current term.

2. Products, Services, and Fees

2.1 Product Subscription. Public Agency is subscribing to the products listed in this Order Form, which products will constitute the "Service" (as defined in the MSA) to be provided to Public Agency. Public Agency may purchase additional products to be included as part of the Service through the execution of additional Order Forms.

2.2 Professional Services. Public Agency is purchasing the services listed in this Order Form, which services will constitute "Professional Services" (as defined in the MSA) to be provided to Public Agency.

3. Signature Authority. The individual signing on behalf of Public Agency represents that they are duly authorized to sign this Order Form on behalf of Public Agency and contractually bind Public Agency to its terms.

Docusign Envelope ID: BD2B01C1-BCAE-86F9-83DD-E5ED15A6FF75

Questions? Contact me

Lisa Werner
CLEMIS Authority Support
wernerl@clemisauthority.org
+19478136903

CLEMIS Authority
51111 Woodward Avenue, Suite 723
Pontiac, MI 48342
United States

In Process

Docusign Envelope ID: BD2B01C1-BCAE-86F9-83DD-E5ED15A6FF75

CLEMIS Authority

Quote: Dearborn Heights Police

Dearborn Heights Police
25637 Michigan Ave
Dearborn Heights, MI 481255

Michael Guzowski
mrguzowski@dearbornheightsmi.gov

Reference: 20260520-130219636

Department/Organization: Dearborn Heights Police

Public Agency: City of Dearborn Heights

Effective Date: October 1, 2026

Quote created: May 20, 2026
Quote expires: July 31, 2026
Quote created by: Lisa Werner
CLEMIS Authority Support
wernerl@clemisauthority.org
+19478136903

This CLEMIS Order Form ("Order Form") is entered into by the Courts and Law Enforcement Management Information System (CLEMIS) Authority created as a public body corporate and politic (the "Authority"), and the public agency listed above ("Public Agency").

Comments from the CLEMIS Authority:

Please review your Products & Services listed below along with the Terms of this quote and confirm that they are complete and accurate.

This quote is provided for your review while your community's agreement is being approved.

- The Order form with signature lines will be sent to you once that agreement is in place.
- Your membership term begins October 1, 2026, and payment will be due at that time for the period October 2026 through September 2027.
- If anything in this quote needs to be added, removed, or corrected, please contact us before September 1, 2026 so we can get your Order corrected before it is sent for signature.
- You can reach us at membership@clemisauthority.org or (947) 813-6903.

Products & Services

Item & Description	Quantity	Unit Price	Total
CLEMIS Membership w/CAD 16+ FTEs [FY27] **Payment starts: October 1, 2026**	62	$330.00 / year	$20,460.00 / year
MDC Wireless with Card [FY27] **Payment starts: October 1, 2026**	38	$1,149.00 / year	$43,662.00 / year
Dataworks Criminal Livescan-Mugshot 10+Palm (Existing) [FY27] **Payment starts: October 1, 2026**	1	$6,900.00 / year	$6,900.00 / year
LEADS Online Subscription (50-74 FTEs) [FY27] **Payment starts: October 1, 2026**	1	$5,800.00 / year	$5,800.00 / year
		Due now	**$0.00**

Future Payments Summary

Item	Payment
CLEMIS Membership w/CAD 16+ FTEs [FY27]	$20,460.00 / year starting on October 1, 2026
MDC Wireless with Card [FY27]	$43,662.00 / year starting on October 1, 2026
Dataworks Criminal Livescan-Mugshot 10+Palm (Existing) [FY27]	$6,900.00 / year starting on October 1, 2026
LEADS Online Subscription (50-74 FTEs) [FY27]	$5,800.00 / year starting on October 1, 2026

Terms and Conditions

The terms and conditions governing this Order Form, including payment terms, are set forth in the Main Services Agreement (the "MSA"). A copy of the MSA is available at www.clemisauthority.org/membership. Capitalized terms not defined in this Order Form have the meaning given them in the MSA.

1. Subscription

1.1 Public Agency Departments. Public Agency is subscribing for the Service to be provided to the departments of Public Agency listed above.

1.2 Subscription Term. The subscription term for the products below commences on the Order Form Effective Date above and will remain in effect through September 30 of the same fiscal year (October 1 through September 30). The subscription term will automatically renew for consecutive one-year terms, unless terminated by either party providing written notice at least 30 days prior to expiration of the then-current term.

2. Products, Services, and Fees

2.1 Product Subscription. Public Agency is subscribing to the products listed in this Order Form, which products will constitute the "Service" (as defined in the MSA) to be provided to Public Agency. Public Agency may purchase additional products to be included as part of the Service through the execution of additional Order Forms.

2.2 Professional Services. Public Agency is purchasing the services listed in this Order Form, which services will constitute "Professional Services" (as defined in the MSA) to be provided to Public Agency.

3. Signature Authority. The individual signing on behalf of Public Agency represents that they are duly authorized to sign this Order Form on behalf of Public Agency and contractually bind Public Agency to its terms.

