



**City of Dearborn Heights**  
6045 FENTON • DEARBORN HEIGHTS, MICHIGAN 48127

**Mo Baydoun**  
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, July 23, 2024**

### **Join Zoom Meeting**

<https://us06web.zoom.us/j/86482495353?pwd=dq6CO3qVnmFFXTaUbU2nOzGVD6gQKq.1>

**Meeting ID: 864 8249 5353**

**Passcode: 673152**

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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](mailto:clerks@dearbornheightsmi.gov) before 5:00 p.m. on the day of the meeting. For participation during the meeting, click on the Zoom link to enter the meeting room and raise your “zoom” hand to indicate that you have a question. You can also contact the WDHT-TV Staff at any of the above phone numbers.

Council Chairman: (313) 641-0100 • City Clerk: (313) 791-3435  
[mabaydoun@dearbornheightsmi.gov](mailto:mabaydoun@dearbornheightsmi.gov)

**ORDER OF BUSINESS JULY 23, 2024  
REGULAR MEETING OF THE DEARBORN HEIGHTS CITY COUNCIL**

1. **CALL OF MEMBERS**
2. **PLEDGE OF ALLEGIANCE**
  - A City Council - Resident Recognition
  - B City Council - Hero Service Award
3. **AGENDA APPROVAL**
4. **APPROVAL OF MINUTES**
  - A Minutes from the Regular Meeting of July 9, 2024
5. **PUBLIC HEARINGS AND COMMENT ON AGENDA ITEMS**
6. **FUND TRANSFERS AND CURRENT CLAIMS**
  - A Claims and ACH/Wire Transfers 6-1 thru 6-57
7. **CONSIDERATION OF BIDS**
  - A Parks & Recreation Director Sower - Bid Award - Canfield Center Marquee Sign
  - B Police Chief Swope - Bid Award - Towing Services
8. **REPORTS FROM MAYOR**
  - A Crestwood High School Homecoming Parade
  - B 2022-2026 Collective Bargaining Agreement for the Dearborn Heights Professional Firefighters Union Local #1355, AFL-CIO
9. **REPORTS FROM CITY OFFICIALS**
  - A Clerk Senia - Amendment to the Annual Publication: Amended Meetings Notice
  - B **REMOVED AT MEETING** ~~Clerk Senia - Receive, Note and File - 2023-2026 Dearborn Heights Public Employees Association TPOAM Collective Bargaining Agreement~~
  - C Fire Chief Brogan - Purchase & Payment - Self-Contained Breathing Apparatus (SCBA) Equipment
10. **PETITIONS FROM CITIZENS**
11. **ORDINANCES AND RESOLUTIONS**



A Treasurer Hicks-Clayton - Resolution Establishing a City Donation Policy

12. **COMMUNICATIONS**

13. **NEW BUSINESS**

A Business License Renewal - Dearborn Heights Moose Lodge

B Temporary Food Truck/Tent/Cart License Renewal Application - Solid Oak Eatery

C **REMOVED AT MEETING** Temporary Food Truck/Tent/Cart License Renewal Application -- A1 Dogs & Burgers

14. **MEMBERS OF THE PUBLIC**

A Comments from Council Members

B Announcements

C Public Comments

15. **ADJOURNMENT**

**MINUTES JULY 9, 2024**  
**REGULAR MEETING OF THE DEARBORN HEIGHTS CITY COUNCIL**

**24-308** The meeting was called to order at 6:02 p.m. by Council Chairman Mo Baydoun.

Roll Call showed the following:

Present: Council Chairman Mo Baydoun, Council Chair Pro Tem Hassan Ahmad, Councilwoman Nancy Bryer, Councilman Robert Constan, Councilwoman Denise Malinowski Maxwell, Councilman Hassan Saab, Councilman Tom Wencel.

Absent: None.

Also Present: City Clerk Senia, Mayor Bazzi, Treasurer Hicks-Clayton, Assessor Comer, Building & Engineering Director Watland, Chief of Staff Hernandez, Comptroller Shepard, DPW Director Conrad, Fire Chief Brogan, Human Resource Director Eggly, IT Director Cooper, Library Director McCaffery, Ordinance Enforcement & Animal Control Director Dishroon, Parks & Recreation Director Sower, Police Chief Swope.

The Pledge of Allegiance was led by Treasurer Lisa Hicks-Clayton

**24-309** Motion by Councilman Ahmad, seconded by Councilwoman Bryer to approve the Agenda for the Regular Meeting of July 9, 2024 as submitted, with the removal of Item 8-A – FY 2023-2024 Budget Amendments, and with the addition of the following:

- Item 9-K – Dearborn Heights Fire Department Buildings Emergency Remediation and Repairs
- Item 9-L – Payment of IB Electric Invoice
- Item 9-M – CDBG Department Raises

Motion unanimously adopted

**24-310** Motion by Councilman Ahmad, seconded by Councilman Saab to approve the Minutes for the Special Meeting of June 25, 2024, as outlined in 4-A.

Motion unanimously adopted

**24-311** Motion by Councilman Saab, seconded by Councilman Constan to approve the Minutes for the Regular Meeting of June 25, 2024, as outlined in 4-B.

Motion unanimously adopted

**24-312** Motion by Councilman Saab, seconded by Councilman Constan to approve the Minutes for the Special Meeting of June 28, 2024, as outlined in 4-C.

Motion unanimously adopted

**24-313** Motion by Councilman Saab, seconded by Councilman Constan to approve the Minutes for the Special Meeting of July 2, 2024, as outlined in 4-D.

Motion unanimously adopted

**24-314** Motion by Councilman Ahmad, seconded by Councilman Constan to approve Current Claims and ACH/Wire Transfers 6-1 through 6-39, 6-41 through 6-43, and 6-46 through 6-61 as submitted.

|   |                                     |             |
|---|-------------------------------------|-------------|
| 1 | AL-AMAN BOOKSTORE LLC               | \$2,171.82  |
| 2 | ALLIED BUILDING SERVICES OF DETROIT | \$24,458.00 |
| 3 | ARTISTIC LANDSCAPING & LAWN         | \$4,555.71  |
| 4 | ARTISTIC LANDSCAPING & LAWN         | \$4,555.71  |
| 5 | BOUND TREE MEDICAL, LLC             | \$12,580.66 |

|    |                               |              |
|----|-------------------------------|--------------|
| 6  | BOUND TREE MEDICAL, LLC       | \$1,738.45   |
| 7  | BOUND TREE MEDICAL, LLC       | \$2,669.94   |
| 8  | BOUND TREE MEDICAL, LLC       | \$5,499.78   |
| 9  | BRANDSTAND LLC                | \$2,009.50   |
| 10 | CARR'S MOTORCOACH LLC         | \$2,200.00   |
| 11 | DELL MARKETING L.P.           | \$1,199.00   |
| 12 | DELL MARKETING L.P.           | \$1,199.00   |
| 13 | DELL MARKETING L.P.           | \$1,199.00   |
| 14 | DELL MARKETING L.P.           | \$1,424.28   |
| 15 | DORNBOS SIGN INC              | \$2,726.50   |
| 16 | DUKE'S ROOT CONTROL INC.      | \$18,150.78  |
| 17 | DUKE'S ROOT CONTROL INC.      | \$4,684.28   |
| 18 | ENTERPRISE FM TRUST           | \$5,024.13   |
| 19 | GETAWAY TOURS & CHARTERS      | \$2,190.00   |
| 20 | GREAT LAKES WATER AUTHORITY   | \$11,469.64  |
| 21 | GREAT LAKES WATER AUTHORITY   | \$356,861.72 |
| 22 | HEALTHJOY, LLC                | \$1,631.50   |
| 23 | HEALTHJOY, LLC                | \$1,638.00   |
| 24 | HEALTHJOY, LLC                | \$1,638.00   |
| 25 | HEALTHJOY, LLC                | \$1,638.00   |
| 26 | HOME DEPOT CREDIT SERVICES    | \$2,675.70   |
| 27 | HOOPLA                        | \$1,436.63   |
| 28 | HOOPLA                        | \$1,481.94   |
| 29 | HOOPLA                        | \$1,510.98   |
| 30 | HOOPLA                        | \$1,521.72   |
| 31 | HOOPLA                        | \$1,596.34   |
| 32 | HYDROCORP                     | \$3,721.50   |
| 33 | JACK DOHENY COMPANY           | \$1,650.00   |
| 34 | JACK DOHENY COMPANY           | \$1,665.00   |
| 35 | JOHNSON CONTROLS, INC.        | \$1,688.87   |
| 36 | KORTE'S COLLISION             | \$1,809.90   |
| 37 | MICHIGAN MUNICIPAL RISK       | \$11,246.27  |
| 38 | MOTOROLA SOLUTIONS, INC       | \$3,197.20   |
| 39 | OGLETREE DEAKINS              | \$5,728.76   |
| 41 | O'REILLY RANCILIO P.C.        | \$1,776.00   |
| 42 | O'REILLY RANCILIO P.C.        | \$2,952.74   |
| 43 | O'REILLY RANCILIO P.C.        | \$4,112.00   |
| 46 | PLANTE & MORAN PLLC           | \$22,737.75  |
| 47 | R & R FIRE TRUCK REPAIR, INC. | \$8,626.31   |
| 48 | R & R FIRE TRUCK REPAIR, INC. | \$4,303.28   |
| 49 | R & R FIRE TRUCK REPAIR, INC. | \$1,775.93   |
| 50 | R & R FIRE TRUCK REPAIR, INC. | \$1,577.00   |
| 51 | RKA PETROLEUM COMPANIES, INC  | \$1,995.11   |
| 52 | SHENK & BRUETSCH              | \$2,501.89   |

|    |                       |              |
|----|-----------------------|--------------|
| 53 | SHIFMAN FOURNIER, PLC | \$3,737.00   |
| 54 | SHRADER TIRE & OIL    | \$3,154.54   |
| 55 | THE ACCUMED GROUP     | \$6,497.03   |
| 56 | THE LIBRARY NETWORK   | \$2,651.19   |
| 57 | THE LIBRARY NETWORK   | \$5,553.87   |
| 58 | TRI-COUNTY EQUIPMENT  | \$1,595.36   |
| 59 | URBAN TREE TRIMMING   | \$1,875.00   |
| 60 | WAYNE COUNTY          | \$476,294.79 |
| 61 | WAYNE COUNTY          | \$4,500.00   |

Motion unanimously adopted

- 24-315** Motion by Councilwoman Bryer, seconded by Councilman Constan to authorize the resolution awarding the Drinking Water State Revolving Fund (DWSRF) 2024 Lead Service Line Replacement project to LGC Global Inc., as outlined in 7-A. Per Chief of Staff Hernandez & City Engineer Dib communication dated July 2, 2024.

Motion unanimously adopted

- 24-316** Motion by Councilwoman Bryer, seconded by Councilman Constan to authorize the resolution awarding the Drinking Water State Revolving Fund (DWSRF) 2024 Water Main Replacement project to Bidigare Contractors, Inc., as outlined in the updated backup of Item 7-B. Per Chief of Staff Hernandez & City Engineer Dib communication dated July 2, 2024.

Ayes: Council Chairman Baydoun, Council Chair Pro Tem Ahmad, Councilwoman Bryer, Councilman Constan, Councilman Saab.

Nays: Councilwoman Malinowski Maxwell, Councilman Wencel.

Absent: None.

Motion adopted

- 24-317** Motion by Councilman Saab, seconded by Councilman Ahmad, to authorize the resolution awarding the Drinking Water State Revolving Fund (DWSRF) 2024 Water Meter Replacement project to Ferguson Waterworks, as outlined in 7-C. Per Chief of Staff Hernandez & City Engineer Dib communication dated July 2, 2024.

Motion unanimously adopted

- 24-318** Motion by Councilman Ahmad, seconded by Councilman Saab to authorize the Clerk to publish the updated Annual Publication: Amended Notice of Meetings which reflects the amended meeting date, time, and location of the General Government Pension Committee as required under Public Act No. 267 Public Acts of 1976, as outlined in 9-A. Per Clerk Senia communication dated July 3, 2024.

Motion unanimously adopted

- 24-319** Motion by Councilman Saab, seconded by Councilman Ahmad to authorize the extension of the Summer 2024 Tax Bill due date, as allowed by the General Government Tax Act 206 of 1893 from August 15, 2024, to August 29, 2024. Tax bills will be collected without penalty and interest through Thursday, August 29, 2024, as outlined in 9-B. Per Treasurer Hicks-Clayton communication dated July 2, 2024.

Motion unanimously adopted

- 24-320** Motion by Councilman Saab, seconded by Councilman Ahmad to authorize the Treasurer to update the bank signors to include Mayor Bill Bazzi, Comptroller Shannon Shepard, City Clerk Lynne M. Senia, and Treasurer Lisa Anne Hicks, as outlined in 9-C. Per Treasurer Hicks-Clayton communication dated July 2, 2024.

Motion unanimously adopted

- 24-321** Motion by Councilman Saab, seconded by Councilman Ahmad to concur with Treasurer Hicks-Clayton's recommendation of Delinquent Personal Property Tax Striking and authorize the Treasurer to seek attorney support in the execution of this effort, as outlined in 9-D. Per Treasurer Hicks-Clayton communication dated July 2, 2024.

Motion unanimously adopted

- 24-322** Motion by Councilman Constan, seconded by Councilwoman Bryer to authorize the Mayor to sign and notarize the Wayne County "HOME Interlocal Agreement - Not To Participate" form, as required by HUD. In addition, authorize CEDD Director Jamal to submit the form to the HUD/CPD Detroit Office accordingly, as outlined in 9-E. Per CEDD Director Jamal communication dated June 27, 2024.

Motion unanimously adopted

- 24-323** Motion by Councilman Constan, seconded by Councilwoman Bryer to approve the Drinking Water State Revolving Fund (DWSRF) Engineering Design Proposal, as outlined in 9-F. Per Chief of Staff Hernandez & City Engineer Dib communication dated July 2, 2024.

Motion unanimously adopted

- 24-324** Motion by Councilwoman Bryer, seconded by Councilman Constan to approve and accept renewal of the Michigan Municipal Risk Management Authority (MMRMA) Property & Liability Coverage E-Proposal for the period of July 1, 2024 to July 1, 2025. In addition, authorize Chief of Staff Hernandez to electronically sign, as may be appropriate, on behalf of the City. Additionally, the City approves the payment of \$1,599,795 to the MMRMA for the City's Annual Contributions stemming from the City's approval and acceptance of this Proposal. Moreover, provided the Mayor also authorizes any such payment as a necessary expense, the City Council authorizes warrants to be issued for the payment of amounts toward the City's Annual Contributions with the total amount of these payments not to exceed \$1,521,843. By doing so, the City Council is authorizing any such warrant and payment without prior authorization by the City Council of the specific warrant and payment as permitted by and consistent with City Charter Section 8.9. Furthermore, with respect to the Net Asset Distribution (\$1,019,499) Option, the city chooses to deposit in its bank account \$500,000.00 and \$519,499.00 will be rolled into the MMRMA Retention Fund. These transfers will be in the form of an electronic funds transfer. The City Council authorizes Chief of Staff Hernandez to complete the Net Asset Distribution Option Form accordingly, and authorizes Chief of Staff Hernandez to sign this form electronically on behalf of the city as the City's Member Representative, as outlined in 9-G. Per Chief of Staff Hernandez & City Engineer Dib communication dated July 2, 2024.

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

Motion by Councilwoman Bryer, seconded by Councilman Constan to approve and accept renewal of the Michigan Municipal Risk Management Authority (MMRMA) Property & Liability Coverage E-Proposal for the period of July 1, 2024 to July 1, 2025. In addition, authorize Chief of Staff Hernandez to electronically sign, as may be appropriate, on behalf of the City. Additionally, the City approves the payment of \$1,599,795 to the MMRMA for the City's Annual Contributions stemming from the City's approval and acceptance of this Proposal. Moreover, provided the Mayor also authorizes any such payment as a necessary expense, the City Council authorizes warrants to be issued for the payment of amounts toward the City's Annual Contributions with the total amount of these payments not to exceed \$1,599,795. Furthermore, with respect to the Net Asset Distribution (\$1,019,499) Option, the city chooses to deposit in its bank account \$700,000.00 and \$319,499.00 will be rolled into the MMRMA Retention Fund. These transfers will be in the form of an electronic funds transfer. The City Council authorizes Chief of Staff Hernandez to complete the Net Asset Distribution Option Form accordingly, and authorizes Chief of Staff Hernandez to sign this form electronically on behalf of the city as the City's Member Representative, as outlined in 9-G. Per Chief of Staff Hernandez & City Engineer Dib communication dated July 2, 2024.

Motion unanimously adopted

- 24-325** Motion by Councilman Constan, seconded by Councilwoman Bryer to authorize the Mayor and Clerk to sign the contract with BS&A for On-Line Services for the Building Department, previously approved by Council Motion 24-256, as outlined in 9-H. Per IT Director Cooper communication dated July 2, 2024.

Motion unanimously adopted

- 24-326** Motion by Councilman Ahmad, seconded by Councilwoman Bryer to authorize the purchase of additional Free-Standing Playscape Pieces for Weddel Park in the amount of \$17,553.40, which includes the replacement pieces, installation, and removal of broken pieces. In addition, authorize the Comptroller and Treasurer to pay for the purchase out of the 2023-2024 Parks & Recreation Budget, Account #691-981, as outlined in 9-I. Per Parks & Recreation Director Sower communication dated June 27, 2024.

Motion unanimously adopted

- 24-327** Motion by Councilman Ahmad, seconded by Councilwoman Bryer to approve the purchase of 2,000 yards of engineered wood fiber surfacing, blown in, for Weddel Park in the amount of \$5,200.00. In addition, authorize the Comptroller and Treasurer to pay for this purchase out of the 2023-2024 Parks & Recreation Budget, Account #691-981, as outlined in 9-J. Per Parks & Recreation Director Sower communication dated June 27, 2024.

Motion unanimously adopted

- 24-328** Motion by Councilman Saab, seconded by Councilman Ahmad to authorize the Comptroller to go out for bids immediately for the following projects for the Dearborn Heights Fire Department Buildings, with the specifications to be done immediately by Wade Trim at a cost of \$0:

- Roof Overlay and Repair
- Mold Remediation
- HVAC Cleaning
- Quarterly Deep Cleaning

Motion unanimously adopted

- 24-329** Motion by Councilman Ahmad, seconded by Councilman Constan to authorize the Treasurer to authorize the Treasurer to pay IB Electric \$23,106.00 once a release of all claims against the City and any City employee allegedly affiliated with it, and an order of dismissal with prejudice is received.

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

Motion by Councilman Ahmad, seconded by Councilman Constan to rescind Council Motion 24-250 and authorize the Treasurer to pay IB Electric \$23,106.00 once a release of all claims against the City and any City employee allegedly affiliated with it, and an order of dismissal with prejudice is received.

Ayes: Council Chairman Baydoun, Council Chair Pro Tem Ahmad, Councilwoman Bryer, Councilman Constan, Councilwoman Malinowski Maxwell, Councilman Wencel.

Nays: Councilman Saab.

Absent: None.

Motion approved

- 24-330** Motion by Councilman Wencel, seconded by Councilman Ahmad to approve and distribute raises that were voted on at several prior meetings to the CDBG Department as follows:

- Director – \$95,000.00 Annual Salary
- Grant Coordinator - \$38.00/hour Part Time Position
- Project Coordinator - \$35.00/hour Part Time Position
- Program Coordinator - \$25.00/hour Part Time Position

Also included that this pay be retro-active from July 1, 2023 when this was originally approved by City Council.

Motion unanimously adopted

- 24-331** Motion by Councilman Ahmad, seconded by Councilman Saab to adopt the resolution establishing a City Donation Policy per the Michigan Community Foundations act, Public Act 38 of 2017, providing MCL 123.905(1) that a municipality may receive and own a donation that is made for public purpose, as outlined in 11-A. Per Treasurer Hicks-Clayton communication dated July 2, 2024.

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

Motion by Councilman Ahmad, seconded by Councilwoman Malinowski Maxwell to refer back to the Treasurer Item 11-A - Resolution Establishing a City Donation Policy.

Ayes: Council Chair Pro Tem Ahmad, Councilwoman Bryer, Councilman Constan, Councilwoman Malinowski Maxwell, Councilman Saab, Councilman Wencel.

Nays: None.

Absent: Council Chairman Baydoun.

Motion approved

- 24-332** Motion by Councilman Saab, seconded by Council Chairman Baydoun to adopt the resolution regarding sending an Information Requisition Form to the Michigan Department of Treasury, resolving that:

- (A.) The City Council of the City of Dearborn Heights adopts this Resolution Regarding Sending Information Requisition Form to Michigan Department of Treasury.
- (B.) The City Council authorizes and directs Special Legal Counsel Gary T. Miotke:
  - (1.) To assist the City Council with this matter
  - (2.) To perform all necessary legal services for the City Council to send the Information Requisition Form and any related information and/or documents to the Michigan Department of Treasury Local Audit & Finance Division; and
  - (3.) To perform all necessary legal services that are otherwise consistent with this Information Requisition Form Resolution.
- (C.) The City Council has previously appropriately retained Special Legal Counsel, but this Information Requisition Form Resolution shall be deemed and treated as a further independent act of retention of Special Legal Counsel by the City Council pursuant to City Charter Section 5.13(j) in the unlikely event that any previous act of retention may be ruled to be ineffective,

as outlined in 11-B. Per Council Chairman Baydoun communication dated July 3, 2024.

Ayes: Council Chairman Baydoun, Council Chair Pro Tem Ahmad, Councilman Constan, Councilwoman Malinowski Maxwell, Councilman Saab, Councilman Wencel.

Nays: Councilwoman Bryer.

Absent: None.

Motion approved

- 24-333** Motion by Councilman Saab, seconded by Councilwoman Malinowski Maxwell to adopt the resolution to purchase twenty (20) additional Flock cameras, funded through the Forfeiture Fund, resolving that:

- (1.) The Dearborn Heights Police Department is hereby directed to purchase and install 20 additional Flock cameras at strategic locations throughout the city.
- (2.) The costs associated with the purchase and installation of these cameras shall be covered by the forfeiture fund.
- (3.) This directive is to be executed with urgency to promptly enhance the city's public safety measures.
- (4.) The Police Department is to give City Council an update within 30 days of the passing of this Resolution.

The City Clerk is hereby instructed to certify and sign this resolution upon its passage and ensure its immediate implementation, as outlined in 11-C. Per Councilman Saab communication dated June 28, 2024.

Motion unanimously adopted

Councilwoman Malinowski Maxwell was excused at 10:30 p.m.

**24-334** Motion by Councilman Saab, seconded by Councilman Ahmad to adopt the Resolution Regarding City Council Oversight & Approval of Dearborn Heights Police Department Budget Changes, resolving that:

- (1.) Council Approval for Budget Changes: Any proposed changes to the Dearborn Heights Police Department budget must be presented to and approved by the City Council. This includes, but is not limited to, adjustments in funding, reallocation of resources, and modifications to financial plans.
- (2.) Program, Division, Unit, and Overtime Modifications: Any removal or significant modification of programs, divisions, units, or overtime within the Dearborn Heights Police Department must be brought before the City Council for approval. In such cases, a budget amendment must be submitted to ensure that the funds can be appropriately reallocated and accounted for.
- (3.) Prohibition on Unauthorized Fund Movement: The Dearborn Heights Police Department is prohibited from reallocating funds to any other purposes without the explicit approval of the City Council. Any proposed movement of funds within the department must be submitted to the City Council for review and approval.
- (4.) Quarterly Budget Reports: The Dearborn Heights Police Department shall produce and submit a quarterly budget report to the City Council every 90 days to ensure ongoing transparency and accountability.
- (5.) Effective Date: This resolution shall take effect immediately upon approval.

Be it further resolved that the City Clerk is authorized to sign and certify this resolution, as outlined in 11-D. Per Councilman Saab communication dated July 2, 2024.

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

Motion by Councilman Saab, seconded by Councilman Ahmad to table Item 11-D - Resolution Regarding City Council Oversight & Approval of Dearborn Heights Police Department Budget Changes.

Ayes: Council Chairman Baydoun, Council Chair Pro Tem Ahmad, Councilwoman Bryer, Councilman Constan, Councilman Saab, Councilman Wencel.

Nays: None.

Absent: Councilwoman Malinowski Maxwell.

Motion approved

**24-335** Motion by Councilman Saab, seconded by Councilman Ahmad to approve the Resolution Regarding GPS Installation Requirement for City Vehicles, resolving that:

- (1.) GPS Installation Requirement: All vehicles owned by the city that are taken home by any city employee or elected official must be equipped with GPS devices.
- (2.) Implementation Timeline: This mandate must be completed within 45 days from the date of this resolution. Any city-owned vehicle not equipped with a GPS device by this deadline shall not be taken home until such installation is completed.
- (3.) Mileage Log Requirement: A detailed mileage log for each vehicle, including start and end mileage, must be maintained and made available every two weeks for review.
- (4.) Compliance: All departments are required to comply with this resolution, ensuring that GPS devices are installed and mileage logs are accurately kept and submitted on time.

Certification and Submission: Upon passing this resolution, the City Clerk is requested to certify and sign the necessary paperwork and submit it to the appropriate departments for implementation, as outlined in 11-E. Per Councilman Saab communication dated July 3, 2024.



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

Motion by Councilman Saab, seconded by Councilman Ahmad to approve the Resolution Regarding GPS Installation Requirement for City Vehicles, resolving that:

- (1.) GPS Installation Requirement: All vehicles owned by the city that are taken home by any city employee or elected official must be equipped with GPS devices.
- (2.) Implementation Timeline: This mandate must be completed within 90 days from the date of this resolution. Any city-owned vehicle not equipped with a GPS device by this deadline shall not be taken home until such installation is completed.
- (3.) Mileage Log Requirement: A detailed mileage log for each vehicle, including start and end mileage, must be maintained and made available every two weeks for review.
- (4.) Compliance: All departments are required to comply with this resolution, ensuring that GPS devices are installed and mileage logs are accurately kept and submitted on time.

Certification and Submission: Upon passing this resolution, the City Clerk is requested to certify and sign the necessary paperwork and submit it to the appropriate departments for implementation, as outlined in 11-E.

Further, the following vehicles will be excluded:

- Police Office Task Force Vehicles
- Under Cover Vehicles
- K9 Vehicles
- Police Chief Vehicle

Per Councilman Saab communication dated July 3, 2024.

Ayes: Council Chairman Baydoun, Council Chair Pro Tem Ahmad, Councilwoman Bryer, Councilman Constan, Councilman Saab, Councilman Wencel.

Nays: None.

Absent: Councilwoman Malinowski Maxwell.

Motion approved

**24-336** Motion by Councilman Ahmad, seconded by Councilman Constan to approve the Resolution for the Drinking Water State Revolving Fund (DWSRF) Projects, as outlined in 11-F. Per Chief of Staff Hernandez & City Engineer Dib communication dated July 8, 2024.

Ayes: Council Chairman Baydoun, Council Chair Pro Tem Ahmad, Councilwoman Bryer, Councilman Constan, Councilman Saab, Councilman Wencel.

Nays: None.

Absent: Councilwoman Malinowski Maxwell.

Motion approved

**24-337** Motion by Councilman Constan, seconded by Councilman Saab to approve the Business License Renewal for Go 2 Motorcity LLC at 2955 S. Beech Daly, as outlined in 13-A.

Ayes: Council Chairman Baydoun, Council Chair Pro Tem Ahmad, Councilwoman Bryer, Councilman Constan, Councilman Saab.

Nays: Councilman Wencel.

Absent: Councilwoman Malinowski Maxwell.

Motion approved

**24-338** Motion by Councilman Saab, seconded by Councilman Ahmad, to approve the temporary food truck/tent/cart license application for Juicers Connect LLC, as outlined in 13-B.

Ayes: Council Chairman Baydoun, Council Chair Pro Tem Ahmad, Councilwoman Bryer, Councilman Constan, Councilman Saab.

Nays: Councilman Wencel.

Absent: Councilwoman Malinowski Maxwell.

Motion approved

**24-339** Motion by Councilman Ahmad, seconded by Councilwoman Bryer to approve the temporary food truck/tent/cart license application for Tsh Chai LLC, as outlined in 13-C.

Ayes: Council Chairman Baydoun, Council Chair Pro Tem Ahmad, Councilwoman Bryer, Councilman Constan, Councilman Saab.

Nays: Councilman Wencel.

Absent: Councilwoman Malinowski Maxwell.

Motion approved

**24-340** Motion by Councilman Ahmad, seconded by Councilman Constan to adjourn the Dearborn Heights City Council Regular Meeting.

Ayes: Council Chairman Baydoun, Council Chair Pro Tem Ahmad, Councilwoman Bryer, Councilman Constan, Councilman Saab, Councilman Wencel.

Nays: None.

Absent: Councilwoman Malinowski Maxwell.

Motion approved

The meeting adjourned at 11:24 p.m.

**LYNNE M. SENIA**  
**CITY CLERK**

**MO BAYDOUN**  
**COUNCIL CHAIRMAN**

**GEORGANNE SEMENIUK**  
**COUNCIL SECRETARY**

## CLAIMS 7/23/2024

| Inv Ref# | Vendor                             | Inv Amt       |
|----------|------------------------------------|---------------|
| 1        | AMAZON                             | \$ 13,455.57  |
| 2        | ARTISTIC LANDSCAPING & LAWN        | \$ 2,250.00   |
| 3        | ARTISTIC LANDSCAPING & LAWN        | \$ 1,925.00   |
| 4        | BOWLES BROTHERS SERVICES           | \$ 3,885.00   |
| 5        | CENTRAL WAYNE COUNTY SANITATION    | \$ 2,182.54   |
| 6        | CENTRAL WAYNE COUNTY SANITATION    | \$ 57,401.14  |
| 7        | CENTRAL WAYNE COUNTY SANITATION    | \$ 7,952.00   |
| 8        | CIVICPLUS LLC                      | \$ 8,131.20   |
| 9        | CIVICPLUS LLC                      | \$ 10,512.00  |
| 10       | CIVICPLUS LLC                      | \$ 11,180.00  |
| 11       | CIVICPLUS LLC                      | \$ 11,257.60  |
| 12       | CIVICPLUS LLC                      | \$ 29,814.40  |
| 13       | CUMMINS SALES AND SERVICE          | \$ 4,556.26   |
| 14       | DELL MARKETING L.P.                | \$ 2,229.00   |
| 15       | DOMINION VOTING SYSTEMS, INC.      | \$ 18,435.00  |
| 16       | DOMINION VOTING SYSTEMS, INC.      | \$ 2,196.00   |
| 17       | DUKE'S ROOT CONTROL INC.           | \$ 27,310.67  |
| 18       | DUKE'S ROOT CONTROL INC.           | \$ 12,818.53  |
| 19       | DUKE'S ROOT CONTROL INC.           | \$ 20,043.56  |
| 20       | DUKE'S ROOT CONTROL INC.           | \$ 3,500.00   |
| 21       | DUKE'S ROOT CONTROL INC.           | \$ 8,757.99   |
| 22       | ENVIRONMENTAL MAINT ENGINEERS, INC | \$ 1,680.00   |
| 23       | EQUATURE/DSS CORPORATION           | \$ 6,101.22   |
| 24       | FRONTLINE CONSULTING               | \$ 4,800.00   |
| 25       | GUARDIAN ALARM COMPANY             | \$ 1,784.94   |
| 26       | HEALTHJOY, LLC                     | \$ 1,651.00   |
| 27       | JACK DOHENY COMPANY                | \$ 3,124.97   |
| 28       | MICHIGAN HUMANE SOCIETY            | \$ 7,110.25   |
| 29       | NONA AGENCY / NABIL NONA           | \$ 3,100.00   |
| 30       | OAKLAND COMMUNITY COLLEGE          | \$ 14,750.00  |
| 31       | OAKLAND COUNTY TREASURERS          | \$ 1,808.00   |
| 32       | OAKLAND COUNTY TREASURERS          | \$ 16,757.50  |
| 33       | O'REILLY RANCILIO P.C.             | \$ 6,800.00   |
| 34       | PAT MILLIKEN FORD                  | \$ 1,560.95   |
| 35       | PAT MILLIKEN FORD                  | \$ 2,640.24   |
| 36       | PERF C/O SMIP                      | \$ 10,600.00  |
| 37       | PERKINS LAW GROUP                  | \$ 1,575.00   |
| 38       | PRIORITY WASTE LLC                 | \$ 213,465.28 |
| 39       | QUAD-TRAN OF MICHIGAN, INC.        | \$ 7,684.00   |
| 40       | QUAD-TRAN OF MICHIGAN, INC.        | \$ 3,507.84   |
| 41       | ROBERT SCHURIG                     | \$ 1,907.00   |
| 42       | SAAD LAW, PLLC                     | \$ 4,125.00   |
| 43       | SUNNY DESIGN                       | \$ 3,225.00   |
| 44       | TARGET SOLUTIONS LEARNING, LLC     | \$ 12,521.20  |

|                                     |                                  |    |              |
|-------------------------------------|----------------------------------|----|--------------|
| 45                                  | ULLIANCE, INC.                   | \$ | 1,590.00     |
| 46                                  | ULLIANCE, INC.                   | \$ | 1,590.00     |
| 47                                  | ULLIANCE, INC.                   | \$ | 2,114.70     |
| 48                                  | URBAN TREE TRIMMING              | \$ | 1,575.00     |
| 49                                  | URBAN TREE TRIMMING              | \$ | 1,225.00     |
| 50                                  | WAYNE COUNTY                     | \$ | 476,294.79   |
| 51                                  | WAYNE COUNTY                     | \$ | 4,200.00     |
| 52                                  | WAYNE COUNTY ACCOUNTS RECEIVABLE | \$ | 3,349.82     |
| 53                                  | WESTERN WAYNE COUNTY FIRE DEPT.  | \$ | 12,243.84    |
| 54                                  | WINDER POLICE EQUIPMENT INC.     | \$ | 2,192.40     |
| 55                                  | WINDER POLICE EQUIPMENT INC.     | \$ | 67,996.33    |
| 56                                  | WM CORPORATE SERVICES, INC       | \$ | 1,715.30     |
| 57                                  | PLANTE & MORAN                   | \$ | 17,385.00    |
| # of Invoices: 57 # Due: 57 Totals: |                                  | \$ | 1,185,545.03 |

## Amazon Invoice List July 2024

| Order Date | Order ID            | Total Amount | GL Code         |
|------------|---------------------|--------------|-----------------|
| 7/13/2024  | 113-3097392-5163432 | \$ 24.99     | 738-738-728     |
| 7/12/2024  | 114-0298141-5587459 | \$ 25.66     | 738-738-728     |
| 7/12/2024  | 114-9178339-8736252 | \$ 229.95    | 738-738-728     |
| 7/12/2024  | 113-3925920-8622604 | \$ 19.74     | 738-738-728     |
| 7/11/2024  | 114-4881584-8881044 | \$ 288.62    | 738-738-981     |
| 7/11/2024  | 114-6010250-1335447 | \$ 10.72     | 738-738-886     |
| 7/11/2024  | 114-3187137-8835400 | \$ 45.86     | 738-738-886     |
| 7/11/2024  | 114-9874615-0013064 | \$ 634.32    | 738-738-981.00  |
| 7/11/2024  | 113-5629150-7577008 | \$ 39.99     | 738-738-728     |
| 7/11/2024  | 113-0160552-2645815 | \$ 239.98    | 738-738-886     |
| 7/11/2024  | 111-3408976-5030647 | \$ 279.98    | 101-171-728.000 |
| 7/10/2024  | 111-3705598-4173806 | \$ 19.99     | 739-738-981     |
| 7/10/2024  | 111-4539438-0359456 | \$ 7.99      | 738-738-728     |
| 7/10/2024  | 111-8226627-2344245 | \$ 278.69    | 738-738-981     |
| 7/9/2024   | 113-6974972-2765813 | \$ 2,713.43  | 738-738-728     |
| 7/9/2024   | 114-9303546-6754617 | \$ 13.84     | 738-738-728     |
| 7/9/2024   | 112-0042334-2023415 | \$ 36.95     | 101-171-728.000 |
| 7/8/2024   | 114-3399067-0817815 | \$ 68.13     | 101-000-692-887 |
| 7/8/2024   | 113-4631782-3621019 | \$ 19.59     | 101-223-728.000 |
| 7/8/2024   | 113-0359453-2161044 | \$ 108.71    | 101-226-728.000 |
| 7/6/2024   | 114-8890077-1784245 | \$ 59.47     | 738-738-728     |
| 7/6/2024   | 114-9525009-7604217 | \$ 92.92     | 738-738-886     |
| 7/5/2024   | 114-7728220-8956224 | \$ 160.04    | 738-738-886     |
| 7/5/2024   | 114-2326746-3163459 | \$ 48.97     | 738-738-886     |
| 7/5/2024   | 114-9418955-5488246 | \$ 43.60     | 738-738-728     |
| 7/3/2024   | 112-1564439-1605011 | \$ 49.00     | 101-300-728.000 |
| 7/3/2024   | 112-1928001-4742600 | \$ 468.00    | 101-300-759.000 |
| 7/3/2024   | 112-9833170-5517014 | \$ 455.94    | 101-300-728.000 |
| 7/2/2024   | 113-9602335-3090664 | \$ 219.99    | 738-738-728     |
| 7/2/2024   | 112-6110507-1005063 | \$ 5.86      | 101-258-932.000 |
| 7/2/2024   | 114-6855671-2042656 | \$ 27.48     | 738-738-886     |
| 7/2/2024   | 114-8020624-7346654 | \$ 38.85     | 738-738-886     |
| 7/1/2024   | 114-1930798-1009048 | \$ 23.31     | 738-738-886     |
| 6/29/2024  | 114-4419991-9233000 | \$ 15.99     | 738-738-886     |
| 6/29/2024  | 114-0057085-2686602 | \$ 137.22    | 738-738-886     |
| 6/28/2024  | 114-6999626-7534653 | \$ 66.36     | 738-738-886     |
| 6/28/2024  | 114-6953686-6245018 | \$ 13.68     | 738-738-886     |
| 6/28/2024  | 114-2130705-0759444 | \$ 60.54     | 738-738-728     |
| 6/28/2024  | 113-4594960-6298622 | \$ 15.99     | 738-738-981     |
| 6/28/2024  | 114-2235512-5551431 | \$ 51.50     | 738-738-886     |
| 6/27/2024  | 114-0776575-7671417 | \$ 30.72     | 738-738-886     |
| 6/27/2024  | 114-5321582-5664244 | \$ 64.15     | 738-738-728     |

|           |                     |                     |                 |
|-----------|---------------------|---------------------|-----------------|
| 6/27/2024 | 112-7670038-5318665 | \$ 297.38           | 101-300-759.000 |
| 6/27/2024 | 113-1908569-3395467 | \$ 339.26           | 101-215-728.000 |
| 6/27/2024 | 112-8832358-5569863 | \$ 9.99             | 101-258-981.000 |
| 6/26/2024 | 114-4612730-8379454 | \$ 38.50            | 738-738-728     |
| 6/26/2024 | 112-8254388-0632213 | \$ 205.54           | 101-809-981.001 |
| 6/26/2024 | 112-2399258-8549013 | \$ 100.84           | 738-738-728     |
| 6/26/2024 | 114-3052702-3308261 | \$ 82.65            | 692-728         |
| 6/25/2024 | 114-4965868-7975444 | \$ 29.83            | 738-738-728     |
| 6/25/2024 | 114-3086621-8164244 | \$ 27.36            | 738-738-886     |
| 6/25/2024 | 112-0798799-4105043 | \$ 135.67           | 101-426-728.000 |
| 6/25/2024 | 112-6761831-6301006 | \$ 272.42           | 738-738-886     |
| 6/25/2024 | 112-8754549-1486661 | \$ 67.96            | 738-738-886     |
| 6/25/2024 | 112-4104232-7769024 | \$ 132.92           | 738-738-886     |
| 6/25/2024 | 112-1679275-2846667 | \$ 241.69           | 738-738-886     |
| 6/25/2024 | 112-0083684-3969861 | \$ 37.99            | 101.300.728.000 |
| 6/24/2024 | 114-8948674-8571431 | \$ 125.67           | 738-738-728     |
| 6/24/2024 | 114-5725058-0533032 | \$ 78.10            | 738-738-886     |
| 6/24/2024 | 114-6952864-6466632 | \$ 130.56           | 738-738-886     |
| 6/24/2024 | 114-2462479-9369808 | \$ 59.95            | 738-738-886     |
| 6/24/2024 | 114-7129091-8204203 | \$ 49.89            | 738-738-728     |
| 6/24/2024 | 114-1604772-3682639 | \$ 26.99            | 738-738-981     |
| 6/24/2024 | 114-2651231-2908201 | \$ 299.35           | 738-738-728     |
| 6/24/2024 | 114-8929807-8827454 | \$ 87.48            | 101-000-691-887 |
| 6/22/2024 | 114-8763772-2073856 | \$ 61.38            | 738-738-886     |
| 6/21/2024 | 114-2319405-3686607 | \$ 19.99            | 738-738-981.00  |
| 6/20/2024 | 114-6386982-9360255 | \$ 65.94            | 738-738-728     |
| 6/20/2024 | 114-7447473-7185055 | \$ 553.72           | 738-738-808     |
| 6/18/2024 | 112-7719114-5971425 | \$ 79.94            | 101.300.728.000 |
| 6/18/2024 | 114-8702318-4582629 | \$ 24.99            | 738-738-886     |
| 6/18/2024 | 112-3514930-0242605 | \$ 1,063.96         | 592-536-728.000 |
| 6/18/2024 | 114-1818233-1001829 | \$ 2.97             | 738-738-886     |
| 6/18/2024 | 114-1818233-1001829 | \$ 72.57            | 738-738-886     |
| 6/18/2024 | 112-4626561-1789822 | \$ 64.00            | 738-738-886     |
| 6/18/2024 | 112-0220990-6409066 | \$ 138.52           | 101-258-981.000 |
| 6/17/2024 | 114-5626960-8949034 | \$ 268.00           | 691-887         |
| 6/17/2024 | 114-5952921-0808229 | \$ 33.40            | 738-738-981.00  |
| 6/17/2024 | 113-0461375-7184233 | \$ 179.99           | 265-330-830-060 |
| 6/17/2024 | 113-7996197-1956232 | \$ 27.13            | 265-330-830-060 |
| 6/17/2024 | 112-4595821-0733861 | \$ 208.49           | 101-258-981.000 |
| 6/17/2024 | 113-7293245-5030605 | \$ 256.47           | 101-300-728.000 |
| 6/13/2024 | 114-3268769-9246624 | \$ 146.44           | 738-738-886     |
| 6/11/2024 | 114-4642873-5101069 | \$ 14.99            | 738-738-886     |
| 5/21/2024 | 112-2408487-9704253 | \$ 37.98            | 101.300.728.000 |
|           | <b>TOTAL</b>        | <b>\$ 13,455.57</b> |                 |

## ARTISTIC LANDSCAPING &amp; LAWN SERVICE

## Invoice

5477 W.BROOKSIDE DR  
DEARBORN HEIGHTS, MI 48125  
(313) 404-5999

| Date      | Invoice # |
|-----------|-----------|
| 6/22/2024 | 14258     |

|                                                                       |
|-----------------------------------------------------------------------|
| Bill To                                                               |
| CITY OF DEARBORN HEIGHTS<br>6045 FENTON<br>DEARBORN HEIGHTS, MI 48127 |

|                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------|
| Ship To                                                                                                                                      |
| NOTRE DAME/ BEECH DALY LOT<br>DEARBORN HEIGHTS, MI 48127<br><i>*city owned property*</i><br><i>33 038 01 0044 303</i><br><i>S BEECH DALY</i> |

| P.O. Number                                              | Terms       | Rep                                              | Ship      | Via | F.O.B.       | Project    |
|----------------------------------------------------------|-------------|--------------------------------------------------|-----------|-----|--------------|------------|
|                                                          | NET 10 DAYS |                                                  | 6/22/2024 |     |              |            |
| Quantity                                                 | Item Code   | Description                                      |           |     | Price Each   | Amount     |
|                                                          | SITE WORK   | FENCE LINE LOT CLEARING WITH FORESTRY<br>MULCHER |           |     | 2,250.00     | 2,250.00   |
| <div>OK to pay<br/>Handwritten<br/>101-200-949.000</div> |             |                                                  |           |     |              |            |
|                                                          |             |                                                  |           |     | <b>Total</b> | \$2,250.00 |
|                                                          |             |                                                  |           |     |              |            |























## ARTISTIC LANDSCAPING &amp; LAWN SERVICE

## Invoice

5477 W.BROOKSIDE DR  
DEARBORN HEIGHTS, MI 48125  
(313) 404-5999

| Date      | Invoice # |
|-----------|-----------|
| 1/25/2024 | 14083     |

|                                                                       |
|-----------------------------------------------------------------------|
| Bill To                                                               |
| CITY OF DEARBORN HEIGHTS<br>6045 FENTON<br>DEARBORN HEIGHTS, MI 48127 |

|                                                  |
|--------------------------------------------------|
| Ship To                                          |
| 24301 ANN ARBOR TR<br>DEARBORN HEIGHTS, MI 48127 |

|             |                  |                                                                        |     |           |     |            |            |  |
|-------------|------------------|------------------------------------------------------------------------|-----|-----------|-----|------------|------------|--|
| P.O. Number |                  | Terms                                                                  | Rep | Ship      | Via | F.O.B.     | Project    |  |
|             |                  | NET 10 DAYS                                                            |     | 1/25/2024 |     |            |            |  |
| Quantity    | Item Code        | Description                                                            |     |           |     | Price Each | Amount     |  |
| 1           | COURT ORDER C... | REMOVAL OF BLIGHT WITH HAUL AWAY AND DISPOSAL PER ORDINANCE DEPARTMENT |     |           |     | 1,925.00   | 1,925.00   |  |
|             |                  | X023846A                                                               |     |           |     |            |            |  |
|             |                  | All Photos<br>are under enforcement<br>@ this address                  |     |           |     |            |            |  |
|             |                  | <div>Approved<br/>Date 1/25/24</div>                                   |     |           |     |            |            |  |
|             |                  |                                                                        |     |           |     | Total      | \$1,925.00 |  |
|             |                  |                                                                        |     |           |     |            |            |  |



## INVOICE

**Bowles Brothers Services, INC.**  
22198 Merriam Rd.  
New Boston, MI 48164

willybowles@man.com  
+1 (734) 341-9913



### Bill to

City of Dearborn Heights  
6045 Fenton Street  
Dearborn, MI 48127 USA

### Ship to

City of Dearborn Heights  
6045 Fenton Street  
Dearborn, MI 48127 USA

### Invoice details

Invoice no.: 1313  
Terms: Net 30  
Invoice date: 06/30/2024  
Due date: 07/30/2024

*Page 1 of 1*

| #  | Date       | Product or service | Description                                | Qty | Rate    | Amount   |
|----|------------|--------------------|--------------------------------------------|-----|---------|----------|
| 1. | 06/24/2024 | TOPSOIL            | Ticket 6023- Semi topsoil delivered to DPW | 35  | \$20.00 | \$700.00 |
| 2. | 06/26/2024 | SAND               | Ticket 6024- Semi Sand delivered to DPW    | 35  | \$13.00 | \$455.00 |
| 3. | 06/26/2024 | SAND               | Ticket 6025- Semi Sand delivered to DPW    | 35  | \$13.00 | \$455.00 |
| 4. | 06/26/2024 | SAND               | Ticket 6027- Semi Sand delivered to DPW    | 35  | \$13.00 | \$455.00 |
| 5. | 06/27/2024 | SAND               | Ticket 6028- Semi Sand delivered to DPW    | 35  | \$13.00 | \$455.00 |
| 6. | 06/27/2024 | SAND               | Ticket 6029- Semi Sand delivered to DPW    | 35  | \$13.00 | \$455.00 |
| 7. | 06/27/2024 | SAND               | Ticket 6030- Semi Sand delivered to DPW    | 35  | \$13.00 | \$455.00 |
| 8. | 06/27/2024 | SAND               | Ticket 6031- Semi Sand delivered to DPW    | 35  | \$13.00 | \$455.00 |

### Ways to pay

PayPal

*Account #*

*592-537-791,000*

**Total**

**\$3,885.00**

*OK to pay*

**Central Wayne County Sanitation Auth.**

3850 Second St., Suite 170

Wayne, MI 48184

USA

Voice: 734-722-9980

Fax: 734-722-9985

**INVOICE**

Invoice Number: 05/24-COMP-DH

Invoice Date: May 31, 2024

Page: 1

*Duplicate***Bill To:**

City of Dearborn Heights  
Robert Conrad, DPW Director  
6045 Fenton  
Dearborn Heights, MI 48127

**Ship to:**

City of Dearborn Heights  
Robert Conrad, DPW Director  
6045 Fenton  
Dearborn Heights, MI 48127

| Customer ID  | Customer PO     | Payment Terms |          |
|--------------|-----------------|---------------|----------|
| 6261         |                 | Net 30 Days   |          |
| Sales Rep ID | Shipping Method | Ship Date     | Due Date |
|              | Airborne        |               | 6/30/24  |

| Quantity               | Item | Description                                                  | Unit Price | Amount          |
|------------------------|------|--------------------------------------------------------------|------------|-----------------|
| 59.96                  |      | May, 2024 Compost Disposal - 59.96 tons<br>@ \$36.40 per ton | 36.40      | 2,182.54        |
| Subtotal               |      |                                                              |            | 2,182.54        |
| Sales Tax              |      |                                                              |            |                 |
| Total Invoice Amount   |      |                                                              |            | 2,182.54        |
| Payment/Credit Applied |      |                                                              |            |                 |
| <b>TOTAL</b>           |      |                                                              |            | <b>2,182.54</b> |

Check/Credit Memo No:

**CENTRAL WAYNE COUNTY SANITATION AUTHORITY  
ANALYSIS OF 2023/24 HOUSEHOLD TONNAGE  
AS OF MAY 31, 2024**

|                  | BUDGETED<br>HOUSEHOLD<br>TONNAGE<br>JULY THRU<br>MAY, 2024 | ACTUAL<br>HOUSEHOLD<br>TONNAGE<br>JULY THRU<br>MAY, 2024 | INCREASE/<br>(DECREASE)<br>IN<br>TONNAGE | PERCENTAGE<br>INCREASE/<br>(DECREASE)<br>IN<br>TONNAGE |
|------------------|------------------------------------------------------------|----------------------------------------------------------|------------------------------------------|--------------------------------------------------------|
| DEARBORN HEIGHTS | 23,120.65                                                  | 28,688.30                                                | 3,567.65                                 | 15.43%                                                 |
| GARDEN CITY      | 13,037.03                                                  | 11,330.76                                                | (1,706.27)                               | -13.09%                                                |
| INKSTER          | 9,421.14                                                   | 8,499.88                                                 | (921.26)                                 | -9.78%                                                 |
| WAYNE            | 6,896.77                                                   | 7,416.95                                                 | 520.18                                   | 7.54%                                                  |
| WESTLAND         | 27,816.52                                                  | 29,456.01                                                | 1,639.49                                 | 5.89%                                                  |
| <b>TOTAL</b>     | <b>80,292.11</b>                                           | <b>83,391.90</b>                                         | <b>3,099.79</b>                          | <b>3.86%</b>                                           |

|                  | 2023/24<br>BUDGETED<br>HOUSEHOLD<br>TONNAGE | PERCENTAGE<br>INCREASE/<br>(DECREASE)<br>BASED ON JULY<br>THRU MAY,<br>2024 TONNAGE | PROJECTED<br>INCREASE/<br>(DECREASE)<br>IN<br>TONNAGE | BUDGETED<br>TONNAGE<br>MINUS PROJECTED<br>TONNAGE<br>INCREASE/<br>(DECREASE) | COST OF<br>PROJECTED<br>TONNAGE AT<br>RATE PER<br>TON OF \$18.72 |
|------------------|---------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------|
| DEARBORN HEIGHTS | 24,189.00                                   | 15.43%                                                                              | 3,734.05                                              | 27,933.05                                                                    | 522,906.61                                                       |
| GARDEN CITY      | 13,818.00                                   | -13.09%                                                                             | (1,821.57)                                            | 12,096.43                                                                    | 226,445.17                                                       |
| INKSTER          | 10,617.00                                   | -9.78%                                                                              | (1,038.20)                                            | 9,578.80                                                                     | 179,315.16                                                       |
| WAYNE            | 7,201.00                                    | 7.54%                                                                               | 543.13                                                | 7,744.13                                                                     | 144,970.04                                                       |
| WESTLAND         | 30,070.00                                   | 5.89%                                                                               | 1,772.31                                              | 31,842.31                                                                    | 596,088.02                                                       |
| <b>TOTAL</b>     | <b>86,005.00</b>                            | <b>3.86%</b>                                                                        | <b>3,189.71</b>                                       | <b>89,194.71</b>                                                             | <b>\$1,669,725.00</b>                                            |

|                  | 2023/24<br>BUDGETED<br>HOUSEHOLD<br>AMOUNT | 2023/24<br>HOUSEHOLD<br>AMOUNT BASED<br>ON PROJECTED<br>TONNAGE | PROJECTED<br>BUDGETED<br>SAVINGS<br>(DEFICIT) |
|------------------|--------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------|
| DEARBORN HEIGHTS | 435,582.00                                 | 522,906.61                                                      | (87,324.61)                                   |
| GARDEN CITY      | 250,524.00                                 | 226,445.17                                                      | 24,078.83                                     |
| INKSTER          | 191,106.00                                 | 179,315.16                                                      | 11,790.84                                     |
| WAYNE            | 129,618.00                                 | 144,970.04                                                      | (15,352.04)                                   |
| WESTLAND         | 541,260.00                                 | 596,088.02                                                      | (54,828.02)                                   |
| <b>TOTAL</b>     | <b>\$1,548,090.00</b>                      | <b>\$1,669,725.00</b>                                           | <b>(\$121,635.00)</b>                         |

| PROJECTED THREE YEAR<br>TONNAGE AVERAGE FOR 2023/24 |            |
|-----------------------------------------------------|------------|
| YEAR                                                | TONNAGE    |
| 2021/22                                             | 89,421.82  |
| 2022/23                                             | 87,489.44  |
| 2023/24                                             | 89,194.71  |
| Total                                               | 266,105.97 |
| Projected Three<br>Year Tonnage<br>Average          | 88,701.99  |

**Central Wayne County Sanitation Auth.**

3850 Second St., Suite 170  
Wayne, MI 48184  
USA

**INVOICE**

Invoice Number: 05/24-HHLD-DH

Invoice Date: May 31, 2024

Page: 1

Duplicate

Voice: 734-722-9980

Fax: 734-722-9985

**Bill To:**

City of Dearborn Heights  
Robert Conrad, DPW Director  
6045 Fenton  
Dearborn Heights, MI 48127

**Ship to:**

City of Dearborn Heights  
Robert Conrad, DPW Director  
6045 Fenton  
Dearborn Heights, MI 48127

| Customer ID  | Customer PO     | Payment Terms |          |
|--------------|-----------------|---------------|----------|
| 6261         |                 | Net 30 Days   |          |
| Sales Rep ID | Shipping Method | Ship Date     | Due Date |
|              | Airborne        |               | 6/30/24  |

| Quantity                                                   | Item | Description                                                    | Unit Price | Amount           |
|------------------------------------------------------------|------|----------------------------------------------------------------|------------|------------------|
| 3,066.30                                                   |      | May, 2024 Household Disposal - 3,066.30 tons @ \$18.72 per ton | 18.72      | 57,401.14        |
| <p>101-200-810.000</p> <p>OK to pay</p> <p><i>Reul</i></p> |      |                                                                |            |                  |
| Subtotal                                                   |      |                                                                |            | 57,401.14        |
| Sales Tax                                                  |      |                                                                |            |                  |
| Total Invoice Amount                                       |      |                                                                |            | 57,401.14        |
| Payment/Credit Applied                                     |      |                                                                |            |                  |
| <b>TOTAL</b>                                               |      |                                                                |            | <b>57,401.14</b> |

Check/Credit Memo No:

**Central Wayne County Sanitation Auth.**

3850 Second St., Suite 170  
Wayne, MI 48184  
USA

**INVOICE**

Invoice Number: 06/24-Admin  
Invoice Date: Jun 24, 2024  
Page: 1

Voice: 734-722-9980  
Fax: 734-722-9985

*Duplicate*

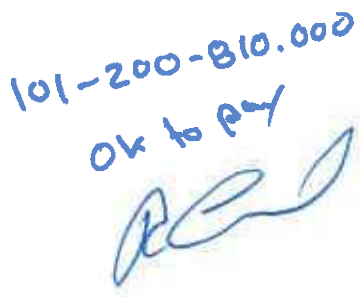
**Bill To:**

City of Dearborn Heights  
Robert Conrad, DPW Director  
6045 Fenton  
Dearborn Heights, MI 48127

**Ship to:**

City of Dearborn Heights  
Robert Conrad, DPW Director  
6045 Fenton  
Dearborn Heights, MI 48127

| Customer ID  | Customer PO     | Payment Terms |          |
|--------------|-----------------|---------------|----------|
| 6261         |                 | Net 30 Days   |          |
| Sales Rep ID | Shipping Method | Ship Date     | Due Date |
|              | Airborne        |               | 7/24/24  |

| Quantity                                                                            | Item | Description                                     | Unit Price | Amount          |
|-------------------------------------------------------------------------------------|------|-------------------------------------------------|------------|-----------------|
|                                                                                     |      | June, 2024 Administration, Operating & Monofill |            | 7,952.00        |
|  |      |                                                 |            |                 |
|                                                                                     |      |                                                 |            |                 |
|                                                                                     |      |                                                 |            |                 |
|                                                                                     |      |                                                 |            |                 |
| Subtotal                                                                            |      |                                                 |            | 7,952.00        |
| Sales Tax                                                                           |      |                                                 |            |                 |
| Total Invoice Amount                                                                |      |                                                 |            | 7,952.00        |
| Payment/Credit Applied                                                              |      |                                                 |            |                 |
| <b>TOTAL</b>                                                                        |      |                                                 |            | <b>7,952.00</b> |

Check/Credit Memo No:



# Invoice

Updated Remittance Address:  
(FOR PAYMENTS ONLY)  
CivicPlus LLC  
PO Box 737311  
Dallas TX 75373-7311

OK to Pay

*David R Cooper*

#308210

7/1/2024

PO #

**Bill To**

David Cooper  
City of Dearborn Heights  
6045 Fenton Street  
Dearborn Heights MI 48127

101-258-728

**TOTAL DUE**

**\$8,131.20**

Due Date: 8/30/2024

| Terms  | Due Date  | PO # | Approving Authority |
|--------|-----------|------|---------------------|
| Net 60 | 8/30/2024 |      | David Cooper        |

| Qty | Item                                                  | Start Date | End Date  |
|-----|-------------------------------------------------------|------------|-----------|
| 1   | CivicClerk Annual Fee - Agenda and Minutes Management | 2/28/2023  | 6/30/2026 |
| 1   | CivicClerk Boards and Committees Module               | 2/28/2023  | 6/30/2026 |

**Total** \$8,131.20

**Due** **\$8,131.20**

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to [accounting@civicplus.com](mailto:accounting@civicplus.com).

| Bank Name      | Account Name  | Account Number | Routing Number |
|----------------|---------------|----------------|----------------|
| JPMorgan Chase | CivicPlus LLC | 910320636      | 021000021      |





# Invoice

Updated Remittance Address:  
(FOR PAYMENTS ONLY)  
CivicPlus LLC  
PO Box 737311  
Dallas TX 75373-7311

#308212

7/1/2024

PO #

OK to Pay

*David R Cooper*

**Bill To**

David Cooper  
City of Dearborn Heights  
6045 Fenton Street  
Dearborn Heights MI 48127

101-258-728

**TOTAL DUE**

**\$10,512.00**

Due Date: 8/30/2024

| Terms  | Due Date  | PO # | Approving Authority |
|--------|-----------|------|---------------------|
| Net 60 | 8/30/2024 |      | David Cooper        |

| Qty | Item                                   | Start Date | End Date  |
|-----|----------------------------------------|------------|-----------|
| 1   | Forms & Apps                           | 2/28/2023  | 6/30/2026 |
| 1   | Data Manager Module                    | 2/28/2023  | 6/30/2026 |
| 1   | OB Connectors, PA                      | 2/28/2023  | 6/30/2026 |
| 1   | Workflow & Approvals Module            | 2/28/2023  | 6/30/2026 |
| 1   | Scheduling Module                      | 2/28/2023  | 6/30/2026 |
| 1   | Pay Annual maintenance and support fee | 2/28/2023  | 6/30/2026 |

**Total** \$10,512.00

**Due** **\$10,512.00**

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to [accounting@civicplus.com](mailto:accounting@civicplus.com).

| Bank Name      | Account Name  | Account Number | Routing Number |
|----------------|---------------|----------------|----------------|
| JPMorgan Chase | CivicPlus LLC | 910320636      | 021000021      |



# Invoice

Updated Remittance Address:  
(FOR PAYMENTS ONLY)  
CivicPlus LLC  
PO Box 737311  
Dallas TX 75373-7311

#308211

7/1/2024

PO #

OK to Pay

*David R Cooper*

101-258-728

**Bill To**

David Cooper  
City of Dearborn Heights  
6045 Fenton Street  
Dearborn Heights MI 48127

**TOTAL DUE**

**\$11,180.00**

Due Date: 8/30/2024

| Terms  | Due Date  | PO # | Approving Authority |
|--------|-----------|------|---------------------|
| Net 60 | 8/30/2024 |      | David Cooper        |

| Qty | Item                                                                                                    | Start Date | End Date  |
|-----|---------------------------------------------------------------------------------------------------------|------------|-----------|
| 1   | CivicRec Annual Fee                                                                                     | 2/28/2023  | 6/30/2026 |
| 1   | CivicRec Pay Annual maintenance and support fee                                                         | 2/28/2023  | 6/30/2026 |
| 1   | AudioEye Enterprise for CivicRec                                                                        | 2/28/2023  | 6/30/2026 |
| 1   | Document Management Module: Enabled to allow customers to upload documents and staff to manage records. | 2/28/2023  | 6/30/2026 |

**Total** \$11,180.00

**Due** **\$11,180.00**

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to [accounting@civicplus.com](mailto:accounting@civicplus.com).

| Bank Name      | Account Name  | Account Number | Routing Number |
|----------------|---------------|----------------|----------------|
| JPMorgan Chase | CivicPlus LLC | 910320636      | 021000021      |



# Invoice

Updated Remittance Address:  
(FOR PAYMENTS ONLY)  
CivicPlus LLC  
PO Box 737311  
Dallas TX 75373-7311

#308209

7/1/2024

PO #

OK to Pay

*David R Cooper*

**Bill To**

David Cooper  
City of Dearborn Heights  
6045 Fenton Street  
Dearborn Heights MI 48127

101-258-728

**TOTAL DUE**

**\$11,257.60**

Due Date: 8/30/2024

| Terms  | Due Date  | PO # | Approving Authority |
|--------|-----------|------|---------------------|
| Net 60 | 8/30/2024 |      | David Cooper        |

| Qty | Item                                                               | Start Date | End Date  |
|-----|--------------------------------------------------------------------|------------|-----------|
| 1   | Annual - CivicEngage Central                                       | 2/28/2023  | 6/30/2026 |
| 1   | Hosting & Security Annual Fee - CivicEngage Central                | 2/28/2023  | 6/30/2026 |
| 1   | SSL Management – CP Provided Only 1 per domain (Annually Renewals) | 2/28/2023  | 6/30/2026 |
| 1   | DNS Hosting for .GOV – Annual Fee                                  | 2/28/2023  | 6/30/2026 |
| 1   | 48 Month Redesign Ultimate Annual - CivicEngage Central            | 2/28/2023  | 6/30/2026 |
| 1   | Ultimate Department Header Annual Fee: 'Department Name'           | 2/28/2023  | 6/30/2026 |
| 1   | Custom IdP Integration Annual Fee                                  | 2/28/2023  | 6/30/2026 |
| 1   | Ultimate Department Header Annual Fee: 'Department Name'           | 2/28/2023  | 6/30/2026 |
| 1   | Pay Annual maintenance and support fee                             | 2/28/2023  | 6/30/2026 |

**Total** \$11,257.60

**Due** **\$11,257.60**

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to [accounting@civicplus.com](mailto:accounting@civicplus.com).

| Bank Name      | Account Name  | Account Number | Routing Number |
|----------------|---------------|----------------|----------------|
| JPMorgan Chase | CivicPlus LLC | 910320636      | 021000021      |



# Invoice

Updated Remittance Address:  
(FOR PAYMENTS ONLY)  
CivicPlus LLC  
PO Box 737311  
Dallas TX 75373-7311

#308207

7/1/2024

PO #

OK to Pay

*David R Cooper*

**Bill To**

City of Dearborn Heights  
6045 Fenton Street  
Dearborn Heights MI 48127

101-258-728

**TOTAL DUE**

**\$29,814.40**

Due Date: 8/30/2024

| Terms  | Due Date  | PO # | Approving Authority |
|--------|-----------|------|---------------------|
| Net 60 | 8/30/2024 |      | David Cooper        |

| Qty | Item                                                                                                                                                                                                                                      | Start Date | End Date  |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| 1   | Unlimited gov user licenses for service request management tool to intake citizen submissions via mobile app. Assign requests internally, resolve issues and measure request performance. Includes support and virtual training services. | 2/28/2023  | 6/30/2026 |
| 1   | Marketplace App Annual                                                                                                                                                                                                                    | 2/28/2023  | 6/30/2026 |

**Total** \$29,814.40

**Due** **\$29,814.40**

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to [accounting@civicplus.com](mailto:accounting@civicplus.com).

| Bank Name      | Account Name  | Account Number | Routing Number |
|----------------|---------------|----------------|----------------|
| JPMorgan Chase | CivicPlus LLC | 910320636      | 021000021      |



**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

S2-9611

TO PAY ONLINE LOGON TO  
customerpayment.cummins.com

**BILL TO**

DEARBORN HEIGHTS DPW  
6045 FENTON ST  
DEARBORN HTS, MI 48127-3287

CARL KENNEDY - 313 7916010

PAGE 3 OF 3

\*\*\* CHARGE \*\*\*

|              |                    |                 |                   |           |                 |
|--------------|--------------------|-----------------|-------------------|-----------|-----------------|
| DATE         | CUSTOMER ORDER NO. | DATE IN SERVICE | ENGINE MODEL      | PUMP NO.  | EQUIPMENT MAKE  |
| 12-JUN-2024  | 24-023             | 04-DEC-2018     | L9 CM2350 L116B   |           | FREIGHTLINER    |
| CUSTOMER NO. | SHIP VIA           | FAIL DATE       | ENGINE SERIAL NO. | CPL NO.   | EQUIPMENT MODEL |
| 221752       |                    | 22-MAY-2024     | 74350948          |           | 108SD           |
| REF. NO.     | SALESPERSON        | PARTS DISP.     | MILEAGE/HOURS     | PUMP CODE | UNIT NO.        |
| 163478       | BL295              |                 | 24809             |           | 83              |

*Water Department Truck 63*

| QUANTITY ORDERED | BACK ORDERED | QUANTITY SHIPPED  | PART NUMBER | DESCRIPTION                | PRODUCT CODE | UNIT PRICE | AMOUNT |
|------------------|--------------|-------------------|-------------|----------------------------|--------------|------------|--------|
| OSN/MSN/VIN      |              | 3ALHG5FE1KDKL4354 |             |                            |              |            |        |
| 2                |              | 2                 | 3963991     | WASHER, SEALING            | CECO         | 7.58       | 15.16  |
| 1                |              | 1                 | 5260632     | PUMP, FUEL TRANSFER        | CECO         | 412.14     | 412.14 |
| 1                |              | 1                 | 4933571     | VALVE, CHECK               | CECO         | 121.31     | 121.31 |
| 4                |              | 4                 | 3955219     | ISOLATOR, VIBRATION        | CECO         | 13.61      | 54.44  |
| 4                |              | 4                 | 3955220     | ISOLATOR, VIBRATION        | CECO         | 13.05      | 52.20  |
| 1                |              | 1                 | 4997021     | COOLER, ELECTRONIC CONTROL | CECO         | 486.58     | 486.58 |

|                        |          |
|------------------------|----------|
| PARTS:                 | 1,259.86 |
| PARTS COVERAGE CREDIT: | 0.00 CR  |
| TOTAL PARTS:           | 1,259.86 |
| SURCHARGE TOTAL:       | 0.00     |
| LABOR:                 | 2,492.40 |
| LABOR COVERAGE CREDIT: | 0.00 CR  |
| TOTAL LABOR:           | 2,492.40 |
| MISC.:                 | 0.00     |
| MISC. COVERAGE CREDIT: | 0.00 CR  |
| TOTAL MISC.:           | 0.00     |
| LOCAL                  | 0.00     |

*OK to pay*

*Account # 592-537-932,000*

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: 4,556.26

TOTAL TAX: 0.00

TOTAL AMOUNT: US \$ 4,556.26

AUTHORIZED BY (print name)

SIGNATURE

DATE



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

S2-9611

TO PAY ONLINE LOGON TO  
customerpayment.cummins.com

**BILL TO**

DEARBORN HEIGHTS DPW  
6045 FENTON ST  
DEARBORN HTS, MI 48127-3287

CARL KENNEDY - 313 7916010

PAGE 2 OF 3

\*\*\* CHARGE \*\*\*

|                  |              |                    |             |                 |  |                   |              |           |            |                 |  |
|------------------|--------------|--------------------|-------------|-----------------|--|-------------------|--------------|-----------|------------|-----------------|--|
| DATE             |              | CUSTOMER ORDER NO. |             | DATE IN SERVICE |  | ENGINE MODEL      |              | PUMP NO.  |            | EQUIPMENT MAKE  |  |
| 12-JUN-2024      |              | 24-023             |             | 04-DEC-2018     |  | L9 CM2350 L116B   |              |           |            | FREIGHTLINER    |  |
| CUSTOMER NO.     |              | SHIP VIA           |             | FAIL DATE       |  | ENGINE SERIAL NO. |              | CPL NO.   |            | EQUIPMENT MODEL |  |
| 221752           |              |                    |             | 22-MAY-2024     |  | 74360949          |              |           |            | 108SD           |  |
| REF. NO.         |              | SALESPERSON        |             | PARTS DISP.     |  | MILEAGE/HOURS     |              | PUMP CODE |            | UNIT NO.        |  |
| 163478           |              | BL295              |             |                 |  | 24809             |              |           |            | 83              |  |
| QUANTITY ORDERED | BACK ORDERED | QUANTITY SHIPPED   | PART NUMBER | DESCRIPTION     |  |                   | PRODUCT CODE |           | UNIT PRICE | AMOUNT          |  |
| OSN/MSN/VIN      |              | 3ALHG5FE1KDKL4354  |             |                 |  |                   |              |           |            |                 |  |

LABOR: 804.00  
LABOR COVERAGE CREDIT: 0.00 CR  
TOTAL LABOR: 804.00  
MISC.: 0.00  
MISC. COVERAGE CREDIT: 0.00 CR  
TOTAL MISC.: 0.00

1 GUARDIAN INSP COURTESY INSPECTION

PARTS: 0.00  
PARTS COVERAGE CREDIT: 0.00 CR  
TOTAL PARTS: 0.00  
SURCHARGE TOTAL: 0.00  
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 | 4988666 | TUBE,FUEL SUPPLY   | CECO | 66.23 | 66.23 |
| 1 | 1 | 3969822 | CONNECTION,ADAPTER | CECO | 24.08 | 24.08 |
| 6 | 6 | 3963990 | WASHER,SEALING     | CECO | 4.62  | 27.72 |

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.

Account # 552-537-932.000

AUTHORIZED BY (print name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**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

S2-9611

TO PAY ONLINE LOGON TO  
customerpayment.cummins.com

**BILL TO**

DEARBORN HEIGHTS DPW  
6045 FENTON ST  
DEARBORN HTS, MI 48127-3287

CARL KENNEDY - 313 7916010

PAGE 1 OF 3

\*\*\* CHARGE \*\*\*

*Water Department Truck 63*

| DATE         | CUSTOMER ORDER NO. | DATE IN SERVICE | ENGINE MODEL      | PUMP NO.  | EQUIPMENT MAKE  |
|--------------|--------------------|-----------------|-------------------|-----------|-----------------|
| 12-JUN-2024  | 24-023             | 04-DEC-2018     | L9 CM2350 L116B   |           | FREIGHTLINER    |
| CUSTOMER NO. | SHIP VIA           | FAIL DATE       | ENGINE SERIAL NO. | CPL NO.   | EQUIPMENT MODEL |
| 221752       |                    | 22-MAY-2024     | 74350949          |           | 108SD           |
| REF. NO.     | SALESPERSON        | PARTS DISP.     | MILEAGE/HOURS     | PUMP CODE | UNIT NO.        |
| 183478       | BL295              |                 | 24809             |           | 63              |

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

OSN/MSN/VIN 3ALHG5FE1KDKL4354

**COMPLAINT**

UNIT 63: INSPECT FOR UNIT WON'T GO OVER 35 MPH WHEN COLD, AFTER UNIT GETS UP THE OPERATING TEMP UNIT RUNS FINE

**CAUSE**

.. HIGH FUEL RESTRICTION

**CORRECTION**

CHRIS-

TECHNICIAN ADMINISTRATIVE TIME - NON-FIELD ACTION SERVICE EVENT  
JOB SAFETY ASSESSMENT  
FUEL LIFT PUMP - REMOVE AND INSTALL - L9 CM2350 L116B  
ENGINE CONTROL MODULE - REMOVE AND INSTALL - L9 CM2350 L116B  
NON-SRT DETAIL  
THANK YOU FOR YOUR BUSINESS

**COVERAGE**

**REMARK**

CUSTOMER BILLABLE.

BL295

LAST SAVED : 29 MAY 2024 11:05:08 AM EDT

TALKED TO CARL EXPLAINED WHAT WAS GOING ON WITH HIS TRUCK GAVE HIM A ESTIMATE PRICE- WE SAID HIS SUPERVISOR IS NOT IN TODAY AND HE WILL CALL US THURSDAY

1

EXPANDED SERVICES

EXPANDED SERVICES

PARTS:

0.00

PARTS COVERAGE CREDIT:

0.00 CR

TOTAL PARTS:

0.00

SURCHARGE TOTAL:

0.00

TAX EXEMPT NUMBERS:

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.

*Account # 552-537-932,000*

AUTHORIZED BY (print name)

SIGNATURE

DATE





DELL MARKETING L.P.  
One Dell Way  
Round Rock, TX 78682

FID Number: 74-2616805  
Inquiries: [www.dell.com/ordersupport/](http://www.dell.com/ordersupport/)  
Dell Online: <http://www.dell.com>

## Invoice

**BILL TO:**

DEARBORN HEIGHTS POLICE DEPT  
DAVID COOPER  
6045 FENTON  
DEARBORN HEIGHTS, MI 48127

**SHIP TO:**

CITY OF DEARBORN HEIGHTS  
DAVID COOPER  
25637 MICHIGAN AVE  
DEARBORN HEIGHTS, MI 48125-1037

PLEASE REVIEW DELL'S TERMS & CONDITIONS OF SALE AND POLICIES, WHICH GOVERN THIS TRANSACTION

[VIEW YOUR ORDER DETAILS ONLINE](#)

|                         |                      |                      |             |
|-------------------------|----------------------|----------------------|-------------|
| Invoice No: 10754371955 | Customer No: 6728627 | Order No: 1005780883 | Page 1 of 3 |
|-------------------------|----------------------|----------------------|-------------|

|                 |              |                       |                                 |
|-----------------|--------------|-----------------------|---------------------------------|
| Purchase Order: | 24-268       | Sales Rep:            | DANNY GREEN                     |
| Payment Terms:  | 45 Days Inv. | Customer Agreement #: | 071B6600111                     |
| Due Date:       | 07/28/2024   | Contract Code:        | C000000009850                   |
| Invoice Date:   | 06/13/2024   | Waybill Number:       | 740684815625                    |
| Order Date:     | 06/06/2024   | Contract Name:        | State of Michigan - 071B6600111 |

| Item Number | Description                                               | Qty | Unit | Unit Price | Amount   |
|-------------|-----------------------------------------------------------|-----|------|------------|----------|
| 210-BCFW    | Dell Latitude 5430 Rugged<br>System Service Tags: 4VXBTT3 | 1   | EA   | 1,425.63   | 1,425.63 |

*Traffic Immobilization*  
*266-268-830.060*  
*Grand A Hart 263*  
*7.2.2024*

**OK TO PAY**

FOR SHIPMENTS TO CALIFORNIA, A STATE ENVIRONMENTAL FEE OF UP TO \$6 PER ITEM WILL BE ADDED TO INVOICES FOR ALL ORDERS CONTAINING A DISPLAY GREATER THAN 4 INCHES. PLEASE KEEP ORIGINAL BOX FOR ALL RETURNS. COMPREHENSIVE ONLINE CUSTOMER CARE INFORMATION AND ASSISTANCE IS A CLICK AWAY AT [WWW.DELL.COM/PUBLIC-FCARE](http://WWW.DELL.COM/PUBLIC-FCARE) TO ANSWER A VARIETY OF QUESTIONS REGARDING YOUR DELL ORDER.

|                      |             |
|----------------------|-------------|
| USD                  |             |
| Sub-Total:           | \$ 2,229.00 |
| Ship. &/or Handling: | \$ 0.00     |
| ENVIRO FEE:          | \$ 0.00     |
| Taxable:             |             |
| \$ 0.00              | Tax:        |
| Non-Taxable:         | \$ 0.00     |
| \$ 2,229.00          |             |
| Invoice Total:       | \$ 2,229.00 |

**DETACH AT LINE AND RETURN WITH PAYMENT**

Invoice No: 10754371955  
Customer Name: DEARBORN HEIGHTS POLICE DEPT  
Customer No: 6728627  
PO No: 24-268  
Order Number: 1005780883

Make check payable / remit to :  
Dell Marketing L.P.  
C/O Dell USA L.P.  
PO Box 643561  
Pittsburgh, PA 15264-3561

Electronics Payments  
Dell Marketing L.P.  
PNC Bank  
ABA#: 043-000-096  
Acct#: 1017304611  
Swift code : PNCCUS33

Online ACH Payment  
Log in to your MyFinancials account <https://mfm.dell.com/>

|                      |             |
|----------------------|-------------|
| USD                  |             |
| Sub-Total:           | \$ 2,229.00 |
| Ship. &/or Handling: | \$ 0.00     |
| ENVIRO FEE:          | \$ 0.00     |
| Taxable:             |             |
| \$ 0.00              | Tax:        |
| Non-Taxable:         | \$ 0.00     |
| \$ 2,229.00          |             |
| Invoice Total:       | \$ 2,229.00 |
| Balance Due:         | \$ 2,229.00 |
| Amount Enclosed:     |             |

0107543719550000000222900000000067286270



DELL MARKETING L.P.  
One Dell Way  
Round Rock, TX 78682

FID Number: 74-2616805  
Inquiries: [www.dell.com/ordersupport/](http://www.dell.com/ordersupport/)  
Dell Online: <http://www.dell.com>

## Invoice

**BILL TO:**

DEARBORN HEIGHTS POLICE DEPT  
DAVID COOPER  
6045 FENTON  
DEARBORN HEIGHTS, MI 48127

**SHIP TO:**

CITY OF DEARBORN HEIGHTS  
DAVID COOPER  
25637 MICHIGAN AVE  
DEARBORN HEIGHTS, MI 48125-1037

**PLEASE REVIEW DELL'S TERMS & CONDITIONS OF SALE AND POLICIES , WHICH GOVERN THIS TRANSACTION**

**[VIEW YOUR ORDER DETAILS ONLINE](#)**

Invoice No: 10754371955

Customer No: 6728627

Order No: 1005780883

Page 2 of 3

|                 |              |                       |                                 |
|-----------------|--------------|-----------------------|---------------------------------|
| Purchase Order: | 24-268       | Sales Rep:            | DANNY GREEN                     |
| Payment Terms:  | 45 Days Inv. | Customer Agreement #: | 071B6600111                     |
| Due Date:       | 07/28/2024   | Contract Code:        | C000000009850                   |
| Invoice Date:   | 06/13/2024   | Waybill Number:       | 740684815625                    |
| Order Date:     | 06/06/2024   | Contract Name:        | State of Michigan - 071B6600111 |

| Item Number | Description                                                                                    | Qty | Unit | Unit Price | Amount |
|-------------|------------------------------------------------------------------------------------------------|-----|------|------------|--------|
| 387-BBPC    | ENERGY STAR Qualified                                                                          | 1   | EA   | -          | -      |
| 817-BBBB    | Custom Configuration                                                                           | 1   | EA   | -          | -      |
| 658-BFIP    | Dell Applications for Windows 11                                                               | 1   | EA   | -          | -      |
| 340-CYJC    | Mix Ship, Notebook, 5430 Rugged                                                                | 1   | EA   | -          | -      |
| 389-DXDU    | Intel Core i5 non-vPro Processor Label                                                         | 1   | EA   | -          | -      |
| 800-BBQK    | BTO Standard Shipment (VS)                                                                     | 1   | EA   | -          | -      |
| 389-BCGW    | No UPC Label                                                                                   | 1   | EA   | -          | -      |
| 379-BDTO    | EPEAT 2018 Registered (Silver)                                                                 | 1   | EA   | -          | -      |
| 319-BBHT    | Microphone + IR FHD camera; Touch; WLAN/WWAN antennae; Pogo vehicle docking and RF passthrough | 1   | EA   | 120.96     | 120.96 |
| 340-ACQQ    | No Option Included                                                                             | 1   | EA   | -          | -      |
| 340-CKSZ    | No AutoPilot                                                                                   | 1   | EA   | -          | -      |
| 590-TFHR    | Additional USB-A rear port                                                                     | 1   | EA   | -          | -      |
| 325-BEJZ    | Additional TBT/Type-C port                                                                     | 1   | EA   | -          | -      |
| 750-ADPK    | Rigid handle                                                                                   | 1   | EA   | -          | -      |
| 808-6782    | ProSupport: Next Business Day Onsite, 1 Year Extended                                          | 1   | EA   | -          | -      |
| 808-6784    | ProSupport: Next Business Day Onsite, 3 Years                                                  | 1   | EA   | -          | -      |
| 808-6805    | Dell Limited Hardware Warranty Initial Year                                                    | 1   | EA   | -          | -      |
| 808-6810    | ProSupport: 7X24 Technical Support, 4 Years                                                    | 1   | EA   | -          | -      |
| 975-3461    | Dell Limited Hardware Warranty Extended Year(s)                                                | 1   | EA   | -          | -      |
| 989-3449    | Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport      | 1   | EA   | -          | -      |
| 981-5693    | Keep Your Hard Drive, 4 Year                                                                   | 1   | EA   | -          | -      |
| 340-CXCE    | Setup and Features Guide                                                                       | 1   | EA   | -          | -      |
| 460-BBEX    | No Carrying Case                                                                               | 1   | EA   | -          | -      |
| 325-BEIV    | Dummy Airbay Cover                                                                             | 1   | EA   | -          | -      |
| 430-XXYG    | No Resource USB Media                                                                          | 1   | EA   | -          | -      |
| 555-BHCC    | Intel AX210 WLAN Driver                                                                        | 1   | EA   | -          | -      |
| 555-BHCH    | Intel AX210 Wireless Card with Bluetooth                                                       | 1   | EA   | 16.68      | 16.68  |
| 556-BBCD    | No Mobile Broadband Card                                                                       | 1   | EA   | -          | -      |
| 389-ECGC    | Hot surface warning label                                                                      | 1   | EA   | -          | -      |
| 451-BCWC    | Primary 3 Cell 53.5 Whr ExpressCharge Capable Battery                                          | 1   | EA   | -          | -      |
| 492-BDEL    | 90W 461G Type-C EPEAT Adapter                                                                  | 1   | EA   | 10.43      | 10.43  |
| 346-BHQJ    | Full Security - Fingerprint Reader, Contacted Smartcard Reader, Contactless Smartcard Reader   | 1   | EA   | 95.52      | 95.52  |
| 650-AAAM    | No Anti-Virus Software                                                                         | 1   | EA   | -          | -      |
| 620-AALW    | OS-Windows Media Not Included                                                                  | 1   | EA   | -          | -      |
| 450-AAEJ    | Power Cord 1M US                                                                               | 1   | EA   | -          | -      |



DELL MARKETING L.P.  
One Dell Way  
Round Rock, TX 78682

FID Number: 74-2616805  
Inquiries: [www.dell.com/ordersupport/](http://www.dell.com/ordersupport/)  
Dell Online: <http://www.dell.com>

## Invoice

**BILL TO:**

DEARBORN HEIGHTS POLICE DEPT  
DAVID COOPER  
6045 FENTON  
DEARBORN HEIGHTS, MI 48127

**SHIP TO:**

CITY OF DEARBORN HEIGHTS  
DAVID COOPER  
25637 MICHIGAN AVE  
DEARBORN HEIGHTS, MI 48125-1037

**PLEASE REVIEW DELL'S [TERMS & CONDITIONS OF SALE AND POLICIES](#) , WHICH GOVERN THIS TRANSACTION**

**[VIEW YOUR ORDER DETAILS ONLINE](#)**

|                         |                      |                      |             |
|-------------------------|----------------------|----------------------|-------------|
| Invoice No: 10754371955 | Customer No: 6728627 | Order No: 1005780883 | Page 3 of 3 |
|-------------------------|----------------------|----------------------|-------------|

|                 |              |                       |                                 |
|-----------------|--------------|-----------------------|---------------------------------|
| Purchase Order: | 24-268       | Sales Rep:            | DANNY GREEN                     |
| Payment Terms:  | 45 Days Inv. | Customer Agreement #: | 071B6600111                     |
| Due Date:       | 07/28/2024   | Contract Code:        | C000000009850                   |
| Invoice Date:   | 06/13/2024   | Waybill Number:       | 740684815625                    |
| Order Date:     | 06/06/2024   | Contract Name:        | State of Michigan - 071B6600111 |

| Item Number | Description                                                                                | Qty | Unit | Unit Price | Amount |
|-------------|--------------------------------------------------------------------------------------------|-----|------|------------|--------|
| 583-BILF    | English US RGB Backlit Sealed Internal keyboard                                            | 1   | EA   | 17.52      | 17.52  |
| 570-AADK    | No Mouse                                                                                   | 1   | EA   | -          | -      |
| 379-BERS    | Intel Core Processor i5-1145G7, (QC, 2.6 to 4.0 GHz, 28W, vPro)                            | 1   | EA   | -          | -      |
| 619-AQLP    | Windows 11 Pro, English, French, Spanish                                                   | 1   | EA   | -          | -      |
| 658-BCSB    | Activate Your Microsoft 365 For A 30 Day Trial                                             | 1   | EA   | -          | -      |
| 338-CCRI    | Intel® Core™ vPro i5-1145G7 with Iris Xe Graphics                                          | 1   | EA   | -          | -      |
| 631-ADED    | ME Lockout MOD - Manageability                                                             | 1   | EA   | -          | -      |
| 370-AGTG    | 32GB, 2x16GB, 3200 MHz DDR4 Non-ECC                                                        | 1   | EA   | -          | -      |
| 400-BMRW    | 512GB M.2 PCIe NVMe Class 35 Solid State Drive                                             | 1   | EA   | 166.85     | 166.85 |
| 391-BGGI    | 14 Touch 1100 nits WVA FHD (1920 x 1080) 100% sRGB Anti-Glare,Outdoor Viewable,Passive Pen | 1   | EA   | 375.41     | 375.41 |

To make a payment or access your account details online, please visit MyFinancials at <https://mfmc.dell.com>

Starting from March 18, 2024, Dell Order Number digits will have a new format of "10000xxxx", which means they will be extended to 10 digits. Please be aware of this change and adjust accordingly.

DOMINION  
VOTING



P.O. Box #343  
Broomfield CO 80038 United States  
FED ID#27-0565149

|              |            |
|--------------|------------|
| Invoice Date | 07/03/2024 |
| Invoice #    | DVS155316  |
| 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        | 07/01/2024    | 64,978      |
| Ordered            | Shipped | B/O         | Item Description                                                          |                 | Discount      | Unit Price    | Ext. Price  |
| 19                 | 19      | 0           | 08/01/24-07/31/25; ICX Classic Annual EMA - Avalue 15" (Annual Fee)       |                 | \$0.00        | \$240.00      | \$4,560.00  |
| 35                 | 35      | 0           | 08/01/24-07/31/25; ICP 12 Month EMA - 321C (Annual Fee)                   |                 | \$0.00        | \$375.00      | \$13,125.00 |
| 1                  | 1       | 0           | 08/01/24-07/31/25; Local Jurisdiction EMS: Accumulation Only (Annual Fee) |                 | \$0.00        | \$750.00      | \$750.00    |

Approved for payment  
Lynne M. Senia  
101-190-818.000  
7/8/24

|                                                                                                |                                                                                                                                          |                       |                    |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------|
| <b>REMIT TO:</b><br>Dominion Voting Systems, Inc.<br>P.O. Box 538214<br>Atlanta, GA 30353-8214 | <b>COURIER ADDRESS:</b><br>Dominion Voting Systems, Inc.<br>Lockbox #538214<br>1669 Phoenix Parkway, Suite 210<br>College Park, GA 30349 | <b>Subtotal</b>       | \$18,435.00        |
|                                                                                                |                                                                                                                                          | <b>Tax</b>            | \$0.00             |
|                                                                                                |                                                                                                                                          | <b>Freight</b>        | \$0.00             |
|                                                                                                |                                                                                                                                          | <b>Trade Discount</b> | \$0.00             |
|                                                                                                |                                                                                                                                          | <b>Total</b>          | <b>\$18,435.00</b> |

**Comments:** Coverage Period: 08/01/2024 - 07/31/2025  
SF0029436

DOMINION  
VOTING



P.O. Box #343  
Broomfield CO 80038 United States  
FED ID#27-0565149

|              |            |
|--------------|------------|
| Invoice Date | 06/30/2024 |
| Invoice #    | DVS155275  |
| 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        | 07/08/2024    | 65,602     |
| Ordered            | Shipped | B/O         | Item Description                                                 |                 | Discount      | Unit Price    | Ext. Price |
| 18                 | 18      | 0           | 117-000526 BACK UP BATTERY – ICX CLASSIC - LITHIUM ION (10 MINS) |                 | \$0.00        | \$122.00      | \$2,196.00 |

Approved for payment  
Lynne M. Senia

101-190-818.000

2023-2024 Budget

7/15/24

|                                                                                                |                                                                                                                                          |                       |                   |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------|
| <b>REMIT TO:</b><br>Dominion Voting Systems, Inc.<br>P.O. Box 538214<br>Atlanta, GA 30353-8214 | <b>COURIER ADDRESS:</b><br>Dominion Voting Systems, Inc.<br>Lockbox #538214<br>1669 Phoenix Parkway, Suite 210<br>College Park, GA 30349 | <b>Subtotal</b>       | \$2,196.00        |
|                                                                                                |                                                                                                                                          | <b>Tax</b>            | \$0.00            |
|                                                                                                |                                                                                                                                          | <b>Freight</b>        | \$0.00            |
|                                                                                                |                                                                                                                                          | <b>Trade Discount</b> | \$0.00            |
|                                                                                                |                                                                                                                                          | <b>Total</b>          | <b>\$2,196.00</b> |

Comments: SF0030062



# INVOICE

Document Number  
**21342**

Document Date  
**02/13/2024**

Page  
**1/1**

Customer No.  
**C-018153**

Contact / Phone / Email  
**LEonard PARKER**  
**313-791-6009**  
**lparker@cl.dearborn-heights.mi.**

Duke's Job Number  
**2981**

PO Number

Payment Terms  
**Net 30**

Shipping Type

FOB Point

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

**DEARBORN HEIGHTS, CITY**  
24600 Van Born Rd  
Dearborn Heights MI 48125  
USA

## Invoice Remarks

Service Dates: January 29-February 4, 2024

## Job Details

CCTV-2304-Dearborn Heights ER-2412

| Description                   | Quantity   | UoM | Price     | Total        |
|-------------------------------|------------|-----|-----------|--------------|
| 10" CCTV Only                 | 361.2      |     | \$ 0.75   | \$ 270.90    |
| 12" CCTV Only                 | 2,053.0068 |     | \$ 0.75   | \$ 1,539.77  |
| Emergency Response - Cleaning | 51         |     | \$ 250.00 | \$ 12,750.00 |
| Emergency Response - CCTV     | 51         |     | \$ 250.00 | \$ 12,750.00 |

Invoice Subtotal: **\$ 27,310.67**

Total Before Tax: **\$ 27,310.67**

Total Tax Amount: **\$ 0.00**

**Total Amount: \$ 27,310.67**

**Balance Due: \$ 27,310.67**

*Ok to pay*  
*[Signature]*

*Account # 592-540-818,030*

## Remittance Address

Duke's Root Control, Inc.  
400 Airport Rd., Suite E  
Elgin, IL 60123



Tax ID No.: 75-3026801

Website: www.dukes.com

## Accounting

Phone: 800-447-6687

Fax: 315-475-4203

E-Mail: accounts@dukes.com



# INVOICE

Document Number  
**26055**

Document Date  
**06/28/2024**

Page  
**1/1**

Customer No.  
**C-018153**

Contact / Phone / Email  
**LEonard PARKER**  
**313-791-6009**  
**lparker@cl.dearborn-heights.mi.**

Duke's Job Number  
**2981**

PO Number

Payment Terms  
**Net 30**

Shipping Type

FOB Point

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

**DEARBORN HEIGHTS, CITY**  
24600 Van Born Rd  
Dearborn Heights MI 48125  
USA

## Invoice Remarks

Service Dates: June 10 - June 16, 2024

## Job Details

CCTV-2304-Dearborn Heights ER-2412

| Description                   | Quantity | UoM | Price     | Total       |
|-------------------------------|----------|-----|-----------|-------------|
| 10" CCTV Only                 | 143.6    |     | \$ 0.75   | \$ 107.70   |
| 12" CCTV Only                 | 896.1    |     | \$ 0.75   | \$ 672.08   |
| 8" CCTV Only                  | 385      |     | \$ 0.75   | \$ 288.75   |
| Emergency Response - Cleaning | 23.5     |     | \$ 250.00 | \$ 5,875.00 |
| Emergency Response - CCTV     | 23.5     |     | \$ 250.00 | \$ 5,875.00 |

Invoice Subtotal: \$ 12,818.53

Total Before Tax: \$ 12,818.53

Total Tax Amount: \$ 0.00

**Total Amount: \$ 12,818.53**

**Balance Due: \$ 12,818.53**

OK to pay

Account # 592-540-818,030

## Remittance Address

Duke's Root Control, Inc.  
400 Airport Rd., Suite E  
Elgin, IL 60123



Tax ID No.: 75-3026801

Website: www.dukes.com

## Accounting

Phone: 800-447-6687

Fax: 315-475-4203

E-Mail: accounts@dukes.com





# INVOICE

Document Number  
**26056**

Document Date  
**06/28/2024**

Page  
**1/1**

Customer No.  
**C-018153**

Contact / Phone / Email  
**LEonard PARKER**  
**313-791-6009**  
**lparker@ci.dearborn-heights.mi.**

Duke's Job Number  
**2981**

PO Number

Payment Terms  
**Net 30**

Shipping Type

FOB Point

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

**DEARBORN HEIGHTS, CITY**  
24600 Van Born Rd  
Dearborn Heights MI 48125  
USA

## Invoice Remarks

Service Dates: June 17 - June 23, 2024

## Job Details

CCTV-2304-Dearborn Heights ER-2412

| Description                   | Quantity | UoM | Price     | Total       |
|-------------------------------|----------|-----|-----------|-------------|
| 10" CCTV Only                 | 411      |     | \$ 0.75   | \$ 308.25   |
| 12" CCTV Only                 | 239.8    |     | \$ 0.75   | \$ 179.85   |
| 18" CCTV Only                 | 378.7    |     | \$ 0.75   | \$ 284.03   |
| 21" CCTV Only                 | 409      |     | \$ 0.75   | \$ 306.75   |
| 21" Cleaning Only             | 409      |     | \$ 0.90   | \$ 368.10   |
| 8" CCTV Only                  | 462.1    |     | \$ 0.75   | \$ 346.58   |
| Emergency Response - Cleaning | 36.5     |     | \$ 250.00 | \$ 9,125.00 |
| Emergency Response - CCTV     | 36.5     |     | \$ 250.00 | \$ 9,125.00 |

OK to pay  
*[Signature]*

Account # 592-540-818,030

Invoice Subtotal: \$ 20,043.56

Total Before Tax: \$ 20,043.56

Total Tax Amount: \$ 0.00

**Total Amount: \$ 20,043.56**

**Balance Due: \$ 20,043.56**

## Remittance Address

Duke's Root Control, Inc.  
400 Airport Rd., Suite E  
Elgin, IL 60123



Tax ID No.: 75-3026801

Website: www.dukes.com

## Accounting

Phone: 800-447-6687

Fax: 315-475-4203

E-Mail: accounts@dukes.com



# INVOICE

Document Number  
**26067**

Document Date  
**06/28/2024**

Page  
**1/1**

Customer No.  
**C-018153**

Contact / Phone / Email  
**LEonard PARKER**  
**313-791-6009**  
**lparker@cl.dearborn-heights.mi.**

Duke's Job Number  
**2981**

PO Number

Payment Terms  
**Net 30**

**DEARBORN HEIGHTS, CITY**  
24600 Van Born Rd  
Dearborn Heights MI 48125  
USA

Shipping Type

FOB Point

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

## Invoice Remarks

Service Dates: June 3 - June 9, 2024

## Job Details

CCTV-2304-Dearborn Heights ER-2412

| Description                   | Quantity | UoM | Price     | Total       |
|-------------------------------|----------|-----|-----------|-------------|
| 10" Cleaning Only             | 2,000    |     | \$ 0.75   | \$ 1,500.00 |
| Emergency Response - Cleaning | 8        |     | \$ 250.00 | \$ 2,000.00 |

Invoice Subtotal: **\$ 3,500.00**

Total Before Tax: **\$ 3,500.00**

Total Tax Amount: **\$ 0.00**

**Total Amount: \$ 3,500.00**

**Balance Due: \$ 3,500.00**

OK to pay

Account # 592-540-818, 030

## Remittance Address

Duke's Root Control, Inc.  
400 Airport Rd., Suite E  
Elgin, IL 60123



Tax ID No.: 75-3026801

Website: [www.dukes.com](http://www.dukes.com)

## Accounting

Phone: 800-447-6687

Fax: 315-475-4203

E-Mail: [accounts@dukes.com](mailto:accounts@dukes.com)



# INVOICE

Document Number  
**26203**

Document Date  
**07/08/2024**

Page  
**1/1**

Customer No.  
**C-018153**

Contact / Phone / Email  
**Leonard PARKER**  
**313-791-6009**  
**lparker@d.dearborn-heights.mi.**

Duke's Job Number  
**2981**

PO Number

Payment Terms  
**Net 30**

**DEARBORN HEIGHTS, CITY**  
24600 Van Born Rd  
Dearborn Heights MI 48125  
USA

Shipping Type

FOB Point

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

## Invoice Remarks

Service Dates: June 24 - June 30, 2024

## Job Details

CCTV-2304-Dearborn Heights ER-2412

| Description                   | Quantity | UoM | Price     | Total       |
|-------------------------------|----------|-----|-----------|-------------|
| 10" CCTV Only                 | 371.3    |     | \$ 0.75   | \$ 278.48   |
| 15" CCTV Only                 | 54.3     |     | \$ 0.75   | \$ 40.73    |
| 8" CCTV Only                  | 751.7    |     | \$ 0.75   | \$ 563.78   |
| Emergency Response - Cleaning | 16.5     |     | \$ 250.00 | \$ 4,125.00 |
| Emergency Response - CCTV     | 15       |     | \$ 250.00 | \$ 3,750.00 |

Invoice Subtotal: **\$ 8,757.99**

Total Before Tax: **\$ 8,757.99**

Total Tax Amount: **\$ 0.00**

**Total Amount: \$ 8,757.99**

**Balance Due: \$ 8,757.99**

ok to pay  
*[Signature]*

Account # 592-540-818,030

## Remittance Address

Duke's Root Control, Inc.  
400 Airport Rd., Suite E  
Elgin, IL 60123



Tax ID No.: 75-3026801

Website: www.dukes.com

## Accounting

Phone: 800-447-6687

Fax: 315-475-4203

E-Mail: accounts@dukes.com



**ENVIRONMENTAL  
MAINTENANCE  
ENGINEERS, INC.**

25851 Trowbridge St, Inkster, MI 48141

**Invoice #**

**19285**

**Bill To**

City of Dearborn Heights  
6045 Fenton  
Dearborn Heights, MI 48127

**Job Location**

Eton Senior Center  
4900 Pardee Road  
Dearborn Heights, MI 48125

**EME Job #**

**P.O. #**

**Terms**

**Date**

24-188

Due on receipt 04/10/2024

**Description**

**Amount**

Mobilize to site and prep work area as required including engineering controls and HEPA filtration equipment at the above referenced location. Remove carpet and asbestos floor tile from the east lobby. Work completed April 5, 2024.

1,680.00

Provide required third party air monitoring according to the laws of Michigan.

600.00

O.K. for payment

6-29-24

#101-265-931.000

**Total**

**\$2,280.00**

Phone #

Fax #

E-Mail

Web Site

313.791.2600

313.791.2601

jcollins@teameme.com

www.teameme.com

Remit payment to: Equature P.O. Box 290 Southfield MI 48037

Invoice #

28086

18311 W. 10 Mile #200 | Southfield MI 48075

248-569-6440

www.equature.com

| Bill To                                                                                                                     | Ship To                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accounts Payable<br>Dearborn Heights Police Department<br>25637 Michigan Ave.<br>Dearborn Heights MI 48125<br>United States | Janet Lucas, jlucas@ci.dearborn-heights.mi.us<br>Dearborn Heights Police Department<br>25637 Michigan Ave.<br>Dearborn Heights MI 48125<br>United States |

| Terms          | PO # | Account # | MA Start Date | MA End Date |
|----------------|------|-----------|---------------|-------------|
| Due on receipt |      | 168331    | 9/16/2024     | 9/15/2025   |

| Item                                                                                                                                    | MA Qty | Description                                                                                                                                                                                                                                                                     | Unit Price | Serial Numbers | Amount   |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------|----------|
| M/A Recorders                                                                                                                           | 1      | Program Invoice Date: 7/1/2024                                                                                                                                                                                                                                                  | 6,101.22   |                | 6,101.22 |
| M/A Recorders                                                                                                                           | 1      | Maintenance Program from 9/16/2024 through 9/15/2025 on:<br>EQREC4U EQREC4U<br>Equature 4U Expandable Chassis<br>Viewpoint - Site License<br>Proactive Monitor & Support Package<br>Redundant Power Supply<br>Internal RAID 1 - 180,000 Hours<br>External RAID 1 - 50,000 Hours | 0.00       | BQ400466       | 0.00     |
| M/A Recorders                                                                                                                           | 16     | EQTR001 EQTR001 Voice<br>Equature Voice Capture license per device - requires digital / analog recording cards                                                                                                                                                                  | 0.00       |                | 0.00     |
| M/A Recorders                                                                                                                           | 20     | EQV001 EQV001 VoIP<br>Equature VoIP Capture license per device - compliant with H323, SCCP, SIP and other VoIP protocols                                                                                                                                                        | 0.00       |                | 0.00     |
| M/A Recorders                                                                                                                           | 1      | EQLDA16 EQLDA16<br>LD1609 16-Port Analog Recording card                                                                                                                                                                                                                         | 0.00       |                | 0.00     |
| M/A Recorders                                                                                                                           | 1      | EQANI EQANI Data Feed<br>External Data feed integration for Equature. Includes ANI/ALI and SMDR/CDR records                                                                                                                                                                     | 0.00       |                | 0.00     |
| M/A Recorders                                                                                                                           | 1      | Maintenance Program includes:<br>-Hardware Updates<br>-EQ Software Updates<br>-Technical Support<br>-Remote Monitoring                                                                                                                                                          | 0.00       |                | 0.00     |
| Please send payment to the remittance address (P.O. Box) as seen on the invoice. Payment should reach Equature prior to the start date. |        |                                                                                                                                                                                                                                                                                 |            |                |          |
| <p><b>OK TO PAY</b></p> <p>101-300-818 000</p> <p>Jeff S Hart 263</p> <p>7/2/2024</p>                                                   |        |                                                                                                                                                                                                                                                                                 |            |                |          |

To ensure continued coverage, please pay by maintenance start date. If payment is not received by maintenance start date, services will be discontinued. Credit card accepted for payment with an additional 3% surcharge.

Total

\$6,101.22

# FRONTLINE CONSULTING

*Richard Janka Psy.D*

# INVOICE

Frontline Consulting  
46138 Doubletree Rd  
Canton MI, 48187  
313-310-2039  
drjanka@frontlinepllc.com

DATE: 4/14/2024  
INVOICE # DH24.1

BILL Cameron Eggly  
TO City of Dearborn Heights  
Department of Human Resources

COMMENTS Pre-Employment  
Evaluations

| DATE       | DESCRIPTION                           | BALANCE    | AMOUNT     |                       |            |
|------------|---------------------------------------|------------|------------|-----------------------|------------|
| 12/13/2023 | Pre-Employment Evaluation: [REDACTED] |            | 600.00     |                       |            |
| 12/13/2023 | Pre-Employment Evaluation: [REDACTED] |            | 600.00     |                       |            |
| 3/21/2024  | Pre-Employment Evaluation: [REDACTED] |            | 600.00     |                       |            |
| 3/21/2024  | Pre-Employment Evaluation: [REDACTED] |            | 600.00     |                       |            |
| 3/21/2024  | Pre-Employment Evaluation: [REDACTED] |            | 600.00     |                       |            |
| 4/2/2024   | Pre-Employment Evaluation: [REDACTED] |            | 600.00     |                       |            |
| 4/3/2024   | Pre-Employment Evaluation: [REDACTED] |            | 600.00     |                       |            |
| 4/4/2024   | Pre-Employment Evaluation: [REDACTED] |            | 600.00     |                       |            |
|            |                                       |            |            |                       |            |
| CURRENT    | 1-30 DAYS PAST DUE                    | 31-60 DAYS | 61-90 DAYS | OVER 90 DAYS PAST DUE | AMOUNT DUE |
|            |                                       |            |            |                       | \$4,800.00 |

## REMITTANCE

|                 |            |
|-----------------|------------|
| Invoice #       | DH24.1     |
| Date            |            |
| Amount Due      | \$4,800.00 |
| Amount Enclosed |            |

Make all checks payable to Frontline Consulting

**Thank you for your business!**

Approved [Signature] 7/8/24  
101-221-817.000



800.STAY.OUT

**Customer Number**

8604062

**Due Date**

07/20/2024

**Invoice Number**

23390027

**PO Number**

N/A

**Location**

City of Dearborn Heights

24600 Van Born Rd

Alarm Billing For: Monitoring Maintenance &amp; Services

**Service Date**

07/20/24 - 10/19/24

**Amount Billed**

\$1,784.94

Subtotal \$1,784.94

Tax \$0.00

Payment is due within 30 days of due date listed above.\*Going forward please be advised that a 1.5% late fee will be added on all past due invoices\*

592-536-818-000  
OK to Pay  
[Signature]

**Current Amount Due**

\$1,784.94

For the most up to date information on your account, please register through the MyGuardian portal at [www.myguardianonline.com](http://www.myguardianonline.com)

**CONTACT US TO: Change your address • Enroll in automatic payment**

Pay by Phone:  
1-800-728-5439

ACH/Wire Transfer:  
Routing #: 021052053  
Account #: 66663234



To remit payment overnight:  
PNC BANK  
C/O GA BUSINESS PURCHASER LLC  
LOCKBOX NUMBER 713263  
350 EAST DEVON AVE  
ITASCA IL 60143



Pay online:  
[www.myguardianonline.com](http://www.myguardianonline.com)

**SEE BACK FOR IMPORTANT MESSAGES**

Detach and Return Below Portion with Your Payment



800.STAY.OUT

**GUARDIAN ALARM COMPANY**  
26711 NORTHWESTERN HWY #800  
SOUTHFIELD, MI 48033  
RETURN SERVICE REQUESTED

**Customer Number**

8604062

**Invoice Number/Date**

23390027 - 07/20/2024

**Pay this Amount**

\$1,784.94

**Amount Paid**

\$ \_\_\_\_\_



Check this box and fill out the form on the reverse side to:  
Change your address

**ADDRESSEE**

0000284

City Of Dearborn Heights  
24600 Van Born Rd  
Dearborn Hts, MI 48125-2006

**MAKE PAYMENT AND REMIT TO**

GA BUSINESS PURCHASER LLC  
PO BOX 713263  
CHICAGO IL 60677-1263



0001000008604062002339002700001784949





# Invoice #202380651

**From**

HealthJoy, LLC  
PO Box 776932  
Chicago, IL 60677-6932

**Bill To**

City of Dearborn Heights  
Cameron Eggly  
6045 Fenton Street  
Dearborn Heights, MI 48127  
United States

**Invoice Summary**

|                         |             |
|-------------------------|-------------|
| <b>Invoice Number</b>   | 202380651   |
| <b>Date</b>             | 06/11/2024  |
| <b>Terms</b>            | Net 30      |
| <b>Due Date</b>         | 07/11/2024  |
| <b>Amount Due (USD)</b> | \$ 1,651.00 |

| Item / Description                                                             | Quantity | Rate | Amount             |
|--------------------------------------------------------------------------------|----------|------|--------------------|
| <b>Navigation Platform</b><br>Subscription Fee(s) for 06/01/2024 to 06/30/2024 | 254      | 4.00 | 1,016.00           |
| <b>Medical Bill Review</b><br>Subscription Fee(s) for 06/01/2024 to 06/30/2024 | 254      | 0.50 | 127.00             |
| <b>General Medical</b><br>Subscription Fee(s) for 06/01/2024 to 06/30/2024     | 254      | 2.00 | 508.00             |
| <b>Amount Due (USD)</b>                                                        |          |      | <b>\$ 1,651.00</b> |

For questions regarding this invoice, email us at [ar@healthjoy.com](mailto:ar@healthjoy.com)

**ACH Instructions (preferred method):**

Account Name: HealthJoy, LLC  
Account Number: 0002684705  
Routing Number: 071006486  
Remittance Advice: [ar@healthjoy.com](mailto:ar@healthjoy.com)

**Lockbox Address (for check payments):**

HealthJoy, LLC  
PO Box 776932  
Chicago, IL 60677-6932

- For questions regarding billing and FAQs, visit <https://go.healthjoy.com/invoicing-faqs>
- Download a copy of our most recent Form W-9: <https://go.healthjoy.com/W-9>
- If you are exempt from sales tax, please send exemption certificate to [salestax@healthjoy.com](mailto:salestax@healthjoy.com)

Approved   
7/8/24  
101-200-716.000



Permit To:

Jack Doherty Company

L3846

Columbus OH, 43260-3846

**INVOICE**

Invoice No.

234100

Invoice Date 6/27/24

**SERVICE**

Invoice To  
DEARBORN HEIGHTS, CITY OF  
COMPTROLLER'S OFFICE  
8045 FENTON ST  
DEARBORN HEIGHTS MI 48127

Ship To:  
DEARBORN HEIGHTS, CITY OF  
8045 FENTON  
DEARBORN HEIGHTS MI 48127

**INFORMATION**

*Water  
Dynamometer*

|                  |         |               |               |                |                  |
|------------------|---------|---------------|---------------|----------------|------------------|
| Job Number:      | 73145   | Due Date:     | 08/11/2024    | Customer Code: | DEAR0001         |
| Service Date:    | 6/17/24 | Taken By:     | ASCHMELING    | Site Code:     | _MAIN            |
| Branch:          | 1100    | Equip. Hours: | 1,627         | Site Contact:  | MATHEW PAUL      |
| P.O. No.:        | 24-046  | Equip. Miles: | 8,481         | Phone:         | 313-277-7318     |
| Equip. No:       | 22013   | Make:         | VA            | Serial No.:    | 21-08V-20258     |
| Customer Eq. No: |         | Model:        | 2100I         | Chassis VIN:   | 3ALHG3FE8DNF2928 |
|                  |         | Equip. Desc:  | 2115824I80ARD |                |                  |

**NOTES**

*Truck 61 - Victor*

Service Job Notes:  
CONTACT: CARL (313)283-1622

**ISSUES:**

- RDB WASHOUT  
- BOOM COLLAPSES WHEN ALL THE WAY OUT, HARD TO BRING BACK IN  
INSPECTED RDB ISSUE, INSTALLED NEW BOOM FLUSH ON THE RDB SIDE OF THE BOOM, INSTALLED VALVE, HOSES  
& FITTING, RAN LINES ALONG BOOM & DOWN TO VALVE, ZIPTIE ALL LINES, REINSTALLED UPPER BOOM HOSE, WAS  
REMOVED TO SEE INSIDE BOOM TO CHECK FOR DEBRIS, RAN & TEST, TESTED GOOD AT THIS TIME,

**DETAILS**

| Qty   | Type  | Part No.       | Description                | Rate     | Price      | Tax    | Amount     |
|-------|-------|----------------|----------------------------|----------|------------|--------|------------|
| 13.00 | LABOR | MAUL           | GENERAL LABOR              | \$175.00 | \$2,275.00 | \$0.00 | \$2,275.00 |
| 3.00  | PART  | TX-F2-0808-JFS | 0808 JIC FEMALE SWIVEL     | \$6.72   | \$20.16    | \$0.00 | \$20.16    |
| 2.00  | PART  | TX-F2-0808-JFS | 0808 JIC FEMALE SWIVEL 90° | \$15.11  | \$30.22    | \$0.00 | \$30.22    |
| 2.00  | PART  | TX-F2-0808-JFS | BENT TUBE MEDIUM DROP      | \$15.11  | \$30.22    | \$0.00 | \$30.22    |
| 1.00  | PART  | HF-2404-08-08  | 0808 JIC FEMALE SWIVEL 45° | \$2.12   | \$2.12     | \$0.00 | \$2.12     |
| 1.00  | PART  | HF-2501-08-08M | BENT TUBE MEDIUM DROP      | \$25.72  | \$25.72    | \$0.00 | \$25.72    |
| 1.00  | PART  | HF-2501-8-8    | 08MJ-08MP                  | \$4.65   | \$4.65     | \$0.00 | \$4.65     |
| 1.00  | PART  | HF-5000-08-08  | 90° ELBOW W/ LEFT DR       | \$4.24   | \$4.24     | \$0.00 | \$4.24     |
|       |       | OD-L           | 1/2MJ X 1/2MP 90 ELB       |          |            |        |            |
|       |       |                | 08FP-08FP                  |          |            |        |            |

PLEASE SEE OUR TERMS AND CONDITIONS ON OUR WEBSITE TEAMJDC.COM



Remit To:  
Jack Doherty Company  
L3846  
Columbus OH 43260-3846

# INVOICE

Invoice No.

234100

Invoice Date 8/27/24

SERVICE

## DETAILS

Truck 61 - Vactor

| Qty   | Type  | Part No.         | Description                                        | Rate     | Price    | Tax    | Amount   |
|-------|-------|------------------|----------------------------------------------------|----------|----------|--------|----------|
| 1.00  | PART  | HF-6408-04       | 04MOR HEX HEAD PLUG                                | \$0.93   | \$0.93   | \$0.00 | \$0.93   |
| 1.00  | PART  | HF-6602-08-08-08 | 08MJ-08FJX-08MJ TEE                                | \$2.51   | \$2.51   | \$0.00 | \$2.51   |
| 1.00  | PART  | JS-4EF4-S-LS     | 1/2 STRAIGHT-THRU COUP, 1/2 F-NPTF 303SS, LOCK SLE | \$39.28  | \$39.28  | \$0.00 | \$39.28  |
| 1.00  | PART  | V3-40575JD       | VALVE,BALL,1/2,5800                                | \$55.00  | \$55.00  | \$0.00 | \$55.00  |
| 35.00 | PART  | TX-HB3K-8        | 1/2IN ISOBARIC BRAID 3,000 PSI TERA-GLIDE CVR      | \$3.03   | \$106.05 | \$0.00 | \$106.05 |
| 2.00  | PART  | VA-38278         | RUBBER GASKET                                      | \$15.03  | \$30.06  | \$0.00 | \$30.06  |
| 2.00  | LABOR | BEAR             | GENERAL LABOR                                      | \$175.00 | \$350.00 | \$0.00 | \$350.00 |
| 1.00  | OTHER | SHOP SUPPLIES    | SHOP SUPPLIES                                      | \$148.81 | \$148.81 | \$0.00 | \$148.81 |

water

Account # 592-537-932.000

1874.98

sewer

Account # 592-540-932.000

1249.99

OK to pay

|              |            |
|--------------|------------|
| Labor Total: | \$2,625.00 |
| Parts Total: | \$351.16   |
| Consumables: | \$0.00     |
| Freight:     | \$0.00     |
| Other:       | \$148.81   |
| Tax:         | \$0.00     |

Total: \$3,124.97

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Payment Terms: 45 DAYS FROM INVOICE

PLEASE SEE OUR TERMS AND CONDITIONS ON OUR WEBSITE TEAMJDC.COM



Michigan  
Humane

**INVOICE # DH 2405**

City of Dearborn Heights  
Attn: Bill Dishroon  
25637 Michigan Avenue  
Dearborn Heights, MI 48125

Animal handling contract for month ending **May 31, 2024**

|                                                             |                    |
|-------------------------------------------------------------|--------------------|
| Total # of additional court billable days for AID 55755452: | 31.00              |
| Boarding rate per billable day:                             | \$ 55.00           |
|                                                             | <u>\$ 1,705.00</u> |

Flat Rate Boarding Fees = \$ 5,726.25

|                                      |                  |
|--------------------------------------|------------------|
| Sick Injured Wildlife billable days: | 4.00             |
| Boarding Rate per billable day:      | \$ 55.00         |
| Sick/Injured Wildlife Boarding Fees= | <u>\$ 220.00</u> |

RECEIVED  
7/2/24

|                             |             |
|-----------------------------|-------------|
| Number of wildlife litters: | 0.00        |
| Fee per wildlife litter:    | \$ 85.00    |
| Wildlife litter fees =      | <u>\$ -</u> |

|                                |             |
|--------------------------------|-------------|
| Healthy Wildlife billable days | 0.00        |
| Boarding Rate per billable day | \$ 85.00    |
| Healthy Wildlife Fees          | <u>\$ -</u> |

|                       |                    |
|-----------------------|--------------------|
| Rabies testing fees = | \$ -               |
| Total =               | <u>\$ 7,651.25</u> |

Less

|               |                  |
|---------------|------------------|
| Pick-up Fees  | \$ 93.00         |
| Boarding Fees | \$ 448.00        |
|               | <u>\$ 541.00</u> |

**Total Due = \$ 7,110.25** ✓

Approved:   
Date: 7/2/24

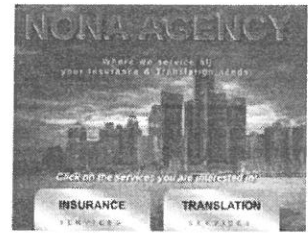
#101-426-806, 000



## INVOICE

Nona Insurance & Translation  
Services  
1999 15 Mile Rd  
Sterling Heights, MI 48310

nonaagency@gmail.com  
(586)795-3300



### Bill to

KATIE SHAW  
25637 Michigan Ave  
Dearborn Heights, MI 48125, MI  
48126

### Invoice details

Invoice no.: 15451  
Terms: Due on receipt  
Invoice date: 07/01/2024  
Due date: 07/01/2024

| #  | Date       | Product or service      | Description                                                                                                           | SKU | Qty | Rate     | Amount   |
|----|------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------|-----|-----|----------|----------|
| 1. | 06/06/2024 | Interpretation services | IN PERSON. ARABIC. DEF: ATA<br>ALMANSOUR.<br>CASE NO. C163202/2403041. JDG:<br>DAVID D. TURFE. 9:00 AM.<br>55 MILES.  |     | 3   | \$90.00  | \$270.00 |
| 2. | 06/06/2024 | Interpretation services | IN PERSON. SPANISH. DEF: DOMINGO<br>LEVIA.<br>CASE NO. C162754/2307178B. JDG:<br>DAVID D. TURFE. 9:00 AM.<br>65 MILES |     | 4   | \$135.00 | \$540.00 |
| 3. | 06/11/2024 | Interpretation services | IN PERSON. SPANISH. DEF: OSMAN<br>MARTINEZ.<br>CASE NO. C163468. JDG: MARK<br>PLAWECKI. 9:00 AM.<br>65 MILES.         |     | 3   | \$135.00 | \$405.00 |
| 4. | 06/11/2024 | Interpretation services | IN PERSON. SPANISH. DEF: AREALA<br>RODRIGUEZ.<br>CASE NO. C163469/2402789A/B.<br>JDG: MARK PLAWECKI. 9:30 AM.         |     | 3   | \$135.00 | \$405.00 |
| 5. | 06/18/2024 | Interpretation services | IN PERSON. SPANISH. DEF: YAIR<br>RIVERO.<br>CASE NO. 2404516A/B. JDG: MARK<br>PLAWECKI.<br>9:30 AM.<br>65 MILES.      |     | 2   | \$135.00 | \$270.00 |

|     |            |                         |                                                                                                                  |     |          |          |
|-----|------------|-------------------------|------------------------------------------------------------------------------------------------------------------|-----|----------|----------|
| 6.  | 06/20/2024 | Interpretation services | IN PERSON. ARABIC. DEF: ATA ALMANSOUR.<br>CASE NO. C163202. JDG: DAVID D. TURFE. 9:00 AM.<br>55 MILES.           | 2   | \$90.00  | \$180.00 |
| 7.  | 06/27/2024 | Interpretation services | IN PERSON. SPANISH. DEF: JULISSA MORALES.<br>CASE NO. C163422. JDG: DAVID D. TURFE. 9:00AM.<br>47 MILES.         | 2   | \$135.00 | \$270.00 |
| 8.  | 06/27/2024 | Interpretation services | IN PERSON. SPANISH. DEF: ROSA JIMENEZ.<br>CASE NO. C163421. JDG: DAVID D. TURFE. 9:00 AM.                        | 2   | \$135.00 | \$270.00 |
| 9.  | 06/27/2024 | Interpretation services | IN PERSON. SPANISH. DEF: JOHN EDSON PENA-USECHE. CASE NO. C163639A/B & 2311650C.<br>JDG: DAVID D. TURFE. 9:15AM. | 2   | \$135.00 | \$270.00 |
| 10. | 06/30/2024 | GAS MILEAGE             | TOTAL MILES USED DURING THE MONTH OF JUNE: 352 MILES @ \$0.625 A MILE.                                           | 352 | \$0.625  | \$220.00 |

### Ways to pay



Please make check payable to:  
Nabil Nona/ Nona Agency LLC  
1999 15 Mile Rd  
Sterling Heights, MI 48310

### Note to customer

Thank you for your business.

Total

**\$3,100.00**

OK to pay  
#130-804  
Michelle Adams  
7-2-24



Oakland Community College  
2900 Featherstone Road  
Auburn Hills MI 48326  
FED TAX ID 38-1751522

Sponsor: 0557860  
Sponsorship: PADHPD524A  
AR Type: PA  
Start & End: 05/01/24 to 08/31/24  
Email: srpawlus@dearbornheightsmi.gov

Page: 1  
Contract: PAMAY24A  
Invoice No: 11596  
Payment Due: 073124  
Amount Due: 14,750.00

Bill to: Dearborn Heights Police Department  
25637 Michigan Avenue  
Dearborn Heights, MI 48125

Invoice Date: 06/27/2024

Detail by Student

Student: 1388438 Bazzi, Marwan I. Student Total: 4,550.00

| Section                              | Section Title             | Credits     | Term    | Start    | End      | Status |
|--------------------------------------|---------------------------|-------------|---------|----------|----------|--------|
| NCBP-5102-X1808                      | MCOLBS Basic Police Acade |             | 2024/SU | 05/30/24 | 10/03/24 | Add    |
| Charge Description                   |                           | Net Charges |         |          |          |        |
| 1BPPTT Basic Police Training Tuition |                           | 4,550.00    |         |          |          |        |
| Student Total                        |                           | 4,550.00    |         |          |          |        |

Student: 1388625 Hojeije, Youseph A. Student Total: 5,100.00

| Section                              | Section Title             | Credits     | Term    | Start    | End      | Status |
|--------------------------------------|---------------------------|-------------|---------|----------|----------|--------|
| NCBP-5102-X1804                      | MCOLBS Basic Police Acade |             | 2024/SU | 05/30/24 | 10/03/24 | Add    |
| Charge Description                   |                           | Net Charges |         |          |          |        |
| 1BPPTT Basic Police Training Tuition |                           | 5,100.00    |         |          |          |        |
| Student Total                        |                           | 5,100.00    |         |          |          |        |

Student: 1388621 Huerta, Elliana M. Student Total: 5,100.00

| Section                              | Section Title             | Credits     | Term    | Start    | End      | Status |
|--------------------------------------|---------------------------|-------------|---------|----------|----------|--------|
| NCBP-5102-X1804                      | MCOLBS Basic Police Acade |             | 2024/SU | 05/30/24 | 10/03/24 | Add    |
| Charge Description                   |                           | Net Charges |         |          |          |        |
| 1BPPTT Basic Police Training Tuition |                           | 5,100.00    |         |          |          |        |
| Student Total                        |                           | 5,100.00    |         |          |          |        |

OK TO PAY

Payment Due 073124

14,750.00

PLEASE NOTE NEW REMIT ADDRESS

Please send check with invoice to:  
Oakland Community College  
Attn: Crest Accounting  
2900 Featherstone Road  
Auburn Hills, MI 48326-2845

101-300-962.000

Heck 7/10/24  
Swope

Billing Questions Contact: Michelle Jerome mmjerome@oaklandcc.edu (248) 232-4261





Oakland County  
Fire Records Management  
1200 N Telegraph  
Pontiac, MI 48341

## INVOICE

Customer ID: CU000447  
Invoice Number: CI041043  
Invoice Date: 06/30/2024  
Due Date: 08/29/2024  
Amount Due: USD 1,808.00

**Bill To:**

CITY OF DEARBORN HEIGHTS  
FIRE DEPT, ACCOUNTS PAYABLE  
1999 N BEECH DALY  
DEARBORN HEIGHTS, MI 48127

For billing questions, please call: Calvin Moy at 248-858-1037  
Email: moyc@oakgov.com

| Description - Goods and Services           | Contract | Quantity | Unit Price | Amount   |
|--------------------------------------------|----------|----------|------------|----------|
| FRMS Department Fee (Non-OC), APR-JUN 2024 |          | 1        | 1,406.25   | 1,406.25 |
| FRMS Fire Hall Fee (Non-OC), APR-JUN 2024  |          | 1        | 401.75     | 401.75   |
| Goods and Services Total                   |          |          |            | 1,808.00 |
| Sub Total:                                 |          |          |            | 1,808.00 |
| Tax:                                       |          |          |            | 0.00     |
| Amount Due:                                |          |          |            | 1,808.00 |

PLEASE INCLUDE YOUR INVOICE NUMBER WHEN SUBMITTING PAYMENT.