Questions? Contact me

Lisa Werner
CLEMIS Authority Support
wernerl@clemisauthority.org
+19478136903

CLEMIS Authority
51111 Woodward Avenue, Suite 723
Pontiac, MI 48342
United States

docusign

Certificate Of Completion

Envelope Id: BD2B01C1-BCAE-86F9-83DD-E5ED15A6FF75
Status: Sent
Subject: CLEMIS Authority: Your Participation Agreement is Enclosed
Source Envelope:
Document Pages: 62 Signatures: 0
Certificate Pages: 2 Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Majd Soueid
1200 North Telegraph Road
Pontiac, MI 48341
soueidm@clemisauthority.org
IP Address: 54.174.62.155

Record Tracking

Status: Original
5/21/2026 4:07:57 PM
Holder: Majd Soueid
soueidm@clemisauthority.org
Location: DocuSign

Signer Events	Signature	Timestamp
Mo Baydoun mabaydoun@dearbornheightsmi.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		Sent: 5/28/2026 3:37:07 PM Resent: 8/4/2026 9:37:36 AM
Paul Tennies tenniesp@clemisauthority.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		

In Process

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
David Brogan dbrogan@dearbornheightsmi.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 5/28/2026 3:37:07 PM
janet lucas jklucas@dearbornheightsmi.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 8/4/2026 9:37:28 AM Viewed: 8/4/2026 10:52:03 AM

Carbon Copy Events	Status	Timestamp
Kevin Campbell kjcampbell@dearbornheightsmi.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 8/4/2026 9:37:27 AM Viewed: 8/4/2026 9:38:00 AM
Michael Guzowski mrguzowski@dearbornheightsmi.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 5/28/2026 3:37:08 PM Viewed: 6/24/2026 3:33:41 PM
Phil Hall phall@dearbornheightsmi.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 8/4/2026 9:39:39 AM Viewed: 8/4/2026 9:40:13 AM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/28/2026 3:37:08 PM
Envelope Updated	Security Checked	5/29/2026 10:39:09 AM
Envelope Updated	Security Checked	7/27/2026 8:00:17 AM
Envelope Updated	Security Checked	7/27/2026 8:00:17 AM
Envelope Updated	Security Checked	8/4/2026 9:37:26 AM
Envelope Updated	Security Checked	8/4/2026 9:37:26 AM
Envelope Updated	Security Checked	8/4/2026 9:39:38 AM

Payment Events	Status	Timestamps

Invoice #:	License #:	License Type:	Application Date:	Expiration Date:
0000016075	BL-26-000014578	BL	08/18/2026	08/26/2027

Fee Items	Amount
COUNCIL APPROVAL - RENEWAL	$300.00

PAID
CITY OF DEARBORN HEIGHTS

AUG 19 2026

BY _____ CK # 93144636 2

Billing/Invoice Date: 08/18/2026

Total Due: 300.00

X DRIVE AUTO SALES
6528 N TELEGRAPH
DEARBORN HEIGHTS, MI 48127-2204

BUSINESS LICENSE RENEWAL APPLICATION

NO. BL-25-000014578

City of Dearborn Heights

6045 Fenton, Dearborn Heights, MI 48127
(313)791-3430

THE FOLLOWING LICENSE(S):

AUTO NEW/USED COUNCIL APPROVAL
MOTOR VEHICLE REPAIR STATION

BUSINESS

X DRIVE AUTO SALES
WALED BADERLDEAN
6528 N TELEGRAPH
DEARBORN HEIGHTS, MI 48127

RENEWAL

TOTAL $300.00

CURRENT LICENSE EXPIRES ON: August 25, 2026

You may renew your license by mail by returning this form prior to the expiration date with your check or money order in the amount indicated above payable to the City of Dearborn Heights. Do not send cash! If you renew more than 7 days late you will be assessed a penalty fee in the amount of 25% of your total license fee.

Lynne M. Sonia
City Clerk

☐ **At the present time, you are current on both personal property taxes and water, therefore your license is renewable**

☐ **At the present time you are deliquent on your water bill in the amount of $ Ø and must pay this amount in full before renewing your license.**

☐ **At the present time you are deliquent on your personal property taxes in the amount of $ Ø and must pay this amount in full before renewing your license.**

THE FAILURE TO SECURE A VALID BUSINESS LICENSE IS A VIOLATION OF CHAPTER 8 OF THE CODE OF ORDINANCES AND WILL RESULT IN A CLASS D MUNICIPLE INFRACTION BEING ISSUED.

PLEASE NOTE THE LATE FEE IS 25%

DO YOU HAVE AN ALARM SYSTEM? IS YOUR INFORMATION UP TO DATE?

If you have a security alarm for your business, an alarm registration is required by City ordinance. There is no cost to register your alarm. You may call our office at (313)791-3430 to obtain a copy of the alarm registration form, or print one from the Clerk's page on the Dearborn Heights City website: **clerks@dearbornheightsmi.gov**

X DRIVE AUTO SALES
WALED BADERLDEAN
6528 N TELEGRAPH
DEARBORN HEIGHTS, MI 48127