JUL 10 2024

\*Last  
F.Y.

O.K. to pay  
(335-818)

WJG

**Please Remit Payments to:**

Oakland County  
Treasurers-Cash Acctg Bldg 12 E  
1200 N Telegraph  
Pontiac, MI 48341  
United States of America



## INVOICE

Oakland County  
CLEMIS  
1200 N Telegraph  
Pontiac, MI 48341

Customer ID: CU000447  
Invoice Number: CI041122  
Invoice Date: 06/30/2024  
Due Date: 08/29/2024  
Amount Due: USD 16,757.50

**Bill To:**

CITY OF DEARBORN HEIGHTS  
POLICE DEPT, ACCOUNTS PAYABLE  
25637 MICHIGAN AVE  
DEARBORN HEIGHTS, MI 48125

For billing questions, please call: Calvin Moy at 248-858-1037  
Email: moyc@oakgov.com

| Description - Goods and Services           | Quantity | UOM  | Unit Price           | Amount           |
|--------------------------------------------|----------|------|----------------------|------------------|
| CLEMIS Membership Usage Fee, APR-JUN 2024  | 1        | Each | 4,930.00             | 4,930.00         |
| CLEMIS MDC Participation Fee, APR-JUN 2024 | 35       | Each | 273.50               | 9,572.50         |
| CLEMIS Livescan, JUL-SEP 2024              | 1        | Each | 769.75               | 769.75           |
| CLEMIS Livescan, JUL-SEP 2024              | 1        | Each | 485.25               | 485.25           |
| CLEMIS Mug Capture Stn Maint, JUL-SEP 2024 | 1        | Each | 1,000.00             | 1,000.00         |
|                                            |          |      | <b>Sub Total</b>     | <b>16,757.50</b> |
|                                            |          |      | <b>Tax</b>           | <b>0.00</b>      |
|                                            |          |      | <b>Invoice Total</b> | <b>16,757.50</b> |

PLEASE INCLUDE YOUR INVOICE NUMBER WHEN SUBMITTING PAYMENT.

**OK TO PAY**

101-300-818.000

*San Jose* 7/10/24  
*Swope*

Please Remit Payments to:  
Oakland County  
Treasurers-Cash Acctg Bldg 12 E  
1200 N Telegraph  
Pontiac, MI 48341  
United States of America

# O'REILLY RANCILIO P.C.

ATTORNEYS AT LAW

Sterling Town Center . 12900 Hall Road, Suite 350 . Sterling Heights, MI 48313  
(586) 726-1000 . FAX (586) 726-1560 . [www.orelaw.com](http://www.orelaw.com)  
Tax Identification No. 38-2567969

March 06, 2024

Invoice No: 250156

MARIANA HERNANDEZ  
MHERNANDEZ@CI.DEARBORN-HEIGHTS.MI.US  
CHIEF OF STAFF / FOIA COORDINATOR  
CITY OF DEARBORN HEIGHTS  
6045 FENTON  
DEARBORN HEIGHTS, MI 48127

Client No:25001  
Matter No: 00001  
Billing Timekeeper: DPD  
Billing Through:02/29/2024

GENERAL COUNSEL

## FOR PROFESSIONAL SERVICES RENDERED

|          |     |                                                                                                                                                    |          |          |
|----------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| 02/01/24 | HLT | REVIEW ARTICLE XVIII OF ZONING ORDINANCE                                                                                                           | 4.80 hrs | \$768.00 |
| 02/02/24 | DPD | REVIEW EMAIL FROM AND EMAIL TO R. FARINHA ET AL. RE: REQUESTS FROM COUNCIL MEMBERS FOR POLICE DEPARTMENT INFORMATION; REVIEW CITY CHARTER RE: SAME | 0.50 hrs | \$80.00  |
| 02/02/24 | HLT | COMPLETE REVIEW OF ARTICLE XVIII OF ZONING ORDINANCE; REVIEW ARTICLE XII OF ZONING ORDINANCE                                                       | 3.50 hrs | \$560.00 |
| 02/03/24 | AME | REVIEW EMAIL FROM K. MCKINNON RE: SAAD AUTO INVESTMENT; REVIEW ZONING ORDINANCE RE: PROCEDURAL STEPS FORWARD FOR SAME                              | 1.00 hrs | \$160.00 |
| 02/05/24 | DPD | CONTINUED RESEARCH AND REVIEW OF SIMILAR CHARTER PROVISIONS RE: INSPECTION OF CITY RECORDS BY COUNCIL MEMBERS                                      | 0.80 hrs | \$128.00 |
| 02/05/24 | MDK | REVIEW QUESTION RE: INSPECTION OF RECORDS UNDER CHARTER BY COUNCIL                                                                                 | 0.70 hrs | \$112.00 |
| 02/05/24 | HLT | LEGAL RESEARCH RE INSPECTION OF CITY RECORDS                                                                                                       | 2.00 hrs | \$320.00 |
| 02/06/24 | AME | REVIEW OF JANUARY 23, 2024 CITY COUNCIL MOTION RE: SAAD AUTO INVESTMENT RELIEF FROM MORATORIUM FOR ANY FUTURE NECESSARY ZONING APPROVALS           | 0.20 hrs | \$32.00  |
| 02/08/24 | AME | DRAFT LEGAL MEMORANDUM RE: 25620 VAN BORN (SAAD AUTO INVESTMENTS LLC)                                                                              | 2.20 hrs | \$352.00 |
| 02/09/24 | DPD | REVIEW LAW RE: DISCLOSURE OF INTERNAL INVESTIGATION RECORDS; EMAIL TO R. FARINHA ET AL. RE: SAME                                                   | 0.80 hrs | \$128.00 |
| 02/09/24 | AME | CONTINUE REVIEWING AND REVISING ARTICLE I OF THE ZONING ORDINANCE; BEGIN REVIEWING AND REVISING ARTICLE II OF THE ZONING ORDINANCE                 | 1.60 hrs | \$256.00 |

|          |     |                                                                                                                                                                                                   |          |          |
|----------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| 02/09/24 | HLT | PREPARATION FOR ZBA MEETING                                                                                                                                                                       | 5.50 hrs | \$880.00 |
| 02/12/24 | DPD | CONTINUED PREPARATION OF ANALYSIS<br>MEMORANDUM FOR K. MCKINNON RE: SAAD AUTO<br>INVESTMENT LLC                                                                                                   | 0.30 hrs | \$48.00  |
| 02/12/24 | AME | CONTINUE REVIEWING AND REVISING ARTICLE II<br>OF THE ZONING ORDINANCE                                                                                                                             | 1.70 hrs | \$272.00 |
| 02/12/24 | AME | REVISE LEGAL MEMORANDUM RE: 25620 VAN BORN<br>(SAAD AUTO)                                                                                                                                         | 0.20 hrs | \$32.00  |
| 02/12/24 | HLT | PREPARATION FOR ZBA MEETING                                                                                                                                                                       | 3.40 hrs | \$544.00 |
| 02/13/24 | DPD | CONTINUED PREPARATION FOR ZBA MEETING RE:<br>VARIANCES NEEDED FOR 8052 FENTON                                                                                                                     | 0.40 hrs | \$64.00  |
| 02/13/24 | HLT | PREPARATION FOR ZBA MEETING                                                                                                                                                                       | 0.80 hrs | \$128.00 |
| 02/14/24 | DPD | REVIEW E-MAILS RE: COUNCIL PERSON REQUESTS<br>FOR DHPD RECORDS                                                                                                                                    | 0.20 hrs | \$32.00  |
| 02/14/24 | HLT | PREPARATION FOR ZBA MEETING                                                                                                                                                                       | 2.80 hrs | \$448.00 |
| 02/15/24 | HLT | PREPARATION FOR ZBA MEETING                                                                                                                                                                       | 2.50 hrs | \$400.00 |
| 02/15/24 | HLT | ATTEND ZBA MEETING                                                                                                                                                                                | 1.30 hrs | \$208.00 |
| 02/20/24 | DPD | REVIEW EMAIL FROM AND EMAIL TO R. CONRAD<br>AND S. SHOCKEY RE: SUBROGATION CLAIM FOR<br>17377 W. OUTER DRIVE; REVIEW PRIOR E-MAILS,<br>CLAIM HISTORY, AND CLAIM FORMS FROM D.<br>SCHLARB RE: SAME | 0.50 hrs | \$80.00  |
| 02/20/24 | AME | CONTINUE REVIEW OF ARTICLE II OF THE ZONING<br>ORDINANCE                                                                                                                                          | 0.70 hrs | \$112.00 |
| 02/21/24 | AME | CONTINUE REVIEW OF ARTICLE II OF THE ZONING<br>ORDINANCE RE: POSSIBLE MODIFICATIONS AND<br>AMENDMENTS                                                                                             | 0.60 hrs | \$96.00  |
| 02/23/24 | AME | CONTINUE REVIEW OF ARTICLE II OF THE ZONING<br>ORDINANCE RE: POSSIBLE AMENDMENTS                                                                                                                  | 3.00 hrs | \$480.00 |
| 02/27/24 | DPD | REVIEW EMAIL FROM AND EMAIL TO S. SHOCKEY<br>RE: TEMPLATES FOR GRANTING FOIA APPEALS                                                                                                              | 0.50 hrs | \$80.00  |

TOTAL FEES

\$6,800.00

#### BILLING SUMMARY

TOTAL FEES

\$6,800.00

TOTAL CHARGES FOR THIS INVOICE

\$6,800.00

*[Handwritten Signature]*  
3/20/24

101-210-826.000

CUSTOMER #: 2776770  
UNIT# DHPD40  
DEARBORN HEIGHTS POLICE DEPARTMENT  
PAUL VANDERFLOW  
25637 MICHIGAN AVE  
DEARBORN HTS, MI 48125-1037  
HOME:313-719-1972 CONT:313-300-6743  
BUS: 313-300-6743 CELL:

963188

Pat Milliken Ford, Inc.

\*INVOICE\*

DUPLICATE 2  
PAGE 4

www.patmillikenford.com  
9600 Telegraph \* (Just South of I-96, The Jeffries Freeway)  
Redford, MI 48239  
Parts & Service 313-255-3130  
Sales 313-255-3100 Fax 313-255-1027  
REG. NO. F-102265 P&A CODE: 02741

SERVICE ADVISOR: 6079 JULIET GUERTIN

| COLOR       | YEAR       | MAKE/MODEL    |                      | VIN                                     | LICENSE | MILEAGE IN/ OUT |         | TAG       |
|-------------|------------|---------------|----------------------|-----------------------------------------|---------|-----------------|---------|-----------|
| BLACK       | 20         | FORD EXPLORER |                      | 1FM5K8AB7LGC35727                       |         | 36344/36357     |         | T1573     |
| DEL DATE    | PROD. DATE | WARR. EXP.    | EST. COMPLETION TIME |                                         | PO NO.  | RATE            | PAYMENT | INV. DATE |
| 20JUL20 DD  | 10JUL20    |               | 11:00 13JUN24        |                                         |         | 155.00          | CASH    | 13JUN24   |
| R.O. OPENED |            | READY         |                      | OPTIONS: DLR:02741 ENG:3.3 Liter Ti-VCT |         |                 |         |           |

09:56 17APR24 13:07 13JUN24

| LINE | OPCODE | TECH | TYPE | HOURS | LIST | NET | TOTAL |
|------|--------|------|------|-------|------|-----|-------|
|------|--------|------|------|-------|------|-----|-------|

ESTIMATE: 145.00 17APR24 09:56 SA: 6079

CONTACT:

CUSTOMER PAY SHOP CHARGE FOR REPAIR ORDER

20.00

Parts replaced on customer pay repairs are left in the vehicle or retained for your inspection for 48 hours in accordance with Michigan law.

If for any reason you are not "Completely Satisfied" please contact me at 313-255-3100  
Wes Ellis, Service Manager

OK TO PAY

101-300-932.000  
Jared S Hart 263  
7/21/2024

AUTOMOBILE RELEASED

JUN 17 2024

FROM SERVICE

I hereby authorize the below repair work to be done along with necessary materials. Dealer and dealer employees may operate vehicle for purpose of testing, inspection or delivery at my risk. An express garage keeper's lien is acknowledged on vehicle to secure the amount of repairs thereto. Dealer will not be held responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft, accident or any other cause beyond your control. If an inspection is necessary to determine the extent of damage and recommended repairs are refused, or only partial repairs are made, dealer may not be able to restore the vehicle to its original working condition.

I HEREBY ACKNOWLEDGE AND AGREE TO ALL STATEMENTS CONTAINED HEREIN

CUSTOMER ACKNOWLEDGEMENT (ALL TERMS STRICTLY CASH)

SIGNATURE X  
CERTIFICATION ALL REPAIRS AND PARTS LISTED WERE FURNISHED IN COMPLIANCE WITH MICHIGAN AUTO REPAIR ACT (P.A. 300)

STORAGE WILL BE CHARGED 48 HOURS AFTER REPAIRS ARE COMPLETED.  
ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED.

ON BEHALF OF SERVING DEALER, I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREON IS ACCURATE UNLESS OTHERWISE SHOWN. SERVICES DESCRIBED WERE PERFORMED AT NO CHARGE TO OWNER. THERE WAS NO INDICATION FROM THE APPEARANCE OF THE VEHICLE OR OTHERWISE, THAT ANY PART REPAIRED OR REPLACED UNDER THIS CLAIM HAD BEEN CONNECTED IN ANY WAY WITH ANY ACCIDENT, NEGLIGENCE OR MISUSE. RECORDS SUPPORTING THIS CLAIM ARE AVAILABLE FOR (1) YEAR FROM THE DATE OF PAYMENT NOTIFICATION AT THE SERVING DEALER FOR INSPECTION BY REPRESENTATIVES OF FORD.

WES ELLIS  
(SIGNED) DEALER, GENERAL MANAGER, OR AUTHORIZED PERSON (DATE)

REPAIRS PROPERLY COMPLETED AND CHECKED BY WFE

| DESCRIPTION            | TOTALS  |
|------------------------|---------|
| LABOR AMOUNT           | 893.20  |
| PARTS AMOUNT           | 647.75  |
| GAS, OIL, LUBE         | 0.00    |
| SUBLET AMOUNT          | 0.00    |
| MISC. CHARGES          | 20.00   |
| SUBTOTAL               | 1560.95 |
| LESS INSURANCE         | 0.00    |
| SALES TAX              | 0.00    |
| PLEASE PAY THIS AMOUNT | 1560.95 |

\*SUPPLIES - 10% of labor with a max. of \$20.00 is included for supplies used on your vehicle. Applicable supply items are: nuts, bolts, washers, tape, pins, solvent, rags, cleaners, towels, battery cleaner, wire, window sealer, hazardous waste disposal, etc.

CUSTOMER #: 2776770  
UNIT# DHPD40  
DEARBORN HEIGHTS POLICE DEPARTMENT  
PAUL VANDERFLOW  
25637 MICHIGAN AVE  
DEARBORN HTS, MI 48125-1037  
HOME: 313-719-1972 CONT: 313-300-6743  
BUS: 313-300-6743 CELL:

963188

Pat Milliken Ford, Inc.

\*INVOICE\*

DUPLICATE 2  
PAGE 3

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Parts & Service 313-255-3130  
Sales 313-255-3100 • Fax 313-255-1027  
REG. NO. F-102265 P&A CODE: 02741

SERVICE ADVISOR: 6079 JULIET GUERTIN

| COLOR       | YEAR       | MAKE/MODEL    |                      | VIN                                     | LICENSE | MILEAGE IN/ OUT |         | TAG       |
|-------------|------------|---------------|----------------------|-----------------------------------------|---------|-----------------|---------|-----------|
| BLACK       | 20         | FORD EXPLORER |                      | 1FM5K8AB7LGC35727                       |         | 36344/36357     |         | T1573     |
| DEL DATE    | PROD. DATE | WARR. EXP.    | EST. COMPLETION TIME |                                         | PO NO.  | RATE            | PAYMENT | INV. DATE |
| 20JUL20     | DD10JUL20  |               | 11:00 13JUN24        |                                         |         | 155.00          | CASH    | 13JUN24   |
| R.O. OPENED |            | READY         |                      | OPTIONS: DLR:02741 ENG:3.3 Liter Ti-VCT |         |                 |         |           |

09:56 17APR24 13:07 13JUN24

| LINE | OPCODE | TECH | TYPE | HOURS | LIST | NET | TOTAL |
|------|--------|------|------|-------|------|-----|-------|
|------|--------|------|------|-------|------|-----|-------|

MANGER. REASSEMBLED VEHICLE AND WAITED FOR APPROVAL FROM SSSC. AFTER BEING APPROVED REMOVED REAR TIRES, REMOVED EXHAUST, HEATSHIELD, AND DRIVE SHAFT. DRAINED DIFFERENTIAL, DISCONNECTED SHOCK AND REMOVED REAR CALIPERS. USED TABLE LIFT TO SUPPORT REAR SUBFRAME. LOOSED AND SLOWLY LOWERED REAR SUB FRAME. FOI NO ACCESS HOLE TO CAGE NUT. REMOVED BOTH KNUCKLES, SPRINGS, AND HALF SHAFTS. FLIPPED SUB FRAME OVER, CUT OUT BOLT HEAD STUCK IN LOOSE CAGE NUT, REMOVED REMAINING BOLTS, AND REMOVED DIFFERENTIAL. CUT SMALL ACCESS HOLE TO FEED IN THE WELDER AND WELD CAGE NUT IN PLACE. AFTER WELDING CAGE NUT AND TESTING FOR BOLT CLEARANCE AND ALIGNED WITH DIFF. WHILE SUB FRAME WAS OUT PERFORMED RECALL 22S27 AND REPLACED SUB FRAME BUSHING. WELDED ACCESS HOLE BACK CLOSED AND SPRAY PAINTED BLACK. ASSEMBLED DIFFERENTIAL, FLIPPED OVER SUB FRAME, INSTALLED BOTH HALF AXLES, INSTALLED BOTH KNUCKLES, AND PLACED SPRINGS IN PLACE. LIFTED AND LINED UP SUB FRAME WITH INDEX MARKED BEFORE REMOVING SUB FRAME. AFTER LINING UP SUB FRAME, SLOWLY BOLTED MAKING SURE ALL OTHER BOLT HOLES LINED UP. INSTALLED REST OF HARDWARE AND LOWERED TABLE LIFT. INSTALLED CALIPERS AND SHOCKS. INSTALLED DRIVESHAFT, HEATSHIELD, AND EXHAUST. FILLED UP DIFF AND MOUNTED TIRES. PERFORMED 4 WHEEL ALIGNMENT. TESTED FOR OPERATION, TESTED GOOD

\*\*\*\*\*  
D\*\* CUST STATES THAT IF YOU HIT A BUMP THE VEH JERKS TO ONE SIDE OR THE OTHER - FEELS UNSAFE TO DRIVE

NC NO LABOR CHARGE  
8902 KAID, ADAM R LIC#: M296612

IPS (N/C)  
PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE D: 0.00

36357 TESTED FOR CUSTOMER CONCERN, FELT SLIGHT JERKING GOING OVER BUMPS. LIFTED VEHICLE AND EXAMINED REAR LOWER CONTROL ARMS, FOI LOOSE RIGHT REAR LOWER CONTROL ARM BOLT, TIGHTENED AND ROAD TESTED, NO JERKING WHILE GOING OVER BUMPS

\*\*\*\*\*

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ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED.

CUSTOMER PAID LABOR CHARGES WARRANTED FOR 24 MOS., UNLESS COVERED BY ANOTHER APPLICABLE EXTENDED WARRANTY

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(SIGNED) DEALER, GENERAL MANAGER, OR AUTHORIZED PERSON (DATE)

REPAIRS PROPERLY COMPLETED AND CHECKED BY

| DESCRIPTION            | TOTALS |
|------------------------|--------|
| LABOR AMOUNT           |        |
| PARTS AMOUNT           |        |
| GAS, OIL, LUBE         |        |
| SUBLET AMOUNT          |        |
| MISC. CHARGES          |        |
| SUBTOTAL               |        |
| LESS INSURANCE         |        |
| SALES TAX              |        |
| PLEASE PAY THIS AMOUNT |        |

\*SUPPLIES - 10% of labor with a max. of \$20.00 is included for supplies used on your vehicle. Applicable supply items are: nuts, bolts, washers, tape, pins, solvent, rags, cleaners, towels, battery cleaner, wire, window sealer, hazardous waste disposal, etc.



CUSTOMER #: 2776770  
UNIT# DHPD40  
DEARBORN HEIGHTS POLICE DEPARTMENT  
PAUL VANDERFLOW  
25637 MICHIGAN AVE  
DEARBORN HTS, MI 48125-1037  
HOME:313-719-1972 CONT:313-300-6743  
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DUPLICATE 2  
PAGE 2

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Sales 313-255-3100 · Fax 313-255-1027  
REG. NO. F-102265 P&A CODE: 02741

SERVICE ADVISOR: 6079 JULIET GUERTIN

| COLOR    | YEAR       | MAKE/MODEL    |                      | VIN               | LICENSE | MILEAGE IN/ OUT |           | TAG   |
|----------|------------|---------------|----------------------|-------------------|---------|-----------------|-----------|-------|
| BLACK    | 20         | FORD EXPLORER |                      | 1FM5K8AB7LGC35727 |         | 36344/36357     |           | T1573 |
| DEL DATE | PROD. DATE | WARR. EXP.    | EST. COMPLETION TIME | PO NO.            | RATE    | PAYMENT         | INV. DATE |       |
| 20JUL20  | DD10JUL20  |               | 11:00 13JUN24        |                   | 155.00  | CASH            | 13JUN24   |       |

R.O. OPENED: 09:56 17APR24  
READY: 13:07 13JUN24  
OPTIONS: DLR:02741 ENG:3.3\_Liter\_Ti-VCT

| LINE | OPCODE | TECH | TYPE | HOURS | LIST                                         | NET | TOTAL |
|------|--------|------|------|-------|----------------------------------------------|-----|-------|
| 1    |        |      |      |       | *W720034*S440 NUT AND WASHER ASY - HEX.      |     | (N/C) |
| 2    |        |      |      |       | *W717822*S439 BOLT                           |     | (N/C) |
| 3    |        |      |      |       | *W719511*S439 BOLT                           |     | (N/C) |
| 2    |        |      |      |       | L1MZ*3B498*E CIRCLIP - INNER                 |     | (N/C) |
| 1    |        |      |      |       | L1MZ*3B498*F CIRCLIP - INNER                 |     | (N/C) |
| 1    |        |      |      |       | XG*1*E1 GREASE - CHASSIS LUBRICATION         |     | (N/C) |
| 2    |        |      |      |       | L1MZ*3C084*A SEAL - DUST                     |     | (N/C) |
| 2    |        |      |      |       | *W720988*S439 BOLT AND WASHER ASY - HEX.HEAD |     | (N/C) |
| 2    |        |      |      |       | *W719430*S439 BOLT AND WASHER ASY - HEX.HEAD |     | (N/C) |
| 2    |        |      |      |       | XY*75W85*QL OIL - REAR AXLE                  |     | (N/C) |
| 1    |        |      |      |       | *W720988*S439 BOLT AND WASHER ASY - HEX.HEAD |     | (N/C) |
| 2    |        |      |      |       | *W717867*S900 BOLT                           |     | (N/C) |
| 1    |        |      |      |       | TA*26* ADHESIVE                              |     | (N/C) |
| 2    |        |      |      |       | LB5Z*3B477*A RETAINER - NUT                  |     | (N/C) |

FC: PART#: COUNT:

CLAIM TYPE: 22S27

AUTH CODE:

8902

PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE B: 0.00  
36350 RECALL 22S27 REAR AXLE BOLT FRACTURE COMPLETED

\*\*\*\*\*

C\*\* RELATED DAMAGE TO 22S27

CAUSE:

22S27B RELATED DAMAGE TO 22S27 - LEFT HAND CAGE

NUT BROKE ON LEFT REAR SUBFRAME

8902 KAID, ADAM R LIC#: M296612

W

FC: PART#: COUNT:

CLAIM TYPE: 22S27

AUTH CODE: SSFI694234

8902

PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE C: 0.00  
36350 WHEN WORKING ON RECALL 22S27 LEFT HAND SIDE CAGE NUT ON THE

REAR SUB FRAME SNAPPED LOOSE. REPORTED ISSUE TO SERVICE ADVISOR AND

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| PARTS AMOUNT           |        |
| GAS, OIL, LUBE         |        |
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SERVICE ADVISOR: 6079 JULIET GUERTIN

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| 20JUL20     | DD10JUL20  |               | 11:00 13JUN24        |                                         |         | 155.00          | CASH    | 13JUN24   |
| R.O. OPENED |            | READY         |                      | OPTIONS: DLR:02741 ENG:3.3 Liter Ti-VCT |         |                 |         |           |

09:56 17APR24 13:07 13JUN24

| LINE | OPCODE | TECH | TYPE | HOURS | LIST | NET | TOTAL |
|------|--------|------|------|-------|------|-----|-------|
|------|--------|------|------|-------|------|-----|-------|

A CUST STATES WAS IN FRONT END COLLISION - POSS AC CONDENSOR LEAKING -

NEED TO TAKE PHOTOS AND GET ESTIMATE -

C-02 VERIFIED CONCERN, INSPECT, CHARGE FREON WITH

DYE. ADVISE, ACCESS AND REPL AC CONDENSOR,

RECHARGE AND RETEST AC OPERATION-OK

8641 STANHOPE,JUSTIN LIC#: M289303

C

|                              |        |        |        |
|------------------------------|--------|--------|--------|
| 1 L1MZ*19712*B CONDENSER ASY | 407.27 | 407.27 | 407.27 |
|------------------------------|--------|--------|--------|

|                                               |       |       |       |
|-----------------------------------------------|-------|-------|-------|
| 1 DS7Z*19B596*A KIT - AIR CONDITIONING SYSTEM | 20.73 | 20.73 | 20.73 |
|-----------------------------------------------|-------|-------|-------|

|                           |       |       |       |
|---------------------------|-------|-------|-------|
| 1 *DYE* RTDDYE FLOURO DYE | 15.63 | 15.63 | 15.63 |
|---------------------------|-------|-------|-------|

|                                  |      |      |        |
|----------------------------------|------|------|--------|
| 27 YN*33*A REFRIGERANT - R1234YF | 7.56 | 7.56 | 204.12 |
|----------------------------------|------|------|--------|

PARTS: 647.75 LABOR: 893.20 OTHER: 0.00 TOTAL LINE A: 1540.95

36350 5.5HR VERIFIED CONCERN AC INOP PERFORMED VISUAL INSPECTION

UNABLE TO FIND LEAK PERFORMED HALF CHARGE WITH DYE FOUND AC DYE COMING

OUT CONDENSOR UPPER LEFT AREA NEEDS CONDENSER REMOVED RH AND LH FRONT

WHEELS REMOVED LOWER UNDER BODY SHIELD REMOVED FRONT BUMPER COVER

REMOVED FRONT HEAD LIGHTS REMOVED FRONT BUMPER REMOVED FRONT RAD

REENFORCEMENT REMOVED AIR DUCTS REMOVED OIL COOLING REMOVED CAC TUBES

REMOVED RAD OPENING PANEL REPLACED CONDENSER REINSTALLED EVERYTHING

PERFORMED RECHARGE RETEST CONCERN NO LONGER PRESENT

\*\*\*\*\*

B OPEN RECALL 22S27 - CERTAIN 2020-2022 MODEL YEAR EXPLORER VEHICLES

REAR AXLE BOLT FRACTURES

CAUSE:

22S27C REPL SUBFRAME BUSHING AND MOUNTING BOLT

8902 KAID,ADAM R LIC#: M296612

W

|                          |       |
|--------------------------|-------|
| 1 L1MZ*4B425*D INSULATOR | (N/C) |
|--------------------------|-------|

|                      |       |
|----------------------|-------|
| 1 *W719362*S439 BOLT | (N/C) |
|----------------------|-------|

|                                       |       |
|---------------------------------------|-------|
| 1 *W520516*S441 NUT - ADJUSTING SCREW | (N/C) |
|---------------------------------------|-------|

|                      |       |
|----------------------|-------|
| 1 *W720438*S439 BOLT | (N/C) |
|----------------------|-------|

|                            |       |
|----------------------------|-------|
| 1 *W714297*S440 NUT - HEX. | (N/C) |
|----------------------------|-------|

|                                                |       |
|------------------------------------------------|-------|
| 1 *W719459*S439 BOLT AND WASHER ASY - HEX HEAD | (N/C) |
|------------------------------------------------|-------|

|                     |       |
|---------------------|-------|
| 1 *W520214*S440 NUT | (N/C) |
|---------------------|-------|

I hereby authorize the below repair work to be done along with necessary materials. Dealer and dealer employees may operate vehicle for purposes of testing, inspection or delivery at my risk. An express garage keeper's lien is acknowledged on vehicle to secure the amount of repairs thereto. Dealer will not be held responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft, accident or any other cause beyond your control. If an inspection is necessary to determine the extent of damage and recommended repairs are refused, or only partial repairs are made, dealer may not be able to restore the vehicle to its original working condition.

I HEREBY ACKNOWLEDGE AND AGREE TO ALL STATEMENTS CONTAINED HEREIN.  
CUSTOMER ACKNOWLEDGEMENT (ALL TERMS STRICTLY CASH)

SIGNATURE X  
CERTIFICATION ALL REPAIRS AND PARTS LISTED WERE FURNISHED IN COMPLIANCE WITH MICHIGAN AUTO REPAIR ACT (P.A. 300)

STORAGE WILL BE CHARGED 48 HOURS AFTER REPAIRS ARE COMPLETED.  
ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED.

CUSTOMER PAID LABOR CHARGES WARRANTED FOR 24 MOS., UNLESS COVERED BY ANOTHER APPLICABLE EXTENDED WARRANTY

ON BEHALF OF SERVING DEALER, I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREON IS ACCURATE UNLESS OTHERWISE SHOWN. SERVICES DESCRIBED WERE PERFORMED AT NO CHARGE TO OWNER. THERE WAS NO INDICATION FROM THE APPEARANCE OF THE VEHICLE OR OTHERWISE, THAT ANY PART REPAIRED OR REPLACED UNDER THIS CLAIM HAD BEEN CONNECTED IN ANY WAY WITH ANY ACCIDENT, NEGLIGENCE OR MISUSE. RECORDS SUPPORTING THIS CLAIM ARE AVAILABLE FOR 11 YEAR FROM THE DATE OF PAYMENT NOTIFICATION AT THE SERVING DEALER FOR INSPECTION BY REPRESENTATIVES OF FORD.

SIGNATURE X  
DEALER, GENERAL MANAGER, OR AUTHORIZED PERSON (DATE)

REPAIRS PROPERLY COMPLETED AND CHECKED BY

| DESCRIPTION            | TOTALS |
|------------------------|--------|
| LABOR AMOUNT           |        |
| PARTS AMOUNT           |        |
| GAS, OIL, LUBE         |        |
| SUBLET AMOUNT          |        |
| MISC. CHARGES          |        |
| SUBTOTAL               |        |
| LESS INSURANCE         |        |
| SALES TAX              |        |
| PLEASE PAY THIS AMOUNT |        |

\*SUPPLIES - 10% of labor with a max. of \$20.00 is included for supplies used on your vehicle. Applicable supply items are: nuts, bolts, washers, tape, pins, solvent, rags, cleaners, towels, battery cleaner, wire, window sealer, hazardous waste disposal, etc.



CUSTOMER #: 7083

967025

Pat Milliken Ford, Inc.

CITY OF DEARBORN HEIGHTS  
PAUL VANDERFLOW  
25637 MICHIGAN AVE  
DEARBORN HTS, MI 48125-1037  
HOME:313-719-1972 CONT:313-719-1972  
BUS: CELL:313-878-5151

\*INVOICE\*

www.patmillikenford.com  
9600 Telegraph \* (Just South of I-96, The Jeffries Freeway)  
Redford, MI 48239  
Parts & Service 313-255-3130  
Sales 313-255-3100 · Fax 313-255-1027  
REG. NO. F-102265 P&A CODE: 02741

PAGE 2

SERVICE ADVISOR: 6079 JULIET GUERTIN

| COLOR       | YEAR       | MAKE/MODEL    |                      | VIN                                              |            | LICENSE | MILEAGE IN/ OUT |           | TAG   |
|-------------|------------|---------------|----------------------|--------------------------------------------------|------------|---------|-----------------|-----------|-------|
| SILVER      | 14         | FORD EXPLORER |                      | 1FM5K8D82EGB25347                                |            |         | 100243/100243   |           | T2253 |
| DEL DATE    | PROD. DATE | WARR. EXP.    | EST. COMPLETION TIME |                                                  | PO NO.     | RATE    | PAYMENT         | INV. DATE |       |
| 02DEC13     | DD18NOV13  |               | 15:12 02JUL24        |                                                  | VANDERFLOW | 155.00  | CASH            | 08JUL24   |       |
| R.O. OPENED |            | READY         |                      | OPTIONS: W-COMP:G DLR:02741 ENG:3.5 Liter Ti-VCT |            |         |                 |           |       |

| 08:28 02JUL24 | 17:34 08JUL24 |       |
|---------------|---------------|-------|
| LINE OPCODE   | TECH TYPE     | HOURS |
| LIST          | NET           | TOTAL |

ESTIMATE: 310.00 02JUL24 08:28 SA: 6079

CONTACT:

CUSTOMER PAY SHOP CHARGE FOR REPAIR ORDER

7.75

Parts replaced on customer pay repairs are left in the vehicle or retained for your inspection for 48 hours in accordance with Michigan law.

If for any reason you are not "Completely Satisfied" please contact me at 313-255-3100  
Wes Ellis, Service Manager

OK TO PAY

101-300-932.000

*Signature*  
7/10/24  
Swope

AUTOMOBILE RELEASED

JUL 10 2024

FROM SERVICE

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ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED.

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| DESCRIPTION            | TOTALS  |
|------------------------|---------|
| LABOR AMOUNT           | 476.63  |
| PARTS AMOUNT           | 2155.86 |
| GAS, OIL, LUBE         | 0.00    |
| SUBLET AMOUNT          | 0.00    |
| MISC. CHARGES          | 7.75    |
| SUBTOTAL               | 2640.24 |
| LESS INSURANCE         | 0.00    |
| SALES TAX              | 0.00    |
| PLEASE PAY THIS AMOUNT | 2640.24 |

\*SUPPLIES - 10% of labor with a max. of \$20.00 is included for supplies used on your vehicle. Applicable supply items are: nuts, bolts, washers, tape, pins, solvent, rags, cleaners, towels, battery cleaner, wire, window sealer, hazardous waste disposal, etc.

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PAGE 1

SERVICE ADVISOR: 6079 JULIET GUERTIN

| COLOR       | YEAR       | MAKE/MODEL    | VIN                                              | LICENSE    | MILEAGE IN/ OUT | TAG     |           |
|-------------|------------|---------------|--------------------------------------------------|------------|-----------------|---------|-----------|
| SILVER      | 14         | FORD EXPLORER | 1FM5K8D82EGB25347                                |            | 100243/100243   | T2253   |           |
| DEL DATE    | PROD. DATE | WARR. EXP.    | EST. COMPLETION TIME                             | PO NO.     | RATE            | PAYMENT | INV. DATE |
| 02DEC13     | DD18NOV13  |               | 15:12 02JUL24                                    | VANDERPLOW | 155.00          | CASH    | 08JUL24   |
| R.O. OPENED |            | READY         | OPTIONS: W-COMP:G DLR:02741 ENG:3.5 Liter Ti-VCT |            |                 |         |           |

08:28 02JUL24 17:34 08JUL24

| LINE | OPCODE | TECH | TYPE | HOURS | LIST | NET | TOTAL |
|------|--------|------|------|-------|------|-----|-------|
|------|--------|------|------|-------|------|-----|-------|

A EXHAUST LOUD AND RUSTED-CK AND ADVISE

E-42 INSPECT AND ADVISE, REPL EXHAUST FRT AND CTR  
 PIPES WITH MUFFLERS

8237 PRYOR, CHRISTOPHER LIC#: M199533

|        |               |                               |        |         |         |               |         |
|--------|---------------|-------------------------------|--------|---------|---------|---------------|---------|
|        |               |                               |        |         |         | 399.13        | 399.13  |
| 1      | DB5Z*5G274*B  | PIPE - EXHAUST                |        | 377.61  | 377.61  |               | 377.61  |
| 4      | *W714265*S441 | NUT                           |        | 3.80    | 3.80    |               | 15.20   |
| 1      | 7T4Z*9450*AA  | GASKET                        |        | 20.23   | 20.23   |               | 20.23   |
| 1      | DB5Z*5230*D   | MUFFLER ASY - CENTRE AND REAR |        | 1255.22 | 1255.22 |               | 1255.22 |
| 1      | EB5Z*5A231*A  | CLAMP - EXHAUST               |        | 35.42   | 35.42   |               | 35.42   |
| PARTS: | 1703.68       | LABOR:                        | 399.13 | OTHER:  | 0.00    | TOTAL LINE A: | 2102.81 |

100243 REPLACED EXHAUST FRONT PIPE AND CENTER PIPE WITH MUFFLERS

PER CUSTOMER REQUEST...

\*\*\*\*\*

B RT TAIL LAMP HOLDING WATER

L-26 INSPECT AND ADVISE-REPL RT RR TAIL LAMP  
 ASSEMBLY

8237 PRYOR, CHRISTOPHER LIC#: M199533

|        |                |                 |       |        |        |               |        |
|--------|----------------|-----------------|-------|--------|--------|---------------|--------|
|        |                |                 |       |        |        | 77.50         | 77.50  |
| 1      | BB5Z*13404*CCP | LAMP ASY - REAR |       | 452.18 | 452.18 |               | 452.18 |
| PARTS: | 452.18         | LABOR:          | 77.50 | OTHER: | 0.00   | TOTAL LINE B: | 529.68 |

100243 REPLACED RIGHT REAR TAIL LAMP ASSEMBLY TRANSFER AFTER MARKET

LED LIGHT POLICE VEHICLE ADDED LIGHT...

\*\*\*\*\*

C\*\* EGB25347 6.25.24

CDK01 REPAIR IMPACTED BY CDK OUTAGE

|        |      |        |      |        |      |               |      |
|--------|------|--------|------|--------|------|---------------|------|
|        |      |        |      |        |      | 0.00          | 0.00 |
| PARTS: | 0.00 | LABOR: | 0.00 | OTHER: | 0.00 | TOTAL LINE C: | 0.00 |

\*\*\*\*\*

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|------------------------|--------|
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| PARTS AMOUNT           |        |
| GAS, OIL, LUBE         |        |
| SUBLET AMOUNT          |        |
| MISC. CHARGES          |        |
| SUBTOTAL               |        |
| LESS INSURANCE         |        |
| SALES TAX              |        |
| PLEASE PAY THIS AMOUNT |        |

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To: Mayor Bill Bazzi

Cc: Chief Jerrod Hart

From: Kevin Swope  
Director of Police Operations

Subject: SMIP Program 2024

Date: 11/20/2023

---

Mayor Bazzi and Chief Hart,

I am requesting authorization to attend the Senior Management Institute for Police Program session 92 which takes place July 7, 2023 through July 25, 2023 in Boston, MA. This executive level educational program was developed by the Police Executive Research Forum. I have attached information related to the educational program to this memo. There is no doubt that this prestigious program will instruct me on many important lessons and leadership principles which will benefit the City of Dearborn Heights. The opportunity to join the SMIP program is something that is coveted amongst law enforcement executives as only a small group of law enforcement executives can attend each year. The cost to attend this program is \$11,400 which will be paid from the police forfeiture account. The cost includes training, lodging, parking, and meals. I appreciate any consideration you give this request. Thank you.

A handwritten signature in black ink, appearing to read "Kevin Swope", written in a cursive style.

Director Kevin Swope



## **Why SMIP**

The policing profession is changing as never before. Today's police executives face challenges that did not exist a decade ago, or even a year ago. Recruiting and retention challenges, stubbornly high violent crime rates, communities' concerns about police use of force and calls for reform measures, the worsening opioid crisis, increasing homelessness, constantly evolving domestic terror threats, and the implications of cybercrimes stemming from new technologies – all of these represent new and difficult challenges for police leaders.

Communities expect more from their police departments in terms of de-escalation strategies and critical thinking, appropriate use of force, procedural justice, accountability, and transparency. Police executives seeking to employ new technologies such as facial recognition and drones are often faced with public scrutiny over privacy and other concerns. Issues related to officer wellness, mental health and police suicides are also taking on new prominence. Today's recruits differ in significant ways from previous generations in how they view their careers and what they want to achieve, and recruitment is becoming more difficult. Chiefs and Sheriffs must find new ways to address these issues and deliver a wider scope of services, often with fewer resources. *The very nature of leadership in policing is changing.*

Our goal with SMIP is to ensure that the instruction reflects the best thinking about the changes that are taking place in the field. The SMIP curriculum is continually updated, and the SMIP faculty has the experience and wisdom to prepare attendees to address the current and future challenges in policing. The SMIP program is always informed by recommendations of previous SMIP attendees as well as the leading practitioners and academics who participate in PERF's conferences.

## **Program Overview**

SMIP is a program of the Police Executive Research Forum that provides senior police

executives with intensive training in the latest management concepts and practices used in business and government. It also features discussions of the most challenging issues facing law enforcement executives today.

A demanding three-week course, SMIP brings together a faculty from top universities, successful law enforcement chief executives, and subject matter experts from the private sector. It is designed for **mid- to upper-level police executives who ultimately will lead police agencies** throughout the United States and other participating countries. SMIP's curriculum addresses the issues that demand the attention of today's forward-thinking law enforcement leaders. Classes normally are held at the Boston University School of Law, where participants learn and reside in the university's classrooms and residence hall.

### **The SMIP Value Proposition**

SMIP brings together leading thinkers in corporate and public management to provide intensive training in the latest management theories and practice, innovative solutions to organizational problems, and discussion of important issues in managing public service organizations effectively. The program's goal is to give police managers the same quality of management education available to other leaders in the public and private sectors.

As a developmental program for the profession's current and future leaders, SMIP focuses on leadership and executive development. **The curriculum is much more conceptual than technical and requires participants to think in broad terms about their agencies' environment and operations. Readings and class discussions stimulate critical thinking and problem-solving.**

Participants emerge with an understanding of advanced management practices and effective leadership. They also develop an enhanced awareness of the management methods and resources necessary for fulfilling current or future responsibilities. By sharing individual management experiences and exchanging ideas during group discussions, participants gain confidence in their managerial abilities and develop sources of consultation, advice and support that will endure well beyond the course.

Upon registering to SMIP, attendees are offered free PERF membership for the remainder of the calendar year, and a registration fee waiver for PERF's next Annual Meeting. The extensive resources of PERF and SMIP are available to participants after the course. This commitment has helped make SMIP a national center for the education and training of the future leaders of policing.

### **What the Course Is All About**

SMIP gives participants a clear understanding of general management theory, policy development, planning processes, and organizational behavior. Among the topics covered are diversity, political management, organizational strategy, performance management, organizational change, leadership, managerial problem-solving, strategy implementation, leadership communications, career planning, negotiation, the budgeting process, critical incident response, media relations, officer wellness, and new policing strategies and innovations.

The program requires extensive reading with classroom discussion of the issues presented in the readings. Participants are encouraged to apply the concepts and issues presented within their own organizations. Because of the program's intensity and daily group study, **all participants are required to reside on campus for the program's duration**, except weekends.

Because many participants have already completed post-graduate studies, SMIP does not offer college credit. However, former participants have been awarded graduate credit by colleges they attended upon presentation of the SMIP objectives and course curriculum.

### **Individual Commitment**

SMIP is a very demanding, fast-paced, reading-intensive program that requires considerable commitment and hard work in class and after class through independent and group study assignments. Each day, participants will be called upon in class to offer their perspectives on the issues presented in the assigned cases and readings. A lack of preparedness will result not only in diminished success of the individual, but it can also impact the progress of the entire class. Keeping up with assignments and teamwork is essential.

### **Qualifications for Individual Attendance**

Enrollment is limited. To qualify for SMIP, you must be the chief executive or a senior manager in your agency (lieutenant or above, or professional civilian staff equivalent) with significant responsibility for major agency activities. **A four-year college degree—or the accumulation of 120 credit hours—from an accredited college or university is required.**

### **The Online Application Process**

Beginning October 2, SMIP applications will be accepted on the PERF website. SMIP tuition is set at \$11,150. Tuition covers instruction, materials, planned events, lodging and meals throughout the program. A \$550 credit card deposit is required to submit an online application. In the event an applicant is not accepted, the deposit will be promptly credited back to the card upon which the charge was made. Otherwise, deposits are non-refundable. If accepted, the balance of tuition is due and must be paid by check within 45 days of acceptance notification.

### **Cancellations**

If an accepted applicant needs to cancel their registration, they must let PERF know in writing as soon as possible. SMIP seats are transferable, and it is preferable that the agency find a replacement rather than forfeit the seat. If an applicant needs to cancel and no qualified replacement can be found:

- Prior to 90 days of the start of the applicant's session, PERF will issue a full tuition refund.
- Between 30 – 90 days of the start of the applicant's session, PERF will issue a tuition refund, minus the \$550 deposit.
- 30 days or less from the start of the applicant's session, PERF will not be able to issue a tuition refund.\*

*\*PERF will consider each late cancellation on a case-by-case basis, especially in the event of an agency, health, or family emergency.*

### **SMIP Scholarships**

PERF is excited to announce that we are offering SMIP scholarships again for the 2024 program to agencies and individuals who qualify. This scholarship is intended to benefit agencies that couldn't otherwise send members to SMIP. Each scholarship will cover tuition (\$11,150.00) and flights to/from Boston.

Please read the criteria below to see if you or your agency qualify for a scholarship.

- The applicant's agency must not have sent a member to SMIP within the last 5 years (since the 2018 program).
- The applicant must meet the basic requirements to attend SMIP (achieved the rank of lieutenant or above (or a civilian equivalent) and have a bachelor's degree (or the equivalent of 120-credit hours).
- The applicant must provide a one-page letter of recommendation from the head of their agency. If the applicant is a chief, then they must have a letter of recommendation from their city manager.
- The applicant must provide a brief professional bio, including professional goals, such as the desire to become a chief or a member of a command staff.
- The applicant must submit a brief memo describing a current professional challenge or a challenge their agency is facing and describing how SMIP would assist them in overcoming that challenge.
- The applicant must become a PERF member if they are not one already.

After an initial review of applications, PERF will conduct phone interviews with scholarship finalists.

Please send all application materials to Gabi Sereboff at [gsereboff@policeforum.org](mailto:gsereboff@policeforum.org) by Friday, November 17th.

If you have questions, please contact Matt Harman at [mharman@policeforum.org](mailto:mharman@policeforum.org) or at 202-454-8302.

#### **SMIP Graduates Can Get Credit Toward a Master's Degree**

Graduates of SMIP can now get transfer credit toward an M.S. in Law Enforcement & Public Safety Leadership from the University of San Diego. [Click here](#) for details.

#### **For More Information**

Questions should be directed to **Senior Principal Matt Harman** at 202-454-8302 (direct), 301-785-4019 (cell/text), or [mharman@policeforum.org](mailto:mharman@policeforum.org) or **Senior Principal Dan Alioto** at 202-454-8337 (direct) or [dalioto@policeforum.org](mailto:dalioto@policeforum.org)

*The Senior Management Institute for Police (SMIP) and the Police Executive Research Forum (PERF) are not affiliated with Boston University. Although SMIP is scheduled to occur on the campus of Boston University, the use of University facilities and/or property does not constitute or imply the endorsement or support of SMIP or PERF by Boston University.*





POLICE EXECUTIVE  
RESEARCH FORUM

## Police Executive Research Forum

Remittance Address:

PO Box 418044

Boston, MA 02241

(202) 466-7820 fax (202) 466-7826

October 6, 2023

Invoice No: 209359407

### INVOICE

**SMIP Attendee:**

|              |                                    |
|--------------|------------------------------------|
| Name         | Kevin Swope                        |
| Organization | Dearborn Heights Police Department |
| Address      | 25637 Michigan Ave                 |
|              | Dearborn Heights, Michigan 48116   |
| SMIP Session | Session 92: July 7th - July 25th   |

Please pay the **BALANCE DUE** by check within 45 days. The check should be payable to *Police Executive Research Forum*, with the name of the participant and agency in the memo section, and sent to:

PERF c/o SMIP

PO Box 418044

Boston, MA 02241-8044

| Description                                | Amount             |
|--------------------------------------------|--------------------|
| Session 92: July 7th - July 25th           | \$11,150.00        |
| Parking                                    | Parking - \$250.00 |
| Kevin Swope                                |                    |
| Dearborn Heights Police Department         |                    |
| *Please make checks payable in U.S. funds* |                    |
| Subtotal                                   | \$11,400.00        |
| Amount Paid to Date                        | \$800.00           |
| Balance Due                                | \$10,600.00        |

PLEASE CONTACT GABRIELLE SEREBOFF AT [gsereboff@Policeforum.org](mailto:gsereboff@Policeforum.org) or (202) 454-8343 WITH ANY QUESTIONS



## POLICE EXECUTIVE RESEARCH FORUM

### SENIOR MANAGEMENT INSTITUTE FOR POLICE (SMIP) GENERAL INFORMATION SMIP 2024: SESSIONS 90-93

Congratulations on being selected to attend the Senior Management Institute for Police (SMIP). The enclosed general information will assist you in planning for your arrival, stay, coursework, and departure. Our aim is to make SMIP as enjoyable and meaningful as possible. PERF and Boston University representatives will be available, on-site, before and during your session to answer any questions that may arise outside of the areas covered below. Also, we will send you additional information as we get closer to your SMIP session.

Any questions you may have in the interim should be directed to Matt Harman at (202) 454-8302 (direct), (301) 785-4019 (cell/text), or [mharman@policeforum.org](mailto:mharman@policeforum.org), or Dan Alioto at (202) 454-8337 (direct) or [dalioto@policeforum.org](mailto:dalioto@policeforum.org).

### **PROGRAM DATES AND RESIDENCE LOCATION**

**Session 90** – Sunday, June 2 – Thursday, June 20, 2024

**Session 91** – Monday, June 3 – Friday, June 21, 2024

**Session 92** – Sunday, July 7 – Thursday, July 25, 2024

**Session 93** – Monday, July 8 – Friday, July 26, 2024

#### **Student Residence Hall**

The Student Village at 10 Buick Street, Boston, MA 02215

(This is your residence hall and the location where you check in.)

### **ARRIVING AND DEPARTING**

The following may be useful in making travel arrangements.

### ***Arrival on Campus***

All participants should plan to check in to the dorm Boston University's campus no later than 12:30 pm on your session's Orientation Day (listed below). If flying, plan to arrive at Boston's Logan Airport **no later than 11:00 am**. Flights are often delayed so you may wish to arrive the day before your orientation. There is no additional lodging cost if you arrive a day early, but you should have indicated the day of your arrival in your online application. Please note that program meals start with dinner after your session's orientation, which takes place at 2:00 pm on the first day of your session. If you arrive early, you are on your own for meals until then. If the day of your planned arrival changes from what you indicated on your application, please let either Matt Harman or Dan Alioto know well before arrival (see contact information above). There is no need to inform us of arrival time changes unless your arrival on campus will be delayed.

### ***Orientation Session & Welcome Reception***

Our orientation session will take place at **2:00 pm** on:

- **Sunday, June 2 – Session 90**
- **Monday, June 3 – Session 91**
- **Sunday, July 7 – Session 92**
- **Monday, July 8 – Session 93**

You will be given the location and directions to orientation closer to the start of your session.

### ***Graduation***

The SMIP program will end by **1:30 pm** on:

- **Thursday, June 20 – Session 90**
- **Friday, June 21 – Session 91**
- **Thursday, July 25 – Session 92**
- **Friday, July 26 – Session 93**

The last class session ends at noon that day. We will then adjourn to a "Graduation Luncheon and Awards Ceremony." Every participant is expected to see the program through to its conclusion. **Please do not make reservations for a flight that departs earlier than 4:30 pm on graduation day.**

***If someone other than you will be making your travel arrangements, please be sure they are aware of this schedule. Every year someone misses graduation because they or the person arranging travel did not understand this.*** In the event you absolutely must depart prior to the official end of SMIP, please arrange for your **agency head** to officially notify PERF in advance. If there are no flights to your destination that late in the day, and you need to stay on campus until the next morning, there is no cost to stay in the residence hall the extra night. However, program meals end with the graduation luncheon and everyone must check out of the residence hall by 11:00 am the next day. You should have indicated

on your online application if you plan to stay until the next morning; if your plans change, please notify Matt Harman in advance.

### ***Personal or Department Automobiles***

Boston University is located in the city and is very convenient to mass transit. There is little use for a car in Boston. Most SMIP participants who bring cars find they do not use them during their stay at SMIP.

**Renting a car for your three weeks at SMIP is completely unnecessary.** Near the campus and in most downtown locations, legal street parking is very hard to find. Public parking lots are expensive. Boston and the BU campus can be very congested, and parking is difficult to find. Police vehicles are not exempt from tickets and towing (it has happened in the past).

If you do plan to drive, the campus has secure parking spaces that can be procured at a cost of \$250 for the full three weeks of the program. If you plan to bring a vehicle and park on campus, you must make arrangements in advance. Please do not approach the BU campus police or other local police departments about parking on their lots. With over 200 of us on campus when sessions overlap, the number of police vehicles driven to SMIP demands that we park in the designated lot. If your parking plans change from what you indicated on your online application, you must let Matt Harman know before arrival. Once PERF takes custody of parking passes a few days before your session starts, they cannot be returned or refunded. **Parking passes will only be issued at check-in if pre-arranged and pre-paid.**

### **OUTWARD BOUND**

This year, PERF will feature one day at Thompson Island Outward Bound Professional (OB). OB is an experiential program that will encourage attendees to apply what's been taught in the classroom to structured and supervised leadership building activities. Each activity and after-action review is focused on amplifying participants' effectiveness in leadership roles. OB is located on Thompson Island in the Boston Harbor Islands National Park.

Attendees should be prepared to spend a day outdoors with their session. The level of physical activity will vary depending on the exercise and role, but OB is designed for participants of all ages and physical abilities. Every attendee will be able to participate in some manner with their classmates. PERF recommends that SMIP attendees plan to pack comfortable clothes and footwear for their session's day at OB. PERF will provide more information on the OB day at SMIP, but for background on OB's adult programs, please visit their website [here](#).

### **MEALS AND SNACKS**

#### ***Provided Meals***

Meals will be provided, at no additional cost, starting with dinner after orientation and ending with the Graduation Luncheon on your final day. All provided meals will be served in the Boston University cafeteria or provided by PERF and BU Catering. Those of you arriving early or staying late will find various restaurants and fast-casual establishments within the Boston University area. During the program, three meals are provided Monday through Friday. Brunch and dinner will be offered on weekends rather than three meals. Mealtimes will be listed on the class schedule provided at orientation.

**There will be one dinner early in the program that is not covered by SMIP, due to a planned SMIP event.** Please account for this if your agency is providing a per diem.

### ***Dining Out***

In the event you would like to enjoy an occasional meal out, there is a wide variety of restaurants within a few blocks of the campus. Boston is home to many *exceptional* restaurants, though some are out of walking distance from the campus.

### ***Daily Breaks***

Each class day, there will be morning and afternoon breaks during which refreshments will be provided. Breaks will provide sufficient time for using the restroom and returning phone calls and text messages.

### ***Convenience Stores***

There are small markets all over the BU campus. There is a well-stocked market/sandwich shop in your residence hall, but in the summer it is closed in the evening. Also, a CVS Pharmacy, Target, and Star Market grocery store are within walking distance of the dorm.

## **VISITORS**

Boston and the surrounding area is a great place to vacation, and many attendees have family and/or friends join them in Boston for some sightseeing. June and July are ideal months for visiting Boston, but it is highly recommended that any visitors come before or after, ***but not during***, your SMIP session. This is not to discourage weekend visitors; just be aware that there are still reading assignments to be completed for Monday morning. Most attendees find that during their three weeks in Boston they become sufficiently familiar with the city, and the attractions that would interest their families or guests, that they become excellent tour guides. Thus, the best time for visitors is after SMIP.

**Overnight guests and pets are not permitted in the residence hall.** Only SMIP attendees and registered PERF staff/faculty are permitted in the 10 Buick Street residence hall after 11:00 pm. Building security requires all guests to sign in and surrender their driver's license. Guests are permitted until 11:00 pm. Campus authorities will look for anyone who has not picked up their license and signed out by 11:00 pm. Please be respectful of the fact that you share the common areas of your suite with three other attendees to whom this is also home. **Neither attendees nor their guests can be accommodated in the residence hall before or after SMIP.**

### ***Visitor Accommodations***

In the event you plan to have guests meet you in Boston, there are a number of hotels not too far from the Boston University campus. The Commonwealth Hotel is owned by BU and is located at the east end of the campus (by Fenway Park), about two miles from your dorm. The Doubletree and Hyatt hotels in Cambridge are close by and may be less costly. There are also hotels in the neighboring city of Brookline. The Omni Parker House is a great old but restored hotel in the heart of Boston that *sometimes* offers great deals. Generally though, accommodations near downtown Boston can be very expensive.

Additionally, several dozen colleges and universities in Boston will be holding commencement exercises in early June, making rooms sometimes difficult to find and very costly. You may find the best deals online. Use the 700 block of Commonwealth Avenue, Boston, MA 02215 as the base location for your search of nearby hotels. Since the “T” (mass transit system) is so convenient, you may find more economical rooms away from the city center but still on the “T” routes.

### ***Guests at Graduation***

You are welcome to have family members or other guests join you at the Graduation Luncheon and Awards Ceremony, with adequate notice. There is no cost for this. Please limit graduation guests to two people.

### **FIREARMS**

Firearms security is a major issue with the university administration. **Firearms are strictly prohibited by Boston University policy.** The Boston University Police Department understands this may raise a problem for those driving a police vehicle to SMIP. Therefore, they have offered to make secure weapon lock boxes at their facility available to sworn officials attending SMIP. Please utilize these lock boxes. Do not keep weapons in cars or rooms on campus. The campus police headquarters is located on Harry Agganis Way, one block west of our residence hall. If you plan to bring a firearm, please let both the BU Police Department and Matt Harman or Dan Alioto know.

### **PRE-SESSION READINGS**

If you chose to receive your pre-session readings digitally, PERF will email you several links to the PERF publications. If you opted for hard copies, you will receive these in the mail. Regardless of your choice, PERF will send these materials to you about four weeks before your session starts, and you should read these materials before attending SMIP.

### **FOR MORE INFORMATION AND QUESTIONS**

PERF will send you additional logistical information as we get closer to your session. We also plan to host several informational calls to go over more program details and answer any questions you may have. However, should you have any questions prior to those calls or your arrival, please contact Matt Harman at (202) 454-8302 (direct), (301) 785-4019 (mobile/text), or [mharman@policeforum.org](mailto:mharman@policeforum.org), or Dan Alioto at (202) 454-8337 (direct) or [dalioto@policeforum.org](mailto:dalioto@policeforum.org).

We look forward to seeing you in Boston.

Todd Russell Perkins, Esq.  
 Mohammed Azeem Nasser, Esq.  
 Adam G. Clements, Esq.  
 Robert Gross, Esq.  
 Joshua Thomas, Esq.  
 Jeremy Bowie, Esq.  
 Edward Martell, Esq.  
 Ken Wilson, Esq. - *Of Counsel*  
 James Stump, Esq. - *Of Counsel*  
 Hon. Margie E. Braxton, *ret'd*



FORD BUILDING  
 615 GRISWOLD SUITE 400  
 DETROIT, MICHIGAN 48226

313.964.1702 OFFICE  
 313.964.1980 FAX

April 1, 2024

Roger Farinha,  
 General Counsel  
 rafarinha@dearbornheightsmi  
 Dearborn Heights City Hall  
 6045 Fenton  
 Dearborn Heights, MI 48127

**Re: Invoice No. 7 - Invoice for Legal Services March 2024**

| Date | DESCRIPTION                                                                                                                                   | HOURS | AMOUNT<br>(\$150.00/hr) | LAWYER |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------|-------------------------|--------|
| 3/22 | Work on and update proposals to Command Union, review MERS DROP and Optional Annuity Withdrawal provisions.                                   | 4.0   | \$600.00                | KSW    |
| 3/25 | Finalize and send out proposals for both Command and Patrol, with transmittal narrative.                                                      | 3.50  | \$525.00                | KSW    |
| 3/29 | Review materials from other municipalities to begin work on exhibit, "value of a lieutenant's or sergeant's retirement package" email client. | 3.0   | \$450.00                | KSW    |
|      | TOTAL FEES                                                                                                                                    | 10.50 | \$1,575.00              |        |

**Total Due for this Invoice:**

\$1,575.00

Sincerely Yours,

Kenneth S. Wilson, Esq.

Approved 04/03/2024  
 Mohamed Hafeez  
 GL: 101-226-818.000





**PRIORITY**  
**INNOVATE ★ OPERATE**  
[www.prioritywaste.com](http://www.prioritywaste.com)

# Invoice

45000 River Ridge Drive, Suite # 200  
 Clinton Township, MI 48038  
 Phone (586) 228-1200

**CITY OF DEARBORN HEIGHTS**  
 6045 FENTON ST  
 ATTENTION CONTROLLERS OFFICE, MI 48127

**Invoice #** INV323344  
**Account #** PW00016714  
**Date:** 7/15/2024  
**Master PO #**  
**Payment Type:** All  
**Payment Term:** 30 Days Net  
**Due Date:** 8/14/2024

| Reference # | Date | Service | PO # | Material | Rate | QTY | Amount | Total |
|-------------|------|---------|------|----------|------|-----|--------|-------|
|-------------|------|---------|------|----------|------|-----|--------|-------|

**Service Site: CITY OF DEARBORN HEIGHTS (PW00016714)**  
**6045 FENTON ST ATTENTION CONTROLLERS OFFICE, MI 48127**

|          |                             |                                                          |  |     |      |             |            |            |
|----------|-----------------------------|----------------------------------------------------------|--|-----|------|-------------|------------|------------|
| ORD19876 | 08/01/2024 to<br>08/31/2024 | Monthly Waste Service<br>Municipality 95 GAL<br>Cart/Bin |  | MSW | 9.32 | 22,904.0000 | 213,465.28 | 213,465.28 |
|----------|-----------------------------|----------------------------------------------------------|--|-----|------|-------------|------------|------------|

|                                                                                                                         |                        |                       |
|-------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------|
| <b>Payments to:</b><br><b>Priority Waste, LLC</b><br>45000 River Ridge Drive, Suite # 200<br>Clinton Township, MI 48038 |                        | <b>Invoice Totals</b> |
|                                                                                                                         | <b>Subtotal</b>        | 213,465.28            |
|                                                                                                                         | <b>Tax</b>             | 0.00                  |
|                                                                                                                         | <b>Current Charges</b> | 213,465.28            |

----- ✂ -----  
 (Please cut along the line and return with your payment)

By paying this invoice, Customer agrees to be bound by the terms and conditions of the Service Agreement posted at [www.PriorityWaste.com](http://www.PriorityWaste.com)

**Invoice #:** INV323344  
**Date:** 7/15/2024  
**Account #:** PW00016714

**Priority Waste, LLC**  
 45000 River Ridge Drive, Suite # 200  
 Clinton Township, MI 48038

A Convenience Fee of 3.1% will be charged on all credit card payments

101-200-810.000

ok to pay

Quad-Tran of Michigan, Inc.  
 PO Box 531356  
 Livonia, MI 48153 US  
 248-353-4380  
 quadtranaz@sbcglobal.net

# Invoice

## BILL TO

Ms. Michelle Adkins  
 20th District Court  
 25637 Michigan Avenue  
 Dearborn Heights, MI  
 48125-3271

| INVOICE # | DATE       | TOTAL DUE  | DUE DATE   | TERMS          | ENCLOSED |
|-----------|------------|------------|------------|----------------|----------|
| 7696      | 06/27/2024 | \$7,684.00 | 06/27/2024 | Due on receipt |          |

| SERVICE           | DESCRIPTION                                           | QTY  | RATE     | AMOUNT   |
|-------------------|-------------------------------------------------------|------|----------|----------|
| Data Processing   | Data Processing Services for the Month of: June, 2024 |      | 4,500.00 | 4,500.00 |
| Lein/Sos          | LEIN/SOS Access Charge for the Month of: June, 2024   |      | 800.00   | 800.00   |
| ETicket           | E-Ticket Process for the Month of: June, 2024         | 9    | 20.00    | 180.00   |
| Maintenance - JDW | Electronic process to Michigan JDW                    |      | 250.00   | 250.00   |
| Set Aside         | Electronic MSP Set Aside process                      |      | 250.00   | 250.00   |
| Hearing Notices   | Hearing Notices                                       | 3.50 | 240.00   | 840.00   |
| Default Notices   | Default Notice Mailers                                | 1.40 | 240.00   | 336.00   |
| 14Day Notices     | 14-Day Notice Mailers                                 | 1    | 240.00   | 240.00   |
| Free Form Notices | Free Form Court Notice Mailers                        | 1.20 | 240.00   | 288.00   |

SUBTOTAL 7,684.00  
 TAX 0.00  
 TOTAL 7,684.00  
 BALANCE DUE **\$7,684.00**

OK to pay  
 Michelle Adkins  
 7-2-24

Quad-Tran of Michigan, Inc.  
PO Box 531356  
Livonia, MI 48153 US  
248-353-4380  
quadtranaz@sbcglobal.net

## Invoice

**BILL TO**

Dearborn Heights2  
20th District Court  
Michelle Adkins  
25637 Michigan Avenue  
Dearborn Heights, MI  
48125-3271

| INVOICE # | DATE       | TOTAL DUE  | DUE DATE   | TERMS          | ENCLOSED |
|-----------|------------|------------|------------|----------------|----------|
| 7697      | 06/27/2024 | \$3,507.84 | 06/27/2024 | Due on receipt |          |

| SERVICE        | DESCRIPTION                             | QTY | RATE     | AMOUNT   |
|----------------|-----------------------------------------|-----|----------|----------|
| PostageActual  | Actual Postage for Month of: June, 2024 |     | 1,007.84 | 1,007.84 |
| PostageAverage | Postage Average for Month of: July 2024 | 0   | 2,500.00 | 2,500.00 |

SUBTOTAL 3,507.84

TAX 0.00

TOTAL 3,507.84

BALANCE DUE **\$3,507.84**

OK to pay  
#101.200.723.000  
Michelle Adkins  
7-2-24

DEARBORN HEIGHTS POLICE DEPARTMENT  
OFFICE OF THE POLICE CHIEF

TO: City Comptroller

RE: Issuance of check

DATE: July 2, 2024

Please issue a check as listed below:

AMOUNT: \$1,907.00

PAYABLE TO: Robert Schurig

REASON: Tuition reimbursement  
101-300-825.000

JS

~~Jerrod S. Hart~~  
Police Chief

*Ken Swope*  
Swope

## Tuition reimbursement

Robert C. Schurig <rscshurig@dearbornheightsmi.gov>

Tue 7/2/2024 2:13 PM

To: Janet K. Lucas <jklucas@dearbornheightsmi.gov>

 1 attachments (453 KB)

ASU summer A.pdf;

Hello,

I attached the documents for my completed class, at ASU. I received an A in the class.

The amount I am owed for the summer "semester A" is \$1,907.

Thank you

Arizona State University  
Robert Schurig  
As of date: 07/02/2024 10:53 AM

**Posted Payments**

| Posted Payments |                            |             |                                |            |                   |
|-----------------|----------------------------|-------------|--------------------------------|------------|-------------------|
| Date paid       | Payment type               | Term        | Breakdown                      | Amount     | Total paid amount |
|                 | Online Credit Card Payment | Summer 2024 | FA Trust ASUOnline A           | \$29.00    | \$3,807.00        |
|                 |                            | Summer 2024 | Undergraduate College Fee 3-A  | \$186.00   |                   |
|                 |                            | Summer 2024 | Tuition UG NonRes Online - A   | \$1,689.00 |                   |
|                 |                            | Summer 2024 | Tuition UG NonRes Online - B   | \$1,689.00 |                   |
|                 |                            | Summer 2024 | FA Trust ASUOnline B           | \$28.00    |                   |
|                 |                            | Summer 2024 | Undergraduate College Fee 3-B  | \$186.00   |                   |
|                 | Online Credit Card Payment | Spring 2024 | Digital Integrated Course Mtrl | \$40.16    | \$40.16           |
|                 | Online Credit Card Payment | Spring 2024 | Undergraduate College Fee 3-B  | \$186.00   | \$1,934.72        |
|                 |                            | Spring 2024 | FA Trust ASUOnline B           | \$28.00    |                   |
|                 |                            | Spring 2024 | Digital Integrated Course Mtrl | \$31.72    |                   |
|                 |                            | Spring 2024 | Tuition UG NonRes Online - B   | \$1,689.00 |                   |
|                 | Online Credit Card Payment | Spring 2024 | Tuition UG NonRes Online - A   | \$1,689.00 | \$1,903.00        |
|                 |                            | Spring 2024 | Undergraduate College Fee 3-A  | \$186.00   |                   |
|                 |                            | Spring 2024 | FA Trust ASUOnline A           | \$28.00    |                   |
|                 |                            |             |                                |            | Total \$7,684.88  |

My ASU

 Customize

Robert Schurig

**Grades for Summer 2024**

| Class #          | Course  | Title            | Units | Grade | Grade Points | Instructor(s) |
|------------------|---------|------------------|-------|-------|--------------|---------------|
| 41738            | CRJ 302 | Research Methods | 3.0   | A     | 12.000       | Foster        |
| Total Units: 3.0 |         |                  |       |       |              |               |

**Grade Details for Summer 2024**

|                          | Term Total | Cumulative Total |
|--------------------------|------------|------------------|
| Total Grade Points       | 12.000     | 29.001           |
| Graded units towards GPA | 3.000      | 9.000            |
| Graded units not for GPA |            |                  |
| In progress units        |            |                  |
| Transfer Units           |            | 86.000           |
| GPA                      | 4.00       | 3.22             |



## Course Number and Title

CRJ302: Research Methods – Summer Session A, 2024

## Faculty Information

Name: Jacob Foster

Office Hours: By Appointment (Zoom)

Email: [jfoster24@asu.edu](mailto:jfoster24@asu.edu)

## Land Acknowledgement

*Arizona State University acknowledges, with respect, that its physical locations are within the ancestral homelands of those Native American tribes that have sustained connections to its lands and waters since time immemorial, including the Akimel O'odham (Pima), Pee Posh (Maricopa), Quechan (Yuma), and Tohono O'odham peoples.*

## Statement of Inclusion

*Arizona State University is deeply committed to positioning itself as one of the great new universities by seeking to build excellence, enhance access and have an impact on our community, state, nation and the world. To do that requires our faculty and staff to reflect the intellectual, ethnic and cultural diversity of our nation and world so that our students learn from the broadest perspectives, and we engage in the advancement of knowledge with the most inclusive understanding possible of the issues we are addressing through our scholarly activities. We recognize that race and gender historically have been markers of diversity in institutions of higher education. However, at ASU, we believe that diversity includes additional categories such as socioeconomic background, religion, sexual orientation, gender identity, age, disability, veteran status, nationality and intellectual perspective. At Watts College, we echo these sentiments through [Our Aspirations](#) to be a vehicle through which we make the world a better place.*

## Course Information

### Course Catalog Description

This course focuses on developing and evaluating research designs, data collection, and the relationship between validity and reliability. The class also emphasizes methods for conducting research.

### Course Enrollment Requirements

Course Prerequisites: CRJ 100 and 201 with a C or better, MAT 117, 119, 142 (114), 170, 210, or 270 with C or better OR Visiting University Student.

**Saad Law,  
PLLC**

**INVOICE**

**Invoice: 17**

**Date: 06/30/24**

**To:**

City of Dearborn Heights

6045 Fenton St.

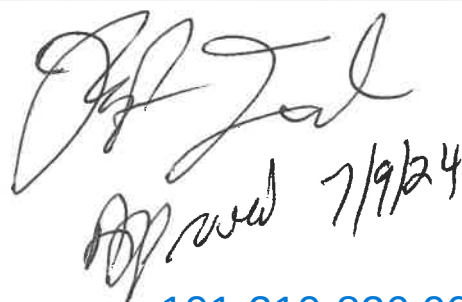
Dearborn Heights, MI  
48127

| DATE       | DESCRIPTION OF SERVICE                                                                      | TIME SPENT      | QUANTITY UNIT | AMOUNT   |
|------------|---------------------------------------------------------------------------------------------|-----------------|---------------|----------|
| 06/04/2024 | Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers | 3 Hrs. 33 Mins. | 3.5           | \$525.00 |
| 06/04/2024 | Attended ordinance docket, reviewed case files, drafted plea offers                         | 2 Hrs. 23 Mins. | 2.3           | \$345.00 |
| 06/06/2024 | Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers | 4 Hrs. 13 Mins. | 4.2           | \$630.00 |
|            |                                                                                             |                 |               |          |

|            |                                                                                                                             |                 |     |            |
|------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------|-----|------------|
| 06/18/2024 | Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers                                 | 3 Hrs. 30 Mins. | 3.5 | \$525.00   |
| 06/18/2024 | Attended ordinance docket, reviewed case files, drafted plea offers                                                         | 1 Hr. 56 Mins.  | 1.9 | \$285.00   |
| 06/20/2024 | Attended misdemeanor/civil infraction case docket (including evidentiary hearing), reviewed case files, drafted plea offers | 3 Hrs. 54 Mins. | 3.9 | \$585.00   |
|            |                                                                                                                             |                 |     |            |
| 06/25/2024 | Attended ordinance docket, reviewed case files, drafted plea offers                                                         | 2 Hrs. 35 Mins. | 2.5 | \$375.00   |
| 06/27/2024 | Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers                                 | 3 Hrs. 32 Mins. | 3.5 | \$525.00   |
| 06/27/2024 | Attended ordinance docket, reviewed case files, drafted plea offers                                                         | 2 Hrs. 15 Mins. | 2.2 | \$330.00   |
|            | <b>TOTAL</b>                                                                                                                |                 |     | \$4,125.00 |

Please make check payable to Saad Law, PLLC

Thank you.

  
 Approved 7/9/24

101-210-826.000



DATE: July 13, 2024

JOB #: 3324

**INVOICE FOR DEARBORN HEIGHTS TODAY:**

Robert Ankrapp  
Public Information Officer  
6045 Fenton  
Dearborn Heights, MI 48127  
(734) 751-5925  
ankrrob@yahoo.com

**DESCRIPTION OF PROJECT**

**DEARBORN HEIGHTS TODAY**

- Spring/Summer 2024 Issue, 8.5 x 10.5, 4/4 with bleeds
- |                                                                                               |            |
|-----------------------------------------------------------------------------------------------|------------|
| Layout magazine, make all client corrections and prep file for printing. \$40/page x 52 ..... | \$2,080.00 |
| Stock art purchase. 4 images x \$10.....                                                      | \$40.00    |
| Image search, format and/or size and color correction. 46 images x \$5.....                   | \$230.00   |
| Corrections to existing ads.....                                                              | \$50.00    |
| Create ads (Wes Financial, Solid Oak Sausage, American House) 3 x \$75.....                   | \$225.00   |
| Complete redo of pages due to past dates, new, or additional info .....                       | \$600.00   |

**TOTAL: \$3,225.00**

Thank you!

Lyssa

Please make checks payable to Sunny Design

Tax ID#38-3575532

Terms: Kindly remit amount in 30 days.

2023-2024  
Fiscal year  
# 101-809.807.500

**SUNNY DESIGN**

24263 JOHNSTON | EASTPOINTE, MI 48021 | 586-871-7288 | SUNNYHOLTZ@COMCAST.NET | FAX: 866-382-0112



TargetSolutions Learning LLC  
4890 W. Kennedy Blvd.  
Suite 300  
Tampa, FL 33609  
866-546-1212 Opt. 2  
invoicing@vectorsolutions.com

# Invoice

#INV98800

Doc Date: 06/28/2024

Invoice Date: 07/01/2024

Due Date: 07/31/2024

## Bill To

Dearborn Heights Police Department (MI)  
25637 Michigan Ave  
Dearborn Heights MI 48125  
United States

|                          |                           |                         |                      |
|--------------------------|---------------------------|-------------------------|----------------------|
| <b>Contract</b>          | <b>Customer ID</b>        | <b>Salesperson ID</b>   | <b>Payment Terms</b> |
|                          |                           | Darrin Sargent          | Net 30               |
| <b>Billing Frequency</b> | <b>Billing Start Date</b> | <b>Billing End Date</b> | <b>PO #</b>          |
| Annually                 | 07/01/2024                | 6/30/2025               | PO Not Received      |

| Qty | Item                                                                               | Rate   | Amount      |
|-----|------------------------------------------------------------------------------------|--------|-------------|
| 76  | LEBDL2 - Law Enforcement Bundle - Train and Retain                                 | 133.45 | \$10,142.20 |
| 76  | TSPREMIER-BUNDLE - Vector LMS, TargetSolutions Edition Premier Membership (Bundle) | 0      | \$0.00      |
| 76  | TSLELIB - Law Enforcement Online Course Catalog                                    | 0      | \$0.00      |
| 76  | TSEVAL-BUNDLE - Vector Evaluations+ (Bundle)                                       | 0      | \$0.00      |
| 76  | VGS-GTBUNDLE - Guardian Tracking (Bundle)                                          | 0      | \$0.00      |
| 1   | TSMMAINTFEES - Vector LMS, TargetSolutions Edition - Maintenance Fee               | 435    | \$435.00    |
| 1   | PSIMP-BUNDLE - Bundle Implementation                                               | 1,944  | \$1,944.00  |

**OK TO PAY**

101-300-818.000  
Jude S. Hunt 263  
7/2/2024

**Subtotal** \$12,521.20

**Tax (0%)** \$0.00

**Total** \$12,521.20

**Balance Due:** \$12,521.20

For U.S. customers, Vector is required to collect and remit sales tax in various jurisdictions. Exempt customers should send completed certificates to [certs@vectorsolutions.com](mailto:certs@vectorsolutions.com)

For a Copy of our W-9: <http://www.vectorsolutions.com/w9/TSw9-19.pdf>

Upon expiration of the initial or any Renewal Term of your Client Agreement, access to the Services may remain active for thirty (30) days solely for purpose of Company's record keeping (the "Expiration Period"). Unless otherwise provided in your Client Agreement, any access to or usage of the Services following the Expiration Period shall be deemed Client's renewal of the Agreement under the same terms and conditions.



TargetSolutions Learning LLC  
4890 W. Kennedy Blvd.  
Suite 300  
Tampa, FL 33609  
866-546-1212 Opt. 2  
invoicing@vectorsolutions.com

# Invoice

#INV98800

Doc Date: 06/28/2024

Invoice Date: 07/01/2024

Due Date: 07/31/2024

## Remittance Information:

### Remit Checks To:

TARGET SOLUTIONS LEARNING  
PO Box 736510  
Dallas, TX 75373-6510

### Courier Deposits (FedEx, UPS, etc.):

\*\* Deposits received by courier may not post  
same day \*\*

JPMorgan Chase (TX1-0029)  
Attn: Target Solutions Learning, LLC 736510  
14800 Frye Road, 2nd Floor  
Ft. Worth, TX 76155

### Electronic Transfers Only:

JPMorgan Chase  
**Wire Instructions:**  
Routing # 021000021  
Account # 789086375  
SWIFT code CHASUS33  
City and State New York, New York

### ACH Instructions:

Routing # 072000326  
Account # 789086375

If you would like to make a secure online payment via credit card or ACH please use the below link:

[Pay Online Here](#)

*Upon expiration of the initial or any Renewal Term of your Client Agreement, access to the Services may remain active for thirty (30) days solely for purpose of Company's record keeping (the "Expiration Period"). Unless otherwise provided in your Client Agreement, any access to or usage of the Services following the Expiration Period shall be deemed Client's renewal of the Agreement under the same terms and conditions.*



# Invoice

City of Dearborn Heights  
6045 Fenton Avenue  
Dearborn Hts., MI 48127-

Invoice # 27621  
Date 7/1/2024  
Due Date 7/31/2024  
P.O. No.  
Rep House

| Service Description                                       | Quantity | Amount   |
|-----------------------------------------------------------|----------|----------|
| Life Advisor Employee Assistance Program 2024 3rd Quarter | 200      | 1,590.00 |

Headcount = 200 provided 7/11/2023 from Cameron Eggly

Please provide an updated census.

*Approved*  
*Eggle* 7/8/24  
101-200-716.000

\*LATE FEES MAY BE ASSESSED ON OUTSTANDING BALANCES IN EXCESS OF 30 DAYS.

REMEMBER TO REMIT PAYMENT ON TIME TO AVOID LATE CHARGES

PLEASE REMIT PAYMENT TO:  
ULLIANCE, INC. 900 Tower Drive, Suite  
600, Troy, MI 48098

Total \$1,590.00  
Payments/Credits \$0.00  
Balance Due \$1,590.00





# Invoice

**PAST DUE**

City of Dearborn Heights  
6045 Fenton Avenue  
Dearborn Hts., MI 48127-

Invoice # 27620  
Date 4/1/2024  
Due Date 5/1/2024  
P.O. No.  
Rep House

| Service Description                                       | Quantity | Amount   |
|-----------------------------------------------------------|----------|----------|
| Life Advisor Employee Assistance Program 2024 2nd Quarter | 200      | 1,590.00 |

Headcount = 200 provided 7/11/2022 from Cameron Eggly

Please provide an updated census.

101-200 -716.000  
Approved 06/26/2024  
Margaret Hufert

\*LATE FEES MAY BE ASSESSED ON OUTSTANDING BALANCES IN EXCESS OF 30 DAYS.

REMEMBER TO REMIT PAYMENT ON TIME TO AVOID LATE CHARGES

PLEASE REMIT PAYMENT TO:  
ULLIANCE, INC. 900 Tower Drive, Suite  
600, Troy, MI 48098

Total \$1,590.00  
Payments/Credits \$0.00  
Balance Due \$1,590.00



# Invoice

**PAST DUE**

City of Dearborn Heights  
6045 Fenton Avenue  
Dearborn Hts., MI 48127-

Invoice # 27619  
Date 1/1/2024  
Due Date 1/31/2024  
P.O. No.  
Rep House

| Service Description                                       | Quantity | Amount   |
|-----------------------------------------------------------|----------|----------|
| Life Advisor Employee Assistance Program 2024 1st Quarter | 266      | 2,114.70 |

Headcount = 200 provided 7/11/2022 from Cameron Eggly

Please provide an updated headcount.

*Approved 06/26/2024*  
*Margaret Hyatt*  
101-200-716000

\*LATE FEES MAY BE ASSESSED ON OUTSTANDING BALANCES IN EXCESS OF 30 DAYS.

REMEMBER TO REMIT PAYMENT ON TIME TO AVOID LATE CHARGES

PLEASE REMIT PAYMENT TO:  
ULLIANCE, INC. 900 Tower Drive, Suite  
600, Troy, MI 48098

|                         |                   |
|-------------------------|-------------------|
| <b>Total</b>            | <b>\$2,114.70</b> |
| <b>Payments/Credits</b> | <b>\$0.00</b>     |
| <b>Balance Due</b>      | <b>\$2,114.70</b> |



5671 Trumbull  
Detroit, MI 48208

# Invoice

| Date     | Invoice # |
|----------|-----------|
| 6/3/2024 | 4620      |

|                                                                       |
|-----------------------------------------------------------------------|
| <b>Bill To</b>                                                        |
| City of Dearborn Heights<br>6045 Penton<br>Dearborn Heights, MI 48127 |

| Permit No.   |                                                                                                                | Location         |            |
|--------------|----------------------------------------------------------------------------------------------------------------|------------------|------------|
|              |                                                                                                                | Dearborn Heights |            |
| Quantity     | Description                                                                                                    | Rate             | Amount     |
| 1            | Tree Trimming Work Performed WE 5/26/2024<br><br>OK TO PM<br>101-440-820.000<br>RM 7-8-24<br><br>R [Signature] | 1,575.00         | 1,575.00   |
| <b>Total</b> |                                                                                                                |                  | \$1,575.00 |





5671 Trumbull  
Detroit, MI 48208

Invoice

| Date     | Invoice # |
|----------|-----------|
| 7/3/2024 | 4721      |

|                                                                       |
|-----------------------------------------------------------------------|
| Bill To                                                               |
| City of Dearborn Heights<br>6045 Fenton<br>Dearborn Heights, MI 48127 |

| Permit No. |                                                                                                                                             | Location         |            |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|
|            |                                                                                                                                             | Dearborn Heights |            |
| Quantity   | Description                                                                                                                                 | Rate             | Amount     |
| 1          | Tree Trimming Work Performed WE 6/30/2024<br><i>Grindery</i><br><i>OK TO PMH</i><br><i>101-440-820.000</i><br><i>Rm 7-8-24</i><br><i>RC</i> | 1,225.00         | 1,225.00   |
| Total      |                                                                                                                                             |                  | \$1,225.00 |



Invoice Number  
**319484**

Invoice Date  
**07/01/24**

**COUNTY OF WAYNE**  
Warren C. Evans - County Executive  
500 Griswold, Detroit, Michigan 48226

**Invoice**



Send Remittance to:

Wayne County  
Environmental Services Division  
400 Monroe, Suite 300  
Detroit, Michigan 48226

Customer:

City of Dearborn Heights  
6045 Fenton  
Dearborn Heights MI 48127

Customer Number

**500005**

Direct Inquiries to:

Telephone (313) 224-4658

**Environmental Services Division**

| Line No.                     | Due Date | Description of Item, Material, Services or Work                                                                                                                                            | Amount     |
|------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 001                          | 07/31/24 | JUL 2024 FIXED SEWAGE<br>ROUGE VALLEY SEWAGE DISPOSAL SYSTEM<br>REVENUE# 598.54004.632445<br>CASH ACCT# 598.009000<br><br><i>592-537-929.000</i><br><i>OK to pay</i><br><i>[Signature]</i> | 476,294.79 |
| Please Pay This Amount => \$ |          |                                                                                                                                                                                            | 476,294.79 |

Return Remittance Copy of Invoice with Payment

Invoice Number  
**319484**

Invoice Date  
**07/01/24**



Invoice Number  
**319497**

Invoice Date  
**07/01/24**

**COUNTY OF WAYNE**  
Warren C. Evans - County Executive  
500 Griswold, Detroit, Michigan 48226

**Invoice**



Send Remittance to:

Wayne County  
Environmental Services Division  
400 Monroe, Suite 300  
Detroit, Michigan 48226

Customer:

City of Dearborn Heights  
6045 Fenton  
Dearborn Heights MI 48127

Customer Number

**500005**

Direct Inquiries to:

Telephone (313) 224-4658

***Environmental Services Division***

| Line No.                     | Due Date | Description of Item, Material, Services or Work                                                                                                                                 | Amount   |
|------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 001                          | 07/31/24 | JUL 2024 SEWAGE DISPOSAL<br>AREA3 SEWAGE DISPOSAL<br>REVENUE# 596.54079.632410<br>CASH ACCT# 596.011079<br><br><i>592-537-929.000</i><br><i>OK to pay</i><br><i>[Signature]</i> | 4,200.00 |
| Please Pay This Amount => \$ |          |                                                                                                                                                                                 | 4,200.00 |

**Return Remittance Copy of Invoice with Payment**

Invoice Number  
**319497**

Invoice Date  
**07/01/24**

Invoice Number  
**319299**

Invoice Date  
**06/18/24**

# COUNTY OF WAYNE

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

## Invoice



Send Remittance to:

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

Customer:

City of Dearborn Heights  
6045 Fenton  
Dearborn Heights MI 48127

Customer Number

**500005**

Direct Inquiries to:

Telephone (313) 224-7354

| Line No.                     | Due Date | Description of Item, Material, Services or Work                                      | Amount   |
|------------------------------|----------|--------------------------------------------------------------------------------------|----------|
| 001                          | 07/18/24 | Traf Sig Maint 05/24<br><br><i>161-440-925.000</i><br><i>OK to pay</i><br><i>Pal</i> | 3,349.82 |
| Please Pay This Amount => \$ |          |                                                                                      | 3,349.82 |

Return Remittance Copy of Invoice with Payment

Invoice Number  
**319299**

Invoice Date  
**06/18/24**

May , 2024 - 500005 Dearborn Heights, City of

| Work Order<br>Number             | Location                  | Agency<br>% | Maintenance<br>Cost | Overhead<br>Cost | Ohead<br>Rate | Total<br>Billing |
|----------------------------------|---------------------------|-------------|---------------------|------------------|---------------|------------------|
| 00186191                         | Pelham@Van Born           | 25          | 185.95              | 46.49            | .25           | 232.44           |
| 00186369                         | Ann Arbor Trail@Outer Dri | 50          | 1,464.83            | 366.21           | .25           | 1,831.04         |
| 00187521                         | Beech-Daly@*Fire Station  | 100         | 673.22              | 168.30           | .25           | 841.52           |
| 00186532                         | Ann Arbor Trail@Inkster   | 25          | 32.55               | 8.14             | .25           | 40.69            |
| 00186696                         | Warren@Garling/Fieldg     | 25          | 189.53              | 47.38            | .25           | 236.91           |
| 00186766                         | Van Born@Campbell         | 25          | 87.21               | 21.80            | .25           | 109.01           |
| 00186812                         | Van Born@Gulley           | 25          | 46.57               | 11.64            | .25           | 58.21            |
| 500005 Dearborn Heights, City of |                           |             | 2,679.86            | 669.96           |               | 3,349.82         |
| Sum                              |                           |             |                     |                  |               |                  |

Western Wayne County Fire Department  
Mutual Aid Association  
5967 Bedford Pl  
Ann Arbor, MI 48105  
(248) 506-3401  
WWMutualAid@gmail.com



## INVOICE

### BILL TO

City of Dearborn Heights  
c/o Fire Chief  
1999 North Beech Daly  
Dearborn Hgts., MI. 48127

**INVOICE # 896**

**DATE** 06/01/2024

**DUE DATE** 07/01/2024

**TERMS** Net 30

| ACTIVITY                                                                                                                                     | QTY    | RATE     | AMOUNT   |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------|----------|----------|
| <b>Annual:Association Dues</b><br>Association Dues (base annual)                                                                             | 1      | 3,000.00 | 3,000.00 |
| <b>Annual:Dues HIRT Assessment</b><br>Western Wayne Association Dues<br>(per capita) WW HIRT/USAR Teams<br>Assessment - based on 2010 census | 57,774 | 0.16     | 9,243.84 |

New Address: 5967 Bedford PL., Ann Arbor, MI 48105

**BALANCE DUE**

**\$12,243.84**

(335-802)

JUL 09 2024

O.K. to pay

(335-802)

*Signature*

# CITY OF DEARBORN HEIGHTS

6045 FENTON • DEARBORN HEIGHTS, MICHIGAN 48127  
TELEPHONE (313) 791-3443 • FAX (313) 791-3441

## Ship To:

POLICE DEPARTMENT  
CITY OF DEARBORN HEIGHTS  
25637 MICHIGAN AVENUE

DEARBORN HEIGHTS MI 48125

VENDOR NO. 58030

V  
E  
N  
D  
O  
R  
WINDER POLICE EQUIPMENT INC.  
13400 REECK ROAD  
SOUTHGATE MI 48195

## PURCHASE ORDER

NO. 24-135

Date: 07/11/23

\*\*\*\*\*

BLANKET PURCHASE ORDERS

JULY 1, 2023 THROUGH JUNE 30, 2024  
TO BE PAID MONTHLY

TO COVER THE COST OF:

| Quantity | Unit | Description                                                         | Unit Cost | Total Cost |
|----------|------|---------------------------------------------------------------------|-----------|------------|
| 1        | UNIT | MISC REPAIRS AND SUPPLIES<br>FOR THE POLICE DEPT<br>101-300-932.000 | \$0.00    | \$0.00     |

*2,192.40*

Total PO Amount

0.00

JERROD HART

DIRECT INQUIRIES TO

*Calder!*

BUYER

**OK TO PAY**

*Ka. Lye 7/19/24*

*Swope*

**PURCHASE ORDER NUMBER MUST APPEAR ON INVOICE. OR INVOICE WILL NOT BE PAID!**

**M.S.D.S. REQUIRED ON HAZARDOUS MATERIAL**

**NOTE: ANY DEVIATION IN PRICE ON THIS ORDER MUST BE APPROVED BY THE CITY PURCHASING DIVISION PRIOR TO DELIVERY**

1. ORIGINAL INVOICES TO:  
COMPTROLLER'S OFFICE  
6045 FENTON, DBN. HTS., MI 48127
2. EXEMPT FROM STATE/LOCAL AND  
FEDERAL TAXES: 38-1712300
3. PURCHASE ORDER NUMBER MUST APPEAR ON ALL  
INVOICES, SHIPPERS, AND CORRESPONDENCES.
4. SUBSTITUTIONS NOT ACCEPTED WITHOUT PRIOR  
APPROVAL.
5. PARTIAL SHIPMENT WILL BE ACCEPTED IF  
INVOICED SEPARATELY. PAYMENT MADE UPON  
COMPLETION OF PURCHASE ORDER.
6. ACKNOWLEDGMENT COPY MUST BE RETURNED BEFORE  
ORDER IS BINDING.

**Winder Police Equipment Inc.**13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800**Customer Copy****Estimated  
Time Due****Invoice #241053**DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125**Ship to:**  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195**Thursday, June 27, 2024**  
3:05:05 PMOrdered on  
Wednesday, June 26, 2024Ship Via INSTALL  
Workorder # 164653

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 25          | 313-277-6770 | Richard     | GP           | UNIT# 25 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X884                  | 216          | 1GNSKLED0PR433380 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Installation of the new purchased vehicle equipment as outlined below\*\*\*\*\*

-----Patrol lightbar vehicle build-----

|                |                                            |   |       |         |
|----------------|--------------------------------------------|---|-------|---------|
|                | ---Electrical misc. equipment and parts--- |   |       |         |
| 48897          | 150 AMP CIRCUIT BREAKER - MANUAL RESET     | 1 | 40.00 | \$40.00 |
|                | SURFACE MOUNT WAYTEK                       |   |       |         |
| NON-STOCK PART | 70A fusible link                           | 1 | 10.00 | \$10.00 |

**Welcome, We appreciate your business.****PAID BY**  
Account \$50.00

|                |         |                        |         |
|----------------|---------|------------------------|---------|
| <b>Parts</b>   | \$50.00 | <b>Taxable</b>         | \$50.00 |
| <b>Labor</b>   | \$0.00  | <b>Non-Taxable</b>     | \$0.00  |
| <b>Freight</b> | \$0.00  | <b>NON TAXABLE SAL</b> | \$0.00  |
| <b>Other</b>   | \$0.00  |                        |         |

**Current Balance: \$75,365.02****Past Due Balance: (\$6,931.60)****Supplies** \$0.00**TOTAL \$50.00**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241054

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
3:09:27 PM

Ordered on  
Wednesday, June 26, 2024

Ship Via INSTALL  
Workorder # 164654

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 06          | 313-277-6770 | Richard     | GP           | UNIT# 06 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X908                  | 270          | 1GNSKLED6PR332232 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Installation of the new purchased vehicle equipment as outlined below\*\*\*\*\*

-----Patrol slick-roof vehicle build-----

|                                            |                                          |   |       |  |  |         |  |
|--------------------------------------------|------------------------------------------|---|-------|--|--|---------|--|
| ---Electrical misc. equipment and parts--- |                                          |   |       |  |  |         |  |
| 48897                                      | 150 AMP CIRCUIT BREAKER - MANUAL RESET - | 1 | 40.00 |  |  | \$40.00 |  |
|                                            | SURFACE MOUNT WAYTEK                     |   |       |  |  |         |  |
| NON-STOCK PART                             | 70A fusible link                         | 1 | 10.00 |  |  | \$10.00 |  |

Welcome, We appreciate your business.

## PAID BY

Account \$50.00

|         |         |                 |         |
|---------|---------|-----------------|---------|
| Parts   | \$50.00 | Taxable         | \$50.00 |
| Labor   | \$0.00  | Non-Taxable     | \$0.00  |
| Freight | \$0.00  | NON TAXABLE SAL | \$0.00  |
| Other   | \$0.00  |                 |         |

Current Balance: \$75,415.02

Past Due Balance: (\$6,931.60)

Supplies \$0.00

**TOTAL \$50.00**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241055

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE

Thursday, June 27, 2024  
3:09:52 PM

Ordered on  
Thursday, June 27, 2024

Ship Via INSTALL  
Workorder # 164670

| MAKE & MODEL             |              |                   | FLEET NO. | PHONE        | REP          | CSH   | PO #     | TERMS  |
|--------------------------|--------------|-------------------|-----------|--------------|--------------|-------|----------|--------|
| 2023 Chevrolet Tahoe PPV |              |                   | UNIT# 32  | 313-277-6770 | Richard      | GP    | UNIT# 32 | Net 30 |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE    | ENGINE SIZE  | TRANSMISSION | COLOR | PRD DATE |        |
| 096X172                  | 120          | 1GNSKLED8PR432025 |           |              |              | BLACK |          |        |
| CATALOG                  | DESCRIPTION  |                   |           | QTY          | PARTS        | LABOR | DISC     | TOTAL  |
|                          |              |                   |           |              |              |       |          | Code   |

\*\*\*\*\*Installation of the new purchased vehicle equipment as outlined below\*\*\*\*\*

-----Supervisor slick-roof vehicle build-----

|                                            |                                        |   |       |  |  |  |         |
|--------------------------------------------|----------------------------------------|---|-------|--|--|--|---------|
| ---Electrical misc. equipment and parts--- |                                        |   |       |  |  |  |         |
| 48897                                      | 150 AMP CIRCUIT BREAKER - MANUAL RESET | 1 | 40.00 |  |  |  | \$40.00 |
|                                            | SURFACE MOUNT WAYTEK                   |   |       |  |  |  |         |
| NON-STOCK PART                             | 70A fusible link                       | 1 | 10.00 |  |  |  | \$10.00 |

Welcome, We appreciate your business.

PAID BY  
Account \$50.00

|         |         |                 |         |
|---------|---------|-----------------|---------|
| Parts   | \$50.00 | Taxable         | \$50.00 |
| Labor   | \$0.00  | Non-Taxable     | \$0.00  |
| Freight | \$0.00  | NON TAXABLE SAL | \$0.00  |
| Other   | \$0.00  |                 |         |

Current Balance: \$75,465.02  
Past Due Balance: (\$6,931.60)

Supplies \$0.00

**TOTAL \$50.00**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241056

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
3:10:25 PM

Ordered on  
Thursday, June 27, 2024

Ship Via INSTALL  
Workorder # 164671

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 34          | 313-277-6770 | Richard     | GP           | UNIT# 34 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X900                  | 219          | 1GNSKLED9PR432017 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Installation of the new purchased vehicle equipment as outlined below\*\*\*\*\*

-----Patrol slick-roof vehicle build-----

|                                            |                                          |   |       |  |  |  |         |
|--------------------------------------------|------------------------------------------|---|-------|--|--|--|---------|
| ---Electrical misc. equipment and parts--- |                                          |   |       |  |  |  |         |
| 48897                                      | 150 AMP CIRCUIT BREAKER - MANUAL RESET - | 1 | 40.00 |  |  |  | \$40.00 |
|                                            | SURFACE MOUNT WAYTEK                     |   |       |  |  |  |         |
| NON-STOCK PART                             | 70A fusible link                         | 1 | 10.00 |  |  |  | \$10.00 |

Welcome, We appreciate your business.

PAID BY  
Account \$50.00

|         |         |                 |         |
|---------|---------|-----------------|---------|
| Parts   | \$50.00 | Taxable         | \$50.00 |
| Labor   | \$0.00  | Non-Taxable     | \$0.00  |
| Freight | \$0.00  | NON TAXABLE SAL | \$0.00  |
| Other   | \$0.00  |                 |         |

Current Balance: \$75,515.02

Past Due Balance: (\$6,931.60)

Supplies \$0.00

**TOTAL \$50.00**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Winder Police Equipment Inc.**

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

*Customer Copy*

Estimated  
Time Due

**Invoice #241064**

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

**Ship to:**  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Friday, June 28, 2024  
2:30:47 PM

Ordered on  
Wednesday, March 27, 2024

Ship Via INSTALL

Workorder # 164016

| MAKE & MODEL           |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2020 Ford P.I. Utility |              | UNIT# 40          | 313-277-6770 | Richard     | RW           | UNIT# 40 | Net 30   |       |      |
| LICENSE NO.            | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X899                |              | 1FM5K8AB7LGC35727 |              |             |              | BLACK    |          |       |      |
| CATALOG                | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Proposal for the replacement Push-Bumper and wrap-arounds for this vehicle\*\*\*\*\*

|                                                                                                                                                                                                                           |                                                                                                                                                                                          |   |        |        |  |          |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------|--------|--|----------|--|
| -----Push-Bumper-----                                                                                                                                                                                                     |                                                                                                                                                                                          |   |        |        |  |          |  |
| BK1543ITU20                                                                                                                                                                                                               | 2020-21 UTILITY PB450LR6 LIGHT READY BUMPER - ION                                                                                                                                        | 1 | 471.20 |        |  | \$471.20 |  |
|                                                                                                                                                                                                                           | - 4 IN CROSSBAR 2 ON SIDES SETINA                                                                                                                                                        |   |        |        |  |          |  |
| Note: Since the damaged Push-Bumper warning lights are fully operational and the wire harness intact, the above product is the "Light Ready" model. For cost savings, the Push-Bumper contains no lights or wire harness. |                                                                                                                                                                                          |   |        |        |  |          |  |
| -----Wrap-around-----                                                                                                                                                                                                     |                                                                                                                                                                                          |   |        |        |  |          |  |
| FK0400ITU20                                                                                                                                                                                                               | 2020-2024 UTILITY PB5 FENDER WRAPS - ALUMINUM - PB300/400                                                                                                                                | 1 | 511.20 |        |  | \$511.20 |  |
| INBOSH                                                                                                                                                                                                                    | INBOUND SHIPPING CHARGES                                                                                                                                                                 | 1 | 125.00 |        |  | \$125.00 |  |
| LABOR - 2024                                                                                                                                                                                                              | Installation of the new purchased Push-Bumper and fender wraps and the Whelen Howler siren speaker. Installation of the transferred LED warning lights from the old damaged Push-Bumper. | 6 |        | 135.00 |  | \$810.00 |  |
| NON-STOCK PART                                                                                                                                                                                                            | custom Howler speaker mounting bracket. Original was damaged beyond repair in the accident.                                                                                              | 1 | 75.00  |        |  | \$75.00  |  |

*Welcome. We appreciate your business.*

|                                       |          |            |                 |                   |
|---------------------------------------|----------|------------|-----------------|-------------------|
| PAID BY<br>Account \$1,992.40         | Parts    | \$1,057.40 | Taxable         | \$1,867.40        |
|                                       | Labor    | \$810.00   | Non-Taxable     | \$125.00          |
|                                       | Freight  | \$125.00   | NON TAXABLE SAL | \$0.00            |
|                                       | Other    | \$0.00     |                 |                   |
|                                       | Supplies | \$0.00     |                 |                   |
| <b>Current Balance: \$76,596.42</b>   |          |            |                 |                   |
| <b>Past Due Balance: (\$6,931.60)</b> |          |            |                 |                   |
| <b>TOTAL</b>                          |          |            |                 | <b>\$1,992.40</b> |

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# CITY OF DEARBORN HEIGHTS

6045 FENTON • DEARBORN HEIGHTS, MICHIGAN 48127  
TELEPHONE (313) 791-3443 • FAX (313) 791-3441

## Ship To:

POLICE DEPARTMENT  
CITY OF DEARBORN HEIGHTS  
25637 MICHIGAN AVENUE

DEARBORN HEIGHTS MI 48125

VENDOR NO. 58030

V  
E  
N  
D  
O  
R  
WINDER POLICE EQUIPMENT INC.  
13400 REECK ROAD  
SOUTHGATE MI 48195

## PURCHASE ORDER

NO. 24-135

Date: 07/11/23

\*\*\*\*\*

BLANKET PURCHASE ORDERS

JULY 1, 2023 THROUGH JUNE 30, 2024  
TO BE PAID MONTHLY

TO COVER THE COST OF:

| Quantity | Unit | Description                                      | Unit Cost | Total Cost |
|----------|------|--------------------------------------------------|-----------|------------|
| 1        | UNIT | MISC REPAIRS AND SUPPLIES<br>FOR THE POLICE DEPT | \$0.00    | \$0.00     |

101-300-932.000

**OK TO PAY**

67,996.33

Total PO Amount

0.00

JERROD HART

DIRECT INQUIRIES TO

*Jerrod Hart 263*  
*7/21/2024*

*[Signature]*

BUYER

**PURCHASE ORDER NUMBER MUST APPEAR ON INVOICE. OR INVOICE WILL NOT BE PAID!**

**M.S.D.S. REQUIRED ON HAZARDOUS MATERIAL**

NOTE: ANY DEVIATION IN PRICE ON THIS ORDER MUST BE APPROVED BY THE CITY PURCHASING DIVISION PRIOR TO DELIVERY

1. ORIGINAL INVOICES TO:  
COMPTROLLER'S OFFICE  
6045 FENTON, DEN. HTS., MI 48127
2. EXEMPT FROM STATE/LOCAL AND  
FEDERAL TAXES: 38-1712300
3. PURCHASE ORDER NUMBER MUST APPEAR ON ALL  
INVOICES, SHIPPERS, AND CORRESPONDENCES.

4. SUBSTITUTIONS NOT ACCEPTED WITHOUT PRIOR  
APPROVAL.
5. PARTIAL SHIPMENT WILL BE ACCEPTED IF  
INVOICED SEPARATELY. PAYMENT MADE UPON  
COMPLETION OF PURCHASE ORDER.
6. ACKNOWLEDGMENT COPY MUST BE RETURNED BEFORE  
ORDER IS BINDING.

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241015

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
12:04:08 AM

Ordered on  
Thursday, January 4, 2024

Ship Via INSTALL

Workorder # 163369

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 06          | 313-277-6770 | Richard     | RW           | UNIT# 06 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X908                  | 270          | 1GNSKLED6PR332232 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*

----Supervisor slick-roof vehicle build----

----Push-Bumper----

BK1516TAH21 2021 + TAHOE, PB450LR4, WHELEN ION - LIGHT READY, 1 456.75 \$456.75  
4 CROSSBAR MOUNT W/PADDING, SETINA

NON-STOCK PART Custom Push-Bumper light wire harness 1 175.00 \$175.00

Note: Installed the Whelen ION solo red and blue lights in the upper horizontal crossbar transferred from customers parts shelf.

Note: Installed the (2) Whelen M4 split red/blue lights on each side of the bumper transferred from the customers parts shelf.

----Push-Bumper wrap-around----

FK0402TAH21 2021+ TAHOE PB9 FENDER WRAPS - ALUMINUM - 1 527.20 \$527.20  
PB300/400 SETINA

Note: Installed the (2) Whelen ION solo white lights in the wraps transferred from the customers parts shelf.

I2J RED/BLUE BLACK, DUO LINEAR ION 2 140.70 \$281.40

---Front - Side exterior warning lighting---

MBCT21 2021 CHEVROLET TAHOE, MIRROR BEAMS - ORDER 1 485.00 \$485.00  
LIGHTHEADS SEPARATELY WHELEN

MBIONR RED ION SOLO LIGHTHEAD NO CHARGE FOR MIRROR 1 .00 \$0.00  
BEAM, WHELEN

MBIONB BLUE ION SOLO LIGHTHEAD NO CHARGE FOR MIRROR 1 .00 \$0.00  
BEAM, WHELEN

Welcome, We appreciate your business.

PAID BY

Account \$2,358.85

|         |            |                 |            |
|---------|------------|-----------------|------------|
| Parts   | \$2,358.85 | Taxable         | \$2,358.85 |
| Labor   | \$0.00     | Non-Taxable     | \$0.00     |
| Freight | \$0.00     | NON TAXABLE SAL | \$0.00     |
| Other   | \$0.00     |                 |            |

Current Balance: \$3,269.85

Past Due Balance: (\$6,931.60)

Supplies \$0.00

**TOTAL \$2,358.85**

Print Name

Signature

Date

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 06          | 313-277-6770 | Richard     | RW           | UNIT# 06 | Net 30   |       |      |
| LICENSE NO               | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X908                  | 270          | 1GNSKLED6PR332232 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

----Side exterior warning lights----

Note: None on this vehicle. Vehicle came with Dealer installed side warning lights. Additionally, Tracer warning lights are being installed.

----Rear hatch exterior warning lighting----

Note: Chevrolet Tahoe PPV has a factory taillight flasher.

Note: Installed the Whelen M4 red and blue lights transferred from the customers parts shelf.

|                                                     |                                        |   |        |  |  |  |  |          |  |
|-----------------------------------------------------|----------------------------------------|---|--------|--|--|--|--|----------|--|
| WCM4HLB-ITU20                                       | M4 HATCH LIGHT BRACKET - 1 PAIR        | 1 | 35.00  |  |  |  |  | \$35.00  |  |
| ----Rear exterior lower fascia warning lighting---- |                                        |   |        |  |  |  |  |          |  |
| TLI2D                                               | RED/WHITE DUO ION T-SERIES - WHELEN    | 1 | 132.20 |  |  |  |  | \$132.20 |  |
| TLI2E                                               | BLUE/WHITE DUO ION T-SERIES - WHELEN   | 1 | 132.30 |  |  |  |  | \$132.30 |  |
| TIONBKT1                                            | ION T-SERIES UNIVERSAL MOUNT WHELEN    | 2 | 18.00  |  |  |  |  | \$36.00  |  |
| ----Rear exterior warning lighting----              |                                        |   |        |  |  |  |  |          |  |
| WT21LEDR                                            | BRAKE - TAILLIGHT LED BULB, RED 2-PACK | 1 | 70.00  |  |  |  |  | \$70.00  |  |
| 921LEDW                                             | 921 STYLE BULB - LED, WHITE (1) PAIR   | 1 | 28.00  |  |  |  |  | \$28.00  |  |

*Welcome, We appreciate your business.*

|                                       |  |                 |                   |                         |                   |
|---------------------------------------|--|-----------------|-------------------|-------------------------|-------------------|
| <b>PAID BY</b>                        |  | <b>Parts</b>    | <b>\$2,358.85</b> | <b>Taxable</b>          | <b>\$2,358.85</b> |
| Account \$2,358.85                    |  | <b>Labor</b>    | <b>\$0.00</b>     | <b>Non-Taxable</b>      | <b>\$0.00</b>     |
|                                       |  | <b>Freight</b>  | <b>\$0.00</b>     | <b>NON TAXABLE SAL</b>  | <b>\$0.00</b>     |
|                                       |  | <b>Other</b>    | <b>\$0.00</b>     |                         |                   |
| <b>Current Balance: \$3,269.85</b>    |  |                 |                   | <b>TOTAL \$2,358.85</b> |                   |
| <b>Past Due Balance: (\$6,931.60)</b> |  | <b>Supplies</b> | <b>\$0.00</b>     |                         |                   |

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Estimated  
Time Due

Customer Copy

Invoice #241016

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
12:06:30 AM

Ordered on  
Friday, June 21, 2024  
Ship Via INSTALL  
Workorder # 164617

| MAKE & MODEL             |              | FLEET NO          | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 06          | 313-277-6770 | Richard     | RW           | UNIT# 06 | Net 30   |       |      |
| LICENSE NO               | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X908                  | 270          | 1GNSKLED6PR332232 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*

----Supervisor slick-roof vehicle build----

|                                                                 |                                                                                 |   |          |  |  |            |  |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------|---|----------|--|--|------------|--|
| ----Front interior windshield warning lighting----              |                                                                                 |   |          |  |  |            |  |
| BW54UFX PROMO                                                   | 2021-23 TAHOE, INNER EDGE DUO - XPL 12 LAMP DRIVER & PASS SIDE - WECANX         | 1 | 1,494.00 |  |  | \$1,494.00 |  |
| BWDD                                                            | XLP DRIVER SIDE LAMP MODULE - RED/WHITE NO CHARGE WITH XLP DUO INNER EDGE       | 6 | .00      |  |  | \$0.00     |  |
| BWPE                                                            | XLP DRIVER SIDE LAMP MODULE - BLUE/WHITE NO CHARGE WITH XLP DUO INNER EDGE      | 6 | .00      |  |  | \$0.00     |  |
| ----Rear exterior Outer Edge hatch spoiler warning lighting---- |                                                                                 |   |          |  |  |            |  |
| OEWD54 PROMO                                                    | 2021- + TAHOE, OUTER EDGE, REAR FACING, UPPER EXTERIOR MOUNT, 6 MODULES, WHELEN | 1 | 1,000.00 |  |  | \$1,000.00 |  |
| OEI2K                                                           | ADD 1 RED/AMBER ION W/CLEAR LENS - NO COST WHELEN                               | 3 | .00      |  |  | \$0.00     |  |
| OEI2M                                                           | ADD 1 BLUE/AMBER ION W/CLEAR LENS - NO COST WHELEN                              | 3 | .00      |  |  | \$0.00     |  |

Welcome, We appreciate your business.

|                                |          |            |                 |            |
|--------------------------------|----------|------------|-----------------|------------|
| PAID BY<br>Account \$2,494.00  | Parts    | \$2,494.00 | Taxable         | \$2,494.00 |
|                                | Labor    | \$0.00     | Non-Taxable     | \$0.00     |
|                                | Freight  | \$0.00     | NON TAXABLE SAL | \$0.00     |
|                                | Other    | \$0.00     |                 |            |
|                                | Supplies | \$0.00     |                 |            |
| Current Balance: \$5,763.85    |          |            |                 |            |
| Past Due Balance: (\$6,931.60) |          |            |                 |            |
| TOTAL                          |          |            |                 | \$2,494.00 |

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241017

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
12:07:33 AM

Ordered on  
Thursday, March 14, 2024

Ship Via INSTALL

Workorder # 163936

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 06          | 313-277-6770 | Richard     | RW           | UNIT# 06 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X908                  | 270          | 1GNSKLED6PR332232 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*

-----Supervisor stick-roof vehicle build-----

-----Side exterior warning lighting-----

|         |                                                                       |    |        |  |  |            |
|---------|-----------------------------------------------------------------------|----|--------|--|--|------------|
| TCRWX6  | TRACER 6-LAMP HOUSING - WECAN X WHELEN                                | 2  | 908.60 |  |  | \$1,817.20 |
| TCRWXPE | ADD DUO WECANX SERIES PRIMARY LINEAR LED MODULE - BLUE/WHITE WHELEN   | 2  | 38.50  |  |  | \$77.00    |
| TCRWXSE | ADD DUO WECANX SERIES SECONDARY LINEAR-LED MODULE - BLUE/WHITE WHELEN | 10 | 38.50  |  |  | \$385.00   |
| TCRB54A | 2021 CHEVY TAHOE RUNING BOARD MTG. KIT FOR 5 OR 6 LAMP TRACER WHELEN  | 2  | 72.10  |  |  | \$144.20   |

Welcome. We appreciate your business.

|                                |          |            |                 |                   |
|--------------------------------|----------|------------|-----------------|-------------------|
| PAID BY                        | Parts    | \$2,423.40 | Taxable         | \$2,423.40        |
| Account \$2,423.40             | Labor    | \$0.00     | Non-Taxable     | \$0.00            |
|                                | Freight  | \$0.00     | NON TAXABLE SAL | \$0.00            |
|                                | Other    | \$0.00     |                 |                   |
| Current Balance: \$8,187.25    |          |            |                 |                   |
| Past Due Balance: (\$6,931.60) | Supplies | \$0.00     | <b>TOTAL</b>    | <b>\$2,423.40</b> |

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Estimated  
Time Due

Customer Copy

Invoice #241018

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
12:08:42 AM

Ordered on  
Thursday, January 4, 2024

Ship Via INSTALL

Workorder # 163378

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 06          | 313-277-6770 | Richard     | RW           | UNIT# 06 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X908                  | 270          | 1GNSKLED6PR332232 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*

-----Supervisor slick-roof vehicle build-----

|              |                                                                                                                            |   |          |  |  |            |  |
|--------------|----------------------------------------------------------------------------------------------------------------------------|---|----------|--|--|------------|--|
| 122818816861 | -----Front exterior scene LED lighting-----<br>NIGHT LED LIGHT BAR - 22 INCH - 270 WATT FLOOD<br>SPOT COMBINATION          | 1 | 180.00   |  |  | \$180.00   |  |
| RPWS54       | --Rear exterior Outer Edge "D" -pillar warning lighting--<br>2021-2022 TAHOE, REAR PILLAR OUTER EDGE LED<br>LIGHTS, WHELEN | 1 | 1,147.30 |  |  | \$1,147.30 |  |
| OEIONR       | RED, SOLO LIGHTHEAD SIX REQUIRED (OUTER EDGE)<br>WHELEN (NO CHARGE)                                                        | 3 | .00      |  |  | \$0.00     |  |
| OEIONB       | BLUE SOLO LIGHTHEAD SIX REQUIRED (OUTER EDGE)<br>WHELEN (NO CHARGE)                                                        | 3 | .00      |  |  | \$0.00     |  |
| 002L1716     | -----Interior Illumination-----<br>RED/WHITE ALL LED UNIV. DOME LIGHT W/ FORD<br>CONNECTOR SOUNDOFF                        | 1 | 60.00    |  |  | \$60.00    |  |
| 400157       | ON/OFF Push-Button switch w/rubber cover and 6-inch pigtail<br>wire STREAMLIGHT                                            | 2 | 11.00    |  |  | \$22.00    |  |
| PEL2C        | NEW - WHITE, SUPER LED PERIMETER ENHANCEMENT<br>LIGHT, WHELEN                                                              | 1 | 175.70   |  |  | \$175.70   |  |

Welcome. We appreciate your business.

PAID BY

Account \$1,585.00

|         |            |                 |            |
|---------|------------|-----------------|------------|
| Parts   | \$1,585.00 | Taxable         | \$1,585.00 |
| Labor   | \$0.00     | Non-Taxable     | \$0.00     |
| Freight | \$0.00     | NON TAXABLE SAL | \$0.00     |
| Other   | \$0.00     |                 |            |

Current Balance: \$9,772.25

Past Due Balance: (\$6,931.60)

Supplies \$0.00

**TOTAL \$1,585.00**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241019

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
12:00:43 AM

Ordered on  
Thursday, March 14, 2024

Ship Via INSTALL

Workorder # 163937

| MAKE & MODEL             |              | FLEET NO          | PHONE        | REP         | CSH          | PO #     | TERMS    |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 06          | 313-277-6770 | Richard     | RW           | UNIT# 06 | Net 30   |      |
| LICENSE NO               | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |      |
| 010X908                  | 270          | 1GNSKLED6PR332232 |              |             |              | BLACK    |          |      |
| CATALOG                  | DESCRIPTION  |                   | QTY          | PARTS       | LABOR        | DISC     | TOTAL    | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*

-----Supervisor slick-roof vehicle build-----

-----Electronic siren - light control unit-----

Note: This is part of the Inner Edge warning light - siren - speaker promo package.

|              |                                                                                                         |   |          |  |  |            |  |
|--------------|---------------------------------------------------------------------------------------------------------|---|----------|--|--|------------|--|
| C399 PROMO   | CENCOM CORE WCX AMPLIFIER - PROMO PACKAGE                                                               | 1 | 1,000.00 |  |  | \$1,000.00 |  |
| CCTL7 PROMO  | 21 BUTTON CONTROL HEAD - PACKAGE PROMO CODE                                                             | 1 | .00      |  |  | \$0.00     |  |
| C399K6 PROMO | ODBI CANPORT INSTALL KIT - 2021 TAHOE PROMO                                                             | 1 | .00      |  |  | \$0.00     |  |
| SA315U PROMO | WHELEN<br>100 WATT SPEAKER BLK/NYLON COMPOSITE WHELEN -<br>PROMO PACKAGE - INCLUDED WITH THE C399 PROMO | 1 | .00      |  |  | \$0.00     |  |
| SAK70 PROMO  | 2021-2023 TAHOE SPEAKER BRACKET - PROMO<br>WHELEN                                                       | 1 | .00      |  |  | \$0.00     |  |

-----CORE electronic siren - light control options-----

|          |                                                         |   |        |  |  |          |  |
|----------|---------------------------------------------------------|---|--------|--|--|----------|--|
| CEM16    | EXPANSION MODULE, WECAN X 16 OUTPUT - 4 INPUT<br>WHELEN | 1 | 193.90 |  |  | \$193.90 |  |
| CANLITEB | LIGHT SENSOR -                                          | 1 | 58.10  |  |  | \$58.10  |  |

-----Howler low frequency siren-----

|         |                                                                                |   |        |  |  |          |  |
|---------|--------------------------------------------------------------------------------|---|--------|--|--|----------|--|
| CHWLUNI | HOWLER - WECANX SERIES - ONE SPEAKER WITH<br>UNIVERSAL MOUNTING BRACKET WHELEN | 1 | 503.30 |  |  | \$503.30 |  |
|---------|--------------------------------------------------------------------------------|---|--------|--|--|----------|--|

Welcome, We appreciate your business.

|                                |          |            |                 |                   |
|--------------------------------|----------|------------|-----------------|-------------------|
| PAID BY                        | Parts    | \$1,755.30 | Taxable         | \$1,755.30        |
| Account \$1,755.30             | Labor    | \$0.00     | Non-Taxable     | \$0.00            |
|                                | Freight  | \$0.00     | NON TAXABLE SAL | \$0.00            |
|                                | Other    | \$0.00     |                 |                   |
| Current Balance: \$11,527.55   |          |            |                 |                   |
| Past Due Balance: (\$6,931.60) | Supplies | \$0.00     | <b>TOTAL</b>    | <b>\$1,755.30</b> |

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Estimated  
Time Due

Invoice #241021

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
12:12:06 AM

Ordered on  
Tuesday, January 2, 2024

Ship Via INSTALL  
Workorder # 163355

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 06          | 313-277-6770 | Richard     | RW           | UNIT# 06 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X908                  | 270          | 1GNSKLED6PR332232 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*

-----Supervisor slick-roof vehicle build-----

-----Prisoner retention area-----

|             |                                                                                                    |   |          |  |  |            |  |
|-------------|----------------------------------------------------------------------------------------------------|---|----------|--|--|------------|--|
| PK0355TAH21 | 2021 + TAHOE, 10VSRP COATED POLY. HORIZONTAL RECESS PANEL PARTITION, SETINA                        | 1 | 831.20   |  |  | \$831.20   |  |
| QK2023TAH21 | 2021 TAHOE, #12VS EXPANDED METAL W/FULL REPLACEMENT SEAT W/CPSB - SETINA                           | 1 | 1,391.20 |  |  | \$1,391.20 |  |
| WK0514TAH21 | 2021 + TAHOE, WINDOW BARRIER STEEL, VERTICAL *FOR USE WITH STOCK DOOR PANELS, SETINA TPO DOOR PANE | 1 | 263.20   |  |  | \$263.20   |  |
| PL-LED      | LED REPLACEMENT BULB FOR THE V391C PRISONER LIGHT                                                  | 1 | 8.00     |  |  | \$8.00     |  |

-----Prisoner are Illumination-----

Note: Installed the prisoner light and mounting brackets transferred from the customers parts shelf.

Welcome. We appreciate your business.

|                                |          |            |                 |                   |
|--------------------------------|----------|------------|-----------------|-------------------|
| PAID BY                        | Parts    | \$2,493.60 | Taxable         | \$2,493.60        |
| Account \$2,493.60             | Labor    | \$0.00     | Non-Taxable     | \$0.00            |
|                                | Freight  | \$0.00     | NON TAXABLE SAL | \$0.00            |
|                                | Other    | \$0.00     |                 |                   |
| Current Balance: \$16,050.44   |          |            |                 |                   |
| Past Due Balance: (\$6,931.60) | Supplies | \$0.00     | <b>TOTAL</b>    | <b>\$2,493.60</b> |

Print Name

Signature

Date

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241022

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
12:13:08 AM

Ordered on  
Thursday, December 7, 2023

Ship Via INSTALL

Workorder # 163214

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 06          | 313-277-6770 | Richard     | RW           | UNIT# 06 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X908                  | 270          | 1GNSKLED6PR332232 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*

-----Supervisor slick-roof vehicle build-----

-----Weapons retention area-----

GK1409E SINGLE BLAC-RAC NO T-RAIL (REPLACES 1082E) SETINA 1 623.20 \$623.20  
Note: Installed the small shotgun lock and T-rail transferred from the customers parts shelf.

-----Rear Cargo area-----

TK1334TAH21 2021-UP TAHOE CARGO REAR DECK - MUST USE THE 1 399.20 \$399.20  
#12VS REAR CARGO PARTITION - NOT INCLUDED  
NON-STOCK PART AK0968TAH212ND Radio Box - mounts on the rear side of 1 200.00 \$200.00  
the #12VS cargo partition - Demo unit

---Electrical misc. equipment and parts---

Note: Installed the Power Tamer transferred from the customers parts shelf.

NON-STOCK PART Winder custom brake kill module 1 200.00 \$200.00  
MISC. - MISCELLANEOUS WIRE - TERMINALS - CONNECTORS - 1 225.00 \$225.00  
INSTALLATION CONDUIT - TIE WRAPS - ETC.  
COMPONENTS

INBOSH INBOUND SHIPPING CHARGES 1 450.00 \$450.00

Welcome, We appreciate your business.

|                                |          |            |                 |                   |
|--------------------------------|----------|------------|-----------------|-------------------|
| PAID BY                        | Parts    | \$1,647.40 | Taxable         | \$1,647.40        |
| Account \$2,097.40             | Labor    | \$0.00     | Non-Taxable     | \$450.00          |
|                                | Freight  | \$450.00   | NON TAXABLE SAL | \$0.00            |
|                                | Other    | \$0.00     |                 |                   |
| Current Balance: \$18,147.84   |          |            |                 |                   |
| Past Due Balance: (\$6,931.60) | Supplies | \$0.00     | <b>TOTAL</b>    | <b>\$2,097.40</b> |

Print Name

Signature

Date

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Estimated  
Time Due

Customer Copy

Invoice #241023

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
12:14:30 AM

Ordered on  
Wednesday, June 26, 2024

Ship Via INSTALL

Workorder # 164664

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 06          | 313-277-6770 | Richard     | RW           | UNIT# 06 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X908                  | 270          | 1GNSKLED6PR332232 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Installation of the new purchased vehicle equipment as outlined below\*\*\*\*\*

-----Supervisor slick-roof vehicle build-----

-----Electrical Center System and parts-----

|                |                                                    |   |        |          |
|----------------|----------------------------------------------------|---|--------|----------|
| NON-STOCK PART | Custom Forward lamp wire harness                   | 1 | 90.00  | \$90.00  |
| NON-STOCK PART | Custom Main body wire harness                      | 1 | 350.00 | \$350.00 |
| NON-STOCK PART | Custom Rear cargo equipment tray wire harness      | 1 | 650.00 | \$650.00 |
| NON-STOCK PART | Custom Rear hatch light wire harness               | 1 | 125.00 | \$125.00 |
| NON-STOCK PART | Custom Rear light wire harness                     | 1 | 125.00 | \$125.00 |
| NON-STOCK PART | Custom Delphi Electrical Center - fuses and relays | 1 | 175.00 | \$175.00 |

Welcome. We appreciate your business.

PAID BY

Account \$1,515.00

|         |            |                 |            |
|---------|------------|-----------------|------------|
| Parts   | \$1,515.00 | Taxable         | \$1,515.00 |
| Labor   | \$0.00     | Non-Taxable     | \$0.00     |
| Freight | \$0.00     | NON TAXABLE SAL | \$0.00     |
| Other   | \$0.00     |                 |            |

Current Balance: \$19,662.84

Past Due Balance: (\$6,931.60)

Supplies \$0.00

**TOTAL \$1,515.00**

Print Name

Signature

Date

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Estimated  
Time Due

Invoice #241024

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
12:15:56 AM

Ordered on  
Wednesday, June 26, 2024

Ship Via INSTALL  
Workorder # 164657

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 06          | 313-277-6770 | Richard     | RW           | UNIT# 06 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X908                  | 270          | 1GNSKLED6PR332232 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*This is a "Labor Only" Invoice\*\*\*\*\*

For the installation of the new purchased, transferred and customer provided vehicle equipment for this new vehicle.

-----Supervisor slick-roof vehicle build-----

|                              |                                                                          |    |        |            |    |
|------------------------------|--------------------------------------------------------------------------|----|--------|------------|----|
| LABOR - 2024                 | Standard hourly rate 2024 - 135.00                                       | 17 | 135.00 | \$2,295.00 |    |
| LABOR - SIREN<br>PROGRAMMING | PROGRAMMING OF THE SIREN - LIGHT UNIT FOR<br>OPERATION AND FUNCTIONALITY | 1  | 135.00 | \$135.00   | RW |

Welcome, We appreciate your business.

|                                |          |            |                 |                   |
|--------------------------------|----------|------------|-----------------|-------------------|
| PAID BY                        | Parts    | \$0.00     | Taxable         | \$2,430.00        |
| Account \$2,430.00             | Labor    | \$2,430.00 | Non-Taxable     | \$0.00            |
|                                | Freight  | \$0.00     | NON TAXABLE SAL | \$0.00            |
|                                | Other    | \$0.00     |                 |                   |
| Current Balance: \$22,092.84   |          |            | <b>TOTAL</b>    | <b>\$2,430.00</b> |
| Past Due Balance: (\$6,931.60) | Supplies | \$0.00     |                 |                   |

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241025

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
12:17:08 AM

Ordered on  
Wednesday, June 26, 2024

Ship Via INSTALL

Workorder # 164661

| MAKE & MODEL             |              | FLEET NO          | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 06          | 313-277-6770 | Richard     | RW           | UNIT# 06 | Net 30   |       |      |
| LICENSE NO               | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X908                  | 270          | 1GNSKLED6PR332232 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*This is a "Labor Only" invoice\*\*\*\*\*

For the installation of the new purchased, transferred and customer provided vehicle equipment for this new vehicle.

-----Supervisor slick-roof vehicle build-----

|              |                                    |    |        |            |
|--------------|------------------------------------|----|--------|------------|
| LABOR - 2024 | Standard hourly rate 2024 - 135.00 | 18 | 135.00 | \$2,430.00 |
|--------------|------------------------------------|----|--------|------------|

Welcome, We appreciate your business.

PAID BY

Account \$2,430.00

|         |            |                 |            |
|---------|------------|-----------------|------------|
| Parts   | \$0.00     | Taxable         | \$2,430.00 |
| Labor   | \$2,430.00 | Non-Taxable     | \$0.00     |
| Freight | \$0.00     | NON TAXABLE SAL | \$0.00     |
| Other   | \$0.00     |                 |            |

Current Balance: \$24,522.84

Past Due Balance: (\$6,931.60)

Supplies \$0.00

**TOTAL \$2,430.00**

Print Name

Signature

Date

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241026

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
2:01:43 AM

Ordered on  
Friday, June 21, 2024  
Ship Via INSTALL  
Workorder # 164613

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 32          | 313-277-6770 | Richard     | RW           | UNIT# 32 | Net 30   |       |      |
| LICENSE NO               | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 096X172                  | 120          | 1GNSKLED8PR432025 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*

-----Patrol slick-roof vehicle build\*\*\*\*\*

|                                              |                                                                                                                                           |   |        |  |  |          |  |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---|--------|--|--|----------|--|
| -----Push-Bumper-----                        |                                                                                                                                           |   |        |  |  |          |  |
| BK1516TAH21                                  | 2021 + TAHOE, PB450LR4, WHELEN ION - LIGHT READY, 4 CROSSBAR MOUNT W/PADDING, SETINA                                                      | 1 | 456.75 |  |  | \$456.75 |  |
| NON-STOCK PART                               | Custom Push-Bumper light wire harness                                                                                                     | 1 | 175.00 |  |  | \$175.00 |  |
| I2E                                          | BLUE/WHITE DUO ION LED - WHELEN                                                                                                           | 4 | 140.70 |  |  | \$562.80 |  |
| -----Push-Bumper wrap-around-----            |                                                                                                                                           |   |        |  |  |          |  |
| FK0402TAH21                                  | 2021+ TAHOE PB9 FENDER WRAPS - ALUMINUM - PB300/400 SETINA                                                                                | 1 | 527.20 |  |  | \$527.20 |  |
| IONB                                         | Note: Installed the (2) Whelen ION solo white lights in the wraps transferred from the customers parts shelf. BLUE, ION LED LIGHT, WHELEN | 2 | 117.60 |  |  | \$235.20 |  |
| ---Front - Side exterior warning lighting--- |                                                                                                                                           |   |        |  |  |          |  |
| MBCT21                                       | 2021 CHEVROLET TAHOE, MIRROR BEAMS - ORDER LIGHTHEADS SEPARATELY WHELEN                                                                   | 1 | 485.00 |  |  | \$485.00 |  |
| MBIONB                                       | BLUE ION SOLO LIGHTHEAD NO CHARGE FOR MIRROR BEAM, WHELEN                                                                                 | 2 | .00    |  |  | \$0.00   |  |

-----Side exterior warning lighting-----

Note: None on this vehicle. Vehicle came with Dealer installed side warning lights. Additionally, Tracer warning lights are being installed.

-----Rear hatch exterior warning lighting-----

Welcome. We appreciate your business.

|                                |          |            |                 |                   |
|--------------------------------|----------|------------|-----------------|-------------------|
| PAID BY                        | Parts    | \$2,476.95 | Taxable         | \$2,476.95        |
| Account \$2,476.95             | Labor    | \$0.00     | Non-Taxable     | \$0.00            |
|                                | Freight  | \$0.00     | NON TAXABLE SAL | \$0.00            |
|                                | Other    | \$0.00     |                 |                   |
| Current Balance: \$26,999.79   |          |            | <b>TOTAL</b>    | <b>\$2,476.95</b> |
| Past Due Balance: (\$6,931.60) | Supplies | \$0.00     |                 |                   |

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

| MAKE & MODEL             |              |                   | FLEET NO. | PHONE        | REP          | CSH   | PO #     | TERMS    |      |
|--------------------------|--------------|-------------------|-----------|--------------|--------------|-------|----------|----------|------|
| 2023 Chevrolet Tahoe PPV |              |                   | UNIT# 32  | 313-277-6770 | Richard      | RW    | UNIT# 32 | Net 30   |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE    | ENGINE SIZE  | TRANSMISSION |       | COLOR    | PRD DATE |      |
| 096X172                  | 120          | 1GNSKLED8PR432025 |           |              |              |       | BLACK    |          |      |
| CATALOG                  | DESCRIPTION  |                   |           | QTY          | PARTS        | LABOR | DISC     | TOTAL    | Code |

Note: Chevrolet Tahoe PPV has a factory taillight flasher.

Note: Installed the Whelen M4 red and blue lights transferred from the customers parts shelf.

|               |                                 |   |       |         |
|---------------|---------------------------------|---|-------|---------|
| WCM4HLB-ITU20 | M4 HATCH LIGHT BRACKET - 1 PAIR | 1 | 35.00 | \$35.00 |
|---------------|---------------------------------|---|-------|---------|

*Welcome. We appreciate your business.*

|                                                                              |                                                                    |                                                                    |                                                                                                                   |
|------------------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>PAID BY</b><br>Account \$2,476.95                                         | Parts \$2,476.95<br>Labor \$0.00<br>Freight \$0.00<br>Other \$0.00 | Taxable \$2,476.95<br>Non-Taxable \$0.00<br>NON TAXABLE SAL \$0.00 | <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>TOTAL</b> </div> <b>\$2,476.95</b> |
| <b>Current Balance: \$26,999.79</b><br><b>Past Due Balance: (\$6,931.60)</b> |                                                                    | Supplies \$0.00                                                    |                                                                                                                   |

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Estimated  
Time Due

Invoice #241027

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
2:03:09 AM

Ordered on  
Monday, June 24, 2024  
Ship Via INSTALL  
Workorder # 164626

| MAKE & MODEL             |              | FLEET NO          | PHONE        | REP         | CSH          | PO #     | TERMS    |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 32          | 313-277-6770 | Richard     | RW           | UNIT# 32 | Net 30   |      |
| LICENSE NO               | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |      |
| 096X172                  | 120          | 1GNSKLED8PR432025 |              |             |              | BLACK    |          |      |
| CATALOG                  | DESCRIPTION  |                   | QTY          | PARTS       | LABOR        | DISC     | TOTAL    | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*

|                                                                 |                                                                                 |   |          |  |  |            |  |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------|---|----------|--|--|------------|--|
| ----Front interior windshield warning lighting----              |                                                                                 |   |          |  |  |            |  |
| BW54UFX PROMO                                                   | 2021-23 TAHOE, INNER EDGE DUO - XPL 12 LAMP DRIVER & PASS SIDE - WECANX         | 1 | 1,494.00 |  |  | \$1,494.00 |  |
| BWDE                                                            | XLP DRIVER SIDE LAMP MODULE - BLUE/WHITE NO CHARGE WITH XLP DUO INNER EDGE      | 6 | .00      |  |  | \$0.00     |  |
| BWPE                                                            | XLP DRIVER SIDE LAMP MODULE - BLUE/WHITE NO CHARGE WITH XLP DUO INNER EDGE      | 6 | .00      |  |  | \$0.00     |  |
| ----Rear exterior Outer Edge hatch spoiler warning lighting---- |                                                                                 |   |          |  |  |            |  |
| OEWD54 PROMO                                                    | 2021- + TAHOE, OUTER EDGE, REAR FACING, UPPER EXTERIOR MOUNT, 6 MODULES, WHELEN | 1 | 1,000.00 |  |  | \$1,000.00 |  |
| OEI2M                                                           | ADD 1 BLUE/AMBER ION W/CLEAR LENS - NO COST WHELEN                              | 6 | .00      |  |  | \$0.00     |  |

Welcome, We appreciate your business.

|                                |          |            |                 |                   |
|--------------------------------|----------|------------|-----------------|-------------------|
| PAID BY                        | Parts    | \$2,494.00 | Taxable         | \$2,494.00        |
| Account \$2,494.00             | Labor    | \$0.00     | Non-Taxable     | \$0.00            |
|                                | Freight  | \$0.00     | NON TAXABLE SAL | \$0.00            |
|                                | Other    | \$0.00     |                 |                   |
| Current Balance: \$29,493.79   |          |            |                 |                   |
| Past Due Balance: (\$6,931.60) | Supplies | \$0.00     | <b>TOTAL</b>    | <b>\$2,494.00</b> |

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241028

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
2:04:51 AM

Ordered on  
Friday, June 21, 2024  
Ship Via INSTALL  
Workorder # 164615

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 32          | 313-277-6770 | Richard     | RW           | UNIT# 32 | Net 30   |       |      |
| LICENSE NO               | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 096X172                  | 120          | 1GNSKLED8PR432025 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*

-----Patrol slick-roof vehicle build-----

-----Side exterior warning lighting-----

|         |                                                                       |    |        |  |  |            |
|---------|-----------------------------------------------------------------------|----|--------|--|--|------------|
| TCRWX6  | TRACER 6-LAMP HOUSING - WECAN X WHELEN                                | 2  | 908.60 |  |  | \$1,817.20 |
| TCRWXPE | ADD DUO WECANX SERIES PRIMARY LINEAR LED MODULE - BLUE/WHITE WHELEN   | 2  | 38.50  |  |  | \$77.00    |
| TCRWXSE | ADD DUO WECANX SERIES SECONDARY LINEAR-LED MODULE - BLUE/WHITE WHELEN | 10 | 38.50  |  |  | \$385.00   |
| TCRB54A | 2021 CHEVY TAHOE RUNING BOARD MTG. KIT FOR 5 OR 6 LAMP TRACER WHELEN  | 2  | 72.10  |  |  | \$144.20   |

Welcome, We appreciate your business.

PAID BY

Account \$2,423.40

|         |            |                 |            |
|---------|------------|-----------------|------------|
| Parts   | \$2,423.40 | Taxable         | \$2,423.40 |
| Labor   | \$0.00     | Non-Taxable     | \$0.00     |
| Freight | \$0.00     | NON TAXABLE SAL | \$0.00     |
| Other   | \$0.00     |                 |            |

Current Balance: \$31,917.19

Past Due Balance: (\$6,931.60)

Supplies

\$0.00

**TOTAL \$2,423.40**

Print Name

Signature

Date

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241030

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
2:07:26 AM

Ordered on  
Monday, June 24, 2024

Ship Via INSTALL  
Workorder # 164629

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 32          | 313-277-6770 | Richard     | RW           | UNIT# 32 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 096X172                  | 120          | 1GNSKLED8PR432025 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*

-----Patrol slick-roof vehicle build-----

-----Electronic siren - light control unit-----

Note: This is part of the Inner Edge warning light - siren - speaker promo package.

|              |                                                                                                         |   |          |  |  |            |  |
|--------------|---------------------------------------------------------------------------------------------------------|---|----------|--|--|------------|--|
| C399 PROMO   | CENCOM CORE WCX AMPLIFIER - PROMO PACKAGE                                                               | 1 | 1,000.00 |  |  | \$1,000.00 |  |
| CCTL7 PROMO  | 21 BUTTON CONTROL HEAD - PACKAGE PROMO CODE                                                             | 1 | .00      |  |  | \$0.00     |  |
| C399K6 PROMO | ODBI CANPORT INSTALL KIT - 2021 TAHOE PROMO                                                             | 1 | .00      |  |  | \$0.00     |  |
| SA315U PROMO | WHELEN<br>100 WATT SPEAKER BLK/NYLON COMPOSITE WHELEN -<br>PROMO PACKAGE - INCLUDED WITH THE C399 PROMO | 1 | .00      |  |  | \$0.00     |  |
| SAK70 PROMO  | 2021-2023 TAHOE SPEAKER BRACKET - PROMO<br>WHELEN                                                       | 1 | .00      |  |  | \$0.00     |  |

-----CORE electronic siren - light control options-----

|          |                                                         |   |        |  |  |          |  |
|----------|---------------------------------------------------------|---|--------|--|--|----------|--|
| CEM16    | EXPANSION MODULE, WECAN X 16 OUTPUT - 4 INPUT<br>WHELEN | 1 | 193.90 |  |  | \$193.90 |  |
| CANLITEB | LIGHT SENSOR -                                          | 1 | 58.10  |  |  | \$58.10  |  |

-----Howler low frequency siren-----

|         |                                                                                |   |        |  |  |          |  |
|---------|--------------------------------------------------------------------------------|---|--------|--|--|----------|--|
| CHWLUNI | HOWLER - WECANX SERIES - ONE SPEAKER WITH<br>UNIVERSAL MOUNTING BRACKET WHELEN | 1 | 503.30 |  |  | \$503.30 |  |
|---------|--------------------------------------------------------------------------------|---|--------|--|--|----------|--|

Welcome. We appreciate your business.

PAID BY

Account \$1,755.30

|         |            |                 |            |
|---------|------------|-----------------|------------|
| Parts   | \$1,755.30 | Taxable         | \$1,755.30 |
| Labor   | \$0.00     | Non-Taxable     | \$0.00     |
| Freight | \$0.00     | NON TAXABLE SAL | \$0.00     |
| Other   | \$0.00     |                 |            |

Current Balance: \$35,732.59

Past Due Balance: (\$6,931.60)

Supplies \$0.00

**TOTAL \$1,755.30**

Print Name

Signature

Date

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241031

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
2:08:40 AM

Ordered on  
Wednesday, June 26, 2024  
Ship Via INSTALL  
Workorder # 164649

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 32          | 313-277-6770 | Richard     | RW           | UNIT# 32 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 096X172                  | 120          | 1GNSKLED8PR432025 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*

-----Patrol slick-roof vehicle build-----

|                                                                                           |                                                                                                   |   |        |  |  |          |    |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---|--------|--|--|----------|----|
| -----Center Console area-----                                                             |                                                                                                   |   |        |  |  |          |    |
| 7160-1566                                                                                 | 2021 CHEVROLET TAHOE - WIDE CONSOLE ONLY                                                          | 1 | 780.00 |  |  | \$780.00 |    |
| 7160-0339 NC                                                                              | WHELEN CENCOM/SOUNDOFF 380 LIGHT (4.00)                                                           | 1 | .00    |  |  | \$0.00   |    |
|                                                                                           | GAMBER JOHNSON - NO COST WITH CONSOLE PURCHASE                                                    |   |        |  |  |          |    |
| 7160-0321 NC                                                                              | FULL FACEPLATE/MOT.XTL 2500&5000 RADIO HEAD (3.00) GAMBER JOHNSON - NO COST WITH CONSOLE PURCHASE | 1 | .00    |  |  | \$0.00   | RW |
| 3130-0156 NC                                                                              | 4" BLANK FILLER PANEL - NO COST WITH A PURCHASED CONSOLE                                          | 1 | .00    |  |  | \$0.00   |    |
| 7160-0846                                                                                 | DUAL MCS INTERNAL CUPHOLDER (4.50) GAMBER JOHNSON                                                 | 1 | 56.00  |  |  | \$56.00  |    |
| 7160-0524                                                                                 | FOLDING ARMREST, VERTICAL - PEDESTAL BREAK-AWAY MOUNT GAMBER JOHNSON                              | 1 | 266.00 |  |  | \$266.00 |    |
| -----Computer mounting area-----                                                          |                                                                                                   |   |        |  |  |          |    |
| C-MD-114                                                                                  | 11" SLIDE OUT LOCKING SWING ARM HAVIS                                                             | 1 | 218.40 |  |  | \$218.40 |    |
| C-MD-204                                                                                  | LOW PROFILE TILT SWIVEL MOTION DEVICE HAVIS                                                       | 1 | 74.40  |  |  | \$74.40  |    |
| -----Communications radio - modem equipment and parts-----                                |                                                                                                   |   |        |  |  |          |    |
| Note: Installed the Motorola visor microphone transferred from the customers parts shelf. |                                                                                                   |   |        |  |  |          |    |
| MMSU-1                                                                                    | MAGNETIC MIC                                                                                      | 2 | 39.95  |  |  | \$79.90  |    |
| TRD695SCR-BL-25                                                                           | Ethernet CAT6 cable, blue - 25' long LCOM                                                         | 1 | 46.00  |  |  | \$46.00  | RW |

Welcome. We appreciate your business.

|                                |          |            |                 |                   |
|--------------------------------|----------|------------|-----------------|-------------------|
| PAID BY                        | Parts    | \$2,099.29 | Taxable         | \$2,099.29        |
| Account \$2,099.29             | Labor    | \$0.00     | Non-Taxable     | \$0.00            |
|                                | Freight  | \$0.00     | NON TAXABLE SAL | \$0.00            |
|                                | Other    | \$0.00     |                 |                   |
| Current Balance: \$37,831.88   |          |            |                 |                   |
| Past Due Balance: (\$6,931.60) | Supplies | \$0.00     | <b>TOTAL</b>    | <b>\$2,099.29</b> |

Print Name

Signature

Date

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 32          | 313-277-6770 | Richard     | RW           | UNIT# 32 | Net 30   |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |
| 096X172                  | 120          | 1GNSKLED8PR432025 |              |             |              | BLACK    |          |
| CATALOG                  | DESCRIPTION  | QTY               | PARTS        | LABOR       | DISC         | TOTAL    | Code     |

|          |                                                                              |   |       |  |  |         |  |
|----------|------------------------------------------------------------------------------|---|-------|--|--|---------|--|
| RMN5054B | Motorola Visor Microphone                                                    | 1 | 70.00 |  |  | \$70.00 |  |
| 44302    | ROCKER PADDLE SWITCH - MOMENTARY, LARGE<br>(REQUIRES THE SWITCH COVER 44366) | 1 | 12.00 |  |  | \$12.00 |  |
| 44366    | SWITCH COVER ACTUATOR - FOR THE 44302 SWITCH                                 | 1 | 4.00  |  |  | \$4.00  |  |

-----Printer equipment and parts-----

|                |                                         |   |       |  |  |         |  |
|----------------|-----------------------------------------|---|-------|--|--|---------|--|
| LB3692-003     | BROTHER PRINTER POWER CABLE             | 1 | 32.00 |  |  | \$32.00 |  |
| NON-STOCK PART | USB "A" straight to straight mini cable | 1 | 20.00 |  |  | \$20.00 |  |

-----Axon video system-----

Note: Install the customer provided Axon video system.

-----Communications antenna and parts-----

|                 |                                                                      |   |        |  |  |          |  |
|-----------------|----------------------------------------------------------------------|---|--------|--|--|----------|--|
| GPSD-7-27-24-58 | MIMO GPS/GNSS 2G/3G/4G W/LAN ANTENNA                                 | 1 | 260.19 |  |  | \$260.19 |  |
| AFM-835         | 800MHz ANTENNA WHIP SHORT                                            | 1 | 20.00  |  |  | \$20.00  |  |
| C23F-5M         | RADIO COAX CABLE FOR SHARKEE ANTENNA W/MINI<br>PL CONNECTOR          | 1 | 20.00  |  |  | \$20.00  |  |
| C29SP-5SJ       | CELL COAX CABLE CS29 CABLE 5m SMA PLUG TO SMA<br>JACK                | 2 | 22.69  |  |  | \$45.38  |  |
| C23FP-5SP-GNSS  | NEW GPS CABLE - FME(M)-SMA(M) 5M CS23                                | 1 | 23.50  |  |  | \$23.50  |  |
| C32SP-5SMARV    | WIFI/WLAN COAX CABLE - C32 CABLE 5m (16') SMA(M)<br>REVERSE POLARITY | 2 | 35.76  |  |  | \$71.52  |  |

-----Radar equipment and parts-----

Note: Installed the Kustom Eagle II dual antenna radar transferred from old 21 Utility.

*Welcome. We appreciate your business.*

|                                       |                 |                   |                        |                   |
|---------------------------------------|-----------------|-------------------|------------------------|-------------------|
| <b>PAID BY</b>                        | <b>Parts</b>    | <b>\$2,099.29</b> | <b>Taxable</b>         | <b>\$2,099.29</b> |
| Account \$2,099.29                    | <b>Labor</b>    | <b>\$0.00</b>     | <b>Non-Taxable</b>     | <b>\$0.00</b>     |
|                                       | <b>Freight</b>  | <b>\$0.00</b>     | <b>NON TAXABLE SAL</b> | <b>\$0.00</b>     |
|                                       | <b>Other</b>    | <b>\$0.00</b>     |                        |                   |
| <b>Current Balance: \$37,831.88</b>   |                 |                   | <b>TOTAL</b>           | <b>\$2,099.29</b> |
| <b>Past Due Balance: (\$6,931.60)</b> | <b>Supplies</b> | <b>\$0.00</b>     |                        |                   |

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241032

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
2:09:58 AM

Ordered on  
Wednesday, June 26, 2024

Ship Via INSTALL  
Workorder # 164651

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 32          | 313-277-6770 | Richard     | RW           | UNIT# 32 | Net 30   |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |      |
| 096X172                  | 120          | 1GNSKLED8PR432025 |              |             |              | BLACK    |          |      |
| CATALOG                  | DESCRIPTION  |                   | QTY          | PARTS       | LABOR        | DISC     | TOTAL    | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*

-----Patrol slick-roof vehicle build-----

|                                   |                                                                                                    |   |          |  |  |            |  |
|-----------------------------------|----------------------------------------------------------------------------------------------------|---|----------|--|--|------------|--|
| -----Prisoner retention area----- |                                                                                                    |   |          |  |  |            |  |
| 1K0574TAH21FR                     | 2021 + TAHOE, 6VS SINGLE PRISONER TRANSPORT PARTITION, COATED POLY., FOR USE W/FULL REPLACE. SEAT, | 1 | 991.20   |  |  | \$991.20   |  |
| QK2023TAH21                       | 2021 TAHOE, #12VS EXPANDED METAL W/FULL REPLACEMENT SEAT W/CPSB - SETINA                           | 1 | 1,391.20 |  |  | \$1,391.20 |  |
| PL-LED                            | LED REPLACEMENT BULB FOR THE V391C PRISONER LIGHT                                                  | 1 | 8.00     |  |  | \$8.00     |  |

Note: Modified the Setina full replacement prisoner seat for a single prisoner necessary for the SPT partition. Fabricated mounting brackets for a secure mounting of the modified seat.

-----Prisoner are Illumination-----

Note: Installed the prisoner light and mounting brackets transferred from the customers parts shelf.

Welcome, We appreciate your business.

|                                |          |            |                 |                   |
|--------------------------------|----------|------------|-----------------|-------------------|
| PAID BY                        | Parts    | \$2,390.40 | Taxable         | \$2,390.40        |
| Account \$2,390.40             | Labor    | \$0.00     | Non-Taxable     | \$0.00            |
|                                | Freight  | \$0.00     | NON TAXABLE SAL | \$0.00            |
|                                | Other    | \$0.00     |                 |                   |
| Current Balance: \$40,222.28   |          |            |                 |                   |
| Past Due Balance: (\$6,931.60) | Supplies | \$0.00     | <b>TOTAL</b>    | <b>\$2,390.40</b> |

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241034

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
2:11:56 AM

Ordered on  
Wednesday, June 26, 2024

Ship Via INSTALL

Workorder # 164665

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 32          | 313-277-6770 | Richard     | RW           | UNIT# 32 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 096X172                  | 120          | 1GNSKLED8PR432025 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Installation of the new purchased vehicle equipment as outlined below\*\*\*\*\*

-----Patrol slick-roof vehicle build-----

-----Electrical Center System and parts-----

|                |                                                    |   |        |          |
|----------------|----------------------------------------------------|---|--------|----------|
| NON-STOCK PART | Custom Forward lamp wire harness                   | 1 | 90.00  | \$90.00  |
| NON-STOCK PART | Custom Main body wire harness                      | 1 | 350.00 | \$350.00 |
| NON-STOCK PART | Custom Rear cargo equipment tray wire harness      | 1 | 650.00 | \$650.00 |
| NON-STOCK PART | Custom Rear hatch light wire harness               | 1 | 125.00 | \$125.00 |
| NON-STOCK PART | Custom Rear light wire harness                     | 1 | 125.00 | \$125.00 |
| NON-STOCK PART | Custom Delphi Electrical Center - fuses and relays | 1 | 175.00 | \$175.00 |

-----Additional labor for the installation of the Single Prisoner Partition unit and the modification of the prisoner seat for the SPT unit-----

|              |                                                   |   |        |          |
|--------------|---------------------------------------------------|---|--------|----------|
| LABOR - 2024 | SPT installation and prisoner seat modifications. | 7 | 135.00 | \$945.00 |
|--------------|---------------------------------------------------|---|--------|----------|

Welcome. We appreciate your business.

|                                |          |            |                 |                   |
|--------------------------------|----------|------------|-----------------|-------------------|
| PAID BY                        | Parts    | \$1,515.00 | Taxable         | \$2,460.00        |
| Account \$2,460.00             | Labor    | \$945.00   | Non-Taxable     | \$0.00            |
|                                | Freight  | \$0.00     | NON TAXABLE SAL | \$0.00            |
|                                | Other    | \$0.00     |                 |                   |
| Current Balance: \$45,000.58   |          |            |                 |                   |
| Past Due Balance: (\$6,931.60) | Supplies | \$0.00     |                 |                   |
|                                |          |            | <b>TOTAL</b>    | <b>\$2,460.00</b> |

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241035

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
2:12:53 AM

Ordered on  
Wednesday, June 26, 2024

Ship Via INSTALL  
Workorder # 164659

| MAKE & MODEL             |              | FLEET NO          | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 32          | 313-277-6770 | Richard     | RW           | UNIT# 32 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 096X172                  | 120          | 1GNSKLED8PR432025 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*This is a "Labor Only" invoice\*\*\*\*\*

For the installation of the new purchased, transferred and customer provided vehicle equipment for this new vehicle.

-----Patrol slick-roof vehicle build-----

|                           |                                                                       |    |        |            |    |
|---------------------------|-----------------------------------------------------------------------|----|--------|------------|----|
| LABOR - 2024              | Standard hourly rate 2024 - 135.00                                    | 17 | 135.00 | \$2,295.00 |    |
| LABOR - SIREN PROGRAMMING | PROGRAMMING OF THE SIREN - LIGHT UNIT FOR OPERATION AND FUNCTIONALITY | 1  | 135.00 | \$135.00   | RW |

Welcome, We appreciate your business.

PAID BY  
Account \$2,430.00

|         |            |                 |            |
|---------|------------|-----------------|------------|
| Parts   | \$0.00     | Taxable         | \$2,430.00 |
| Labor   | \$2,430.00 | Non-Taxable     | \$0.00     |
| Freight | \$0.00     | NON TAXABLE SAL | \$0.00     |
| Other   | \$0.00     |                 |            |

Current Balance: \$47,430.58

Past Due Balance: (\$6,931.60)

Supplies \$0.00

**TOTAL \$2,430.00**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241036

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
2:13:19 AM

Ordered on  
Wednesday, June 26, 2024

Ship Via INSTALL

Workorder # 164662

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 32          | 313-277-6770 | Richard     | RW           | UNIT# 32 | Net 30   |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |      |
| 096X172                  | 120          | 1GNSKLED8PR432025 |              |             |              | BLACK    |          |      |
| CATALOG                  | DESCRIPTION  |                   | QTY          | PARTS       | LABOR        | DISC     | TOTAL    | Code |

\*\*\*\*\*This is a "Labor Only" invoice\*\*\*\*\*

For the installation of the new purchased, transferred and customer provided vehicle equipment for this new vehicle.

-----Patrol slick-roof vehicle build-----

|              |                                    |    |        |            |
|--------------|------------------------------------|----|--------|------------|
| LABOR - 2024 | Standard hourly rate 2024 - 135.00 | 18 | 135.00 | \$2,430.00 |
|--------------|------------------------------------|----|--------|------------|

Welcome. We appreciate your business.

PAID BY  
Account \$2,430.00

|         |            |                 |            |
|---------|------------|-----------------|------------|
| Parts   | \$0.00     | Taxable         | \$2,430.00 |
| Labor   | \$2,430.00 | Non-Taxable     | \$0.00     |
| Freight | \$0.00     | NON TAXABLE SAL | \$0.00     |
| Other   | \$0.00     |                 |            |

Current Balance: \$49,860.58  
Past Due Balance: (\$6,931.60)

Supplies \$0.00

**TOTAL \$2,430.00**

Print Name

Signature

Date

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241037

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
2:15:51 AM

Ordered on  
Friday, June 21, 2024  
Ship Via INSTALL  
Workorder # 164614

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 34          | 313-277-6770 | Richard     | RW           | UNIT# 34 | Net 30   |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |      |
| 010X900                  | 219          | 1GNSKLED9PR432017 |              |             |              | BLACK    |          |      |
| CATALOG                  | DESCRIPTION  |                   | QTY          | PARTS       | LABOR        | DISC     | TOTAL    | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*  
----Patrol slick-roof vehicle build\*\*\*\*\*

|                                                                                                               |                                                                                      |   |        |  |  |          |  |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---|--------|--|--|----------|--|
| ----Push-Bumper----                                                                                           |                                                                                      |   |        |  |  |          |  |
| BK1516TAH21                                                                                                   | 2021 + TAHOE, PB450LR4, WHELEN ION - LIGHT READY, 4 CROSSBAR MOUNT W/PADDING, SETINA | 1 | 456.75 |  |  | \$456.75 |  |
| NON-STOCK PART                                                                                                | Custom Push-Bumper light wire harness                                                | 1 | 175.00 |  |  | \$175.00 |  |
| I2E                                                                                                           | BLUE/WHITE DUO ION LED - WHELEN                                                      | 4 | 140.70 |  |  | \$562.80 |  |
| ----Push-Bumper wrap-around----                                                                               |                                                                                      |   |        |  |  |          |  |
| FK0402TAH21                                                                                                   | 2021+ TAHOE PB9 FENDER WRAPS - ALUMINUM - PB300/400 SETINA                           | 1 | 527.20 |  |  | \$527.20 |  |
| Note: Installed the (2) Whelen ION solo white lights in the wraps transferred from the customers parts shelf. |                                                                                      |   |        |  |  |          |  |
| IONB                                                                                                          | BLUE, ION LED LIGHT, WHELEN                                                          | 2 | 117.60 |  |  | \$235.20 |  |
| ----Front - Side exterior warning lighting----                                                                |                                                                                      |   |        |  |  |          |  |
| MBCT21                                                                                                        | 2021 CHEVROLET TAHOE, MIRROR BEAMS - ORDER LIGHTHEADS SEPARATELY WHELEN              | 1 | 485.00 |  |  | \$485.00 |  |
| MBIONB                                                                                                        | BLUE ION SOLO LIGHTHEAD NO CHARGE FOR MIRROR BEAM, WHELEN                            | 2 | .00    |  |  | \$0.00   |  |

----Side exterior warning lights----  
Note: None on this vehicle. Vehicle came with Dealer installed side warning lights. Additionally, Tracer warning lights are being installed.

----Rear hatch exterior warning lighting----

Welcome, We appreciate your business.

|                                |          |                             |                 |            |
|--------------------------------|----------|-----------------------------|-----------------|------------|
| PAID BY<br>Account \$2,476.95  | Parts    | \$2,476.95                  | Taxable         | \$2,476.95 |
|                                | Labor    | \$0.00                      | Non-Taxable     | \$0.00     |
|                                | Freight  | \$0.00                      | NON TAXABLE SAL | \$0.00     |
|                                | Other    | \$0.00                      |                 |            |
|                                |          |                             |                 |            |
| Current Balance: \$52,337.53   |          | <div>TOTAL</div> \$2,476.95 |                 |            |
| Past Due Balance: (\$6,931.60) |          |                             |                 |            |
|                                | Supplies | \$0.00                      |                 |            |

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 34          | 313-277-6770 | Richard     | RW           | UNIT# 34 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X900                  | 219          | 1GNSKLED9PR432017 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

Note: Chevrolet Tahoe PPV has a factory taillight flasher.

Note: Installed the Whelen M4 red and blue lights transferred from the customers parts shelf.

|               |                                 |   |       |         |
|---------------|---------------------------------|---|-------|---------|
| WCM4HLB-ITU20 | M4 HATCH LIGHT BRACKET - 1 PAIR | 1 | 35.00 | \$35.00 |
|---------------|---------------------------------|---|-------|---------|

*Welcome. We appreciate your business.*

**PAID BY**

Account \$2,476.95

|          |            |                 |            |
|----------|------------|-----------------|------------|
| Parts    | \$2,476.95 | Taxable         | \$2,476.95 |
| Labor    | \$0.00     | Non-Taxable     | \$0.00     |
| Freight  | \$0.00     | NON TAXABLE SAL | \$0.00     |
| Other    | \$0.00     |                 |            |
| Supplies | \$0.00     |                 |            |

**Current Balance: \$52,337.53**

**Past Due Balance: (\$6,931.60)**

**TOTAL \$2,476.95**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Invoice #241037

Page 2 of 2

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Estimated  
Time Due

Customer Copy

Invoice #241038

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
2:16:51 AM

Ordered on  
Friday, June 21, 2024  
Ship Via INSTALL  
Workorder # 164616

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 34          | 313-277-6770 | Richard     | RW           | UNIT# 34 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X900                  | 219          | 1GNSKLED9PR432017 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*

|                                                                 |                                                                                 |   |          |  |  |            |  |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------|---|----------|--|--|------------|--|
| ----Front interior windshield warning lighting----              |                                                                                 |   |          |  |  |            |  |
| BW54UFX PROMO                                                   | 2021-23 TAHOE, INNER EDGE DUO - XPL 12 LAMP DRIVER & PASS SIDE - WECANX         | 1 | 1,494.00 |  |  | \$1,494.00 |  |
| BWDE                                                            | XLP DRIVER SIDE LAMP MODULE - BLUE/WHITE NO CHARGE WITH XLP DUO INNER EDGE      | 6 | .00      |  |  | \$0.00     |  |
| BWPE                                                            | XLP DRIVER SIDE LAMP MODULE - BLUE/WHITE NO CHARGE WITH XLP DUO INNER EDGE      | 6 | .00      |  |  | \$0.00     |  |
| ----Rear exterior Outer Edge hatch spoiler warning lighting---- |                                                                                 |   |          |  |  |            |  |
| OEWD54 PROMO                                                    | 2021- + TAHOE, OUTER EDGE, REAR FACING, UPPER EXTERIOR MOUNT, 6 MODULES, WHELEN | 1 | 1,000.00 |  |  | \$1,000.00 |  |
| OEI2M                                                           | ADD 1 BLUE/AMBER ION W/CLEAR LENS - NO COST WHELEN                              | 6 | .00      |  |  | \$0.00     |  |

Welcome. We appreciate your business.

## PAID BY

Account \$2,494.00

|         |            |                 |            |
|---------|------------|-----------------|------------|
| Parts   | \$2,494.00 | Taxable         | \$2,494.00 |
| Labor   | \$0.00     | Non-Taxable     | \$0.00     |
| Freight | \$0.00     | NON TAXABLE SAL | \$0.00     |
| Other   | \$0.00     |                 |            |

Current Balance: \$54,831.53

Past Due Balance: (\$6,931.60)

Supplies \$0.00

**TOTAL \$2,494.00**

Print Name

Signature

Date

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241039

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
2:17:40 AM

Ordered on  
Thursday, January 4, 2024  
Ship Via INSTALL  
Workorder # 163370

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 34          | 313-277-6770 | Richard     | RW           | UNIT# 34 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X900                  | 219          | 1GNSKLED9PR432017 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle  
equipment as outlined below\*\*\*\*\*  
-----Patrol slick-roof vehicle build-----

|                                          |                                                 |    |        |  |  |            |  |
|------------------------------------------|-------------------------------------------------|----|--------|--|--|------------|--|
| -----Side exterior warning lighting----- |                                                 |    |        |  |  |            |  |
| TCRWX6                                   | TRACER 6-LAMP HOUSING - WECAN X WHELEN          | 2  | 908.60 |  |  | \$1,817.20 |  |
| TCRWXPE                                  | ADD DUO WECANX SERIES PRIMARY LINEAR LED        | 2  | 38.50  |  |  | \$77.00    |  |
|                                          | MODULE - BLUE/WHITE WHELEN                      |    |        |  |  |            |  |
| TCRWXSE                                  | ADD DUO WECANX SERIES SECONDARY LINEAR-LED      | 10 | 38.50  |  |  | \$385.00   |  |
|                                          | MODULE - BLUE/WHITE WHELEN                      |    |        |  |  |            |  |
| TCRB54A                                  | 2021 CHEVY TAHOE RUNING BOARD MTG. KIT FOR 5 OR | 2  | 72.10  |  |  | \$144.20   |  |
|                                          | 6 LAMP TRACER WHELEN                            |    |        |  |  |            |  |

Welcome. We appreciate your business.

|                                |          |            |                 |                   |
|--------------------------------|----------|------------|-----------------|-------------------|
| PAID BY                        | Parts    | \$2,423.40 | Taxable         | \$2,423.40        |
| Account \$2,423.40             | Labor    | \$0.00     | Non-Taxable     | \$0.00            |
|                                | Freight  | \$0.00     | NON TAXABLE SAL | \$0.00            |
|                                | Other    | \$0.00     |                 |                   |
| Current Balance: \$57,254.93   |          |            |                 |                   |
| Past Due Balance: (\$6,931.60) | Supplies | \$0.00     | <b>TOTAL</b>    | <b>\$2,423.40</b> |

Print Name

Signature

Date

**Winder Police Equipment Inc.**

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

*Customer Copy*

**Estimated  
Time Due**

**Invoice #241040**

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

**Ship to:**  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
2:18:55 AM

Ordered on  
Tuesday, June 25, 2024

Ship Via INSTALL  
Workorder # 164641

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 34          | 313-277-6770 | Richard     | RW           | UNIT# 34 | Net 30   |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |      |
| 010X900                  | 219          | 1GNSKLED9PR432017 |              |             |              | BLACK    |          |      |
| CATALOG                  | DESCRIPTION  |                   | QTY          | PARTS       | LABOR        | DISC     | TOTAL    | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*

-----Patrol slick-roof vehicle build-----

|              |                                                                                                                               |   |          |  |  |            |  |
|--------------|-------------------------------------------------------------------------------------------------------------------------------|---|----------|--|--|------------|--|
| 122818816861 | -----Front exterior scene LED lighting-----<br>NIGHT LED LIGHT BAR - 22 INCH - 270 WATT FLOOD<br>SPOT COMBINATION             | 1 | 180.00   |  |  | \$180.00   |  |
| RPWS54       | -----Rear exterior Outer Edge "D" -pillar warning lighting--<br>2021-2022 TAHOE, REAR PILLAR OUTER EDGE LED<br>LIGHTS, WHELEN | 1 | 1,147.30 |  |  | \$1,147.30 |  |
| OEIONB       | BLUE SOLO LIGHTHEAD SIX REQUIRED (OUTER EDGE)<br>WHELEN (NO CHARGE)                                                           | 6 | .00      |  |  | \$0.00     |  |
| TLI2E        | -----Rear exterior lower fascia warning lighting-----<br>BLUE/WHITE DUO ION T-SERIES - WHELEN                                 | 2 | 132.30   |  |  | \$264.60   |  |
| TIONBKT1     | ION T-SERIES UNIVERSAL MOUNT WHELEN                                                                                           | 2 | 18.00    |  |  | \$36.00    |  |
| WT21LEDR     | -----Rear exterior warning lighting-----<br>BRAKE - TAILLIGHT LED BULB, RED 2-PACK                                            | 1 | 70.00    |  |  | \$70.00    |  |
| 921LEDW      | 921 STYLE BULB - LED, WHITE (1) PAIR                                                                                          | 1 | 28.00    |  |  | \$28.00    |  |
| 002LI716     | -----Interior illumination-----<br>RED/WHITE ALL LED UNIV. DOME LIGHT W/ FORD<br>CONNECTOR SOUND OFF                          | 1 | 60.00    |  |  | \$60.00    |  |
| 400157       | ON/OFF Push-Button switch w/rubber cover and 6-Inch pigtail<br>wire STREAMLIGHT                                               | 2 | 11.00    |  |  | \$22.00    |  |

*Welcome. We appreciate your business.*

|                                       |                 |                   |                        |                   |
|---------------------------------------|-----------------|-------------------|------------------------|-------------------|
| <b>PAID BY</b>                        | <b>Parts</b>    | <b>\$2,246.80</b> | <b>Taxable</b>         | <b>\$2,246.80</b> |
| Account \$2,246.80                    | <b>Labor</b>    | <b>\$0.00</b>     | <b>Non-Taxable</b>     | <b>\$0.00</b>     |
|                                       | <b>Freight</b>  | <b>\$0.00</b>     | <b>NON TAXABLE SAL</b> | <b>\$0.00</b>     |
|                                       | <b>Other</b>    | <b>\$0.00</b>     |                        |                   |
| <b>Current Balance: \$59,501.73</b>   |                 |                   |                        |                   |
| <b>Past Due Balance: (\$6,931.60)</b> | <b>Supplies</b> | <b>\$0.00</b>     | <b>TOTAL</b>           | <b>\$2,246.80</b> |

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

| MAKE & MODEL             |                                                            | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |          |      |
|--------------------------|------------------------------------------------------------|-------------------|--------------|-------------|--------------|----------|----------|----------|------|
| 2023 Chevrolet Tahoe PPV |                                                            | UNIT# 34          | 313-277-6770 | Richard     | RW           | UNIT# 34 | Net 30   |          |      |
| LICENSE NO.              | MILES IN/OUT                                               | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |          |      |
| 010X900                  | 219                                                        | 1GNSKLED9PR432017 |              |             |              | BLACK    |          |          |      |
| CATALOG                  | DESCRIPTION                                                |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL    | Code |
| PEL2C                    | NEW - WHITE, SUPER LED PERIMETER ENHANCEMENT LIGHT, WHELEN |                   |              | 1           | 175.70       |          |          | \$175.70 |      |

|             |                                                                                                                                              |  |  |   |        |  |  |          |  |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------|--|--|---|--------|--|--|----------|--|
| WK0514TAH21 | ----Prisoner retention area-----<br>2021 + TAHOE, WINDOW BARRIER STEEL, VERTICAL<br>*FOR USE WITH STOCK DOOR PANELS, SETINA TPO<br>DOOR PANE |  |  | 1 | 263.20 |  |  | \$263.20 |  |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------|--|--|---|--------|--|--|----------|--|

*Welcome, We appreciate your business.*

|                                       |  |          |            |                 |                   |
|---------------------------------------|--|----------|------------|-----------------|-------------------|
| <b>PAID BY</b>                        |  | Parts    | \$2,246.80 | Taxable         | \$2,246.80        |
| Account \$2,246.80                    |  | Labor    | \$0.00     | Non-Taxable     | \$0.00            |
|                                       |  | Freight  | \$0.00     | NON TAXABLE SAL | \$0.00            |
|                                       |  | Other    | \$0.00     |                 |                   |
| <b>Current Balance: \$59,501.73</b>   |  |          |            |                 |                   |
| <b>Past Due Balance: (\$6,931.60)</b> |  | Supplies | \$0.00     |                 |                   |
|                                       |  |          |            | <b>TOTAL</b>    | <b>\$2,246.80</b> |

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241041

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
2:18:45 AM

Ordered on  
Monday, June 24, 2024  
Ship Via INSTALL  
Workorder # 164630

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 34          | 313-277-6770 | Richard     | RW           | UNIT# 34 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X900                  | 219          | 1GNSKLED9PR432017 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*

-----Patrol slick-roof vehicle build-----

-----Electronic siren - light control unit-----

Note: This is part of the Inner Edge warning light - siren - speaker promo package.

|              |                                                                                         |   |          |  |  |            |  |
|--------------|-----------------------------------------------------------------------------------------|---|----------|--|--|------------|--|
| C399 PROMO   | CENCOM CORE WCX AMPLIFIER - PROMO PACKAGE                                               | 1 | 1,000.00 |  |  | \$1,000.00 |  |
| CCTL7 PROMO  | 21 BUTTON CONTROL HEAD - PACKAGE PROMO CODE                                             | 1 | .00      |  |  | \$0.00     |  |
| C399K6 PROMO | ODBII CANPORT INSTALL KIT - 2021 TAHOE PROMO                                            | 1 | .00      |  |  | \$0.00     |  |
| SA315U PROMO | WHELEN<br>100 WATT SPEAKER BLK/NYLON COMPOSITE WHELEN -                                 | 1 | .00      |  |  | \$0.00     |  |
| SAK70 PROMO  | PROMO PACKAGE - INCLUDED WITH THE C399 PROMO<br>2021-2023 TAHOE SPEAKER BRACKET - PROMO | 1 | .00      |  |  | \$0.00     |  |
|              | WHELEN                                                                                  |   |          |  |  |            |  |

-----CORE electronic siren - light control options-----

|          |                                               |   |        |  |  |          |  |
|----------|-----------------------------------------------|---|--------|--|--|----------|--|
| CEM16    | EXPANSION MODULE, WECAN X 16 OUTPUT - 4 INPUT | 1 | 193.90 |  |  | \$193.90 |  |
|          | WHELEN                                        |   |        |  |  |          |  |
| CANLITEB | LIGHT SENSOR -                                | 1 | 58.10  |  |  | \$58.10  |  |

-----Howler low frequency siren-----

|         |                                           |   |        |  |  |          |  |
|---------|-------------------------------------------|---|--------|--|--|----------|--|
| CHWLUNI | HOWLER - WECANX SERIES - ONE SPEAKER WITH | 1 | 503.30 |  |  | \$503.30 |  |
|         | UNIVERSAL MOUNTING BRACKET WHELEN         |   |        |  |  |          |  |

Welcome, We appreciate your business.

|                                |          |            |                 |                   |
|--------------------------------|----------|------------|-----------------|-------------------|
| PAID BY                        | Parts    | \$1,755.30 | Taxable         | \$1,755.30        |
| Account \$1,755.30             | Labor    | \$0.00     | Non-Taxable     | \$0.00            |
|                                | Freight  | \$0.00     | NON TAXABLE SAL | \$0.00            |
|                                | Other    | \$0.00     |                 |                   |
| Current Balance: \$61,257.03   |          |            |                 |                   |
| Past Due Balance: (\$6,931.60) | Supplies | \$0.00     | <b>TOTAL</b>    | <b>\$1,755.30</b> |

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241042

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
2:21:05 AM

Ordered on  
Wednesday, June 26, 2024

Ship Via INSTALL

Workorder # 164650

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 34          | 313-277-6770 | Richard     | RW           | UNIT# 34 | Net 30   |      |
| LICENSE NO               | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |      |
| 010X900                  | 219          | 1GNSKLED9PR432017 |              |             |              | BLACK    |          |      |
| CATALOG                  | DESCRIPTION  |                   | QTY          | PARTS       | LABOR        | DISC     | TOTAL    | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*

-----Patrol slick-roof vehicle build-----

|                                                                                           |                                                                                                   |   |  |        |  |          |    |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---|--|--------|--|----------|----|
| -----Center Console area-----                                                             |                                                                                                   |   |  |        |  |          |    |
| 7160-1566                                                                                 | 2021 CHEVROLET TAHOE - WIDE CONSOLE ONLY                                                          | 1 |  | 780.00 |  | \$780.00 |    |
| 7160-0339 NC                                                                              | WHELEN CENCOM/SOUNDOFF 380 LIGHT (4.00)                                                           | 1 |  | .00    |  | \$0.00   |    |
|                                                                                           | GAMBER JOHNSON - NO COST WITH CONSOLE PURCHASE                                                    |   |  |        |  |          |    |
| 7160-0321 NC                                                                              | FULL FACEPLATE/MOT.XTL 2500&5000 RADIO HEAD (3.00) GAMBER JOHNSON - NO COST WITH CONSOLE PURCHASE | 1 |  | .00    |  | \$0.00   | RW |
| 3130-0156 NC                                                                              | 4" BLANK FILLER PANEL - NO COST WITH A PURCHASED CONSOLE                                          | 1 |  | .00    |  | \$0.00   |    |
| 7160-0846                                                                                 | DUAL MCS INTERNAL CUPHOLDER (4.50) GAMBER JOHNSON                                                 | 1 |  | 56.00  |  | \$56.00  |    |
| 7160-0524                                                                                 | FOLDING ARMREST, VERTICAL - PEDESTAL BREAK-AWAY MOUNT GAMBER JOHNSON                              | 1 |  | 266.00 |  | \$266.00 |    |
| -----Computer mounting area-----                                                          |                                                                                                   |   |  |        |  |          |    |
| C-MD-114                                                                                  | 11" SLIDE OUT LOCKING SWING ARM HAVIS                                                             | 1 |  | 218.40 |  | \$218.40 |    |
| C-MD-204                                                                                  | LOW PROFILE TILT SWIVEL MOTION DEVICE HAVIS                                                       | 1 |  | 74.40  |  | \$74.40  |    |
| -----Communications radio - modem equipment and parts-----                                |                                                                                                   |   |  |        |  |          |    |
| Note: Installed the Motorola visor microphone transferred from the customers parts shelf. |                                                                                                   |   |  |        |  |          |    |
| MMSU-1                                                                                    | MAGNETIC MIC                                                                                      | 2 |  | 39.95  |  | \$79.90  |    |
| TRD695SCR-BL-25                                                                           | Ethernet CAT6 cable, blue - 25' long LCOM                                                         | 1 |  | 46.00  |  | \$46.00  | RW |

Welcome. We appreciate your business.

|                                |          |            |                 |                   |
|--------------------------------|----------|------------|-----------------|-------------------|
| PAID BY                        | Parts    | \$2,029.29 | Taxable         | \$2,029.29        |
| Account \$2,029.29             | Labor    | \$0.00     | Non-Taxable     | \$0.00            |
|                                | Freight  | \$0.00     | NON TAXABLE SAL | \$0.00            |
|                                | Other    | \$0.00     |                 |                   |
| Current Balance: \$63,286.32   |          |            |                 |                   |
| Past Due Balance: (\$6,931.60) | Supplies | \$0.00     | <b>TOTAL</b>    | <b>\$2,029.29</b> |

Print Name

Signature

Date

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO.#     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 34          | 313-277-6770 | Richard     | RW           | UNIT# 34 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X900                  | 219          | 1GNSKLED9PR432017 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

|       |                                                                              |   |       |  |  |  |  |         |  |
|-------|------------------------------------------------------------------------------|---|-------|--|--|--|--|---------|--|
| 44302 | ROCKER PADDLE SWITCH - MOMENTARY, LARGE<br>(REQUIRES THE SWITCH COVER 44366) | 1 | 12.00 |  |  |  |  | \$12.00 |  |
|-------|------------------------------------------------------------------------------|---|-------|--|--|--|--|---------|--|

|       |                                              |   |      |  |  |  |  |        |  |
|-------|----------------------------------------------|---|------|--|--|--|--|--------|--|
| 44366 | SWITCH COVER ACTUATOR - FOR THE 44302 SWITCH | 1 | 4.00 |  |  |  |  | \$4.00 |  |
|-------|----------------------------------------------|---|------|--|--|--|--|--------|--|

-----Printer equipment and parts-----

|            |                             |   |       |  |  |  |  |         |  |
|------------|-----------------------------|---|-------|--|--|--|--|---------|--|
| LB3692-003 | BROTHER PRINTER POWER CABLE | 1 | 32.00 |  |  |  |  | \$32.00 |  |
|------------|-----------------------------|---|-------|--|--|--|--|---------|--|

|                |                                         |   |       |  |  |  |  |         |  |
|----------------|-----------------------------------------|---|-------|--|--|--|--|---------|--|
| NON-STOCK PART | USB "A" straight to straight mini cable | 1 | 20.00 |  |  |  |  | \$20.00 |  |
|----------------|-----------------------------------------|---|-------|--|--|--|--|---------|--|

-----Axon video system-----

Note: Install the customer provided Axon video system.

-----Communications antenna and parts-----

|                 |                                      |   |        |  |  |  |  |          |  |
|-----------------|--------------------------------------|---|--------|--|--|--|--|----------|--|
| GPSD-7-27-24-58 | MIMO GPS/GNSS 2G/3G/4G W/LAN ANTENNA | 1 | 260.19 |  |  |  |  | \$260.19 |  |
|-----------------|--------------------------------------|---|--------|--|--|--|--|----------|--|

|         |                           |   |       |  |  |  |  |         |  |
|---------|---------------------------|---|-------|--|--|--|--|---------|--|
| AFM-835 | 800MHz ANTENNA WHIP SHORT | 1 | 20.00 |  |  |  |  | \$20.00 |  |
|---------|---------------------------|---|-------|--|--|--|--|---------|--|

|         |                                                             |   |       |  |  |  |  |         |  |
|---------|-------------------------------------------------------------|---|-------|--|--|--|--|---------|--|
| C23F-5M | RADIO COAX CABLE FOR SHARKEE ANTENNA W/MINI<br>PL CONNECTOR | 1 | 20.00 |  |  |  |  | \$20.00 |  |
|---------|-------------------------------------------------------------|---|-------|--|--|--|--|---------|--|

|           |                                                       |   |       |  |  |  |  |         |  |
|-----------|-------------------------------------------------------|---|-------|--|--|--|--|---------|--|
| C29SP-5SJ | CELL COAX CABLE CS29 CABLE 5m SMA PLUG TO SMA<br>JACK | 2 | 22.69 |  |  |  |  | \$45.38 |  |
|-----------|-------------------------------------------------------|---|-------|--|--|--|--|---------|--|

|                |                                       |   |       |  |  |  |  |         |  |
|----------------|---------------------------------------|---|-------|--|--|--|--|---------|--|
| C23FP-5SP-GNSS | NEW GPS CABLE - FME(M)-SMA(M) 5M CS23 | 1 | 23.50 |  |  |  |  | \$23.50 |  |
|----------------|---------------------------------------|---|-------|--|--|--|--|---------|--|

|              |                                                                      |   |       |  |  |  |  |         |  |
|--------------|----------------------------------------------------------------------|---|-------|--|--|--|--|---------|--|
| C32SP-5SMARV | WIFI/WLAN COAX CABLE - C32 CABLE 5m (16') SMA(M)<br>REVERSE POLARITY | 2 | 35.76 |  |  |  |  | \$71.52 |  |
|--------------|----------------------------------------------------------------------|---|-------|--|--|--|--|---------|--|

-----Radar equipment and parts-----

Note: Installed the Kustom Raptor dual antenna radar transferred from old 17 Utility.

*Welcome, We appreciate your business.*

PAID BY

Account \$2,029.29

|       |            |         |            |
|-------|------------|---------|------------|
| Parts | \$2,029.29 | Taxable | \$2,029.29 |
|-------|------------|---------|------------|

|       |        |             |        |
|-------|--------|-------------|--------|
| Labor | \$0.00 | Non-Taxable | \$0.00 |
|-------|--------|-------------|--------|

|         |        |                 |        |
|---------|--------|-----------------|--------|
| Freight | \$0.00 | NON TAXABLE SAL | \$0.00 |
|---------|--------|-----------------|--------|

|       |        |  |  |
|-------|--------|--|--|
| Other | \$0.00 |  |  |
|-------|--------|--|--|

**Current Balance: \$63,286.32**

**Past Due Balance: (\$6,931.60)**

|          |        |  |  |
|----------|--------|--|--|
| Supplies | \$0.00 |  |  |
|----------|--------|--|--|

|              |                   |
|--------------|-------------------|
| <b>TOTAL</b> | <b>\$2,029.29</b> |
|--------------|-------------------|

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Invoice #241042

Page 2 of 2

Page 146 of 645

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241043

Estimated  
Time Due

Thursday, June 27, 2024  
2:21:58 AM

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Ordered on  
Wednesday, June 26, 2024  
Ship Via INSTALL  
Workorder # 164667

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 34          | 313-277-6770 | Richard     | RW           | UNIT# 34 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X900                  | 219          | 1GNSKLED9PR432017 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*

-----Patrol slick-roof vehicle build-----

|               |                                                                                                                                         |   |          |  |  |            |  |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------|---|----------|--|--|------------|--|
| 1K0574TAH21FR | -----Prisoner retention area-----<br>2021 + TAHOE, 6VS SINGLE PRISONER TRANSPORT PARTITION, COATED POLY., FOR USE W/FULL REPLACE. SEAT, | 1 | 991.20   |  |  | \$991.20   |  |
| QK2023TAH21   | 2021 TAHOE, #12VS EXPANDED METAL W/FULL REPLACEMENT SEAT W/CPSB - SETINA                                                                | 1 | 1,391.20 |  |  | \$1,391.20 |  |
| PL-LED        | LED REPLACEMENT BULB FOR THE V391C PRISONER LIGHT                                                                                       | 1 | 8.00     |  |  | \$8.00     |  |

Note: Modified the Setina full replacement prisoner seat for a single prisoner necessary for the SPT partition. Fabricated mounting brackets for a secure mounting of the modified seat.

-----Prisoner are illumination-----

Note: Installed the prisoner light and mounting brackets transferred from the customers parts shelf.

Welcome, We appreciate your business.

|                                |          |            |                 |                   |
|--------------------------------|----------|------------|-----------------|-------------------|
| PAID BY                        | Parts    | \$2,390.40 | Taxable         | \$2,390.40        |
| Account \$2,390.40             | Labor    | \$0.00     | Non-Taxable     | \$0.00            |
|                                | Freight  | \$0.00     | NON TAXABLE SAL | \$0.00            |
|                                | Other    | \$0.00     |                 |                   |
| Current Balance: \$65,676.72   |          |            |                 |                   |
| Past Due Balance: (\$6,931.60) | Supplies | \$0.00     | <b>TOTAL</b>    | <b>\$2,390.40</b> |

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241044

Estimated  
Time Due

Thursday, June 27, 2024  
2:23:02 AM

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Ordered on  
Wednesday, June 26, 2024  
Ship Via INSTALL  
Workorder # 164656

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 34          | 313-277-6770 | Richard     | RW           | UNIT# 34 | Net 30   |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |      |
| 010X900                  | 219          | 1GNSKLED9PR432017 |              |             |              | BLACK    |          |      |
| CATALOG                  | DESCRIPTION  |                   | QTY          | PARTS       | LABOR        | DISC     | TOTAL    | Code |

\*\*\*\*\*Installation of the new purchased, transferred from the customers parts shelf and customer provided vehicle equipment as outlined below\*\*\*\*\*  
----Patrol slick-roof vehicle build-----

|                                                                                               |                                                   |   |        |  |  |  |          |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------|---|--------|--|--|--|----------|
| -----Weapons retention area-----                                                              |                                                   |   |        |  |  |  |          |
| GK1409E                                                                                       | SINGLE BLAC-RAC NO T-RAIL (REPLACES 1082E) SETINA | 1 | 623.20 |  |  |  | \$623.20 |
| Note: Installed the small shotgun lock and T-rail transferred from the customers parts shelf. |                                                   |   |        |  |  |  |          |
| -----Rear Cargo area-----                                                                     |                                                   |   |        |  |  |  |          |
| TK1334TAH21                                                                                   | 2021-UP TAHOE CARGO REAR DECK - MUST USE THE      | 1 | 399.20 |  |  |  | \$399.20 |
| #12VS REAR CARGO PARTITION - NOT INCLUDED                                                     |                                                   |   |        |  |  |  |          |
| AK0968TAH212ND                                                                                | RADIO BOX - MOUNTS ON THE REAR SIDE OF THE        | 1 | 375.20 |  |  |  | \$375.20 |
| #12VS CARGO PARTITION - NOT COMPATABLE WITH EZ                                                |                                                   |   |        |  |  |  |          |
| LIFT DECK                                                                                     |                                                   |   |        |  |  |  |          |
| ---Electrical misc. equipment and parts---                                                    |                                                   |   |        |  |  |  |          |
| Note: Installed the Power Tamer transferred from the customers parts shelf.                   |                                                   |   |        |  |  |  |          |
| 14.0434                                                                                       | POWER OUTLET BOX 3-CIGAR OUTLETS 4-USB            | 1 | 45.70  |  |  |  | \$45.70  |
| OUTLETS                                                                                       |                                                   |   |        |  |  |  |          |
| NON-STOCK PART                                                                                | Winder custom brake kill module                   | 1 | 200.00 |  |  |  | \$200.00 |
| MISC. -                                                                                       | MISCELLANEOUS WIRE - TERMINALS - CONNECTORS -     | 1 | 225.00 |  |  |  | \$225.00 |
| INSTALLATION                                                                                  | CONDUIT - TIE WRAPS - ETC.                        |   |        |  |  |  |          |
| COMPONENTS                                                                                    |                                                   |   |        |  |  |  |          |
| INBOSH                                                                                        | INBOUND SHIPPING CHARGES                          | 1 | 450.00 |  |  |  | \$450.00 |

Welcome. We appreciate your business.

|                                |          |            |                 |                   |
|--------------------------------|----------|------------|-----------------|-------------------|
| PAID BY                        | Parts    | \$1,868.30 | Taxable         | \$1,868.30        |
| Account \$2,318.30             | Labor    | \$0.00     | Non-Taxable     | \$450.00          |
|                                | Freight  | \$450.00   | NON TAXABLE SAL | \$0.00            |
|                                | Other    | \$0.00     |                 |                   |
| Current Balance: \$67,995.02   |          |            |                 |                   |
| Past Due Balance: (\$6,931.60) | Supplies | \$0.00     | <b>TOTAL</b>    | <b>\$2,318.30</b> |

Print Name

Signature

Date

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Customer Copy

Invoice #241045

Estimated  
Time Due

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
2:23:45 AM

Ordered on  
Wednesday, June 26, 2024

Ship Via INSTALL  
Workorder # 164666

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 34          | 313-277-6770 | Richard     | RW           | UNIT# 34 | Net 30   |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |      |
| 010X900                  | 219          | 1GNSKLED9PR432017 |              |             |              | BLACK    |          |      |
| CATALOG                  | DESCRIPTION  |                   | QTY          | PARTS       | LABOR        | DISC     | TOTAL    | Code |

\*\*\*\*\*Installation of the new purchased vehicle equipment as outlined below\*\*\*\*\*  
-----Patrol slick-roof vehicle build-----

-----Electrical Center System and parts-----

|                |                                                    |   |        |  |  |  |          |
|----------------|----------------------------------------------------|---|--------|--|--|--|----------|
| NON-STOCK PART | Custom Forward lamp wire harness                   | 1 | 90.00  |  |  |  | \$90.00  |
| NON-STOCK PART | Custom Main body wire harness                      | 1 | 350.00 |  |  |  | \$350.00 |
| NON-STOCK PART | Custom Rear cargo equipment tray wire harness      | 1 | 650.00 |  |  |  | \$650.00 |
| NON-STOCK PART | Custom Rear hatch light wire harness               | 1 | 125.00 |  |  |  | \$125.00 |
| NON-STOCK PART | Custom Rear light wire harness                     | 1 | 125.00 |  |  |  | \$125.00 |
| NON-STOCK PART | Custom Delphi Electrical Center - fuses and relays | 1 | 175.00 |  |  |  | \$175.00 |

-----Additional labor for the installation of the Single Prisoner Partition unit and the modification of the prisoner seat for the SPT unit-----

|              |                                                   |   |  |        |  |  |          |
|--------------|---------------------------------------------------|---|--|--------|--|--|----------|
| LABOR - 2024 | SPT installation and prisoner seat modifications. | 7 |  | 135.00 |  |  | \$945.00 |
|--------------|---------------------------------------------------|---|--|--------|--|--|----------|

Welcome, We appreciate your business.

PAID BY  
Account \$2,460.00

|         |            |                 |            |
|---------|------------|-----------------|------------|
| Parts   | \$1,515.00 | Taxable         | \$2,460.00 |
| Labor   | \$945.00   | Non-Taxable     | \$0.00     |
| Freight | \$0.00     | NON TAXABLE SAL | \$0.00     |
| Other   | \$0.00     |                 |            |

Current Balance: \$70,455.02  
Past Due Balance: (\$6,931.60)

Supplies \$0.00

**TOTAL \$2,460.00**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Winder Police Equipment Inc.

13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800

Estimated  
Time Due

Customer Copy

Invoice #241046

DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125

Ship to:  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195

Thursday, June 27, 2024  
2:24:31 AM

Ordered on  
Wednesday, June 26, 2024

Ship Via INSTALL

Workorder # 164660

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 34          | 313-277-6770 | Richard     | RW           | UNIT# 34 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X900                  | 219          | 1GNSKLED9PR432017 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*This is a "Labor Only" Invoice\*\*\*\*\*

For the installation of the new purchased, transferred and customer provided vehicle equipment for this new vehicle.

-----Patrol slick-roof vehicle build-----

|               |                                           |    |        |            |    |
|---------------|-------------------------------------------|----|--------|------------|----|
| LABOR - 2024  | Standard hourly rate 2024 - 135.00        | 17 | 135.00 | \$2,295.00 |    |
| LABOR - SIREN | PROGRAMMING OF THE SIREN - LIGHT UNIT FOR | 1  | 135.00 | \$135.00   | RW |
| PROGRAMMING   | OPERATION AND FUNCTIONALITY               |    |        |            |    |

Welcome. We appreciate your business.

PAID BY  
Account \$2,430.00

|         |            |                 |            |
|---------|------------|-----------------|------------|
| Parts   | \$0.00     | Taxable         | \$2,430.00 |
| Labor   | \$2,430.00 | Non-Taxable     | \$0.00     |
| Freight | \$0.00     | NON TAXABLE SAL | \$0.00     |
| Other   | \$0.00     |                 |            |

Current Balance: \$72,885.02  
Past Due Balance: (\$6,931.60)

Supplies \$0.00

**TOTAL \$2,430.00**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Winder Police Equipment Inc.**13400 Reeck Rd  
Southgate, MI 48195  
734-281-6800Estimated  
Time Due

Customer Copy

**Invoice #241047**DEARBORN HTS POLICE DEPT  
DEHTPD DEA  
25637 MICHIGAN AVE  
ATTN: JANET/ 313-277-5146  
DEARBORN HEIGHTS MI 48125**Ship to:**  
WORK PERFORMED AT WPE  
WINDER POLICE EQUIPMENT  
13400 REECK RD.  
SOUTHGATE, MI 48195Thursday, June 27, 2024  
2:24:56 AMOrdered on  
Wednesday, June 26, 2024Ship Via INSTALL  
Workorder # 164663

| MAKE & MODEL             |              | FLEET NO.         | PHONE        | REP         | CSH          | PO #     | TERMS    |       |      |
|--------------------------|--------------|-------------------|--------------|-------------|--------------|----------|----------|-------|------|
| 2023 Chevrolet Tahoe PPV |              | UNIT# 34          | 313-277-6770 | Richard     | RW           | UNIT# 34 | Net 30   |       |      |
| LICENSE NO.              | MILES IN/OUT | VIN               | TORQUE       | ENGINE SIZE | TRANSMISSION | COLOR    | PRD DATE |       |      |
| 010X900                  | 219          | 1GNSKLED9PR432017 |              |             |              | BLACK    |          |       |      |
| CATALOG                  | DESCRIPTION  |                   |              | QTY         | PARTS        | LABOR    | DISC     | TOTAL | Code |

\*\*\*\*\*This is a "Labor Only" invoice\*\*\*\*\*

For the installation of the new purchased, transferred and customer provided vehicle equipment for this new vehicle.

-----Patrol slick-roof vehicle build-----

|              |                                    |    |        |            |
|--------------|------------------------------------|----|--------|------------|
| LABOR - 2024 | Standard hourly rate 2024 - 135.00 | 18 | 135.00 | \$2,430.00 |
|--------------|------------------------------------|----|--------|------------|

*Welcome, We appreciate your business.*PAID BY  
Account \$2,430.00

|         |            |                 |            |
|---------|------------|-----------------|------------|
| Parts   | \$0.00     | Taxable         | \$2,430.00 |
| Labor   | \$2,430.00 | Non-Taxable     | \$0.00     |
| Freight | \$0.00     | NON TAXABLE SAL | \$0.00     |
| Other   | \$0.00     |                 |            |

Current Balance: \$75,315.02  
Past Due Balance: (\$6,931.60)

Supplies

\$0.00

**TOTAL \$2,430.00**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_





# INVOICE

**Customer ID:****17-78458-83000****Customer Name:****CITY OF DEARBORN HEIGHTS****Service Period:****06/01/24-06/15/24****Invoice Date:****06/17/2024****Invoice Number:****0084830-2337-3****How to Contact Us****Visit wmsolutions.com**

Log in to manage disposal records and tonnage reports. To pay a bill or explore other online tools, visit [wm.com/MyWM](http://wm.com/MyWM). Have a question? Fill out the Contact Us Form at [WMSolutions.com](http://WMSolutions.com) or contact Customer Service.



Customer Service:  
(800) 963-4776

**Your Payment is Due****07/17/2024**

If full payment of the Invoiced amount is not received within your contractual terms, you may be charged a monthly late charge of 2.5% of the unpaid amount, with a minimum monthly charge of \$5, or such late charge allowed under applicable law, regulation or contract.

**Your Total Due****\$1,999.44****Previous Balance**

1,233.05

+

**Payments**

(948.91)

+

**Adjustments**

0.00

+

**Current Invoice Charges**

1,715.30

=

**Total Account Balance Due****1,999.44****DETAILS OF SERVICE****Details for Service Location:**

City Of Dearborn Heights, 6045 Fenton St, Dearborn Heights MI  
48127-3287

**Customer ID: 17-78458-83000**

| Description                        | Date     | Ticket  | Quantity | Unit of Measure | Rate  | Amount        |
|------------------------------------|----------|---------|----------|-----------------|-------|---------------|
| Vehicle#: 113930                   | 06/04/24 | 2798863 |          |                 |       | 0.00          |
| Special Waste Solid Other          |          |         | 12.81    | TON             | 63.60 | 814.72        |
| Profile # 120189MI                 |          |         |          |                 |       | 0.00          |
| Generator CITY OF DEARBORN HEIGHTS |          |         |          |                 |       | 0.00          |
| Manifest#: 627187                  |          |         |          |                 |       | 0.00          |
| <b>Ticket Total</b>                |          |         |          |                 |       | <b>814.72</b> |
| Vehicle#: 113630                   | 06/12/24 | 2804151 |          |                 |       | 0.00          |
| Special Waste Solid Other          |          |         | 14.16    | TON             | 63.60 | 900.58        |
| Profile # 120189MI                 |          |         |          |                 |       | 0.00          |
| Generator CITY OF DEARBORN HEIGHTS |          |         |          |                 |       | 0.00          |

----- Please detach and send the lower portion with payment ----- (no cash or staples) -----



WASTE MANAGEMENT OF MICHIGAN, INC.  
WOODLAND MEADOWS LANDFILL  
PO BOX 3020  
MONROE, WI 53566-8320  
(800) 963-4776  
TSCMIDWEST@WM.COM

**Invoice Date**

06/17/2024

**Invoice Number**

0084830-2337-3

**Customer ID****17-78458-83000**

(Include with your payment)

**Payment Terms**

Total Due by 07/17/2024

**Total Due**

\$1,999.44

**Amount**

101-440-818.000

ok to pay

2337000177845883000000848300000017153000000199944 4

0044379 01 AB 0.547 \*\*AUTO T7 0 7169 48127-328745 -C04-P44423-11

I1336L49

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



Remit To:

WM CORPORATE SERVICES, INC.  
AS PAYMENT AGENT  
PO BOX 4648  
CAROL STREAM, IL 60197-4648





Plante & Moran, PLLC  
3000 Town Center  
Suite 100  
Southfield, MI 48075  
Tel: +1 (248) 352-2500

## INVOICE

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

Date: 06/29/2024  
Client No: 17784  
Invoice No: 10270830  
Page: 1

### For Professional Services Rendered

For professional services rendered June 11 through June 24, 2024 as approved by City Council on October 25, 2022.

17,385.00

Work performed includes bank reconciliations, budget amendments, journal entries, transition checklist, Council meeting, on-site accounting assistance, and other communication.

Staff: 95 hours

Balance Due

\$17,385.00 USD

OK to pay  
Praxity H.S.  
101-223-817.000

### Remittance Information:

#### Check:

Plante & Moran PLLC  
16060 Collections Center  
Drive  
Chicago, IL 60693

Bank  
Routing/ABA#  
Bank Address

Account Number  
Account Name

#### Wire Transfer:

Bank of America  
026009593  
222 Broadway  
New York, NY 10038

9890996003  
Plante & Moran, PLLC

#### ACH:

Bank of America  
071000039  
100 North Tryon Street  
Charlotte, NC 28202  
9890996003  
Plante & Moran, PLLC



### Client Payment Portal:

<https://www.plantemoran.com/client-payment-portal>

| Date      | Staff | Memo                                                                                                                                                                                                                                                                                                                                                                                                                            | Hours |
|-----------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 6/11/2024 |       | Onsite accounting - Chase water bank rec May                                                                                                                                                                                                                                                                                                                                                                                    | 3.00  |
| 6/11/2024 |       | Travel from home to client less base and client to home less base                                                                                                                                                                                                                                                                                                                                                               | 0.75  |
| 6/11/2024 |       | on site accounting assistance, work on chase water may bank reconciliations, work with Janice on questions for library bank reconciliations for april and may, work to create deposits in bs&a and investigate variances between tender types but totals agreeing, work on deposits in transit, conversations with Michelle, conversations with client - Mahdi on bank recs and gl questions, review chase bank activity online | 4.75  |
| 6/11/2024 |       | travel to/from client                                                                                                                                                                                                                                                                                                                                                                                                           | 0.75  |
| 6/11/2024 |       | bank rec training                                                                                                                                                                                                                                                                                                                                                                                                               | 1.00  |
| 6/11/2024 |       | Travel to/from DH                                                                                                                                                                                                                                                                                                                                                                                                               | 1.00  |
| 6/11/2024 |       | Budget discussions, various discussions with City staff on accounting matters, review of journal entries, attendance at Council meeting and subsequent attendance via zoom                                                                                                                                                                                                                                                      | 9.75  |
| 6/12/2024 |       | emails with Janice on bank rec questions, journal entry in BS&A                                                                                                                                                                                                                                                                                                                                                                 | 0.25  |
| 6/12/2024 |       | bank rec training                                                                                                                                                                                                                                                                                                                                                                                                               | 1.00  |
| 6/12/2024 |       | Discussion with mayor's office on the budget                                                                                                                                                                                                                                                                                                                                                                                    | 0.75  |
| 6/13/2024 |       | May 2024 Investment Account Reconciliation                                                                                                                                                                                                                                                                                                                                                                                      | 4.00  |
| 6/13/2024 |       | bank rec training                                                                                                                                                                                                                                                                                                                                                                                                               | 5.00  |
| 6/13/2024 |       | travel to/from DH                                                                                                                                                                                                                                                                                                                                                                                                               | 1.00  |
| 6/13/2024 |       | Training on bank recs, budget items, discussion with mayor, department heads and council members                                                                                                                                                                                                                                                                                                                                | 6.75  |
| 6/14/2024 |       | DH information check list for transition                                                                                                                                                                                                                                                                                                                                                                                        | 0.25  |
| 6/17/2024 |       | update call with Michelle on Dearborn Heights, look at bank reconciliations                                                                                                                                                                                                                                                                                                                                                     | 0.50  |
| 6/17/2024 |       | Budget amendment development, bank reconciliation questions, discussion re passing the budget                                                                                                                                                                                                                                                                                                                                   | 2.75  |
| 6/18/2024 |       | bank rec training                                                                                                                                                                                                                                                                                                                                                                                                               | 0.75  |
| 6/18/2024 |       | May 2024 General Investment Reconciliation                                                                                                                                                                                                                                                                                                                                                                                      | 4.50  |
|           |       | General Comerica Bank Reconciliation - March, April, May 2024                                                                                                                                                                                                                                                                                                                                                                   |       |
|           |       | Updated June 2024 DIVDAT deposit spreadsheet                                                                                                                                                                                                                                                                                                                                                                                    |       |
| 6/18/2024 |       | travel to/from DH                                                                                                                                                                                                                                                                                                                                                                                                               | 1.00  |
| 6/18/2024 |       | On site. Budget items, bank recs, client matters                                                                                                                                                                                                                                                                                                                                                                                | 8.00  |
| 6/19/2024 |       | Continue working on General Bank Reconciliation                                                                                                                                                                                                                                                                                                                                                                                 | 3.00  |
| 6/19/2024 |       | call with Juli to update on Dearborn Heights bank recs                                                                                                                                                                                                                                                                                                                                                                          | 0.25  |
| 6/19/2024 |       | email to mayor and Marianna about PA2 - no 30 day extensions for budget                                                                                                                                                                                                                                                                                                                                                         | 0.25  |
| 6/19/2024 |       | Budget issues                                                                                                                                                                                                                                                                                                                                                                                                                   | 1.50  |
| 6/20/2024 |       | March & April 2024 General Pool Bank Reconciliation                                                                                                                                                                                                                                                                                                                                                                             | 2.50  |
| 6/20/2024 |       | Budget amendments, discussion with city staff                                                                                                                                                                                                                                                                                                                                                                                   | 1.75  |
| 6/21/2024 |       | Continued working on General Bank Rec's (March, April & May 2024 )                                                                                                                                                                                                                                                                                                                                                              | 3.50  |
| 6/21/2024 |       | Discussions with council chair/pro tem, mayor/chief of staff re: Budget. Review budget amendments and interfunds. Discuss items with treasurer.                                                                                                                                                                                                                                                                                 | 4.75  |
| 6/24/2024 |       | May 2024 General Bank Reconciliation                                                                                                                                                                                                                                                                                                                                                                                            | 7.00  |
| 6/24/2024 |       | on site accounting assistance, shadow intern on bs&a items, work on bank recs, work on chase water bank deposits creation, conversations with Michelle and client staff                                                                                                                                                                                                                                                         | 4.25  |
| 6/24/2024 |       | travel from home to client                                                                                                                                                                                                                                                                                                                                                                                                      | 0.75  |
| 6/24/2024 |       | Various discussions with mayor/chief of staff/comptroller/other staff on budget and g/l posting issues. Work with Treasurer's office on tax levy updates                                                                                                                                                                                                                                                                        | 7.00  |
| 6/24/2024 |       | travel to/from DH                                                                                                                                                                                                                                                                                                                                                                                                               | 1.00  |

|                                |                      |
|--------------------------------|----------------------|
| Approved for<br>the Agenda of: | APPROVED             |
| 7/23/2024                      | Motion No.<br>24-345 |

7.A.



## Parks & Recreation

TO: Honorable Mayor Bill Bazzi  
Honorable City Council Members

FROM: Kim Sower, Director

DATE: July 16, 2024

RE: Parks & Recreation Director Sower - Bid Award - Canfield Center Marquee Sign

Honorable City Council, I am requesting the bid for the Canfield Center/Central Park Marquee Sign be awarded to Led Lion, 26384 Woodworth Circle, Dearborn Heights, MI, for the amount of \$63,075.00. Funds for this project are from the Wayne County Park Millage 2021-22 in the amount of \$44,624.00. The balance to be paid out of the 2024-25 Recreation Budget. Also, authorize the Mayor and City Clerk to sign the contract for the marquee installation and the city comptroller and the city treasurer to pay for the project.

### Attachments:

1. Bid Tabulations for Marquee & Led Lion Bid Docs.
2. Canfield Center Marquee Contract 2024 7-16

# CITY OF DEARBORN HEIGHTS

Name of Bid:

Canfield Center Marquee Sign Improvement

Bid Date

5/9/2024



| Bidder                                                                    | Bid Deposit        | Bid Amount                         | Notes                        |
|---------------------------------------------------------------------------|--------------------|------------------------------------|------------------------------|
| ASI SIGNAGE INNOVATIONS<br>1119 Whetston<br>Troy, MI 48083                | 5%<br><br>Bid Bond | \$161406.00(6% Sales Tax Included) | 6mm with Data Line           |
|                                                                           |                    | \$152625.00(6% Sales Tax Included) | 6mm with Cellular            |
|                                                                           |                    |                                    | 8mm with Data Line           |
|                                                                           |                    |                                    | 8mm with Cellular            |
|                                                                           |                    | \$127882.00(6% Sales Tax Included) | 10mm with Data Line          |
| The Led Lion, Inc<br>26384 Woodworth Circle<br>Dearborn Heights, MI 48127 | 5%<br><br>Bid Bond | \$117658.00(6% Sales Tax Included) | 10mm with Cellular           |
|                                                                           |                    |                                    | 6mm with Data Line           |
|                                                                           |                    | \$63,075.00                        | 6mm with Cellular (Ethernet) |
|                                                                           |                    |                                    | 8mm with Data Line           |
|                                                                           |                    |                                    | 8mm with Cellular            |
| Metro Signs & Lighting<br>11444 Kaitz Ave<br>Warren, MI 48089             | 5%<br><br>Bid Bond |                                    | 10mm with Data Line          |
|                                                                           |                    | \$111,500.00                       | 6mm with Data Line           |
|                                                                           |                    | \$108,000.00                       | 6mm with Cellular            |
|                                                                           |                    |                                    | 8mm with Data Line           |
|                                                                           |                    |                                    | 8mm with Cellular            |
| Toledo Sign Company, Inc<br>2021 Adams St<br>Toledo, OH                   | 5%<br><br>Bid Bond | \$98,500.00                        | 10mm with Data Line          |
|                                                                           |                    | \$95,000.00                        | 10mm with Cellular           |
|                                                                           |                    | \$155,320.00                       | 6mm with Data Line           |
|                                                                           |                    | \$154,920.00                       | 6mm with Cellular            |
|                                                                           |                    | \$143,625.00                       | 8mm with Data Line           |
| United Signs, LLC<br>853 S. Peachtree St<br>Norcross, GA 30071            | 5%<br><br>Bid Bond | \$143,225.00                       | 8mm with Cellular            |
|                                                                           |                    | \$124,765.00                       | 10mm with Data Line          |
|                                                                           |                    | \$124,385.00                       | 10mm with Cellular           |
|                                                                           |                    |                                    | 6mm with Data Line           |
|                                                                           |                    |                                    | 6mm with Cellular            |
| Curb Appeal Concepts, Inc<br>4040 Montgomery Dr<br>MI 48316               | 5%<br><br>Bid Bond | \$86,000.00                        | 8mm with Data Line           |
|                                                                           |                    | \$81,500.00                        | 8mm with Cellular            |
|                                                                           |                    | \$86,000.00                        | 10mm with Data Line          |
|                                                                           |                    | \$81,500.00                        | 10mm with Cellular           |
|                                                                           |                    |                                    | 6mm with Data Line           |
| PLEASE SEE ATTACHED                                                       |                    |                                    | 6mm with Cellular            |
|                                                                           |                    |                                    | 8mm with Data Line           |
|                                                                           |                    |                                    | 8mm with Cellular            |
|                                                                           |                    |                                    | 10mm with Data Line          |
|                                                                           |                    |                                    | 10mm with Cellular           |



**BID BOND**  
**(Percentage)**

Bond No. 67052134

KNOW ALL PERSONS BY THESE PRESENTS, That we The Led Lion, Inc  
of 26384 Woodworth Cir, Dearborn Heights, MI 48127

\_\_\_\_\_, hereinafter referred to as the Principal, and  
WESTERN SURETY COMPANY

as Surety, are held and firmly bound unto City of CITY OF DEARBORN HEIGHTS

of \_\_\_\_\_, hereinafter referred to as the Obligor, in the amount of  
Five Percent of the Amount Bid

( 5% ), for the payment of which we bind ourselves, our legal representatives,  
successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has submitted or is about to submit a proposal to Obligor on a contract for \_\_\_\_\_  
REMOVAL OF EXISTING SIGN ONLY USE THE SAME POLE STRUCTURE & NEW SIGN WITH NEW ID  
PANEL/HEADER

NOW, THEREFORE, if the said contract be awarded to Principal and Principal shall, within such time as may be  
specified, enter into the contract in writing and give such bond or bonds as may be specified in the bidding or  
contract documents with surety acceptable to Obligor; or if Principal shall fail to do so, pay to Obligor the  
damages which Obligor may suffer by reason of such failure not exceeding the penalty of this bond, then this  
obligation shall be void; otherwise to remain in full force and effect.

SIGNED, SEALED AND DATED this 8th day of May, 2024.

Principal

The Led Lion, Inc

BY: \_\_\_\_\_

Surety

WESTERN SURETY COMPANY

BY: \_\_\_\_\_

Richard R Masri, Attorney-in-Fact

**This policy is exempt from the filing requirements of MCL 500.2236.**

***This page is not required to be filed with the bond.***

**CITY OF DEARBORN HEIGHTS**

**FORM OF PROPOSAL**

**PLEASE SUBMIT IN DUPLICATE**

The undersigned declares that he has carefully examined all the items of the Specifications and Instructions and that he fully understands the requirements of same.

All bids to include shipping charges F.O.B. City of Dearborn Heights, Michigan.

State Terms: NIA

Delivery: Canfield Community Center

State Warranty on Equipment: (where applicable) NIA

Make and Model: (where applicable) NIA, per city specs.

**PROPOSAL: Canfield Center Marquee Sign Improvement**

UNIT PRICE: <sup>Three</sup> Sixty-five thousand and seventy- \$ 63,075.00  
(Total Figure Written) <sup>five</sup> (Total Figure)  
dollars

Project specifications related questions can be directed to Parks and Recreation Director Kim Sower at (313) 791-3600 Email: ksower@dearbornheightsmi.gov

Firm Name The led Lion Inc Date May 6, 2024

Address 26384 Woodworth Cir, Dearborn Heights, MI 48127

Signature  Telephone 313-784-0888  
(Person executing bid & official capacity)

Ali Makahal, Hussein Makahal  
Names of Principal Officers and designate If partnership or assumed name,  
indicate Official capacity name of owners



**CITY OF DEARBORN HEIGHTS**

**FORM OF PROPOSAL**

**PLEASE SUBMIT IN DUPLICATE**

The undersigned declares that he has carefully examined all the items of the Specifications and Instructions and that he fully understands the requirements of same.

All bids to include shipping charges F.O.B. City of Dearborn Heights, Michigan.

State Terms: N/A

Delivery: Canfield Community Center

State Warranty on Equipment: (where applicable) N/A

Make and Model: (where applicable) N/A, per city specs

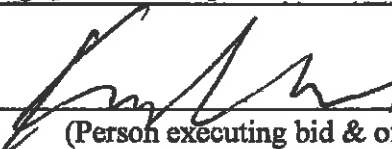
**PROPOSAL: Canfield Center Marquee Sign Improvement**

UNIT PRICE: <sup>Three</sup> Sixty-five thousand and seventy-five \$ 63,075.00  
(Total Figure Written) dollars. (Total Figure)

Project specifications related questions can be directed to Parks and Recreation Director Kim Sower at (313) 791-3600 Email: ksower@dearbornheightsmi.gov

Firm Name The Led Lion Inc Date May 6, 2024

Address 26384 Woodward Cir. Dearborn Heights, MI 48127

Signature  Hussien Mokahal  
(Person executing bid & official capacity) Builder Telephone 313-784-0888

Ali Mokahal, Hussien Mokahal

Names of Principal Officers and designate  
indicate Official capacity

If partnership or assumed name,  
name of owners

**BID SUBMISSION:**

Please follow these instructions carefully to submit a bid, your bid may be considered Nonresponsive if it is not submitted as instructed below. Bids are considered received, when Comptroller's Office received by email or submitted at Bidnetdirect/mitn EBS option for registered users before the specified due date and time, late bids will not be considered.

Each bid must be submitted separately and electronically.

**1. Email Option**

Scan your bid documents and email to [comptroller@dearbornheightsmi.gov](mailto:comptroller@dearbornheightsmi.gov) as an email attachment in either pdf or word format. In the email, please include the bid solicitation name, your company's address, telephone number and your contact information. Please include a photo copy of your bid deposit along with bid documents. If your bid deposit is in the form of a cashier's check, please mail the original check to Comptroller's Office, 6045 Fenton, Dearborn Heights, MI 48127.

**2. Electronic Bid Submission Option**

Login to Bidnetdirect website with your previously registered credentials at [www.bidnetdirect/mitn](http://www.bidnetdirect/mitn) You must be a registered user to participate in electronic bid submission.

- a. Find City of Dearborn Heights solicitation you are bidding for
- b. Click on "Place a Bid" button
- c. Select "Place a new Bid" radio button and click on continue. The create bid interface opens.
- d. Click on "Documents" tab, select add file. You have the option to drag & drop or browse your file. If you are using zip file, use zip file option. Selected files will appear in the file section. Once your files are uploaded, click on the Next button.
- e. It will take you to the Pricing tab, and you will see a reminder to "don't forget to attach your pricing in the Documents section. Select Next button on the next screen In the "exception" section, select "No" or "Yes". In the "Bidder compliance & Authentication" section enter your complete name and password when prompted. Click on "Submit Bid" button.
- f. In the "bid submission confirmation" window select "No" or "yes" as your response.
- g. Next screen will confirm your bid submission and you will receive a confirmation number for your records.

**3. Hand Delivery Option**

Sealed bid can be delivered to Comptroller's Office located at 6045 Fenton, Dearborn Heights, MI 48127. Office Hours are Monday thru Thursday 8:00 a.m to 5:00 p.m

# MARQUEE/SIGN PRICING

PROVIDE A COMPLETE COST PROPOSAL

SIGN SPECIFICATIONS (INCLUDE MANUFACTURER SPEC SHEET)

| (DOUBLE SIDED) | MANUFACTURE R   | MODEL           | RESOLUTION (in mm) |
|----------------|-----------------|-----------------|--------------------|
| Yes            | per specs given | per specs given | 6MM                |
|                |                 |                 | 8MM                |
|                |                 |                 | 10MM               |

\*\*\* Give a price for each of the 6, 8, & 10mm sign if you have it available

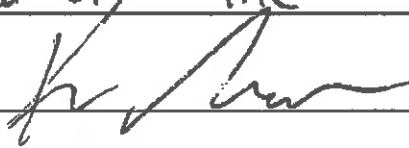
## PRICING

| ITEM                                                                                                | PRICE    |
|-----------------------------------------------------------------------------------------------------|----------|
| REMOVAL OF EXISTING SIGN ONLY USE THE SAME POLE STRUCTURE                                           | \$350    |
| NEW SIGN WITH NEW ID PANEL/HEADER                                                                   | \$44,775 |
| INSTALL OF NEW SIGN (LABOR)                                                                         | \$5000   |
| GRINDING EXISTING POLES TO REMOVE RUST AND REPAINT                                                  | \$1250   |
| WARRANTY 5 YR. Parts 5 YR. Labor                                                                    | \$3000   |
| TRAINING                                                                                            | \$1000   |
| DESIGN                                                                                              | \$500    |
| RUN NEW ELECTRICAL POWER LINE UNDERGROUND FOR SIGN FROM MAINTENANCE ROOM IN CANFIELD CENTER TO SIGN | \$5800   |
| OPTION A: PRICE FOR FIBER OPTIC DATA LINE                                                           | N/A      |
| OPTION B: CELLULAR COMMUNICATIONS                                                                   | \$400    |

|                                                         |                  |
|---------------------------------------------------------|------------------|
| TECHNICAL SUPPORT plus<br>LENGTH OF TIME FOR<br>SUPPORT | 1000<br>(1 year) |
| OTHER/NOT LISTED                                        |                  |
| Total Price with Data<br>Line                           | N/A              |
| Total Price with<br>Cellular (ethernet)                 | \$63,075.00      |

**\*\* Give price for both cellular and data line, we will select which one in the review process of the RFP.**

COMPANY NAME: The led lion Inc

SIGNATURE:  DATE:

PRINT NAME: Hussein Mokahal T I T L E :  
Builder

**THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

# Western Surety Company

## POWER OF ATTORNEY - CERTIFIED COPY

Bond No. 67052134

Know All Men By These Presents, that WESTERN SURETY COMPANY, a corporation duly organized and existing under the laws of the State of South Dakota, and having its principal office in Sioux Falls, South Dakota (the "Company"), does by these presents make, constitute and appoint Richard R Masri

its true and lawful attorney(s)-in-fact, with full power and authority hereby conferred, to execute, acknowledge and deliver for and on its behalf as Surety, bonds for:

Principal: The Led Lion, Inc

Obligee: City of CITY OF DEARBORN HEIGHTS

Amount: \$1,000,000.00

and to bind the Company thereby as fully and to the same extent as if such bonds were signed by the Vice President, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said attorney(s)-in-fact may do within the above stated limitations. Said appointment is made under and by authority of the following bylaw of Western Surety Company which remains in full force and effect.

"Section 7. All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

If Bond No. 67052134 is not issued on or before midnight of August 8th, 2024, all authority conferred in this Power of Attorney shall expire and terminate.

Western Surety Company has caused these presents to be signed by its Vice President, Larry Kasten, and its Secretary, S. Green, on this 8th day of May, 2024.



WESTERN SURETY COMPANY

Larry Kasten  
Larry Kasten, Vice President

On this 8th day of May, in the year 2024, before me, a notary public, personally appeared Larry Kasten, who being to me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of WESTERN SURETY COMPANY and acknowledged said instrument to be the voluntary act and deed of said corporation.



My Commission Expires February 12, 2027

I the undersigned officer of Western Surety Company, a stock corporation of the State of South Dakota, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable, and furthermore, that Section 7 of the bylaws of the Company as set forth in the Power of Attorney is now in force.

In testimony whereof, I have hereunto set my hand and seal of Western Surety Company this 8th day of May, 2024.

WESTERN SURETY COMPANY

Larry Kasten  
Larry Kasten, Vice President

To validate bond authenticity, go to [www.cnasurety.com](http://www.cnasurety.com) > Owner/Obligee Services > Validate Bond Coverage.  
Form F6906-5-2023

## AGREEMENT   Canfield Center Marquee Contract

**This Agreement (for the Canfield Center Marquee), is entered into between the CITY OF DEARBORN HEIGHTS (hereafter "OWNER") and The Led Lion, Inc. (hereafter "CONTRACTOR"). OWNER and CONTRACTOR (hereafter collectively referred to as "the Parties", or individually and generically referred to as "Party") agree as follows:**

### **ARTICLE 1. INCORPORATION OF THE ATTACHED SPECIFICATIONS, CONTRACTOR'S PROPOSAL, AND OTHER CONTRACT DOCUMENTS BY REFERENCE**

1.1.    **Background.** The Parties acknowledge that OWNER issued its Bid Specifications Package related to the construction of the Canfield Center Marquee. The Parties acknowledge that the Bid Specifications Package included an incomplete form for Agreement (hereafter "Form Agreement"). The Parties also acknowledge that this Bid Specifications Package described and specified many of the duties, responsibilities, and obligations that the Contractor selected by OWNER to do the work pursuant to the Bid Specifications Package would be required to perform and/or meet. Moreover, the Parties acknowledge that CONTRACTOR submitted its completed Proposal to OWNER in response to the Bid Specifications Package which led to the OWNER selecting it to be the CONTRACTOR chosen to perform the work required by this Agreement.

1.2.    **Contract Documents.** The Contract Documents include all of the following which presently exist or which may come to exist in the future: Bid Specifications Package (including all parts of it as described in Section 1.1 above); CONTRACTOR'S completed Proposal; this Agreement; the Notice of Award; documentation submitted by CONTRACTOR prior to Notice of Award; the Form Agreement; and any Modification or Addendum to this Agreement, duly approved and delivered after execution of this Agreement.

1.3.    **General Incorporation by Reference.** The Parties agree that the Contract Documents are incorporated herein and made a part hereof by reference. The Parties further agree that (A) the CONTRACTOR shall fulfill the duties, responsibilities, and obligations of the CONTRACTOR as described in the Contract Documents and (B) the OWNER shall fulfill the duties, responsibilities, and obligations of the OWNER as described in the Contract Documents. The only exceptions to these general requirements as set forth in this Section 1.3 are set forth in Section 1.4 below.

1.4.    **Effect of this Agreement and Otherwise.** This Agreement is intended to be consistent with the other Contract Documents. Still, this Agreement supersedes what is stated in the other Contract Documents to the extent that this Agreement and any of the other Contract Documents

are inconsistent. Notwithstanding what is stated in the preceding sentence, any Modification or Addendum to this Agreement (including any Change Orders) that has been duly approved as required by this Agreement and delivered after the execution of this Agreement shall supersede the other Contract Documents (including this Agreement) to the extent that the Modification or Addendum is inconsistent with any of the other Contract Documents.

## **ARTICLE 2. WORK**

2.1. Generally. CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as street asphalt pavement repair.

2.2. Performance Standards. CONTRACTOR shall perform all services in conformity with the standards and requirements set forth in the Contract Documents. Further, CONTRACTOR shall perform all services in a prompt, diligent and workmanlike manner and at a level of proficiency to be expected of a contractor with the personnel, equipment, expertise, background and experience that CONTRACTOR has represented that it has.

## **ARTICLE 3. TERM**

Work under this Agreement shall commence as soon as practicable after this Agreement is executed.

## **ARTICLE 4. CONTRACTOR'S COMPENSATION**

Subject to Article 5 below, OWNER shall pay CONTRACTOR for services actually performed and appropriately completed by CONTRACTOR as provided in the Contract Documents. Absent any further agreement between the Parties adjusting what CONTRACTOR is to be paid, the total amount to be paid to CONTRACTOR shall not exceed \$63,075.00.

## **ARTICLE 5. PAYMENT PROCEDURES**

5.1. Invoices. CONTRACTOR shall provide invoices on an ongoing basis to the OWNER for the services the CONTRACTOR has provided to the OWNER pursuant to this Agreement. Such invoices shall be submitted to OWNER within thirty (30) days of the substantial completion of the work. CONTRACTOR shall submit such invoices to the OWNER as specified in the Bid Specifications Package or in such other manner as directed in writing by the OWNER after this Agreement is executed.

5.2. OWNER'S Verification of Propriety of Payment. Before OWNER can actually pay an invoice submitted by CONTRACTOR, OWNER must verify and confirm that it is appropriate for OWNER to pay it. Ordinarily, this requires any such invoice to be reviewed by OWNER to determine the propriety of it being paid in three (3) steps: (A) The OWNER'S Department of Building and Engineering, Department of Public Works, and/or City Engineer will review the invoice, confirm that it is appropriate, and submit it to the OWNER'S Mayor. (B) The OWNER'S Mayor will review the invoice, confirm that it is appropriate, and submit it to the OWNER'S City Council. (C) The OWNER'S City Council will review the invoice, confirm that it is appropriate, and approve payment of it. Provided the Mayor does not veto the motion

approving the payment, the OWNER will thereafter send payment to the CONTRACTOR. The Parties agree that the OWNER shall have a reasonable amount of time to verify the propriety of paying any invoice submitted by CONTRACTOR in light of the foregoing process. Further, the Parties agree that the OWNER shall have such additional time as may be reasonably necessary in order to verify the propriety of paying any invoice submitted by CONTRACTOR based on the need to obtain further information, advice, and explanations related to things set forth in the invoice.

5.3. **Payment.** After OWNER has had a reasonable time to verify the propriety of paying an invoice submitted by CONTRACTOR in light of the foregoing sections, OWNER will pay CONTRACTOR per the terms of the invoice provided the services stated in the invoice were actually performed as provided in the Contract Documents, the invoice is completely accurate, and the services were appropriately completed by CONTRACTOR as provided in the Contract Documents.

5.4. **Progress Payments and Retainage.** Progress payments and retainage are otherwise governed by Michigan Public Act 524 of 1980, as may have been amended (MCL 125.1561 *et seq.*). This Act is incorporated herein by reference and made a part of this Agreement.

## **ARTICLE 6. CONTRACTOR'S REPRESENTATIONS**

CONTRACTOR has made the following material representations to the OWNER which have induced the OWNER to enter into this Agreement:

(A) CONTRACTOR has considered the nature and extent of the Contract Documents, Work, locality, and all local conditions and federal, state and local laws, and regulations and local ordinances that may affect cost, progress, performance, or furnishing of the Work.

(B) CONTRACTOR has given OWNER written notice of any conflicts, errors, or discrepancies that it has discovered in the Contract Documents; and the OWNER'S written resolution of same is acceptable to CONTRACTOR.

## **ARTICLE 7. EMPLOYMENT LAW AND TITLE VI PLAN COMPLIANCE**

7.1. **Employment Law Compliance.** CONTRACTOR shall, where applicable, employ others within the regulations of all Federal, State and Local laws and ordinances and regulations relating to minimum wages, social security, unemployment insurance, worker's compensation, and other employment laws. Pursuant to the Elliott-Larsen Civil Rights Act, Public Act 453 of 1976, as amended, and the Persons with Disabilities Civil Rights Act, Public Act 220 of 1976, as amended, CONTRACTOR shall not discriminate against any 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, or a disability unrelated to the individual's ability to perform the duties of a particular job or position. As stated in the preceding sentence, CONTRACTOR shall require a similar covenant on the part of any Subcontractor employed in the performance of this Agreement. To the extent required by law, CONTRACTOR shall post in conspicuous places, available to employees and applicants for employment, notices provided by the appropriate governmental agency(ies) setting forth the fact that CONTRACTOR is an "Equal



Opportunity Employer", appropriate non-discrimination provisions, and appropriate notices regarding employment rights.

7.2. Title VI Plan Compliance. Appendix A is attached hereto and is included as part of the OWNER'S obligation to the Michigan Department of Transportation to require Appendix A. CONTRACTOR agrees that Appendix A is a material part of this Agreement and is incorporated herein by reference. CONTRACTOR has the duties and obligations of "Contractor" or "contractor" as set forth in Appendix A. Notwithstanding what is otherwise stated in this Section 7.2, this Section 7.2 only applies and Appendix A is incorporated into this Agreement and made a material part of it strictly to the extent that this Section 7.2 and Appendix A are actually applicable to the undertakings set forth in this Agreement under applicable law.

7.3. Non-Compliance. In the event of any breach of any of the non-discrimination covenants set forth in Section 7.1 above and/or the Title VI Plan covenants set forth in Section 7.2 above, the OWNER shall have the right to terminate this Agreement, a breach of said covenants in either of these provisions being deemed a material breach of this Agreement.

## **ARTICLE 8. ASSIGNMENT**

8.1. In General. CONTRACTOR may not assign or partially assign this Agreement without first securing OWNER'S prior written approval of the proposed assignment and without first securing OWNER'S prior written approval of the proposed assignee. Any such consent to the assignment must be executed with the same formalities as are necessary under this Agreement to effectuate an amendment to this Agreement. OWNER may withhold its consent to any proposed assignment for any reason as it determines in its sole discretion. A previous consent to an assignment shall not operate to relieve CONTRACTOR of its obligation or CONTRACTOR'S assignee of its obligation to obtain OWNER'S prior written consent to any further proposed assignment.

8.2. Effect of Assignment on Obligations. An assignment shall not operate to relieve the CONTRACTOR of any of its obligations under this Agreement.

## **ARTICLE 9. WAIVER OF BREACH**

No failure by a Party to insist upon the strict performance of any term of this Agreement or to exercise any term after a breach of this Agreement constitutes a waiver of any breach of the term. No waiver of any breach affects or alters this Agreement, but every term of this Agreement remains effective with respect to any other then existing or subsequent breach.

## **ARTICLE 10. VENUE**

The Parties agree the proper venue for any suit or claim arising out of this Agreement shall be a court of competent jurisdiction in the County of Wayne, State of Michigan.

## **ARTICLE 11. NOTICES**

11.1. In general. Except as otherwise provided in this Agreement, all formal notices required to be given by either Party hereunder shall be in writing and sent by certified mail, return receipt requested, to the following addresses:

[THIS SPACE IS INTENTIONALLY BLANK.]

OWNER: Mayor's Office  
City of Dearborn Heights  
6045 Fenton  
Dearborn Heights, MI 48127

CONTRACTOR: The Led Lion, Inc.  
26384 Woodworth Circle  
Dearborn Heights, MI 48127

11.2. Change in Notices. Any formal notices given pursuant to Section 11.1 above are to be sent with a copy to such persons and addresses as each Party may designate from time to time in writing by certified mail and agreed to by both parties. Either Party hereto may from time to time change the address to which such notices are to be directed by written notice to said other Party 7 days from date of change by written notice sent certified mail and by email.

## **ARTICLE 12. RELATIONSHIP OF THE PARTIES**

Each Party is, and shall perform its obligations under this Agreement as an independent contractor, and as such shall have and maintain complete control over all of its employees, agents, and operations. Nothing contained in this Agreement is intended to, or shall be construed to, in any way create or establish the relationship of co-partners or joint venturers, or any employer-employee relationship between the Parties except as owner/contractor business relationship. Nothing contained in this Agreement is intended to, or shall be construed to, in any way create or establish an agency relationship or representative relationship between the Parties.

## **ARTICLE 13. NO THIRD-PARTY BENEFICIARY CONTRACT**

This Agreement is not intended to create beneficial rights in or for any third party. This Agreement is entered into for the sole benefit of the Parties to this Agreement.

## **ARTICLE 14. NO WAIVER OF GOVERNMENTAL IMMUNITY**

Nothing in this Agreement is to be construed as a waiver of any governmental immunity by OWNER or by any person or entity affiliated with OWNER as provided by statute or court decision.

#### **ARTICLE 15. INTEGRATED AGREEMENT**

This Agreement contains all of the agreements, terms, and conditions made between the Parties with respect to the subject matter of this Agreement. There are no other understandings or agreements, oral or written, between the Parties with respect to the subject matter of this Agreement that are not addressed in this Agreement.

#### **ARTICLE 16. LAW AND INTERPRETATION**

This Agreement shall be construed under the laws of the State of Michigan.

#### **ARTICLE 17. HEADINGS**

The headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

#### **ARTICLE 18. SEVERABILITY**

The invalidity or illegality of any provision shall not affect the remainder of this Agreement.

#### **ARTICLE 19. AMENDMENTS**

This Agreement may not be modified orally or in any other manner except by an agreement in writing signed by all Parties or their respective successors in interest. No modification, additions, deletions, revisions, alterations, or other changes to this Agreement shall be effective unless and until such change is reduced to writing, duly approved, executed, and delivered by the Parties to each other. Notwithstanding what is otherwise stated in this Article 19, no amendment to this Agreement shall be necessary to adopt informal notice procedures pursuant to Section 11.2 above or to change such procedures.

#### **ARTICLE 20. SUCCESSORS AND ASSIGNS**

All of the covenants, provisions, terms, agreements and conditions of this Agreement shall inure to the benefit of and be binding upon the OWNER, the CONTRACTOR, and their respective successors and assigns.

#### **ARTICLE 21. AUTHORITY AND COUNTERPARTS**

Parties signing in a representative capacity state by their hand, that they are duly authorized to sign this Agreement. This Agreement may be executed separately, and in multiple counterparts,

each copy of which shall constitute an original Agreement, and all counterparts, when taken together, will constitute one and the same Agreement.

[THIS SPACE IS INTENTIONALLY BLANK.]

[THIS SPACE IS INTENTIONALLY BLANK.]

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement as shown on the date(s) listed below.

**CITY OF DEARBORN HEIGHTS  
("OWNER")**

\_\_\_\_\_  
Bill Bazzi  
Its: Mayor

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Lynne M. Senia  
Its: City Clerk

Dated: \_\_\_\_\_, 2024

**The Led Lion, Inc.  
("CONTRACTOR")**

\_\_\_\_\_  
By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_, 2024

## APPENDIX A

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

1. **Compliance with Regulations:** The contractor shall comply with the Regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation, Title 49, code of Federal Regulations, Part 21 as they may be amended from time to time (hereafter referred to as the "Regulations") which are incorporated herein by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulation, including employment practices when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the City of Dearborn Heights to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Non-compliance:** In the event of the contractor's non-compliance with the non-discrimination provisions of this contract, the City of Dearborn Heights shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - (a) Withholding of payments to the contractor under the contract until the contractor complies, and/or
  - (b) Cancellation, termination, or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the City of Dearborn Heights may direct as a means of enforcing such provision including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the City of Dearborn Heights to enter into such litigation to protect the interests of the City and, in addition, the contractor may request the State highway department to enter into such litigation to protect the interests of the State and/or the United States to enter into such litigation to protect the interest of the United States. A request does not compel either entity to so enter any such litigation and such decision either way does not constitute a waiver of any governmental immunity defenses at time of litigation or subsequent.

|                                |                      |
|--------------------------------|----------------------|
| Approved for<br>the Agenda of: | APPROVED             |
| 7/23/2024                      | Motion No.<br>24-346 |

7.B.



## Police Department

TO: Honorable Mayor Bill Bazzi  
Honorable City Council Members

FROM: Kevin Swope, Police Chief

DATE: July 15, 2024

RE: Police Chief Swope - Bid Award - Towing Services

I recommend that your Honorable Body award the bid for towing services to J&T Towing, Inc. as the most qualified bidder. The contract is a fee-based roster of services with no cost to the city, except for specific incidents/events in which the city is requiring services to mitigate life-safety/hazardous situations.

Please authorize the comptroller's office to return any bid bonds to the unsuccessful bidders. In addition, authorize the Mayor and Comptroller or Clerk to sign the necessary warrants on behalf of the city.

In addition, authorize the Mayor and Clerk to sign a three year (3) base contract on behalf of the City with the optional extension of two (2) one (1) year options pending review of corporation counsel.

Respectfully submitted,

Kevin Swope  
Chief of Police

### Attachments:

1. Tow bid contract acceptance

## MEMORANDUM



To: Kevin M. Swope  
Chief of Police

From: Paul D. Vanderplow  
Director, Support Services

Subject: Recommendation of selection for  
Towing Services Contract under RFP

Date: 15-Jul-24

This memorandum will serve to transmit the recommendation for selection to provide towing services to the City of Dearborn Heights as managed by the Dearborn Heights Police Department.

On 03-Jun-24, the City of Dearborn Heights issued solicitation number 1010724 on bidnetdirect.com (City's bid facilitation site) for:

*"The City of Dearborn Heights is seeking proposals from qualified towing companies to tow vehicles for the Police Department. Questions related to this RFP can be directed to Director Paul D. Vanderplow at Email: pdvanderplow@dearbornheightsmi.gov"*

The closing date for submission was 01-Jul-24 at 1500 EDT. A review of the "Document Request List" through bidnetdirect.com indicates over 25 separate instances of the solicitation being reviewed and documents downloaded.

At the close of the solicitation, only four-(4) vendors submitted bids for consideration:

J&T Towing, Inc  
National Towing  
Motor City Towing  
Skyline Towing LLC

As reported by the City Clerk's Office, the Dearborn Heights Business License status for each responsive vendor:

|                    |                                |
|--------------------|--------------------------------|
| J&T Towing, Inc    | Current, Expires 08-Sep-24     |
| National Towing    | Not Current, Expired 29-Dec-18 |
| Motor City Towing  | Current, Expires 28-Nov-24     |
| Skyline Towing LLC | No License Listed              |

## MEMORANDUM

The responsive vendors submitted the required documentation as stated in the solicitation and was compiled by the City's Comptroller Office (specifically Matthew Paul, purchasing). During the solicitation period the City responded to follow up questions and were placed into the formal solicitation offering for all vendors to view. One item, the limit of submitted information/pages (i.e. "page limit") was waived by the City which then allowed a vendor to submit any number of documents in support of their submission.

The designated personnel facilitating the bid proposal, review and recommendation is Paul Vanderplow, Director of Support Services for the Police Department. Once all materials were assembled by the Comptroller's Office they were forwarded to Director Vanderplow for documentation, evaluation and recommendation.

***\*\*\*\*Remainder of this page is left blank\*\*\*\****



## MEMORANDUM

To facilitate a consistent and documented evaluation system of each vendor, a "Review Criteria" or grading matrix was established with seven-(7) areas of review as shown in Figure 1:

*Figure 1: Review Criteria*

| REVIEW CRITERIA                                                                   |                |                                      |                                 |                                             |
|-----------------------------------------------------------------------------------|----------------|--------------------------------------|---------------------------------|---------------------------------------------|
| <i>The following matrix was used to score all sections within this submission</i> |                |                                      |                                 |                                             |
|                                                                                   | Rating         | Contract Requirements                | Problems                        | Corrective Actions                          |
| 5                                                                                 | Exceptional    | Exceeds Many of Government Benefit   | Few Minor                       | Highly Effective                            |
| 4                                                                                 | Very Good      | Exceeds some of Government Benefit   | Some Minor                      | Effective                                   |
| 3                                                                                 | Satisfactory   | Meets All                            | Some Minor                      | Satisfactory                                |
| 2                                                                                 | Marginal       | Does not meet some Government Impact | Serious Recovery still possible | Marginally Effective: Not fully implemented |
| 1                                                                                 | Unsatisfactory | Does not meet most Government Impact | Serious Recovery not likely     | Ineffective                                 |

Based upon a review of the submitted documentation by the vendors, Evaluation Sections 1 – 6 was given a numerical grade. A summary of the six evaluation sections is shown below in Figure 2:

*Figure 2: Summary Matrix*

| SUMMARY MATRIX     |            |                 |                   |                |
|--------------------|------------|-----------------|-------------------|----------------|
|                    | J&T Towing | National Towing | Motor City Towing | Skyline Towing |
| Evaluation Section | 5          | 5               | 5                 | 5              |
| 1                  | 5          | 5               | 5                 | 5              |
| 2                  | 4          | 5               | 5                 | 5              |
| 3                  | 5          | 5               | 5                 | 5              |
| 4                  | 5          | 3               | 4                 | 4              |
| 5                  | 5          | 3               | 3                 | 3              |
| 6                  | 29         | 26              | 27                | 27             |

# MEMORANDUM

The final section of review was Section 7. This compared the provided services and listed fees for each vendor:

**Figure 3: Evaluation Section 7**

| <b>EVALUATIVE QUESTION:</b>                                                           |  |  |  |  |
|---------------------------------------------------------------------------------------|--|--|--|--|
| <b>Listed cost for services evaluation</b>                                            |  |  |  |  |
| <b>FEES FOR SERVICES (Please list information below obtained from the submission)</b> |  |  |  |  |

| <b>PRIVATE VEHICLE CONTRACT PRICE</b> |                                                           | <b>J&amp;T</b>   | <b>Motor City</b> | <b>National</b>  | <b>Skyline</b> |
|---------------------------------------|-----------------------------------------------------------|------------------|-------------------|------------------|----------------|
| 1                                     | Towing of Vehicles 5,000 GVW and less                     | \$ 185.00        | \$ 105.00         | \$ 125.00        | \$ 100.00      |
| 2                                     | Towing of Vehicles 5,000 GVW to 9,999 GVW                 | \$ 225.00        | \$ 125.00         | \$ 125.00        | \$ 125.00      |
| 3                                     | Towing of Vehicles 10,000 GVW to 19,999 GVW               | \$ 375.00        | \$ 200.00         | \$ 175.00        | \$ 175.00      |
| 4                                     | Towing of Vehicles 20,000 GVW and up                      | Starting @ \$875 | \$ 200.00         | Starting @ \$250 | \$ 200.00      |
| 5                                     | Storage per day to commence after 24 hours of impoundment |                  |                   |                  |                |
|                                       | 5.1 Inside storage                                        | \$ 50.00         | \$ 30.00          | \$ 40.00         | \$ 40.00       |
|                                       | 5.2 Outside storage                                       | \$ 30.00         | \$ 25.00          | \$ 25.00         | \$ 25.00       |

| <b>COMPLETE LIST OF EXTRA CHARGES</b> |                                                          | <b>J&amp;T</b>   | <b>Motor City</b> | <b>National</b> | <b>Skyline</b> |
|---------------------------------------|----------------------------------------------------------|------------------|-------------------|-----------------|----------------|
| 6                                     | Extra Charge for Dollies                                 | \$ 125.00        | \$ 25.00          | \$ 30.00        | \$ 25.00       |
| 7                                     | Extra Charge for Disconnecting Linkages                  | \$ 20.00         | \$ 50.00          | \$ 30.00        | \$ 0.00        |
| 8                                     | Extra Charge for Winching (off roadway)                  | \$ 125.00        | \$ 100.00         | \$ 80.00        | \$ 125.00      |
| 9                                     | Motorcycles                                              | \$ 185.00        | \$ 150.00         | \$ 195.00       | \$ 125.00      |
| 10                                    | Water Craft (i.e. Boats, Pontoons, Personal Water Craft) | \$ 225.00        | \$ 225.00         | \$ 195.00       | \$ 200.00      |
| 11                                    | Recreational Vehicles/Trailers                           | Starting @ \$225 | \$ 275.00         | \$ 250.00       | \$ 325.00      |
| 12                                    | Telephone/Utility Poles                                  | \$ 75.00         | \$ 100.00         | \$ 195.00       | \$ 0.00        |
| 13                                    | Lockouts                                                 | \$ 75.00         | \$ 65.00          | \$ 75.00        | \$ 50.00       |
| 14                                    | Tire Change                                              | \$ 95.00         | \$ 65.00          | \$ 75.00        | \$ 50.00       |
| 15                                    | Gas Pickup                                               | \$ 40.00         | \$ 65.00          | \$ 75.00        | \$ 50.00       |
| 16                                    | Per Hour Labor Charge / Extra Service                    | \$ 105.00        | \$ 65.00          | \$ 95.00        | \$ 75.00       |
| 14                                    | Other Charges proposed by the bidder                     |                  |                   |                 |                |
| 14.1                                  | Loader fee per lift                                      | \$ 150.00        |                   |                 |                |
| 14.2                                  | improper paperwork for insurance towers gate fee         | \$ 150.00        |                   |                 |                |
| 14.3                                  | Tow to the street for non-insured non-drivable vehicles  | \$ 75.00         |                   |                 |                |
| 14.4                                  | DH Residence Storage - First 72 Hours                    |                  | \$0.00            |                 |                |
| 14.5                                  | Motorcycles have additional flatbed fee                  |                  |                   | \$ 30.00        |                |
| 14.6                                  | DH Residence (with proof of address) 15% discount        |                  |                   |                 | XXX            |

|                   |  |
|-------------------|--|
| <b>High Entry</b> |  |
| <b>Low Entry</b>  |  |

## MEMORANDUM

### EVALUATOR NOTES

The numerical "grades" listed in Figure 2 are not solidified as a final ranking but rather as a guide as to stated, documented and substantiated capabilities.

Additionally, the financial review of listed fees should not be seen as a mark for evaluation but rather as an indication of stated fees to be charged to individuals for services provided. Based upon the listed fees, as a general observation the listed fees are within acceptable tolerances with one noted exception:

#### Towing of Vehicles 20,000 GVW and Up

J&T Towing listed a starting fee of \$875 with the other three vendors at \$250 and \$200 respectively.

This is the only anomaly which would need further discussion to understand cost basis for the fee.

### RECOMMENDATION

*Based upon the submitted documentation of the vendors and in comparison, with each other, the recommendation for selection is*

***J&T Towing Inc.***

***DBA J&T Dalton's Inc.***

27115 Powers Ave. & 27128 Currier St.

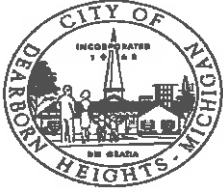
Dearborn Heights, MI 48125

The following items were noted while reviewing J&T Towing's submission:

- Very detailed submission
- Provided references and summations of operations within municipal and police requirements
- Detailed discussion as to storage of towed vehicles, security and "chain of custody"
- Gave full list of drivers which would work in the contract area
- Full discussion of vehicle processing and records maintained
- Full description and discussion of in-car recording systems
- Full discussion of GPS tracking capabilities
- Provided full file of proof of insurance

Therefore, I submit that J&T Towing be forwarded to City Administration for ratification as the City's primary and sole provider of towing services with all appropriate policies and procedures to be authored and adopted by the Police Department within ten-(10) days of advisement.

The full project file accompanies this transmission with a digital copy being maintained by the Police Department.



# City of Dearborn Heights

## Review of Proposal

### Towing Contract

## BID SUBMISSION REVIEW AND RATINGS

### REVIEW CRITERIA

*The following matrix was used to score all sections within this submission*

|   | Rating         | Contract Requirements                | Problems                        | Corrective Actions                          |
|---|----------------|--------------------------------------|---------------------------------|---------------------------------------------|
| 5 | Exceptional    | Exceeds Many of Government Benefit   | Few Minor                       | Highly Effective                            |
| 4 | Very Good      | Exceeds some of Government Benefit   | Some Minor                      | Effective                                   |
| 3 | Satisfactory   | Meets All                            | Some Minor                      | Satisfactory                                |
| 2 | Marginal       | Does not meet some Government Impact | Serious Recovery still possible | Marginally Effective: Not fully implemented |
| 1 | Unsatisfactory | Does not meet most Government Impact | Serious Recovery not likely     | Ineffective                                 |

### SUMMARY MATRIX

|                    | J&T Towing | National Towing | Motor City Towing | Skyline Towing |
|--------------------|------------|-----------------|-------------------|----------------|
| Evaluation Section | 5          | 5               | 5                 | 5              |
| 1                  | 5          | 5               | 5                 | 5              |
| 2                  | 4          | 5               | 5                 | 5              |
| 3                  | 5          | 5               | 5                 | 5              |
| 4                  | 5          | 3               | 4                 | 4              |
| 5                  | 5          | 3               | 3                 | 3              |
| 6                  | <b>29</b>  | <b>26</b>       | <b>27</b>         | <b>27</b>      |



# **City of Dearborn Heights**

Review of Proposal

Towing Contract

## Evaluation Packets





# **City of Dearborn Heights**

Review of Proposal

Towing Contract

## J&T Dalton's Inc

|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>J&amp;T Dalton's Inc</b>                     |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

### **EVALUATION SECTION #1**

#### **EVALUATIVE QUESTION:**

**Does the company meet all identification and license number requirements?**

**EVALUATOR RATING (5 - 4 - 3 - 2 - 1)**

**5**

#### **OFFEROR IDENTIFICATION (Please list information below obtained from the submission)**

|                             |                                                                        |
|-----------------------------|------------------------------------------------------------------------|
| Company Name                | J&T Dalton's Inc                                                       |
| Michigan License Number     | 525363                                                                 |
| Address                     | 27115 Powers Ave & 27128 Currier St                                    |
| City, State ZIP             | Dearborn Heights, MI 48125                                             |
| Agent's Name                | Sam Hussein                                                            |
| Agent's Title               | President                                                              |
| Telephone Number (Business) | 313-299-9727                                                           |
| Telephone Number (Mobile)   | 313-622-8022                                                           |
| eMail                       | <a href="mailto:samhussein1301@gmail.com">samhussein1301@gmail.com</a> |
| Agent's Signature           | SIGNED                                                                 |
| Date Signed                 | 6/21/24                                                                |

|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>J&amp;T Dalton's Inc</b>                     |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

|                              |
|------------------------------|
| <b>EVALUATION SECTION #2</b> |
|------------------------------|

|                                                                                                           |          |
|-----------------------------------------------------------------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                                                                               |          |
| <i>Does the Company list their service prices (comparison of prices will be done by program manager)?</i> |          |
| <b>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</b>                                                               | <b>5</b> |

|                                                                                        |
|----------------------------------------------------------------------------------------|
| <b>FEEES FOR SERVICES (Please list information below obtained from the submission)</b> |
|----------------------------------------------------------------------------------------|

| <b>PRIVATE VEHICLE CONTRACT PRICE</b> |                                                           |                 |        |
|---------------------------------------|-----------------------------------------------------------|-----------------|--------|
| 1                                     | Towing of Vehicles 5,000 GVW and less                     | \$              | 185.00 |
| 2                                     | Towing of Vehicles 5,000 GVW to 9,999 GVW                 | \$              | 225.00 |
| 3                                     | Towing of Vehicles 10,000 GVW to 19,999 GVW               | \$              | 375.00 |
| 4                                     | Towing of Vehicles 20,000 GVW and up                      | Starting @\$875 |        |
| 5                                     | Storage per day to commence after 24 hours of impoundment |                 |        |
|                                       | 5.1 Inside storage                                        | \$              | 50.00  |
|                                       | 5.2 Outside storage                                       | \$              | 35.00  |

| <b>COMPLETE LIST OF EXTRA CHARGES</b> |                                                          |                  |        |
|---------------------------------------|----------------------------------------------------------|------------------|--------|
| 6                                     | Extra Charge for Dollies                                 | \$               | 125.00 |
| 7                                     | Extra Charge for Disconnecting Linkages                  | \$               | 20.00  |
| 8                                     | Extra Charge for Winching (off roadway)                  | \$               | 125.00 |
| 9                                     | Motorcycles                                              | \$               | 185.00 |
| 10                                    | Water Craft (i.e. Boats, Pontoons, Personal Water Craft) | \$               | 225.00 |
| 11                                    | Recreational Vehicles/Trailers                           | Starting @ \$225 |        |
| 12                                    | Telephone/Utility Poles                                  | \$               | 75.00  |
| 13                                    | Lockouts                                                 | \$               | 75.00  |
| 14                                    | Tire Change                                              | \$               | 95.00  |
| 15                                    | Gas Pickup                                               | \$               | 40.00  |
| 16                                    | Per Hour Labor Charge / Extra Service                    | \$               | 105.00 |
| 14                                    | Other Charges proposed by the bidder                     |                  |        |
| 14.1                                  | Loader fee per lift                                      | \$               | 150.00 |
| 14.2                                  | Improper paperwork for insurance tower gate fee          | \$               | 150.00 |
| 14.3                                  | tow to the street for uninsured non-drivable vehicles    | \$               | 75.00  |



|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>J&amp;T Dalton's Inc</b>                     |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

|                              |
|------------------------------|
| <b>EVALUATION SECTION #3</b> |
|------------------------------|

|                                                                               |          |
|-------------------------------------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                                                   |          |
| <i>Does the Company accept virtual payments and what are their method(s)?</i> |          |
| <b>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</b>                                   | <b>4</b> |

|                                                                                                                                               |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PAYMENT OPTIONS (Please list information below obtained from the submission)</b>                                                           |  |
| <i>Company, at a minimum, has to accept in person cash payments, payments over the phone, company maintained internet/web based platform.</i> |  |
| <i>Options for online payment services (i.e. PayPal, Zelle, Apple Pay, etc.) is preferred but not required.</i>                               |  |
| Cash<br>Cashiers Check<br>Company Check<br>Debit<br>Credit                                                                                    |  |
| <i>Did not list:</i><br>Apple Pay<br>Cash App<br>Zelle                                                                                        |  |

|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>J&amp;T Dalton's Inc</b>                     |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

#### ***EVALUATION SECTION #4***

##### **EVALUATIVE QUESTION:**

**Does the company meet location requirement?**

***EVALUATOR RATING (5 - 4 - 3 - 2 - 1)***

***5***

##### **BUSINESS LOCATION IDENTIFIED FOR OFFER**

(Please list information below obtained from the submission)

The bidder states that they now or will have at the time of entering into a contract between their company and the City of Dearborn Heights, a storage yard facility within the corporate limits of the City of Dearborn Heights and the following equipment to be used in performing towing services in accordance with the bid proposal and specifications. The successful bidder will continue to maintain and make the listed equipment (including updated equipment) and storage yard facility available throughout the contract.

|                        |                                      |
|------------------------|--------------------------------------|
| <b>Address</b>         | 27115 Powers Ave & 27218 Currier St. |
| <b>City, State ZIP</b> | Dearborn Heights, MI 48125           |

|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>J&amp;T Dalton's Inc</b>                     |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

**EVALUATION SECTION #5**

|                                                            |          |
|------------------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                                |          |
| Did the company list equipment dedicated to this contract? |          |
| Were photos attached?                                      |          |
| <b>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</b>                | <b>5</b> |

**LIST OF COMPANY EQUIPMENT AVAILABLE TO CITY DURING CONTRACT TERM**  
(Please list information below obtained from the submission)

|    | <b>YEAR</b>                                                                                             | <b>MAKE</b> | <b>MODEL</b> | <b>BRIEF TOWING CAPABILITY SUMMARY</b> |
|----|---------------------------------------------------------------------------------------------------------|-------------|--------------|----------------------------------------|
| 1  | Listed in excess of 80 pieces of equipment available to contract along with hazmat cleanup capabilities |             |              |                                        |
| 2  | Photos of select items were attached                                                                    |             |              |                                        |
| 3  | Detailed information on HAZMAT spills/cleanup                                                           |             |              |                                        |
| 4  |                                                                                                         |             |              |                                        |
| 5  |                                                                                                         |             |              |                                        |
| 6  |                                                                                                         |             |              |                                        |
| 7  |                                                                                                         |             |              |                                        |
| 8  |                                                                                                         |             |              |                                        |
| 9  |                                                                                                         |             |              |                                        |
| 10 |                                                                                                         |             |              |                                        |
| 11 |                                                                                                         |             |              |                                        |
| 12 |                                                                                                         |             |              |                                        |
| 13 |                                                                                                         |             |              |                                        |
| 14 |                                                                                                         |             |              |                                        |
| 15 |                                                                                                         |             |              |                                        |
| 16 |                                                                                                         |             |              |                                        |
| 17 |                                                                                                         |             |              |                                        |
| 18 |                                                                                                         |             |              |                                        |
| 19 |                                                                                                         |             |              |                                        |
| 20 |                                                                                                         |             |              |                                        |

*Offeror is not required to commit 20 assets to contract, rather space was given to ensure the ability to list any and all equipment as company desires. Additional sheets may be used should there be more than 20 vehicles/assets.*

|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>J&amp;T Dalton's Inc</b>                     |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

|                              |
|------------------------------|
| <b>EVALUATION SECTION #6</b> |
|------------------------------|

|                                                                         |          |
|-------------------------------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                                             |          |
| <b>Did company acknowledge all of the required capability sections?</b> |          |
| <b>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</b>                             | <b>5</b> |

|                                                                                                                                                                                                       |          |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----|
| <b>Required Capability #1</b>                                                                                                                                                                         |          |    |
| <b>CITY OWNED VEHICLES OR THOSE VEHICLES ORDERED TO BE HELD</b>                                                                                                                                       |          |    |
| All road service to City owned vehicles within a 30 mile radius of Dearborn Heights, including changing of tires, and/or towing or storage, is provided at no charge to the City of Dearborn Heights. |          |    |
| Did offeror understand and acknowledges this requirement                                                                                                                                              | <b>X</b> |    |
|                                                                                                                                                                                                       | Yes      | No |

|                                                                                                                                            |                 |    |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----|
| <b>Required Capability #2</b>                                                                                                              |                 |    |
| <b>Offeror has the capability to tow vehicles up to 80,000 GVW</b>                                                                         |                 |    |
| From the front                                                                                                                             | <b>YES</b> / NO |    |
|                                                                                                                                            | Circle One      |    |
| From the rear                                                                                                                              | <b>YES</b> / NO |    |
|                                                                                                                                            | Circle One      |    |
| Side Recoveries                                                                                                                            | <b>YES</b> / NO |    |
|                                                                                                                                            | Circle One      |    |
| Second time tows between the City facilities and storage yard, or additional tows within storage yard will be at the contractor's expense. |                 |    |
| Did offeror understand and acknowledges this requirement                                                                                   | <b>X</b>        |    |
|                                                                                                                                            | Yes             | No |

|                                                                          |                                                 |  |
|--------------------------------------------------------------------------|-------------------------------------------------|--|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |  |
|                                                                          | <b>J&amp;T Dalton's Inc</b>                     |  |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |  |

### ***EVALUATION SECTION #6 (CONTINUED)***

#### ***Required Capability #3***

Offeror's equipment will have GPS tracking and logging capabilities as well as in-dash camera systems with video retention of at least thirty-(30) days.

|                                                                 |            |           |
|-----------------------------------------------------------------|------------|-----------|
| <b>Did offeror understand and acknowledges this requirement</b> | <b>X</b>   |           |
|                                                                 | <b>Yes</b> | <b>No</b> |

#### ***Required Capability #4***

Offeror will have interior & environmentally controlled storage space as well as exterior space. All storage locations will have personnel access controls, vehicle key security/inventory systems, overwatch and personnel identification camera systems as well as physical security measures (i.e. fencing). All electronic access, data and video/audio systems to have at least 12 month retention for review upon demand of the City.

|                                                                 |            |           |
|-----------------------------------------------------------------|------------|-----------|
| <b>Did offeror understand and acknowledges this requirement</b> | <b>X</b>   |           |
|                                                                 | <b>Yes</b> | <b>No</b> |

#### ***Required Capability #5***

Vehicles towed and ordered held for investigative purposes such as, but not limited to: Fatal and serious injury accidents, Forfeiture, Arson, Theft, and Fraud, may only be released after authorization from the Police Department is given. Such vehicles held by order of the Police Department will incur costs for towing and no more than 5 days storage fees charged to the owner or representative.

|                                                                 |            |           |
|-----------------------------------------------------------------|------------|-----------|
| <b>Did offeror understand and acknowledges this requirement</b> | <b>X</b>   |           |
|                                                                 | <b>Yes</b> | <b>No</b> |

#### ***Required Capability #6***

Vehicles that are towed, held, and become the property of the City of Dearborn Heights through forfeiture or by other means will not incur towing or storage fees. Such vehicles will be turned over to City of Dearborn Heights or held on premises until such time as the vehicles can be auctioned or disposed of.

|                                                                 |            |           |
|-----------------------------------------------------------------|------------|-----------|
| <b>Did offeror understand and acknowledges this requirement</b> | <b>X</b>   |           |
|                                                                 | <b>Yes</b> | <b>No</b> |

|                                                                          |                                                 |  |
|--------------------------------------------------------------------------|-------------------------------------------------|--|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |  |
|                                                                          | <b>J&amp;T Dalton's Inc</b>                     |  |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |  |

|                                                 |
|-------------------------------------------------|
| <b><i>EVALUATION SECTION #6 (CONTINUED)</i></b> |
|-------------------------------------------------|

|                                                                                                                                                                                                                                                                             |     |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b><i>Required Capability #7</i></b>                                                                                                                                                                                                                                        |     |    |
| Offeror will have an established system to assist in Forfeiture recordkeeping and will maintain adequate books and records of such forfeiture actions. Additionally, books and records of all City business will be made available for inspection upon request of the City. |     |    |
| Did offeror understand and acknowledges this requirement                                                                                                                                                                                                                    | X   |    |
|                                                                                                                                                                                                                                                                             | Yes | No |

|                                                                                                |     |    |
|------------------------------------------------------------------------------------------------|-----|----|
| <b><i>Required Capability #8</i></b>                                                           |     |    |
| Offeror will have a minimum of five-(5) years of law enforcement towing operations experience. |     |    |
| Did offeror understand and acknowledges this requirement                                       | X   |    |
|                                                                                                | Yes | No |

|                                                                                                          |     |    |
|----------------------------------------------------------------------------------------------------------|-----|----|
| <b><i>Required Capability #9</i></b>                                                                     |     |    |
| Offeror will have the ability to mitigate and /or transport Hazzardous Materials (HazMat) scenes/issues. |     |    |
| Did offeror understand and acknowledges this requirement                                                 | X   |    |
|                                                                                                          | Yes | No |

## Towing Contract

**COMPANY EVALUATED**

## J&T Dalton's Inc

## EVALUATOR

**Director Paul D. Vanderplow**

**EVALUATOR NOTES ON COMPANY/SUBMISSION**

**Very detailed submission**

Provided references and summations of operations within municipal and police requirements

Detailed discussion as to storage of towed vehicles, security and "chain of custody"

Gave full list of drivers which would work in the contract area

Full discussion of vehicle processing and records maintained

### Full description and discussion of in-car recording systems

### Full discussion of GPS tracking capabilities

|                                          |
|------------------------------------------|
| Provided full file of proof of insurance |
|------------------------------------------|



# City of Dearborn Heights

Review of Proposal

Towing Contract

## Motor City



|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>Motor City</b>                               |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

|                                     |
|-------------------------------------|
| <b><i>EVALUATION SECTION #1</i></b> |
|-------------------------------------|

|                                                                                  |          |
|----------------------------------------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                                                      |          |
| <b>Does the company meet all identification and license number requirements?</b> |          |
| <b><i>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</i></b>                               | <b>5</b> |

| <b>OFFEROR IDENTIFICATION (Please list information below obtained from the submission)</b> |                                                                                                |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Company Name                                                                               | Motor City Towing & recovery LLC                                                               |
| Michigan License Number                                                                    | 802419030                                                                                      |
| Address                                                                                    | 26380 Van Born Road                                                                            |
| City, State ZIP                                                                            | Dearborn Heights, MI 48125                                                                     |
| Agent's Name                                                                               | Hawraa Alaridhi                                                                                |
| Agent's Title                                                                              | Owner                                                                                          |
| Telephone Number (Business)                                                                | 313-753-0595                                                                                   |
| Telephone Number (Mobile)                                                                  | 734-747-3535                                                                                   |
| eMail                                                                                      | <a href="mailto:motorcitytowingandrecovery@gmail.com">motorcitytowingandrecovery@gmail.com</a> |
| Agent's Signature                                                                          | YES                                                                                            |
| Date Signed                                                                                | 6/30/24                                                                                        |

|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>Motor City</b>                               |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

|                              |
|------------------------------|
| <b>EVALUATION SECTION #2</b> |
|------------------------------|

|                                                                                                           |          |
|-----------------------------------------------------------------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                                                                               |          |
| <i>Does the Company list their service prices (comparison of prices will be done by program manager)?</i> |          |
| <b>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</b>                                                               | <b>5</b> |

|                                                                                        |
|----------------------------------------------------------------------------------------|
| <b>FEEES FOR SERVICES (Please list information below obtained from the submission)</b> |
|----------------------------------------------------------------------------------------|

| <b>PRIVATE VEHICLE CONTRACT PRICE</b> |                                                           |    |        |
|---------------------------------------|-----------------------------------------------------------|----|--------|
| 1                                     | Towing of Vehicles 5,000 GVW and less                     | \$ | 105.00 |
| 2                                     | Towing of Vehicles 5,000 GVW to 9,999 GVW                 | \$ | 125.00 |
| 3                                     | Towing of Vehicles 10,000 GVW to 19,999 GVW               | \$ | 200.00 |
| 4                                     | Towing of Vehicles 20,000 GVW and up                      | \$ | 200.00 |
| 5                                     | Storage per day to commence after 24 hours of impoundment |    |        |
|                                       | 5.1 Inside storage                                        | \$ | 30.00  |
|                                       | 5.2 Outside storage                                       | \$ | 25.00  |

| <b>COMPLETE LIST OF EXTRA CHARGES</b> |                                                          |    |        |
|---------------------------------------|----------------------------------------------------------|----|--------|
| 6                                     | Extra Charge for Dollies                                 | \$ | 25.00  |
| 7                                     | Extra Charge for Disconnecting Linkages                  | \$ | 50.00  |
| 8                                     | Extra Charge for Winching (off roadway)                  | \$ | 100.00 |
| 9                                     | Motorcycles                                              | \$ | 150.00 |
| 10                                    | Water Craft (i.e. Boats, Pontoons, Personal Water Craft) | \$ | 225.00 |
| 11                                    | Recreational Vehicles/Trailers                           | \$ | 275.00 |
| 12                                    | Telephone/Utility Poles                                  | \$ | 100.00 |
| 13                                    | Lockouts                                                 | \$ | 65.00  |
| 14                                    | Tire Change                                              | \$ | 65.00  |
| 15                                    | Gas Pickup                                               | \$ | 65.00  |
| 16                                    | Per Hour Labor Charge / Extra Service                    | \$ | 65.00  |
| 14                                    | Other Charges proposed by the bidder                     |    |        |
| 14.1                                  | DH Residence Storage - First 72 Hours                    |    | \$0.00 |
| 14.2                                  |                                                          |    |        |
| 14.3                                  |                                                          |    |        |

|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>Motor City</b>                               |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

|                              |
|------------------------------|
| <b>EVALUATION SECTION #3</b> |
|------------------------------|

|                                                                               |          |
|-------------------------------------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                                                   |          |
| <i>Does the Company accept virtual payments and what are their method(s)?</i> |          |
| <b>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</b>                                   | <b>5</b> |

|                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PAYMENT OPTIONS (Please list information below obtained from the submission)</b>                                                                                                                                                                                                                                                                                                             |
| <p><i>Company, at a minimum, has to accept in person cash payments, payments over the phone, company maintained internet/web based platform.</i></p> <p><i>Options for online payment services (i.e. PayPal, Zelle, Apple Pay, etc.) is preferred but not required.</i></p> <p> Cash<br/> Cashiers Check<br/> Company Check<br/> Debit<br/> Credit<br/> Apple Pay<br/> Cash App<br/> Zelle </p> |

|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>Motor City</b>                               |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

|                                     |
|-------------------------------------|
| <b><i>EVALUATION SECTION #4</i></b> |
|-------------------------------------|

|                                                    |          |
|----------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                        |          |
| <b>Does the company meet location requirement?</b> |          |
| <b><i>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</i></b> | <b>5</b> |

|                                                                                                               |
|---------------------------------------------------------------------------------------------------------------|
| <b>BUSINESS LOCATION IDENTIFIED FOR OFFER</b><br>(Please list information below obtained from the submission) |
|---------------------------------------------------------------------------------------------------------------|

The bidder states that they now or will have at the time of entering into a contract between their company and the City of Dearborn Heights, a storage yard facility within the corporate limits of the City of Dearborn Heights and the following equipment to be used in performing towing services in accordance with the bid proposal and specifications. The successful bidder will continue to maintain and make the listed equipment (including updated equipment) and storage yard facility available throughout the contract.

|                        |                            |
|------------------------|----------------------------|
| <b>Address</b>         | 26380 Van Born Road        |
| <b>City, State ZIP</b> | Dearborn Heights, MI 48125 |

|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>Motor City</b>                               |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

**EVALUATION SECTION #5**

|                                                            |
|------------------------------------------------------------|
| <b>EVALUATIVE QUESTION:</b>                                |
| Did the company list equipment dedicated to this contract? |
| Were photos attached?                                      |

|                                             |          |
|---------------------------------------------|----------|
| <b>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</b> | <b>2</b> |
|---------------------------------------------|----------|

**LIST OF COMPANY EQUIPMENT AVAILABLE TO CITY DURING CONTRACT TERM**  
(Please list information below obtained from the submission)

|    | <b>YEAR</b> | <b>MAKE</b>   | <b>MODEL</b> | <b>BRIEF TOWING CAPABILITY SUMMARY</b> |
|----|-------------|---------------|--------------|----------------------------------------|
| 1  | 2021        | Freightliner  | M2           | Carrier - 2 Car                        |
| 2  | 2023        | Freightliner  | M2           | Carrier - 2 Car                        |
| 3  | 2023        | International | MV607        | Carrier - 2 Car                        |
| 4  | 2015        | Kenworth      | T370         | Carrier - 4 Car                        |
| 5  | 2013        | Dodge         | RAM 4500     | Auto Loader - 1 Car                    |
| 6  | 2022        | International | MV607        | Carrier - 2 Car                        |
| 7  | 2021        | Ford          | F-450        | Auto Loader - 1 Car                    |
| 8  | 2003        | Ford          | F-450        | Auto Loader - 1 Car                    |
| 9  |             |               |              |                                        |
| 10 |             |               |              |                                        |
| 11 |             |               |              |                                        |
| 12 |             |               |              |                                        |
| 13 |             |               |              |                                        |
| 14 |             |               |              |                                        |
| 15 |             |               |              |                                        |
| 16 |             |               |              |                                        |
| 17 |             |               |              |                                        |
| 18 |             |               |              |                                        |
| 19 |             |               |              |                                        |
| 20 |             |               |              |                                        |

*Offeror is not required to commit 20 assets to contract, rather space was given to ensure the ability to list any and all equipment as company desires. Additional sheets may be used should there be more than 20 vehicles/assets.*

|                                                                          |                                                 |  |
|--------------------------------------------------------------------------|-------------------------------------------------|--|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |  |
|                                                                          | <b>Motor City</b>                               |  |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |  |

|                              |
|------------------------------|
| <b>EVALUATION SECTION #6</b> |
|------------------------------|

|                                                                  |          |
|------------------------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                                      |          |
| Did company acknowledge all of the required capability sections? |          |
| <b>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</b>                      | <b>3</b> |

|                                                                                                                                                                                                       |          |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----|
| <b>Required Capability #1</b>                                                                                                                                                                         |          |    |
| <b>CITY OWNED VEHICLES OR THOSE VEHICLES ORDERED TO BE HELD</b>                                                                                                                                       |          |    |
| All road service to City owned vehicles within a 30 mile radius of Dearborn Heights, including changing of tires, and/or towing or storage, is provided at no charge to the City of Dearborn Heights. |          |    |
| Did offeror understand and acknowledges this requirement                                                                                                                                              | <b>X</b> |    |
|                                                                                                                                                                                                       | Yes      | No |

|                                                                                                                                            |               |    |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|
| <b>Required Capability #2</b>                                                                                                              |               |    |
| <b>Offeror has the capability to tow vehicles up to 80,000 GVW</b>                                                                         |               |    |
| From the front                                                                                                                             | <b>YES</b> NO |    |
|                                                                                                                                            | Circle One    |    |
| From the rear                                                                                                                              | <b>YES</b> NO |    |
|                                                                                                                                            | Circle One    |    |
| Side Recoveries                                                                                                                            | <b>YES</b> NO |    |
|                                                                                                                                            | Circle One    |    |
| Second time tows between the City facilities and storage yard, or additional tows within storage yard will be at the contractor's expense. |               |    |
| Did offeror understand and acknowledges this requirement                                                                                   | <b>X</b>      |    |
|                                                                                                                                            | Yes           | No |

|                                                                          |                                                 |  |
|--------------------------------------------------------------------------|-------------------------------------------------|--|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |  |
|                                                                          | <b>Motor City</b>                               |  |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |  |

|                                                 |
|-------------------------------------------------|
| <b><i>EVALUATION SECTION #6 (CONTINUED)</i></b> |
|-------------------------------------------------|

|                                                                                                                                                          |          |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----|
| <b><i>Required Capability #3</i></b>                                                                                                                     |          |    |
| Offeror's equipment will have GPS tracking and logging capabilities as well as in-dash camera systems with video retention of at least thirty-(30) days. |          |    |
| Did offeror understand and acknowledges this requirement                                                                                                 | <b>X</b> |    |
|                                                                                                                                                          | Yes      | No |

|                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----|
| <b><i>Required Capability #4</i></b>                                                                                                                                                                                                                                                                                                                                                                                                         |          |    |
| Offeror will have interior & environmentally controlled storage space as well as exterior space. All storage locations will have personnel access controls, vehicle key security/inventory systems, overwatch and personnel identification camera systems as well as physical security measures (i.e. fencing). All electronic access, data and video/audio systems to have at least 12 month retention for revieve upon demand of the City. |          |    |
| Did offeror understand and acknowledges this requirement                                                                                                                                                                                                                                                                                                                                                                                     | <b>X</b> |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                              | Yes      | No |

|                                                                                                                                                                                                                                                                                                                                                                                                              |          |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----|
| <b><i>Required Capability #5</i></b>                                                                                                                                                                                                                                                                                                                                                                         |          |    |
| Vehicles towed and ordered held for investigative purposes such as, but not limited to: Fatal and serious injury accidents, Forfeiture, Arson, Theft, and Fraud, may only be released after authorization from the Police Department is given. Such vehicles held by order of the Police Department will incur costs for towing and no more than 5 days storage fees charged to the owner or representative. |          |    |
| Did offeror understand and acknowledges this requirement                                                                                                                                                                                                                                                                                                                                                     | <b>X</b> |    |
|                                                                                                                                                                                                                                                                                                                                                                                                              | Yes      | No |

|                                                                                                                                                                                                                                                                                                                       |          |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----|
| <b><i>Required Capability #6</i></b>                                                                                                                                                                                                                                                                                  |          |    |
| Vehicles that are towed, held, and become the property of the City of Dearborn Heights through forfeiture or by other means will not incur towing or storage fees. Such vehicles will be turned over to City of Dearborn Heights or held on premises until such time as the vehicles can be auctioned or disposed of. |          |    |
| Did offeror understand and acknowledges this requirement                                                                                                                                                                                                                                                              | <b>X</b> |    |
|                                                                                                                                                                                                                                                                                                                       | Yes      | No |

|                                                                          |                                                 |  |
|--------------------------------------------------------------------------|-------------------------------------------------|--|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |  |
|                                                                          | <b>Motor City</b>                               |  |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |  |

|                                                 |
|-------------------------------------------------|
| <b><i>EVALUATION SECTION #6 (CONTINUED)</i></b> |
|-------------------------------------------------|

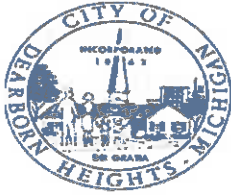
|                                                                                                                                                                                                                                                                             |            |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| <b><i>Required Capability #7</i></b>                                                                                                                                                                                                                                        |            |           |
| Offeror will have an established system to assist in Forfeiture recordkeeping and will maintain adequate books and records of such forfeiture actions. Additionally, books and records of all City business will be made available for inspection upon request of the City. |            |           |
| Did offeror understand and acknowledges this requirement                                                                                                                                                                                                                    | <b>X</b>   |           |
|                                                                                                                                                                                                                                                                             | <b>Yes</b> | <b>No</b> |

|                                                                                                |            |           |
|------------------------------------------------------------------------------------------------|------------|-----------|
| <b><i>Required Capability #8</i></b>                                                           |            |           |
| Offeror will have a minimum of five-(5) years of law enforcement towing operations experience. |            |           |
| Did offeror understand and acknowledges this requirement                                       | <b>X</b>   |           |
|                                                                                                | <b>Yes</b> | <b>No</b> |

|                                                                                                          |            |           |
|----------------------------------------------------------------------------------------------------------|------------|-----------|
| <b><i>Required Capability #9</i></b>                                                                     |            |           |
| Offeror will have the ability to mitigate and /or transport Hazzardous Materials (HazMat) scenes/issues. |            |           |
| Did offeror understand and acknowledges this requirement                                                 | <b>X</b>   |           |
|                                                                                                          | <b>Yes</b> | <b>No</b> |







# **City of Dearborn Heights**

Review of Proposal

Towing Contract

# National Towing LLC

|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>National Towing LLC</b>                      |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

|                              |
|------------------------------|
| <b>EVALUATION SECTION #1</b> |
|------------------------------|

|                                                                                  |          |
|----------------------------------------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                                                      |          |
| <b>Does the company meet all identification and license number requirements?</b> |          |
| <b>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</b>                                      | <b>5</b> |

| <b>OFFEROR IDENTIFICATION (Please list information below obtained from the submission)</b> |                                                                        |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Company Name                                                                               | National Towing LLC                                                    |
| Michigan License Number                                                                    | 26-4235747                                                             |
| Address                                                                                    | 22840 Van Born Road                                                    |
| City, State ZIP                                                                            | Dearborn Heights, MI 48125                                             |
| Agent's Name                                                                               | Ali Berro                                                              |
| Agent's Title                                                                              | Owner                                                                  |
| Telephone Number (Business)                                                                | 313-299-3333                                                           |
| Telephone Number (Mobile)                                                                  | 313-629-9377                                                           |
| eMail                                                                                      | <a href="mailto:nationaltowing@yahoo.com">nationaltowing@yahoo.com</a> |
| Agent's Signature                                                                          | SIGNED                                                                 |
| Date Signed                                                                                | 27-Jun-24                                                              |

|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>National Towing LLC</b>                      |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

## **EVALUATION SECTION #2**

|                                                                                                           |          |
|-----------------------------------------------------------------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                                                                               |          |
| <i>Does the Company list their service prices (comparison of prices will be done by program manager)?</i> |          |
| <b>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</b>                                                               | <b>5</b> |

### **FEEES FOR SERVICES (Please list information below obtained from the submission)**

| <b>PRIVATE VEHICLE CONTRACT PRICE</b> |                                                           |                  |        |
|---------------------------------------|-----------------------------------------------------------|------------------|--------|
| 1                                     | Towing of Vehicles 5,000 GVW and less                     | \$               | 125.00 |
| 2                                     | Towing of Vehicles 5,000 GVW to 9,999 GVW                 | \$               | 125.00 |
| 3                                     | Towing of Vehicles 10,000 GVW to 19,999 GVW               | \$               | 175.00 |
| 4                                     | Towing of Vehicles 20,000 GVW and up                      | Starting @ \$250 |        |
| 5                                     | Storage per day to commence after 24 hours of impoundment |                  |        |
|                                       | 5.1 Inside storage                                        | \$               | 40.00  |
|                                       | 5.2 Outside storage                                       | \$               | 25.00  |

| <b>COMPLETE LIST OF EXTRA CHARGES</b> |                                                          |    |        |
|---------------------------------------|----------------------------------------------------------|----|--------|
| 6                                     | Extra Charge for Dollies                                 | \$ | 30.00  |
| 7                                     | Extra Charge for Disconnecting Linkages                  | \$ | 30.00  |
| 8                                     | Extra Charge for Winching (off roadway)                  | \$ | 80.00  |
| 9                                     | Motorcycles                                              | \$ | 195.00 |
| 10                                    | Water Craft (i.e. Boats, Pontoons, Personal Water Craft) | \$ | 195.00 |
| 11                                    | Recreational Vehicles/Trailers                           | \$ | 250.00 |
| 12                                    | Telephone/Utility Poles                                  | \$ | 195.00 |
| 13                                    | Lockouts                                                 | \$ | 75.00  |
| 14                                    | Tire Change                                              | \$ | 75.00  |
| 15                                    | Gas Pickup                                               | \$ | 75.00  |
| 16                                    | Per Hour Labor Charge / Extra Service                    | \$ | 95.00  |
| 14                                    | Other Charges proposed by the bidder                     |    |        |
| 14.1                                  | Motorcycles have additional flatbed fee                  | \$ | 30.00  |
| 14.2                                  |                                                          |    |        |
| 14.3                                  |                                                          |    |        |

|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>National Towing LLC</b>                      |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

|                              |
|------------------------------|
| <b>EVALUATION SECTION #3</b> |
|------------------------------|

|                                                                               |          |
|-------------------------------------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                                                   |          |
| <i>Does the Company accept virtual payments and what are their method(s)?</i> |          |
| <b>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</b>                                   | <b>5</b> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PAYMENT OPTIONS (Please list information below obtained from the submission)</b>                                                                                                                                                                                                                                                                                                                                            |
| <p><i>Company, at a minimum, has to accept in person cash payments, payments over the phone, company maintained internet/web based platform.</i></p> <p><i>Options for online payment services (i.e. PayPal, Zelle, Apple Pay, etc.) is preferred but not required.</i></p> <p> Cash<br/> Paypal<br/> Zelle<br/> Cashapp<br/> Venmo<br/> Apple Pay<br/> Credit Card<br/> Online Payments<br/> Certified Check (Bank only) </p> |

|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>National Towing LLC</b>                      |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

|                                     |
|-------------------------------------|
| <b><i>EVALUATION SECTION #4</i></b> |
|-------------------------------------|

|                                                    |          |
|----------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                        |          |
| <b>Does the company meet location requirement?</b> |          |
| <b><i>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</i></b> | <b>5</b> |

|                                                                                                               |
|---------------------------------------------------------------------------------------------------------------|
| <b>BUSINESS LOCATION IDENTIFIED FOR OFFER</b><br>(Please list information below obtained from the submission) |
|---------------------------------------------------------------------------------------------------------------|

The bidder states that they now or will have at the time of entering into a contract between their company and the City of Dearborn Heights, a storage yard facility within the corporate limits of the City of Dearborn Heights and the following equipment to be used in performing towing services in accordance with the bid proposal and specifications. The successful bidder will continue to maintain and make the listed equipment (including updated equipment) and storage yard facility available throughout the contract.

|                 |                            |
|-----------------|----------------------------|
| Address         | 22840 Van Born             |
| City, State ZIP | Dearborn Heights, MI 48125 |

|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>National Towing LLC</b>                      |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

**EVALUATION SECTION #5**

|                                                            |          |
|------------------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                                |          |
| Did the company list equipment dedicated to this contract? |          |
| Were photos attached?                                      |          |
| <b>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</b>                | <b>4</b> |

**LIST OF COMPANY EQUIPMENT AVAILABLE TO CITY DURING CONTRACT TERM**  
(Please list information below obtained from the submission)

|    | <b>YEAR</b> | <b>MAKE</b>   | <b>MODEL</b> | <b>BRIEF TOWING CAPABILITY SUMMARY</b> |
|----|-------------|---------------|--------------|----------------------------------------|
| 1  | 2005        | Hino          | 268          | Flatbed Wheel Lift - 2 Vehicles        |
| 2  | 2008        | International | 2300         | Flatbed Wheel Lift - 2 Vehicles        |
| 3  | 2005        | Kenworth      | T270         | Flatbed Wheel Lift - 2 Vehicles        |
| 4  | 2020        | Freightliner  | M2           | Flatbed Wheel Lift - 2 Vehicles        |
| 5  | 2020        | Dodge Ram     | 5500         | Flatbed Wheel Lift - 2 Vehicles        |
| 6  | 2019        | Freightliner  | M2           | Flatbed Wheel Lift - 4 Vehicles        |
| 7  | 2022        | Kenworth      | T370         | Flatbed Wheel Lift - 4 Vehicles        |
| 8  | 2024        | International | MV           | Flatbed Wheel Lift - 2 Vehicles        |
| 9  | 2024        | International | MV           | Flatbed Wheel Lift - 2 Vehicles        |
| 10 | 2023        | International | MV           | Flatbed Wheel Lift - 2 Vehicles        |
| 11 | 2005        | International | 4400         | Semi Truck                             |
| 12 | 2013        | Kcnworth      | T680         | Semi Truck                             |
| 13 | 2017        | Sun Country   | Trailer      | Hauls 5 Vehicles                       |
| 14 | 2018        | Peterbuilt    | 389          | Hauls up to 11 vehicles                |
| 15 | 2017        | Kaufman       | Trailer      | Hauls 3 vehicles                       |
| 16 | 1998        | JCB           | 215          | backhoe front end loader               |
| 17 | 1996        | Clark         |              | HI-LO                                  |
| 18 | 2006        | Chevrolet     | 2500         | Service Truck/Shop Truck               |
| 19 |             |               |              |                                        |
| 20 |             |               |              |                                        |

*Offeror is not required to commit 20 assets to contract, rather space was given to ensure the ability to list any and all equipment as company desires. Additional sheets may be used should there be more than 20 vehicles/assets.*

|                                                                          |                                          |
|--------------------------------------------------------------------------|------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | COMPANY EVALUATED                        |
|                                                                          | <b>National Towing LLC</b>               |
|                                                                          | EVALUATOR<br>Director Paul D. Vanderplow |

|                              |
|------------------------------|
| <b>EVALUATION SECTION #6</b> |
|------------------------------|

|                                                                         |          |
|-------------------------------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                                             |          |
| <b>Did company acknowledge all of the required capability sections?</b> |          |
| <b>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</b>                             | <b>3</b> |

|                                                                                                                                                                                                       |          |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----|
| <b>Required Capability #1</b>                                                                                                                                                                         |          |    |
| <b>CITY OWNED VEHICLES OR THOSE VEHICLES ORDERED TO BE HELD</b>                                                                                                                                       |          |    |
| All road service to City owned vehicles within a 30 mile radius of Dearborn Heights, including changing of tires, and/or towing or storage, is provided at no charge to the City of Dearborn Heights. |          |    |
| Did offeror understand and acknowledges this requirement                                                                                                                                              | <b>X</b> |    |
|                                                                                                                                                                                                       | Yes      | No |

|                                                                                                                                            |               |    |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|
| <b>Required Capability #2</b>                                                                                                              |               |    |
| <b>Offeror has the capability to tow vehicles up to 80,000 GVW</b>                                                                         |               |    |
| From the front                                                                                                                             | <b>YES</b> NO |    |
|                                                                                                                                            | Circle One    |    |
| From the rear                                                                                                                              | <b>YES</b> NO |    |
|                                                                                                                                            | Circle One    |    |
| Side Recoveries                                                                                                                            | <b>YES</b> NO |    |
|                                                                                                                                            | Circle One    |    |
| Second time tows between the City facilities and storage yard, or additional tows within storage yard will be at the contractor's expense. |               |    |
| Did offeror understand and acknowledges this requirement                                                                                   | <b>X</b>      |    |
|                                                                                                                                            | Yes           | No |



|                                                                          |                                                 |  |
|--------------------------------------------------------------------------|-------------------------------------------------|--|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |  |
|                                                                          | <b>National Towing LLC</b>                      |  |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |  |

### ***EVALUATION SECTION #6 (CONTINUED)***

#### ***Required Capability #3***

Offeror's equipment will have GPS tracking and logging capabilities as well as in-dash camera systems with video retention of at least thirty-(30) days.

|                                                                 |          |    |
|-----------------------------------------------------------------|----------|----|
| <b>Did offeror understand and acknowledges this requirement</b> | <b>X</b> |    |
|                                                                 | Yes      | No |

#### ***Required Capability #4***

Offeror will have interior & environmentally controlled storage space as well as exterior space. All storage locations will have personnel access controls, vehicle key security/inventory systems, overwatch and personnel identification camera systems as well as physical security measures (i.e. fencing). All electronic access, data and video/audio systems to have at least 12 month retention for review upon demand of the City.

|                                                                 |          |    |
|-----------------------------------------------------------------|----------|----|
| <b>Did offeror understand and acknowledges this requirement</b> | <b>X</b> |    |
|                                                                 | Yes      | No |

#### ***Required Capability #5***

Vehicles towed and ordered held for investigative purposes such as, but not limited to: Fatal and serious injury accidents, Forfeiture, Arson, Theft, and Fraud, may only be released after authorization from the Police Department is given. Such vehicles held by order of the Police Department will incur costs for towing and no more than 5 days storage fees charged to the owner or representative.

|                                                                 |          |    |
|-----------------------------------------------------------------|----------|----|
| <b>Did offeror understand and acknowledges this requirement</b> | <b>X</b> |    |
|                                                                 | Yes      | No |

#### ***Required Capability #6***

Vehicles that are towed, held, and become the property of the City of Dearborn Heights through forfeiture or by other means will not incur towing or storage fees. Such vehicles will be turned over to City of Dearborn Heights or held on premises until such time as the vehicles can be auctioned or disposed of.

|                                                                 |          |    |
|-----------------------------------------------------------------|----------|----|
| <b>Did offeror understand and acknowledges this requirement</b> | <b>X</b> |    |
|                                                                 | Yes      | No |

|                                                                          |                                                 |  |
|--------------------------------------------------------------------------|-------------------------------------------------|--|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |  |
|                                                                          | <b>National Towing LLC</b>                      |  |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |  |

|                                                 |
|-------------------------------------------------|
| <b><i>EVALUATION SECTION #6 (CONTINUED)</i></b> |
|-------------------------------------------------|

|                                                                                                                                                                                                                                                                             |          |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----|
| <b><i>Required Capability #7</i></b>                                                                                                                                                                                                                                        |          |    |
| Offeror will have an established system to assist in Forfeiture recordkeeping and will maintain adequate books and records of such forfeiture actions. Additionally, books and records of all City business will be made available for inspection upon request of the City. |          |    |
| Did offeror understand and acknowledges this requirement                                                                                                                                                                                                                    | <b>X</b> |    |
|                                                                                                                                                                                                                                                                             | Yes      | No |

|                                                                                                |          |    |
|------------------------------------------------------------------------------------------------|----------|----|
| <b><i>Required Capability #8</i></b>                                                           |          |    |
| Offeror will have a minimum of five-(5) years of law enforcement towing operations experience. |          |    |
| Did offeror understand and acknowledges this requirement                                       | <b>X</b> |    |
|                                                                                                | Yes      | No |

|                                                                                                          |          |    |
|----------------------------------------------------------------------------------------------------------|----------|----|
| <b><i>Required Capability #9</i></b>                                                                     |          |    |
| Offeror will have the ability to mitigate and /or transport Hazzardous Materials (HazMat) scenes/issues. |          |    |
| Did offeror understand and acknowledges this requirement                                                 | <b>X</b> |    |
|                                                                                                          | Yes      | No |





# **City of Dearborn Heights**

Review of Proposal

Towing Contract

## Skyline Towing LLC

|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>Skyline Towing LLC</b>                       |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

|                                     |
|-------------------------------------|
| <b><i>EVALUATION SECTION #1</i></b> |
|-------------------------------------|

|                                                                                  |          |
|----------------------------------------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                                                      |          |
| <b>Does the company meet all identification and license number requirements?</b> |          |
| <b><i>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</i></b>                               | <b>5</b> |

| <b>OFFEROR IDENTIFICATION (Please list information below obtained from the submission)</b> |                                                                        |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Company Name                                                                               | Skyline Towing LLC                                                     |
| Michigan License Number                                                                    | 802320884                                                              |
| Address                                                                                    | 26380 Van Born                                                         |
| City, State ZIP                                                                            | Dearborn Heights, MI 48125                                             |
| Agent's Name                                                                               | Muhammad Al Ghurabi                                                    |
| Agent's Title                                                                              | Owner                                                                  |
| Telephone Number (Business)                                                                | 284-832-6000                                                           |
| Telephone Number (Mobile)                                                                  | 313-288-6121                                                           |
| eMail                                                                                      | <a href="mailto:skylinetowing1@yahoo.com">skylinetowing1@yahoo.com</a> |
| Agent's Signature                                                                          | SIGNED                                                                 |
| Date Signed                                                                                | 30-Jun-24                                                              |

|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>Skyline Towing LLC</b>                       |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

|                              |
|------------------------------|
| <b>EVALUATION SECTION #2</b> |
|------------------------------|

|                                                                                                           |          |
|-----------------------------------------------------------------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                                                                               |          |
| <i>Does the Company list their service prices (comparison of prices will be done by program manager)?</i> |          |
| <b>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</b>                                                               | <b>5</b> |

|                                                                                        |
|----------------------------------------------------------------------------------------|
| <b>FEEES FOR SERVICES (Please list information below obtained from the submission)</b> |
|----------------------------------------------------------------------------------------|

| <b>PRIVATE VEHICLE CONTRACT PRICE</b> |                                                           |    |        |
|---------------------------------------|-----------------------------------------------------------|----|--------|
| 1                                     | Towing of Vehicles 5,000 GVW and less                     | \$ | 100.00 |
| 2                                     | Towing of Vehicles 5,000 GVW to 9,999 GVW                 | \$ | 125.00 |
| 3                                     | Towing of Vehicles 10,000 GVW to 19,999 GVW               | \$ | 175.00 |
| 4                                     | Towing of Vehicles 20,000 GVW and up                      | \$ | 200.00 |
| 5                                     | Storage per day to commence after 24 hours of impoundment |    |        |
|                                       | 5.1 Inside storage                                        | \$ | 40.00  |
|                                       | 5.2 Outside storage                                       | \$ | 25.00  |

| <b>COMPLETE LIST OF EXTRA CHARGES</b> |                                                          |    |        |
|---------------------------------------|----------------------------------------------------------|----|--------|
| 6                                     | Extra Charge for Dollies                                 | \$ | 25.00  |
| 7                                     | Extra Charge for Disconnecting Linkages                  |    | \$0.00 |
| 8                                     | Extra Charge for Winching (off roadway)                  | \$ | 125.00 |
| 9                                     | Motorcycles                                              | \$ | 125.00 |
| 10                                    | Water Craft (i.e. Boats, Pontoons, Personal Water Craft) | \$ | 200.00 |
| 11                                    | Recreational Vehicles/Trailers                           | \$ | 325.00 |
| 12                                    | Telephone/Utility Poles                                  |    | \$0.00 |
| 13                                    | Lockouts                                                 | \$ | 50.00  |
| 14                                    | Tire Change                                              | \$ | 50.00  |
| 15                                    | Gas Pickup                                               | \$ | 50.00  |
| 16                                    | Per Hour Labor Charge / Extra Service                    | \$ | 75.00  |
| 14                                    | Other Charges proposed by the bidder                     |    |        |
| 14.1                                  |                                                          |    |        |
| 14.2                                  |                                                          |    |        |
| 14.3                                  |                                                          |    |        |

|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>Skyline Towing LLC</b>                       |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

|                              |
|------------------------------|
| <b>EVALUATION SECTION #3</b> |
|------------------------------|

|                                                                               |          |
|-------------------------------------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                                                   |          |
| <i>Does the Company accept virtual payments and what are their method(s)?</i> |          |
| <b>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</b>                                   | <b>5</b> |

|                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PAYMENT OPTIONS (Please list information below obtained from the submission)</b>                                                                                                                                                                                  |
| <i>Company, at a minimum, has to accept in person cash payments, payments over the phone, company maintained internet/web based platform.</i><br><br><i>Options for online payment services (i.e. PayPal, Zelle, Apple Pay, etc.) is preferred but not required.</i> |
| Cash<br>Debit<br>Credit<br>Zelle<br>Money Order<br>Cashiers Check<br>Company Check                                                                                                                                                                                   |

|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>Skyline Towing LLC</b>                       |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

#### ***EVALUATION SECTION #4***

#### **EVALUATIVE QUESTION:**

**Does the company meet location requirement?**

***EVALUATOR RATING (5 - 4 - 3 - 2 - 1)***

**5**

#### **BUSINESS LOCATION IDENTIFIED FOR OFFER**

(Please list information below obtained from the submission)

The bidder states that they now or will have at the time of entering into a contract between their company and the City of Dearborn Heights, a storage yard facility within the corporate limits of the City of Dearborn Heights and the following equipment to be used in performing towing services in accordance with the bid proposal and specifications. The successful bidder will continue to maintain and make the listed equipment (including updated equipment) and storage yard facility available throughout the contract.

|                        |                             |
|------------------------|-----------------------------|
| <b>Address</b>         | 26380 Van Born Road Suite 4 |
| <b>City, State ZIP</b> | Dearborn Heights, MI 48125  |



|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>Skyline Towing LLC</b>                       |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

|                              |
|------------------------------|
| <b>EVALUATION SECTION #5</b> |
|------------------------------|

|                                                            |          |
|------------------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                                |          |
| Did the company list equipment dedicated to this contract? |          |
| Were photos attached?                                      |          |
| <b>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</b>                | <b>4</b> |

**LIST OF COMPANY EQUIPMENT AVAILABLE TO CITY DURING CONTRACT TERM**  
(Please list information below obtained from the submission)

|    | <b>YEAR</b> | <b>MAKE</b>   | <b>MODEL</b> | <b>BRIEF TOWING CAPABILITY SUMMARY</b> |
|----|-------------|---------------|--------------|----------------------------------------|
| 1  | 2003        | Ford          | F-450        | Auto Loader/Recovery - 1 Car           |
| 2  | 2021        | Ford          | F-450        | Auto Loader/Recovery - 1 Car           |
| 3  | 2022        | International | MV607        | Flatbed Carrier - 2 Car                |
| 4  | 2021        | Freightliner  | M2           | Flatbed Carrier - 2 Car                |
| 5  | 2023        | Freightliner  | M2           | Flatbed Carrier - 2 Car                |
| 6  | 2023        | International | MV607        | Flatbed Carrier - 2 Car                |
| 7  | 2015        | Kentworth     | T307         | Flatbed Carrier - 4 Car                |
| 8  | 2013        | Dodge         | RAM 4500     | Auto Loader/Recovery - 1 Car           |
| 9  |             |               |              |                                        |
| 10 |             |               |              |                                        |
| 11 |             |               |              |                                        |
| 12 |             |               |              |                                        |
| 13 |             |               |              |                                        |
| 14 |             |               |              |                                        |
| 15 |             |               |              |                                        |
| 16 |             |               |              |                                        |
| 17 |             |               |              |                                        |
| 18 |             |               |              |                                        |
| 19 |             |               |              |                                        |
| 20 |             |               |              |                                        |

*Offeror is not required to commit 20 assets to contract, rather space was given to ensure the ability to list any and all equipment as company desires. Additional sheets may be used should there be more than 20 vehicles/assets.*

|                                                                          |                                                 |  |
|--------------------------------------------------------------------------|-------------------------------------------------|--|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |  |
|                                                                          | <b>Skyline Towing LLC</b>                       |  |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |  |

|                              |
|------------------------------|
| <b>EVALUATION SECTION #6</b> |
|------------------------------|

|                                                                  |          |
|------------------------------------------------------------------|----------|
| <b>EVALUATIVE QUESTION:</b>                                      |          |
| Did company acknowledge all of the required capability sections? |          |
| <b>EVALUATOR RATING (5 - 4 - 3 - 2 - 1)</b>                      | <b>3</b> |

|                                                                                                                                                                                                       |          |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----|
| <b>Required Capability #1</b>                                                                                                                                                                         |          |    |
| <b>CITY OWNED VEHICLES OR THOSE VEHICLES ORDERED TO BE HELD</b>                                                                                                                                       |          |    |
| All road service to City owned vehicles within a 30 mile radius of Dearborn Heights, including changing of tires, and/or towing or storage, is provided at no charge to the City of Dearborn Heights. |          |    |
| Did offeror understand and acknowledges this requirement                                                                                                                                              | <b>X</b> |    |
|                                                                                                                                                                                                       | Yes      | No |

|                                                                                                                                            |               |    |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|
| <b>Required Capability #2</b>                                                                                                              |               |    |
| <b>Offeror has the capability to tow vehicles up to 80,000 GVW</b>                                                                         |               |    |
| From the front                                                                                                                             | <b>YES</b> NO |    |
|                                                                                                                                            | Circle One    |    |
| From the rear                                                                                                                              | <b>YES</b> NO |    |
|                                                                                                                                            | Circle One    |    |
| Side Recoveries                                                                                                                            | <b>YES</b> NO |    |
|                                                                                                                                            | Circle One    |    |
| Second time tows between the City facilities and storage yard, or additional tows within storage yard will be at the contractor's expense. |               |    |
| Did offeror understand and acknowledges this requirement                                                                                   | <b>X</b>      |    |
|                                                                                                                                            | Yes           | No |

|                                                                          |                                                 |  |
|--------------------------------------------------------------------------|-------------------------------------------------|--|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |  |
|                                                                          | <b>Skyline Towing LLC</b>                       |  |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |  |

|                                          |
|------------------------------------------|
| <b>EVALUATION SECTION #6 (CONTINUED)</b> |
|------------------------------------------|

|                                                                                                                                                          |          |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----|
| <b>Required Capability #3</b>                                                                                                                            |          |    |
| Offeror's equipment will have GPS tracking and logging capabilities as well as in-dash camera systems with video retention of at least thirty-(30) days. |          |    |
| Did offeror understand and acknowledges this requirement                                                                                                 | <b>X</b> |    |
|                                                                                                                                                          | Yes      | No |

|                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----|
| <b>Required Capability #4</b>                                                                                                                                                                                                                                                                                                                                                                                                               |          |    |
| Offeror will have interior & environmentally controlled storage space as well as exterior space. All storage locations will have personnel access controls, vehicle key security/inventory systems, overwatch and personnel identification camera systems as well as physical security measures (i.e. fencing). All electronic access, data and video/audio systems to have at least 12 month retention for review upon demand of the City. |          |    |
| Did offeror understand and acknowledges this requirement                                                                                                                                                                                                                                                                                                                                                                                    | <b>X</b> |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                             | Yes      | No |

|                                                                                                                                                                                                                                                                                                                                                                                                              |          |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----|
| <b>Required Capability #5</b>                                                                                                                                                                                                                                                                                                                                                                                |          |    |
| Vehicles towed and ordered held for investigative purposes such as, but not limited to: Fatal and serious injury accidents, Forfeiture, Arson, Theft, and Fraud, may only be released after authorization from the Police Department is given. Such vehicles held by order of the Police Department will incur costs for towing and no more than 5 days storage fees charged to the owner or representative. |          |    |
| Did offeror understand and acknowledges this requirement                                                                                                                                                                                                                                                                                                                                                     | <b>X</b> |    |
|                                                                                                                                                                                                                                                                                                                                                                                                              | Yes      | No |

|                                                                                                                                                                                                                                                                                                                       |          |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----|
| <b>Required Capability #6</b>                                                                                                                                                                                                                                                                                         |          |    |
| Vehicles that are towed, held, and become the property of the City of Dearborn Heights through forfeiture or by other means will not incur towing or storage fees. Such vehicles will be turned over to City of Dearborn Heights or held on premises until such time as the vehicles can be auctioned or disposed of. |          |    |
| Did offeror understand and acknowledges this requirement                                                                                                                                                                                                                                                              | <b>X</b> |    |
|                                                                                                                                                                                                                                                                                                                       | Yes      | No |

|                                                                          |                                                 |  |
|--------------------------------------------------------------------------|-------------------------------------------------|--|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |  |
|                                                                          | <b>Skyline Towing LLC</b>                       |  |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |  |

|                                                 |
|-------------------------------------------------|
| <b><i>EVALUATION SECTION #6 (CONTINUED)</i></b> |
|-------------------------------------------------|

|                                                                                                                                                                                                                                                                             |            |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| <b><i>Required Capability #7</i></b>                                                                                                                                                                                                                                        |            |           |
| Offeror will have an established system to assist in Forfeiture recordkeeping and will maintain adequate books and records of such forfeiture actions. Additionally, books and records of all City business will be made available for inspection upon request of the City. |            |           |
| Did offeror understand and acknowledges this requirement                                                                                                                                                                                                                    | <b>X</b>   |           |
|                                                                                                                                                                                                                                                                             | <b>Yes</b> | <b>No</b> |

|                                                                                                |            |           |
|------------------------------------------------------------------------------------------------|------------|-----------|
| <b><i>Required Capability #8</i></b>                                                           |            |           |
| Offeror will have a minimum of five-(5) years of law enforcement towing operations experience. |            |           |
| Did offeror understand and acknowledges this requirement                                       | <b>X</b>   |           |
|                                                                                                | <b>Yes</b> | <b>No</b> |

|                                                                                                          |            |           |
|----------------------------------------------------------------------------------------------------------|------------|-----------|
| <b><i>Required Capability #9</i></b>                                                                     |            |           |
| Offeror will have the ability to mitigate and /or transport Hazzardous Materials (HazMat) scenes/issues. |            |           |
| Did offeror understand and acknowledges this requirement                                                 | <b>X</b>   |           |
|                                                                                                          | <b>Yes</b> | <b>No</b> |

|                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <b>City of Dearborn Heights</b><br>Review of Proposal<br>Towing Contract | <b>COMPANY EVALUATED</b>                        |
|                                                                          | <b>Skyline Towing LLC</b>                       |
|                                                                          | <b>EVALUATOR</b><br>Director Paul D. Vanderplow |

|                                                     |
|-----------------------------------------------------|
| <b><i>EVALUATOR NOTES ON COMPANY/SUBMISSION</i></b> |
|-----------------------------------------------------|

Using same address as Motor City

|                                                                  |
|------------------------------------------------------------------|
| Submission was technically satisfactory and met basic guidelines |
|------------------------------------------------------------------|

**NOTE FROM OFFEROR:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>To Whom it May Concern,</p> <p>We at Skyline Towing appreciate the oppurtunity to bid on a contract to better serve the residents &amp; visitors of a city I'm proud to call home. As a resident and a business owner in our beauifitul city I've seen the way current companies operate when responding to city requests. Debris is always left behind on our roads, vehicles are mistreated as well as their owners and we'd like to make a change. People and their insurance providers are being price gouged, crash scenes are left a mess but clean up is always charged for and the release of vehicles from impound yards serving the city have always been a hassle. What we bring to the table is beyond that, our prices are very fair offering residents a discount which no company does in an effort to make their already tough situation less of a burden, our systems are equipped to dispatch the correct personell and equipment to crash sites or impounds, and our state of the art equipment is prepped and ready to handle any situation presented. End of the day were servants to our citizens and our reputation precedes us. We hope to be a good fit!</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**City of Dearborn Heights**

Review of Proposal

Towing Contract

**SUMMARY OF LISTED  
COST FOR SERVICES**

Director Paul D. Vanderplow

**EVALUATION SECTION #7****EVALUATIVE QUESTION:***Listed cost for services evaluation.***FEES FOR SERVICES (Please list information below obtained from the submission)**

| PRIVATE VEHICLE CONTRACT PRICE |                                                           | J&T              | Motor City | National         | Skyline   |
|--------------------------------|-----------------------------------------------------------|------------------|------------|------------------|-----------|
| 1                              | Towing of Vehicles 5,000 GVW and less                     | \$ 185.00        | \$ 105.00  | \$ 125.00        | \$ 100.00 |
| 2                              | Towing of Vehicles 5,000 GVW to 9,999 GVW                 | \$ 225.00        | \$ 125.00  | \$ 125.00        | \$ 125.00 |
| 3                              | Towing of Vehicles 10,000 GVW to 19,999 GVW               | \$ 375.00        | \$ 200.00  | \$ 175.00        | \$ 175.00 |
| 4                              | Towing of Vehicles 20,000 GVW and up                      | Starting @ \$875 | \$ 200.00  | Starting @ \$250 | \$ 200.00 |
| 5                              | Storage per day to commence after 24 hours of impoundment |                  |            |                  |           |
|                                | 5.1 Inside storage                                        | \$ 50.00         | \$ 30.00   | \$ 40.00         | \$ 40.00  |
|                                | 5.2 Outside storage                                       | \$ 30.00         | \$ 25.00   | \$ 25.00         | \$ 25.00  |

| COMPLETE LIST OF EXTRA CHARGES |                                                          | J&T              | Motor City | National  | Skyline   |
|--------------------------------|----------------------------------------------------------|------------------|------------|-----------|-----------|
| 6                              | Extra Charge for Dollies                                 | \$ 125.00        | \$ 25.00   | \$ 30.00  | \$ 25.00  |
| 7                              | Extra Charge for Disconnecting Linkages                  | \$ 20.00         | \$ 50.00   | \$ 30.00  | \$ 0.00   |
| 8                              | Extra Charge for Winching (off roadway)                  | \$ 125.00        | \$ 100.00  | \$ 80.00  | \$ 125.00 |
| 9                              | Motorcycles                                              | \$ 185.00        | \$ 150.00  | \$ 195.00 | \$ 125.00 |
| 10                             | Water Craft (i.e. Boats, Pontoons, Personal Water Craft) | \$ 225.00        | \$ 225.00  | \$ 195.00 | \$ 200.00 |
| 11                             | Recreational Vehicles/Trailers                           | Starting @ \$225 | \$ 275.00  | \$ 250.00 | \$ 325.00 |
| 12                             | Telephone/Utility Poles                                  | \$ 75.00         | \$ 100.00  | \$ 195.00 | \$ 0.00   |
| 13                             | Lockouts                                                 | \$ 75.00         | \$ 65.00   | \$ 75.00  | \$ 50.00  |
| 14                             | Tire Change                                              | \$ 95.00         | \$ 65.00   | \$ 75.00  | \$ 50.00  |
| 15                             | Gas Pickup                                               | \$ 40.00         | \$ 65.00   | \$ 75.00  | \$ 50.00  |
| 16                             | Per Hour Labor Charge / Extra Service                    | \$ 105.00        | \$ 65.00   | \$ 95.00  | \$ 75.00  |
| 14                             | Other Charges proposed by the bidder                     |                  |            |           |           |
| 14.1                           | Loader fee per lift                                      | \$ 150.00        |            |           |           |
| 14.2                           | improper paperwork for insurance towers gate fee         | \$ 150.00        |            |           |           |
| 14.3                           | Tow to the street for non-insured non-drivable vehicles  | \$ 75.00         |            |           |           |
| 14.4                           | DH Residence Storage - First 72 Hours                    |                  | \$0.00     |           |           |
| 14.5                           | Motorcycles have additional flatbed fee                  |                  |            | \$ 30.00  |           |
| 14.6                           | DH Residence (with proof of address) 15% discount        |                  |            |           | XXX       |

|            |  |
|------------|--|
| High Entry |  |
| Low Entry  |  |



# **City of Dearborn Heights**

Review of Proposal

Towing Contract

## **DOCUMENTS SUBMITTED IN RESPONSE TO SOLICITATION**

**J&T Dalton's Inc**



# Proposal for **TOWING SERVICES**

July 1, 2024



*Submitted to:*

**Comptroller**

**City of Dearborn Heights**

6045 Fenton

Dearborn Heights, MI 48127

*Attn: Paul D. Vanderplow,*

*Director-Support Services*

## *Towing and Impound/Storage Services*



# **J&T♦Crova**

**TOWING**

*Offered by:*

**J&T Dalton's, Inc.**

27115 Powers Ave. & 27128 Currier St.

Dearborn Heights, MI 48125

EIN: 38-3173080

Contact:

Louay Hussein, Operations Manager

Email: [louay@jtcrova.com](mailto:louay@jtcrova.com)

Cell: (313) 622-8022





## **LETTER OF TRANSMITTAL**

July 1, 2024

Evaluation Committee  
Office of the Comptroller  
City of Dearborn Heights  
Dearborn Heights City Hall  
6045 Fenton  
Dearborn Heights, MI 48127

**Reference: RFP for Towing Services**

Dear Evaluation Committee:

Enclosed please find the proposal of J&T Towing d/b/a J&T Dalton's ("J&T") responsive to the City of Dearborn Heights Request For Proposal for Towing Services. As your current towing provider, J&T seeks to continue and further enhance its commitment to providing the City of Dearborn Heights ("City") and citizens with unparalleled service, reduced response times and fair treatment of all citizens that has now become a new standard of service provided to the City by J&T Dalton's. J&T Dalton's has modernized the traditional towing process to be more responsive and both City and citizen centric.

Since 2022, J&T has embarked upon a substantial investment in improvements to the 27218 Currier storage yard, including the development of a new state-of-the art office, indoor storage and evidence building. A rebalancing and adjustment of the Currier storage yard yielded greater storage capacity, a dedicated inspection zone (if desired for use by DHPD) and the construction of a special berm, which acts as an increased environmental barrier to a nearby watercourse. New fencing surrounds the entire perimeter of the storage yard, and the addition of new lighting provides increased physical security of the Currier yard.

Our fleet has also increased, with newer trucks and equipment being deployed throughout Dearborn Heights once again proving that no job is either too big or too small. Environmental responses and the containment of hazardous materials are easily managed utilizing our specialized equipment such as pumps, vacuum trucks and items used to contain and mitigate the migration of such fluids. Our newest rotating wrecker has the capacity to lift and move in excess of 150,000 pounds. Our trucks are equipped with an advanced GPS geolocating system, an in-dash camera system and multiple cameras providing different viewpoints of our work being performed at each scene. The video is stored in excess of 30 days.

Access for citizens to retrieve vehicles from our new office has been made simpler and citizen-centric: they can easily locate their vehicle, the amount necessary to redeem and even make payment using the J&T Dalton's webpage. Or if desired, they can contact us 24/7 and speak with a live operator. Yet access to the interior storage yard, indoor storage and evidence areas has been made even more restrictive. Each of these areas are under constant surveillance by our sophisticated camera and overwatch security systems. An authorized individual may only access these areas if one has a security key or access control device or code, ensuring any vehicle or item held for evidentiary reasons is completely safeguarded.

While J&T Dalton's brings a unique blend of experience, knowledge and a local presence that makes it exceptionally qualified to fill this role for the City of Dearborn Heights, by

harnessing the advanced capabilities, equipment, technology and resources of the J&T Family of Companies, its industry-leading process improvements have allowed it to slice its response times nearly in half for other governmental partners. At its core, it is the J&T Dalton's team and industry leading customer service that distinguish it as one of the leading Michigan governmental towing service providers. We are confident our management team and staff will continue to deliver significant value and exceptional service to the City and the Dearborn Heights Police Department. Our trucks are equipped with multiple cameras which provide our management with real-time access to scenes, allowing for a better deployment of resources and the ability to pivot to other requests for service when required. We utilize technology as a means to enhance both economic benefits to the DHPD/City and provide service improvements in all areas of the towing process and do so on a transparent basis. And as chronicled in detail in this Response, our vast fleet contains an assortment of additional equipment, including but not limited to, street sweepers, low-boy and drop-deck trailers, rotators and piles of floor-dry. Simply stated, J&T Dalton's knows the nuances of towing for police agencies and government.

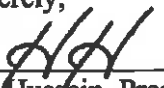
Our capabilities and experience are unmatched, and our decades of experience includes providing police-authorized towing, recovery and storage services on behalf of the Michigan State Police, Belleville Police Department, Van Buren Twp., Sumpter Twp., the City of Romulus, Wayne County Sheriff's Office, City of Dearborn and the Wayne County Department of Public Services--Equipment Division. Included within the Proposal are multiple reference letters reflecting other municipal, governmental and private clients for whom we perform towing services for and their commentary about the quality of our work.

Our company has for years relied upon our exceptional employees to daily perform at an extremely high level and demonstrate a level of professionalism—and compassion—that makes J&T Dalton's a truly unique company. We try to treat others as we would like to be treated.

Importantly, we also try to give back to citizens, for whom the towing of a vehicle for any reason, is often a stressful situation. This Proposal offers unmatched police and municipal towing experience, equipment, storage and technological capabilities and aims to provide the City of Dearborn Heights, DHPD and Dearborn Heights residents with an enhanced customer experience, all while offering a right-sized pricing model, which offers real, tangible benefits to both the City and Dearborn Heights residents. A chart of the benefits immediately realizable by the City and Dearborn Heights residents follows on the next page of this Proposal. The inescapable conclusion is that this Proposal is the right choice for the City of Dearborn Heights, the Dearborn Heights Police Department and the citizens.

Should you have any questions regarding this proposal or would like a demonstration of any facet of our capabilities, please feel free to contact me. J&T Dalton's looks forward to continuing to furnish its world-class service to the City of Dearborn Heights, the Police Department and the citizens of the City of Dearborn Heights. Thank you for your consideration of this Proposal..

Sincerely,

  
\_\_\_\_\_  
Sam Hussein, President/CEO

J&T Dalton's, Inc.  
27115 Powers Ave. & 27128 Currier St.  
Dearborn Heights, MI 48125

O: 313-299-9727  
C: 313-522-4567  
samhussein1301@gmail.com

**Proposal Contact:**

Louay Hussein, Operations Manager  
313-655-8022  
louay@jtcrova.com

**FEIN:** 38-3173080

**Wayne County Certifications:**

- Small Business Enterprise
- Fair Employment Practice
- County Based Enterprise
- Targeted Growth Community Enterprise

*The above signatory is J&T's CEO and authorized to bind the company contractually with the City of Dearborn Heights and negotiate all aspects of this proposal.*

---

**IMMEDIATE BENEFITS TO CITY OF DEARBORN HEIGHTS, DHPD AND  
DEARBORN HEIGHTS RESIDENTS FROM SELECTION OF J&T DALTON'S  
AS TOWING PROVIDER**

**City of Dearborn Heights and Dearborn  
Heights Police Department**

- FREE Tire Changes/Tows for Police Dept. Vehicles from the City to a destination also within the City limits
- Dramatically Reduced Response Times, freeing officers to proceed to next call for service
- Pre-Screen Drivers for Brady/Giglio Issues reducing costs

**Dearborn Heights Residents**

- Lock-Out with Children: FREE
- Hardship Policy with discounted fees for Dearborn Heights Seniors 65+, students, and Low-Income residents.

---

**ACKNOWLEDGEMENTS**

**Terms & Conditions and Compliance with Federal and State Regulations:** J&T Dalton's, Inc. (J&T) agrees and will comply with the Terms and Conditions of the RFP without exception as well as all Federal and State Regulations. In addition, upon contract award, J&T will provide copies of all permits, licenses, and approvals upon request of the City. Moreover, J&T warrants and represents that it is familiar with the towing and impoundment requirements of the City and is capable of rendering all services as required under this contract.

**Execution of Contract/Purchase Order:** J&T agrees to begin operations on day one of the contract within the City limits and throughout the contract period.

**Offer Period:** J&T will maintain the prices offered firm for a period of sixty (60) days.

**Insurance:** Upon contract award, J&T will furnish documentation verifying the insurance requirements in accordance with Dearborn Heights Risk Management Policy to include Worker's Compensation, Commercial General Liability, and Motor Vehicle Liability Insurance coverages. In addition, the City of Dearborn Heights will be endorsed as an additional insured.

**Acknowledgement of Addenda:** J&T acknowledges receipt of Addendum #1 (6-11-2024).

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# TAB A

## REQUIRED FORMS



## TAB A – REQUIRED FORMS: APPENDICES A - C

### A.1 STATEMENT OF FACTS



**City of Dearborn Heights  
Request for Proposal  
TOWING SERVICES**

**THE FOREGOING IS A TRUE STATEMENT OF FACTS:**

I/we hereby certify under penalty of law that we are not an Iran linked business as defined in PA 517 of 2012.

I/we hereby certify under penalty of law that we understand and comply with the prohibition on nepotism.

|                            |                                                                                     |
|----------------------------|-------------------------------------------------------------------------------------|
| Company                    | J&T Dalton's, Inc.                                                                  |
| Address                    | 27115 Powers Ave. & 27128 Currier St.                                               |
|                            | Dearborn Heights, MI 48125                                                          |
| Date                       | June 21, 2024                                                                       |
| Representative's Name      | Sam Hussein, President                                                              |
| Representative's Signature |  |

\*\*\*\*\*Remainder of this page intentionally left blank\*\*\*\*\*

**City of Dearborn Heights  
Request for Proposal  
TOWING SERVICES**

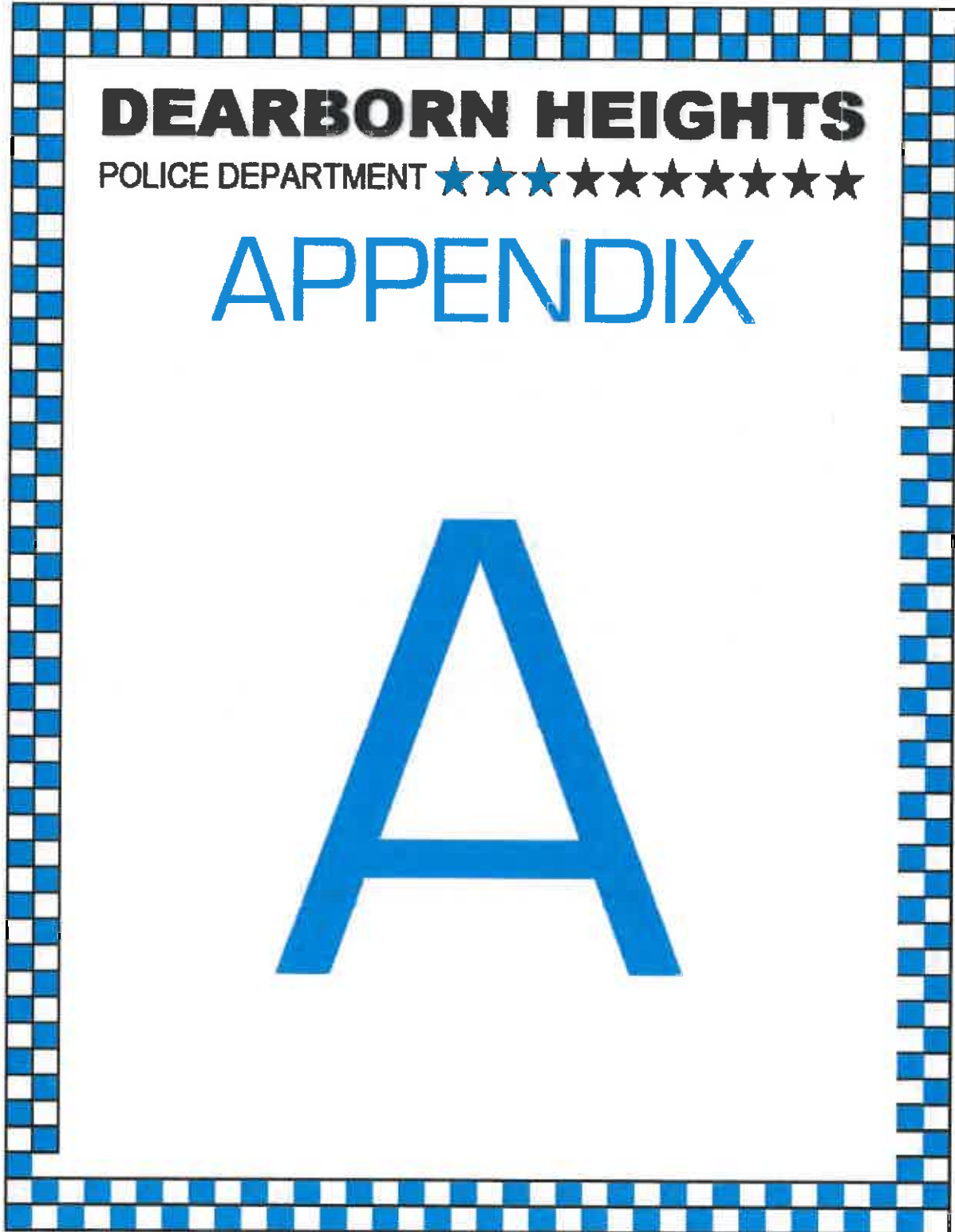
The request for proposal and accompanying Appendices are submitted by the following authorized representative and affirming.

1. The undersigned, as bidder, agrees to furnish towing services to the City of Dearborn Heights according to the conditions and instructions attached hereto and made a part thereof at the listed amounts contained in Appendix A.
2. The undersigned, as bidder, agree to the listed required location parameters, dedicated equipment and required capabilities as listed in Appendix B.
3. The undersigned, as bidder, understands that if there are any deviations or noted exceptions to any part of this submission, they are documented in Appendix C.

|                            |                                                                                     |
|----------------------------|-------------------------------------------------------------------------------------|
| Company                    | J&T Dalton's, Inc.                                                                  |
| Address                    | 27115 Powers Ave. & 27128 Currier St.                                               |
|                            | Dearborn Heights, MI 48125                                                          |
| Date                       | June 21, 2024                                                                       |
| Representative's Name      | Sam Hussein, President                                                              |
| Representative's Signature |  |



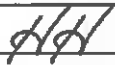
**A.2 APPENDIX A: FEES AND PAYMENTS**





## Appendix A

### TOWING SERVICES FEES AND PAYMENTS

| OFFEROR IDENTIFICATION      |                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------|
| Company Name                | J&T Dalton's, Inc.                                                                  |
| Michigan License Number     | 525363                                                                              |
| Address                     | 27115 Powers Ave. & 27128 Currier St.                                               |
| City, State ZIP             | Dearborn Heights, MI 48125                                                          |
| Agent's Name                | Sam Hussein                                                                         |
| Agent's Title               | President                                                                           |
| Telephone Number (Business) | 313-299-9727                                                                        |
| Telephone Number (Mobile)   | 313-622-8022                                                                        |
| eMail                       | samhussein1301@gmail.com                                                            |
| Agent's Signature           |  |
| Date Signed                 | June 21, 2024                                                                       |

We the undersigned as bidder, agree to furnish towing services to the City of Dearborn Heights according to the conditions and instructions attached hereto and made a part thereof for the following prices contained in Appendix A.

**\*\*\*\*\*Remainder of this page left intentionally blank\*\*\*\*\***



## Appendix A

### TOWING SERVICES

### FEES AND PAYMENTS

|                     |                    |
|---------------------|--------------------|
| <b>Company Name</b> | J&T Dalton's, Inc. |
|---------------------|--------------------|

**FEES FOR SERVICES**
**PRIVATE VEHICLE CONTRACT PRICE**

|   |                                                           |                  |
|---|-----------------------------------------------------------|------------------|
| 1 | Towing of Vehicles 5,000 GVW and less                     | \$185            |
| 2 | Towing of Vehicles 5,000 GVW to 9,999 GVW                 | \$225            |
| 3 | Towing of Vehicles 10,000 GVW to 19,999 GVW               | \$375            |
| 4 | Towing of Vehicles 20,000 GVW and up                      | Starting @ \$875 |
| 5 | Storage per day to commence after 24 hours of impoundment |                  |
|   | 5.1 Inside storage                                        | \$50             |
|   | 5.2 Outside storage                                       | \$35             |

**COMPLETE LIST OF EXTRA CHARGES**

|      |                                                           |                  |
|------|-----------------------------------------------------------|------------------|
| 6    | Extra Charge for Dollies                                  | \$125            |
| 7    | Extra Charge for Disconnecting Linkages                   | \$20             |
| 8    | Extra Charge for Winching (off roadway)                   | \$125            |
| 9    | Motorcycles                                               | \$185            |
| 10   | Water Craft (i.e., Boats, Pontoons, Personal Water Craft) | \$225            |
| 11   | Recreational Vehicles/Trailers                            | Starting @ \$225 |
| 12   | Telephone/Utility Poles                                   | \$75             |
| 13   | Lockouts                                                  | \$75             |
| 14   | Tire Change                                               | \$95             |
| 15   | Gas Pickup                                                | \$40             |
| 16   | Per Hour Labor Charge / Extra Service                     | \$105            |
| 14   | Other Charges proposed                                    |                  |
| 14.1 | Loader Fee per Lift                                       | \$150            |
| 14.2 | Improper paperwork for insurance towers Gate fee          | \$150            |
| 14.3 | Tow to the street For noninsured non drivable vehicles    | \$75             |



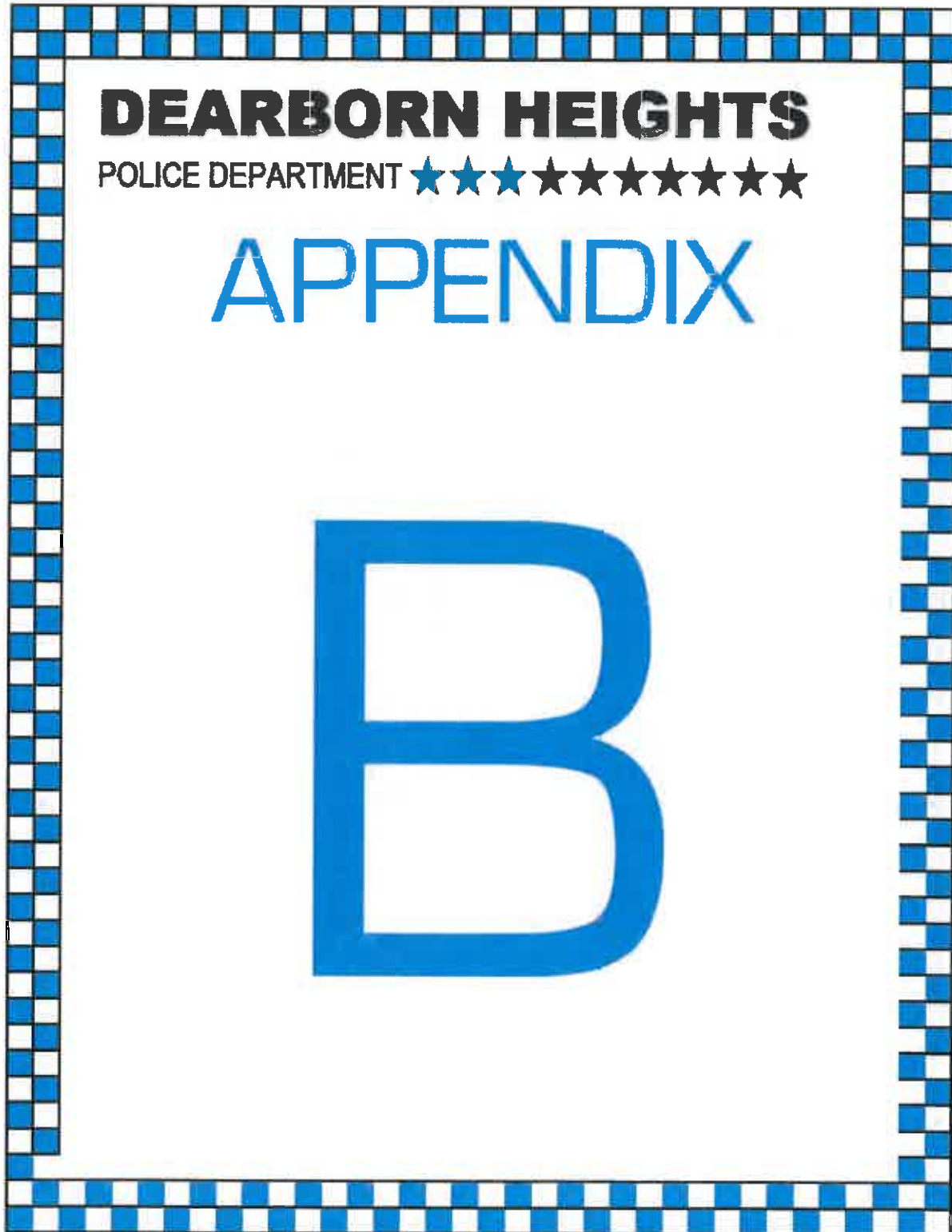
## Appendix A

### TOWING SERVICES FEES AND PAYMENTS

|              |                    |
|--------------|--------------------|
| Company Name | J&T Dalton's, Inc. |
|--------------|--------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PAYMENT OPTIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><i>Company, at a minimum, has to accept in person cash payments, payments over the phone, company maintained internet/web based platform.</i></p> <p><i>Options for online payment services (L.e. PayPal, Zelle, Apple Pay, etc.) is preferred but not required.</i></p> <p>Describe in detail your payment options (use additional sheets if necessary).</p> <p>J&amp;T's technology application allow us to accept all forms of payment, whether cash, credit card, or by check with identification and credit verification. Upon release, an "Abandoned/Impounded Vehicle Disposition Report" form identifying each service performed and the corresponding charges will be completed, and a copy forwarded to the City. J&amp;T agrees to a periodic inspection/audit of all Public Safety Involved Tow invoices.</p> |

**A.3 APPENDIX B: EQUIPMENT/CAPABILITIES STATEMENT**





## Appendix B

### TOWING SERVICES

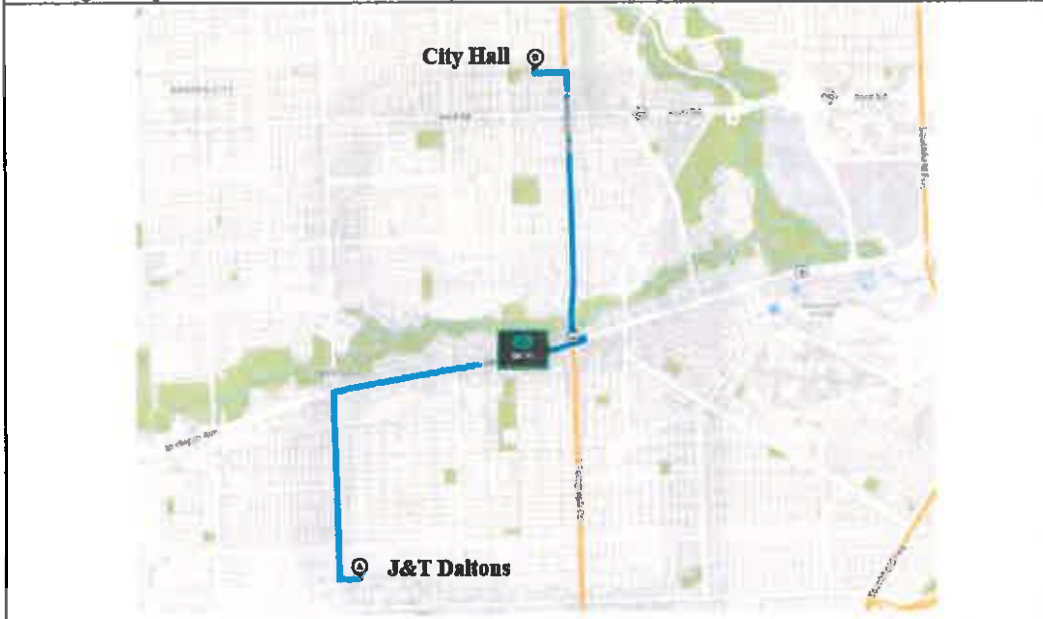
### EQUIPMENT/CAPABILITIES STATEMENT

The bidder states that they now or will have at the time of entering into a contract between their company and the City of Dearborn Heights, a storage yard facility within the corporate limits of the City of Dearborn Heights and the following equipment to be used in performing towing services in accordance with the bid proposal and specifications. The successful bidder will continue to maintain and make the listed equipment (including updated equipment) and storage yard facility available throughout the contract.

#### BUSINESS LOCATION IDENTIFIED FOR OFFER

|                 |                                       |
|-----------------|---------------------------------------|
| Address         | 27115 Powers Ave. & 27218 Currier St. |
| City, State ZIP | Dearborn Heights, MI 48125            |

Insert digital map of location in relation to the City Hall of Dearborn Heights at 6045 Fenton, DBH)





**Appendix B**  
**TOWING SERVICES**  
**EQUIPMENT/CAPABILITIES STATEMENT**

|                     |                    |
|---------------------|--------------------|
| <b>Company Name</b> | J&T Dalton's, Inc. |
|---------------------|--------------------|

**LIST OF COMPANY EQUIPMENT AVAILABLE TO CITY DURING CONTRACT TERM**

*Please attach a photo of each item listed and notate photo to match roster listing*

|    | YEAR | MAKE | MODEL | BRIEF TOWING CAPABILITY SUMMARY |
|----|------|------|-------|---------------------------------|
| 1  |      |      |       |                                 |
| 2  |      |      |       |                                 |
| 3  |      |      |       |                                 |
| 4  |      |      |       |                                 |
| 5  |      |      |       |                                 |
| 6  |      |      |       |                                 |
| 7  |      |      |       |                                 |
| 8  |      |      |       |                                 |
| 9  |      |      |       |                                 |
| 10 |      |      |       |                                 |
| 11 |      |      |       |                                 |
| 12 |      |      |       |                                 |
| 13 |      |      |       |                                 |
| 14 |      |      |       |                                 |
| 15 |      |      |       |                                 |
| 16 |      |      |       |                                 |
| 17 |      |      |       |                                 |
| 18 |      |      |       |                                 |
| 19 |      |      |       |                                 |
| 20 |      |      |       |                                 |

**See Equipment List on the pages below.**

*Offeror is not required to commit 20 assets to contract, rather space was given to ensure the ability to list any and all equipment as company desires. Additional sheets may be used should there be more than 20 vehicles/assets.*



| YEAR | MAKE                       | MODEL                     | VIN                  |
|------|----------------------------|---------------------------|----------------------|
| 2012 | Dodge 5500 WRECKER         | 14K SERIES WHEEL LIFT TRK | 3C7WDMBL7CG142202    |
| 2008 | Dodge 5500 WRECKER         | 14K SERIES WHEEL LIFT TRK | 3D6WC76A68G182623    |
| 2005 | Freightliner M2 ROLLBACK   | 10K SERIES FLATBED        | 1FWACWC595HV54078    |
| 2008 | International ROLLBACK     | 16K SERIES FLATBED        | 1HTMMANN28H564187    |
| 2023 | Freightliner M2 ROLLBACK   | 12K SERIES FLATBED        | 1FVACWFC2PHUA3974    |
| 2019 | Freightliner M2 ROLLBACK   | 12K SERIES FLATBED        | 1FVACWFC8KHKR0142    |
| 2022 | Freightliner M2 ROLLBACK   | 12K SERIES FLATBED        | 1FVACWFC1NHN3488     |
| 2013 | Ford F650 ROLLBACK         | 16K SERIES FLATBED        | 3FRWX6FE5DV014195    |
| 2023 | Freightliner M2 ROLLBACK   | 12K SERIES FLATBED        | 1FVACWFC9PHUC8905    |
| 2024 | Freightliner M2 ROLLBACK   | 12K SERIES FLATBED        | 1FVACWFC5RHVF8649    |
| 2007 | Ford F650 ROLLBACK         | Flatbed                   | 3FRWF65F97V514586    |
| 2020 | Freightliner M2 ROLLBACK   | Flatbed 16 SERIES         | 1FVACXFC8LHKX3817    |
| 2023 | Freightliner M2 ROLLBACK   | 12K SERIES FLATBED        | 1FVACWFC9PHUA3972    |
| 2023 | Freightliner M2 ROLLBACK   | 12K SERIES FLATBED        | 1FVACWFC1PHUA4226    |
| 2023 | Hino 258 ROLLBACK          | 12K SERIES FLATBED        | 5PVNJ7AN9P5T50634    |
| 2002 | International 4000 WRECKER | 16 TON HEAVY              | 1HTMMAN92H528813     |
| 2008 | FREIGHTLINER               | COLUMBIA                  | 1FVHA6CK08DZ60525    |
| 2006 | Peterbilt 378 Wrecker      | 50 Ton Heavy              | 1NPFX4TX36N866110    |
| 1996 | Kenworth T600 Wrecker      | 20 Ton HEAVY              | 1NKAH68X8TJ720547    |
| 2009 | Kenworth T800              | 80K FRAC / DTU 30         | 1NKDLBOX89R251776    |
| 2022 | HOLMES DTU                 | 30 TON DTU                | SERIAL # DTU3H225268 |
| 2012 | Freightliner SD114 INT 30  | 30 TON HEAVY              | 1FVHG3DV3CHBK3178    |
| 2007 | Peterbilt 378 Wrecker      | 50 Ton Heavy              | 1NPFL40X87N670486    |
| 2023 | KENWORTH T880              | 75 TON HEAVY ROTATOR      | 1NKZX4TX1PJ252362    |
| 2019 | Kenworth 4400              | 30K SERIES FLATBED        | 3BKBXJEX8KF273701    |
| 2009 | Peterbilt 335 ROLLBACK     | 20K SERIES FLATBED        | 2NPLHN1X79M788421    |
| 2015 | Peterbilt 567 Tractor      | POWER UNIT                | 1XPCDP0X3FD276180    |
| 2016 | Mack CH613                 | POWER UNIT                | 1M1AW07YXGM055606    |
| 2015 | Peterbilt 567 Tractor      | POWER UNIT                | 1XPBD49X4FD285337    |
| 2014 | International 8000         | POWER UNIT                | 1HSHXSJR9EH786923    |
| 2003 | VOLVO TRACTOR              | POWER UNIT                | 4V4NC9TJ73N340887    |
| 2018 | KENWORTH W900              | POWER UNIT                | 1XKWD49X2JJ187408    |
| 2009 | Western Star 4900          | POWER UNIT                | 5KJNAEAV59PAH6121    |
| 2011 | Western Star 4900          | POWER UNIT                | 5KJJAEDROBPAY9091    |
| 2012 | Western Star 4900          | POWER UNIT                | 5KJIALBGXCPBE2270    |
| 2011 | International 5900         | POWER UNIT                | 1HSXYAPT0BJ269763    |
| 2011 | IHC 5900                   | POWER UNIT                | 1HSXYAPT2BJ373798    |
| 2007 | International 4000         | SERVICE TRUCK             | 1HTMPAFLX7H446806    |
| 2003 | LandOLL                    | 660 Tandem                | 1LH6660UH531B12611   |
| 1986 | Aztec                      | Flatbed                   | 1AZBR2D36G1018007    |
| 2012 | Trail king LANDOLL         | RAMP TRAILER              | 1TKA04828CM066626    |
| 2003 | Tabert landoll             | Tandem                    | 40FG0532831022316    |



|      |                          |                           |                    |
|------|--------------------------|---------------------------|--------------------|
| 2023 | LANDOLL 455B-53          | TRAVLING AXLE 53 FT       | 1LH455WJ3P1B35348  |
| 2016 | Landoll 440              | TRAVLING AXLE Trailer     | 1LH440VH7G1A22524  |
| 2016 | Trail king LANDOLL       | TRAVLING AXLE TRAILER     | 1TKA05326GM098431  |
| 2002 | Talbert Low Boy          | Triaxle                   | 40FSK654821021626  |
| 1998 | Talbert Low Boy          | Triaxle                   | 40FWK5341W016353   |
| 2022 | FONTAINE LOWBOY          | Triaxle                   | 57JE53308N35A0334  |
| 2007 | Talbert Low Boy          | Triaxle BEAM TRAILER      | 40FSK674371026057  |
| 2019 | Peterbilt 388 WRECKER    | 35 TON HEAVY              | 1NPXL49XXKD484826  |
| 2018 | Ford TRANSIT             | COURTESY VAN              | 1FBZX2CMXJKA13409  |
| 2019 | Dodge 5500 WRECKER       | 16K SERIES WHEEL LIFT TRK | 3C7WRNFLXKG627837  |
| 2016 | Hino 258                 | 12K SERIES FLATBED        | 5PVNJ8JN7G4S52455  |
| 2018 | Hino 258                 | 12K SERIES FLATBED        | 5PVNJ8JN9J4S53193  |
| 2022 | Freightliner M2 ROLLBACK | 12K SERIES FLATBED        | 1FVACWFC5NHNH7107  |
| 2018 | Hino 258                 | 12K SERIES FLATBED        | 5PVNJ8JN6J4S53104  |
| 2018 | Hino 258                 | 12K SERIES FLATBED        | 5PVNJ8JN0J4S53194  |
| 2019 | Hino 258                 | 12K SERIES FLATBED        | 5PVNJ8JN0K4S53469  |
| 2019 | Hino 268                 | 12K SERIES FLATBED        | 5PVNJ8JNXK4S53639  |
| 2020 | Freightliner M2 ROLLBACK | 12K SERIES FLATBED        | 1FVACWFC6LHLM0666  |
| 2023 | FREIGHTLINER M2 ROLLBACK | 12 SERIES FLATBED         | 1FVACWFC2PHUC8776  |
| 2012 | Peterbilt 388 WRECKER    | 60 TON HEAVY ROTATOR      | 1NPWX4TX0CD139637  |
| 2002 | INTERNATIONAL 4000       | 10K SERIES FLATBED        | 1HTMMAAM82H513811  |
| 2006 | Ford                     | F650 Flatbed              | 3FRNF65F36V362296  |
| 2010 | Ford                     | Flatbed                   | 1FDAF5GY5AEB39083  |
| 2012 | Ford                     | Flatbed                   | 1FDUF5GY1CEC78630  |
| 2019 | Ford                     | F550 Wrecker              | 1FD0X5HT2KEC14240  |
| 2013 | Ford                     | Flatbed                   | 3FRWX6FK4DV767190  |
| 2016 | Ford                     | F650                      | 1FDWX6DC4GDA04838  |
| 2024 | FREIGHTLINER M2 ROLLBACK | 12K SERIES FLATBED        | 1FVACWFC1RHUW6801  |
| 2021 | Volvo                    | L90H Loader               | 625927             |
| 2018 | Takeuchi                 | TL12 Track Loader         | 412001226          |
| 2016 | Avant                    | D760 Wheel Loader         | 7H302              |
| 2016 | Volvo                    | ECR58D Mini Excavator     | VCE00C58E00210268  |
| 2014 | Volvo                    | L90G Wheel Loader         | 617230             |
| 2022 | Volvo                    | L90H Loader               | VCE0L90HA0S626337  |
| 2023 | Volvo                    | L90H Loader               | VCE0L90Hb0S6252685 |
| 1998 | KENWORTH                 | T-800 POWER UNIT          | 1XKDD29XXWJ760199  |
| 2012 | WESTERNSTAR              | POWER UNIT                | 5KJJAEBG8CPBR2262  |
| 2011 | KENWORTH                 | T-800 POWER UNIT          | 1XKDD49X3BJ280124  |
| 1990 | HME                      | 20 TON WRECKER            | 44KHM448XLWZ17246  |
| 2002 | KENWORTH                 | 30 TON WRECKER            | 1NKDL69XX2J887310  |
| 2011 | KENWORTH                 | 40 TON ROTATOR            | 1NKDX4EX0BJ247380  |
| 2015 | KENWORTH                 | 50 TON WRECKER            | 1NKZX4TX7FJ420701  |
| 2019 | KENWORTH                 | 25 TON WRECKER            | 1NKZL49X4KJ253436  |

|      |           |                |                   |
|------|-----------|----------------|-------------------|
| 2020 | PETERBILT | 50 TON ROTATOR | 1NPXX4TX2LD647760 |
| 2021 | KENWORTH  | 35 TON WRECKER | 1NKZL49X2MJ464833 |

### A.3.1 IMAGES OF SELECT J&T VEHICLES









### **A.3.2 TRAFFIC INCIDENT MANAGEMENT IN HAZARDOUS MATERIALS SPILLS**

J&T's traffic incident management in hazardous materials spills is inline with requirements by the Michigan Department of Transportation and U.S. Department of Transportation. J&T's team will ensure quick clean up techniques and are trained in coordination and preparedness with DOT, police, and fire departments. In the event of a fluid spill on a roadway from both commercial and private vehicles our preferred clean up method is using absorbent materials. The absorbent materials are placed in containers and removed from the accident scene. J&T will be responsible for all vehicle fluid spillage including the final removal and proper disposal and site remediation if necessary. J&T will ensure prompt intervention to prevent secondary incidents as a direct result of an extended traffic blockade. J&T's team will encourage proper protocol at incidents involving spills that will threaten or impact water resources. If the amount of fuel or other harmful fluid spill exceeds 25 gallons or other reportable quantity, J&T will handle all reporting requirements to any local, state, or federal agency.

In practice, our management team will first work with the Dearborn Heights Police and Fire Rescue Units to ensure an appropriate response and that the proper equipment is on scene. The management of the incident scene necessarily involves a balancing by all parties of the traffic flow, assessment of any hazardous spill or unique safety concerns, whether visibility is limited and an assessment of all damages and the extent of any physical injuries. Upon the identification of any spill or debris field, an immediate assessment must be made to initiate efforts at hazardous material or spill mitigation, the deployment of containment strategies and to limit the spill from spreading or reaching water access points (e.g. catch basins, etc.).

After the deployment of the proper equipment to the scene, J&T often must contain and "capture" the spill, segregating the liquid into a proper container for disposal. Two recent incidents highlight this initial important environmental "capture" by J&T: in one incident, the spill of hazardous material poured into a marsh-like ravine, requiring J&T to use its vacuum capabilities to remove the spill from the marsh area by using its vacuum system to suck the harmful liquid out of the ravine. In another instance, a small oil slick soon migrated off the incident scene and into the surrounding area prior to J&T receiving a call for service. The photographs below demonstrate the aftermath of each incident as well as the efforts of J&T to begin to remedy each incident, which often involves the vacuum removal of the offending spill and securing the liquid into 55-gallon drums for later disposal. Notice below that in one photo J&T used its pumps to pump-out the offending liquid and removal of soiled dirt from the entire ravine!







Even oil or antifreeze from light-duty vehicles or trucks crashes often require a similar response. A primary goal must be to capture the spill, contain the liquid and prevent it from reaching any water access point or otherwise reaching wildlife or pets. Left standing or untreated, fluid trails from vehicles often migrate to catch-basins, stormwater access points and the nearest water entry point.



After or simultaneous with the recovery of the truck, trailer or vehicle, J&T works for restoration of the incident scene, roadway and surrounding area. This often involves the use of street sweepers, a vacuum and cleaning of the affected area, application of oil absorbant drying products, clean-up of the debris field and/or restacking of any spill and in some cases, the seeding and shaping of the land to restore it to its prior condition.



Additionally, J&T employees are also trained to work with the DHPD to ensure short-lived evidence preservation such as fluid trails, tire marks or debris fields are not destroyed in recovery and/or clean-up efforts. Evidence preservation and spill containment and mitigation are essential functions performed by J&T at every incident scene.

To ensure the restoration of traffic flows, J&T, working with law enforcement, ensures the use of proper signage, changeable message signs and appropriate blocking (often with tow vehicles) or lane tapers.





**Appendix B**  
**TOWING SERVICES**  
**EQUIPMENT/CAPABILITIES STATEMENT**

|                     |                    |
|---------------------|--------------------|
| <b>Company Name</b> | J&T Dalton's, Inc. |
|---------------------|--------------------|

|                                                                                                                                                                                                       |                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>Required Capability #1</b>                                                                                                                                                                         |                                      |
| <b>CITY OWNED VEHICLES OR THOSE VEHICLES ORDERED TO BE HELD</b>                                                                                                                                       |                                      |
| All road service to City owned vehicles within a 30 mile radius of Dearborn Heights, including changing of tires, and/or towing or storage, is provided at no charge to the City of Dearborn Heights. |                                      |
| Offeror understand and acknowledges this requirement                                                                                                                                                  | <i>HH</i><br><small>Initials</small> |

|                                                                                                                                            |                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| <b>Required Capability #2</b>                                                                                                              |                                              |
| <b>Offeror has the capability to tow vehicles up to 80,000 GVW</b>                                                                         |                                              |
| From the front                                                                                                                             | <u>YES / NO</u><br><small>Circle One</small> |
| From the rear                                                                                                                              | <u>YES / NO</u><br><small>Circle One</small> |
| Side Recoveries                                                                                                                            | <u>YES / NO</u><br><small>Circle One</small> |
| Second time tows between the City facilities and storage yard, or additional tows within storage yard will be at the contractor's expense. |                                              |
| Offeror understand and acknowledges this requirement                                                                                       | <i>HH</i><br><small>Initials</small>         |

City of Dearborn Heights

*Appendix B*





**Appendix B**  
**TOWING SERVICES**  
**EQUIPMENT/CAPABILITIES STATEMENT**

|                     |                    |
|---------------------|--------------------|
| <b>Company Name</b> | J&T Dalton's, Inc. |
|---------------------|--------------------|

**Required Capability #3**

Offeror's equipment will have GPS tracking and logging capabilities as well as in-dash camera systems with video retention of at least thirty-(30) days.

|                                                      |           |
|------------------------------------------------------|-----------|
| Offeror understand and acknowledges this requirement | <i>HH</i> |
|------------------------------------------------------|-----------|

*Initials*

**Required Capability #4**

Offeror will have interior & environmentally controlled storage space as well as exterior space. All storage locations will have personnel access controls, vehicle key security/inventory systems, overwatch and personnel identification camera systems as well as physical security measures (i.e. fencing). All electronic access, data and video/audio systems to have at least 12 month retention for review upon demand of the City.

|                                                      |           |
|------------------------------------------------------|-----------|
| Offeror understand and acknowledges this requirement | <i>HH</i> |
|------------------------------------------------------|-----------|

*Initials*

**Required Capability #5**

Vehicles towed and ordered held for investigative purposes such as, but not limited to: Fatal and serious injury accidents, Forfeiture, Arson, Theft, and Fraud, may only be released after authorization from the Police Department is given. Such vehicles held by order of the Police Department will incur costs for towing and no more than 5 days storage fees charged to the owner or representative.

|                                                      |           |
|------------------------------------------------------|-----------|
| Offeror understand and acknowledges this requirement | <i>HH</i> |
|------------------------------------------------------|-----------|

*Initials*



**Appendix B**  
**TOWING SERVICES**  
**EQUIPMENT/CAPABILITIES STATEMENT**

|                     |                    |
|---------------------|--------------------|
| <b>Company Name</b> | J&T Dalton's, Inc. |
|---------------------|--------------------|

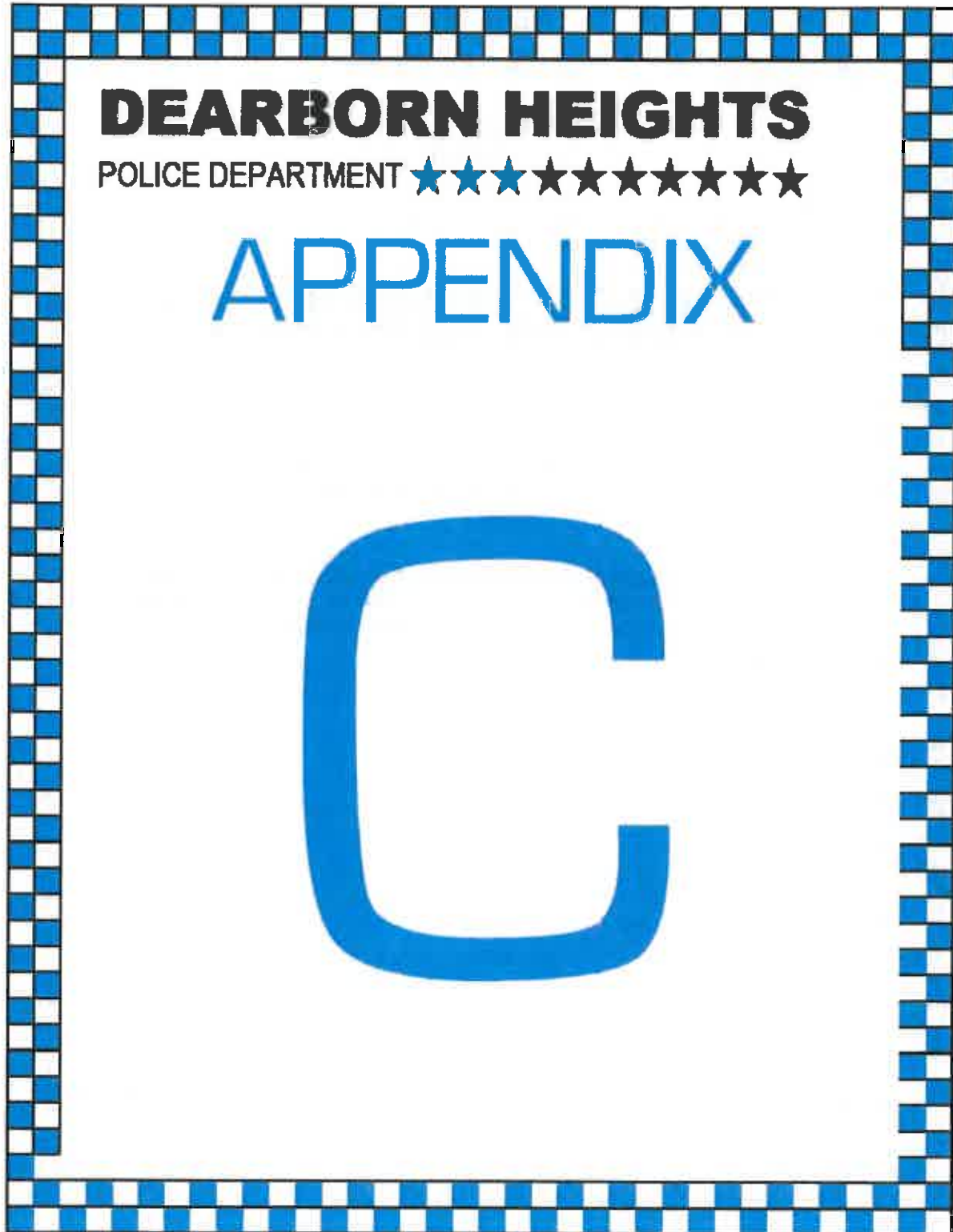
|                                                                                                                                                                                                                                                                                                                       |              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Required Capability #6</b>                                                                                                                                                                                                                                                                                         |              |
| Vehicles that are towed, held, and become the property of the City of Dearborn Heights through forfeiture or by other means will not incur towing or storage fees. Such vehicles will be turned over to City of Dearborn Heights or held on premises until such time as the vehicles can be auctioned or disposed of. |              |
| Offeror understand and acknowledges this requirement                                                                                                                                                                                                                                                                  | <br>Initials |

|                                                                                                                                                                                                                                                                             |              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Required Capability #7</b>                                                                                                                                                                                                                                               |              |
| Offeror will have an established system to assist in Forfeiture recordkeeping and will maintain adequate books and records of such forfeiture actions. Additionally, books and records of all City business will be made available for inspection upon request of the City. |              |
| Offeror understand and acknowledges this requirement                                                                                                                                                                                                                        | <br>Initials |

|                                                                                                |              |
|------------------------------------------------------------------------------------------------|--------------|
| <b>Required Capability #8</b>                                                                  |              |
| Offeror will have a minimum of five-(5) years of law enforcement towing operations experience. |              |
| Offeror understand and acknowledges this requirement                                           | <br>Initials |

|                                                                                                          |              |
|----------------------------------------------------------------------------------------------------------|--------------|
| <b>Required Capability #9</b>                                                                            |              |
| Offeror will have the ability to mitigate and /or transport Hazzardous Materials (HazMat) scenes/issues. |              |
| Offeror understand and acknowledges this requirement                                                     | <br>Initials |

**A.4 APPENDIX C: DEVIATIONS FROM REQUIREMENTS & COMMENTS**





## Appendix C TOWING SERVICES

### DEVIATIONS FROM REQUIREMENTS AND COMMENTS

|                     |                    |
|---------------------|--------------------|
| <b>Company Name</b> | J&T Dalton's, Inc. |
|---------------------|--------------------|

|                                                                        |   |
|------------------------------------------------------------------------|---|
| <b>DEVIATIONS FROM SPECIFICATIONS MUST BE DISCUSSED IN DETAIL HERE</b> |   |
| <i>Check here if there are no deviations being noted</i>               | → |

ALL PRICING IN APPENDIX A--FEES FOR SERVICES--IS FOR ORDINANCE TOW VIOLATIONS. Vehicles Involved in Accidents are subject to Accident Tow Pricing starting at the established Ordinance Tow Pricing (Appendix A) and may increase based upon several factors, including the severity of the accident, necessity for vehicle and/or evidence preservation, possible hazmat mitigation and/or cleanup and the imposition of an insurance hold.

Also, if a Dearborn Heights resident lacks insurance at the time of an accident and is unable to pay, J&T has a hardship policy which may result in discounted fees as well as a policy of not pursuing the last-titled vehicle owner in the event a vehicle is deemed abandoned.



## Appendix C

### TOWING SERVICES

#### DEVIATIONS FROM REQUIREMENTS AND COMMENTS

|              |                    |
|--------------|--------------------|
| Company Name | J&T Dalton's, Inc. |
|--------------|--------------------|

| VENDOR COMMENTS (Optional): |  |
|-----------------------------|--|
|                             |  |

# **TAB B**

## **EXPERIENCE & QUALIFICATIONS**

## TAB B – EXPERIENCE & QUALIFICATIONS

### B.1 J&T DALTON’S TOWING ORGANIZATION & HISTORY

#### B.1.1 COMPANY INFORMATION

J&T Dalton's, a d/b/a of J&T Towing/J&T Crova Towing, offers to provide towing, recovery, and impoundment services to the City of Dearborn Heights. J&T began as the vision of founder John Bokon in 1977 and has operated as a government and commercial heavy-duty towing and recovery provider since its inception. As we have grown in scale and sophistication, the company has not wavered from its goal to provide reliable, timely service irrespective of the obstacles placed before it.

#### Ownership Information

J&T Dalton’s owners include our founder, John Bokon, and President/CEO, Hussein (Sam) Hussein. Ownership information is provided below:

| Principal Owners                              | Address & Contact Information                                                             |
|-----------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>John Bokon</b><br>Founder                  | 42970 Harris<br>Belleville, MI 48111<br>(734) 216-6237<br>louay@jtcrova.com               |
| <b>Hussein (Sam) Hussein</b><br>President/CEO | 49910 Johnathan Ct.<br>Northville, MI 48167<br>(313) 655-8022<br>samhussein1301@gmail.com |

J&T serves a broad array of private clients throughout numerous sectors of the Michigan economy. As a government towing and storage provider, J&T provides towing services for agencies such as the Michigan State Police, Belleville Police Department, Van Buren Township Police Department, Sumpter Township Police Department, the City of Romulus, Wayne County Sheriff’s Office and the Wayne County Department of Public Services, Equipment Division, for whom it has previously provided heavy equipment towing from 1983 to 2010.

J&T possesses the equipment that can easily tow 80,000 to more than 100,000 pounds and its towing fleet is both substantial and diverse with the ability to safely transport a wide variety of equipment and vehicles under any weather or emergency conditions. We can easily perform multiple towing jobs simultaneously. No job is too big or small.

J&T will service the City of Dearborn Heights from our facility located at 27115 Powers Ave., Dearborn Heights, MI. The company’s other facilities include J&T Crova at 287 Industrial Park Dr., Belleville, MI; J&T Canton at 42100 Van Born Rd., Canton, MI; and J&T Crova at 36573 Grant St., Romulus, MI.

The benefit of J&T’s Family of companies is that by employing J&T’s proximity-based dispatch



system, we can ensure the City will receive a response time within the City limits that meets the contract requirements, and at other locations requested in the area.

Taken together, our companies have more than 80+ years of experience serving our private clients and government partners. We know the nuances of towing and transporting heavy equipment for private companies, the Police department, and government agencies. Collectively, our trucks are equipped with multiple cameras that provide real-time access to scenes, allowing for better deployment of resources and ability to pivot quickly to changing situations.

One of the most verifiable benchmarks of our performance is the commentary of other government agencies about the quality of the work performed. Included within this Proposal are multiple reference letters for J&T addressing the quality of the work and confirming our decades of industry experience. These references are reflective of the consistency and quality of services provided throughout our entire J&T Family of companies.

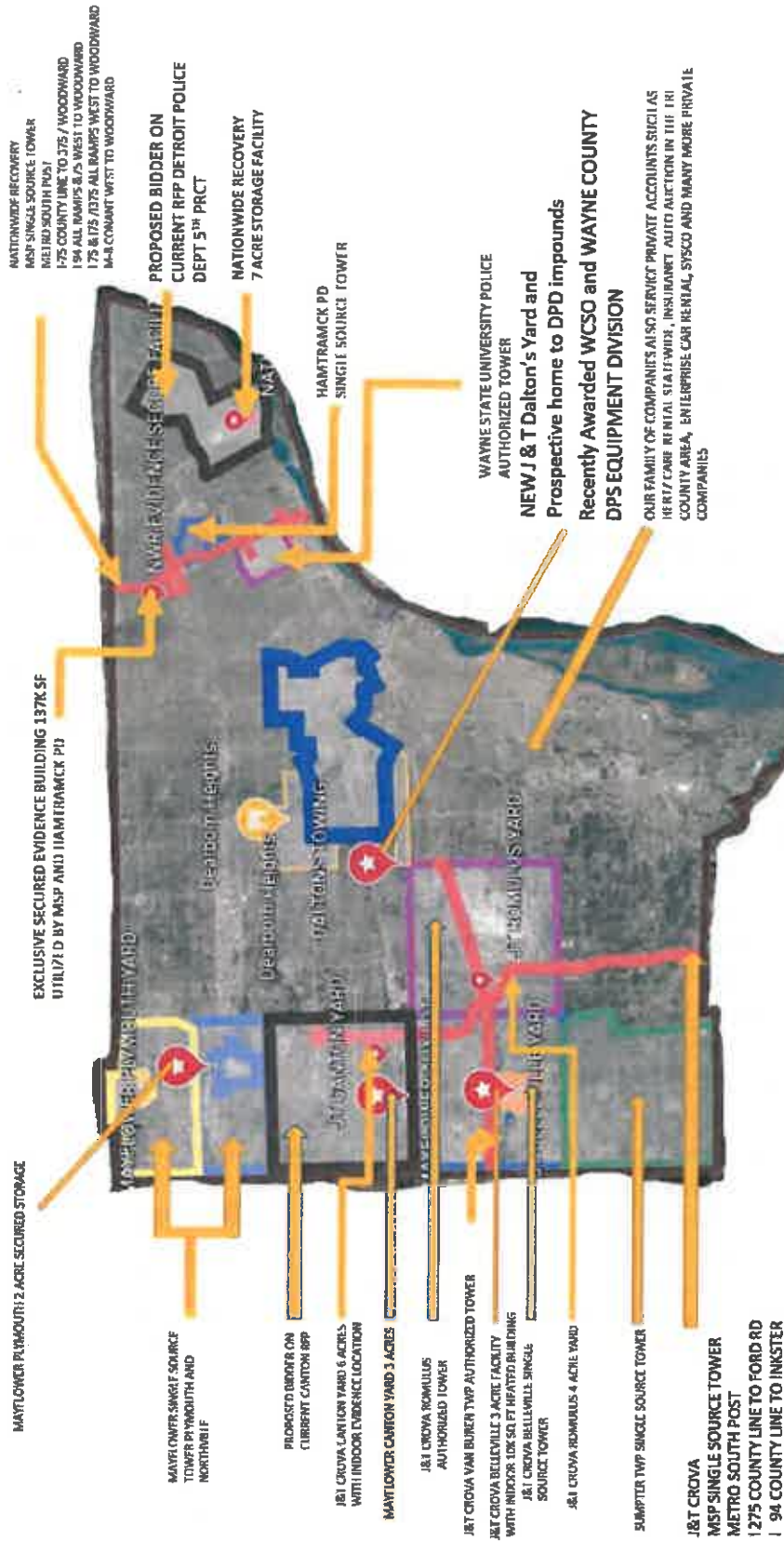
### **B.1.2 CURRENT SERVICE LOCATIONS**

J&T's Family of companies include affiliate locations, each of which possess decades of experience as towing providers. Towing services will be provided by J&T Dalton's locations, although in an emergency, or if desired by the City on short notice, J&T has the ability to harness the equipment and personnel of these affiliates (an additional 30 trucks). *See below.*

| <b>J&amp;T Towing's Affiliate Companies</b> |                                         |
|---------------------------------------------|-----------------------------------------|
| <i>J&amp;T Dalton's</i>                     | 27115 Powers Ave., Dearborn Heights, MI |
| <i>J&amp;T Crova</i>                        | 42100 Van Born R., Canton, MI           |
| <i>J&amp;T Crova</i>                        | 287 Industrial Park Dr., Belleville, MI |
| <i>Nationwide Recovery</i>                  | 420 Lycaste St., Detroit, MI            |
| <i>Nationwide Recovery</i>                  | 91 Manchester, Highland Park, MI        |
| <i>Mayflower Towing</i>                     | 1179 Starkweather, Plymouth, MI         |
| <i>J&amp;T Crova</i>                        | 36573 Grant St., Romulus, MI            |



**J&T Towing Affiliates, Accounts, & Locations**



**GOVERNMENT ACCOUNTS AND TERRITORIES**

### B.1.3 KEY POINTS OF CONTACT

#### **Sam Hussein, President/CEO**

Cell: 313-522-4567 | Email: samhussein1301@gmail.com

Role in Towing Services Scope: Mr. Hussein oversees J&T's financial management.

#### **Louay Hussein, Operations Manager**

Cell: 313-622-8022 | Email: louay@jtcrova.com

Role in Towing Services Scope: Manages equipment selection and heavy-duty and towing quality control.

#### **John Bokon, Founder/Heavy Duty Division Head**

Cell: (734) 216-6237

Role in Towing Services Scope: Manages and oversees all aspects of heavy-duty towing operations and all client towing assignments.

## B.2 TOWING, STORAGE, & IMPOUNDMENT EXPERIENCE

J&T possesses a deep reservoir of more than 40 years of experience providing towing, recovery, impound services to government agencies and private clients. With a broad array of clients throughout numerous sectors of the Michigan economy, J&T's demonstrated ability to simultaneously provide best in class service to multiple government and private clients at the same time further distinguishes the company from other providers. With a fleet of light, medium, and heavy-duty trucks and substantial equipment, J&T has a proven track record of towing in a fast, efficient, and safe manner. No situation is too difficult and no job too big or small. Our fleet of trucks provides us with the capability to tow by flat-bed and wheel lift or provide heavy-duty recovery services, including the use of our heavy-duty rotator truck.

Over the years, as J&T has grown in scale and sophistication, one of our core unwavering values that remains constant is trust; namely, government agencies and private clients trust us to leverage our formidable talents, resources, and technology to execute their decisions, provide timely service, and keep our communities safe. Creating towing solutions drives and fuels our passion to join these government agencies and private clients for whom we work in improving the quality of life for those in the communities in which we serve.

J&T's family of companies includes Mayflower Towing and Nationwide Recovery, Inc., each of which possess decades of experience as towing providers for both private clients and government customers throughout Wayne County. Currently, Mayflower Towing provides police-authorized towing services for the City of Plymouth and Northville Township police departments.

Nationwide Recovery, Inc. currently provides police-authorized towing, recovery, and storage services for the Michigan State Police, City of Hamtramck, Wayne State University Police Department, and the Wayne County Sheriff's Office. The Wayne County Sheriff's Office recently awarded J&T the contract, permitting it to utilize Mayflower and Nationwide to blanket the entirety of Wayne County in order to better serve the residents.

### B.2.1 UNDERSTANDING OF THE SERVICE

Under this contract, J&T is proposing to provide towing and impound services to the City of Dearborn Heights with a storage location for exterior and interior space secured by personnel

access controls, vehicle key security/inventory systems, overwatch and personnel identification camera systems as well as fencing surrounding the facility.

We understand that vehicles towed and ordered will be held for investigative purposes such as, but not limited to: Fatal and serious injury accidents, Forfeiture, Arson, Theft, and Fraud, may only be released after authorization from the Police Department is given. Such vehicles held by order of the Police Department will incur costs for towing and no more than 5 days storage fees charged to the owner or representative.

In addition, vehicles that are towed, held, and become the property of the City of Dearborn Heights through forfeiture or by other means will not incur towing or storage fees. Such vehicles will be turned over to City of Dearborn Heights or held on premises until such time as the vehicles can be auctioned or disposed of.

### **B.2.1.1 CITY VEHICLE TOWING**

All road service to City owned vehicles within a 30-mile radius of Dearborn Heights, including changing of tires, and/or towing or storage, will be provided at no charge to the City of Dearborn Heights provided that is desired by the City and in accordance with applicable law.

Services can also include:

- The use of dollies, disconnecting of linkages (pulling of the axle and driveshaft), labor, and thirty minutes of clean-up at the tow scene.
- Winching onto a flatbed from an improved surface area such as a roadway, shoulder, parking lot, or driveway.
- Thirty minutes of stand-by time at a tow scene, and all other undertakings.
- Services will also include tire changes and incidental repairs on City vehicles.

### **B.2.1.2 GPS TRACKING & ADDITIONAL SCOPE OF WORK CONSIDERATIONS**

J&T utilizes current industry technologies such as GPS tracking, placement of cameras on tow service trucks, and database tracking of all towed and impounded vehicles as well as up-to-date reporting via our Towbook tracking system.

### **B.2.2 EXPERIENCE PROVIDING SIMILAR SERVICES**

The following contracts provide evidence of J&T's experience providing towing, storage, and impoundment services to the private sector, energy industry, and government agencies.

#### **Michigan State Police**

A simple illustration of its vast experience is that J&T has been a Michigan State Police authorized towing and storage provider for nearly 40 years (there was a small gap in time in service after continuous service for approximately 25 years). Since 2005 to the present, J&T has towed within its assigned geographical area and provides light, medium and heavy-duty towing and recovery for the MSP Metro South, with a focus on quick clearance of freeway accidents and towing assignments. J&T's MSP service area includes I-275 from Ford Rd. to the County Line and I-94 from Inkster to the County line. All of the vehicles are brought to J&T's storage facility.

#### **Other Police-Related Services**

*Additional J&T contract providing Police towing services include:*

- Wayne County Sheriff's Office
- City of Romulus
- Van Buren Police Dept.
- Plymouth Twp & City Police Dept.
- Canton Police Dept.
- Northville Twp & City Police Dept
- Sumpter Police Dept
- Dearborn Heights Police Dept.
- Dearborn Police Dept.
- Belleville Police Dept.
- Hamtramck Police Dept.
- Wayne State University Police Dept
- City Of Detroit police Dept in 8 zones with our  
New Acquisition of ABA impounds
- Wayne County Airport Authority
- Great Lakes Water Authority
- Michigan State Police post 22 Covering 65%of  
Wayne county Freeway's
- Ann Arbor Police Dept
- University Of Michigan Police Dept.
- Washtenaw County Sheriffs Office
- Michigan State Police Post 12
- Pittsfield Twp. Police Dept
- Milan Police Dept.
- Plymouth Canton Scools.
- Wayne County Roads.

# **TAB C**

## **STAFF QUALIFICATIONS, REFERENCES, & LICENSES**



## TAB C – STAFF QUALIFICATIONS, REFERENCES, & LICENSES

### C.1 STRUCTURE OF THE PROJECT TEAM

#### C.1.1 KEY PERSONNEL AND ROLES

The following table identifies J&T’s project team, including the roles and estimated hours.

| Key Personnel                                     | Roles & Responsibilities                                                                                                                                             | Estimated Weekly Hrs |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Hussein (Sam) Hussein</b><br>President/CEO     | <ul style="list-style-type: none"> <li>Chief of operations</li> <li>Management oversight</li> <li>Senior client communications</li> </ul>                            | 40                   |
| <b>John Bokon</b><br>Vice President of Heavy Duty | <ul style="list-style-type: none"> <li>Head of Heavy-Duty Vehicle operations</li> <li>Senior operations management</li> <li>Business goals and objectives</li> </ul> | 40                   |
| <b>Louay Hussein</b><br>Chief of Operations       | <ul style="list-style-type: none"> <li>Head of operations</li> <li>Manages equipment selection</li> <li>Heavy-duty towing and quality control</li> </ul>             | 98                   |
| <b>Adam Barton</b><br>General Manager             | <ul style="list-style-type: none"> <li>Manager of Romulus and Belleville operations</li> </ul>                                                                       | 60                   |
| <b>Grant Perry</b><br>Manager                     | <ul style="list-style-type: none"> <li>Manager at J&amp;T Dalton’s</li> <li>Point person for Dearborn towing</li> </ul>                                              | 50                   |

#### C.1.2 CORPORATE STRUCTURE & ORGANIZATIONAL CHART

##### Overview

J&T is operated by our President/CEO, Hussein “Sam” Hussein, a fixture in Dearborn, Michigan’s automotive industry and known for providing efficient, fair, and honest services. Together with a sibling, Louay Hussein, each participates in the J&T business on a daily basis. Another essential partner, John Bokon, provides daily leadership by using his 50+ years of towing and recovery experience to solve problems and ensure the efficient performance of the J&T workforce. Aside from his management duties, Mr. Bokon can often be found in a heavy-duty truck, providing recovery services for one of J&T’s valued customers. Leveraging more than four decades of experience, J&T knows the nuances of towing for all manner of services required by the City.

J&T’s employees and drivers are well-trained, in many cases WreckMaster and Hazmat certified, and their professionalism and experience are the bedrock on which the foundation of J&T is built. Providing extraordinary customer service is one of the central benchmarks upon which employees are measured. It is not just doing the physical work (e.g., loading a bucket truck and/or cleanup), but it is also the interactions they have with customers who often are in times of distress. This is equally important to the customer experience and J&T employees are trained to

provide both in a professional and empathetic manner.

J&T's management and staff act with courtesy, politeness, compassion, and fairness in providing towing, recovery, and impound services for our private and government customers. When a complaint is lodged by a customer, immediately a team member will speak—and really listen—to the customer to understand the nature of the complaint made. If a team member remains unable to address the complaint to the customer's satisfaction, the complaint is then transferred to the General Manager for hearing and resolution. This could be in-person, by phone, or zoom call. If still unsatisfied, the customer will be referred to Head of Operations to address the issue.

### **Project Team**

J&T's project team is structured so that this contract is managed by our key personnel, each of whom is flexible enough to pivot to assist in another aspect of the project without notice when required. Team members that will be overseeing this project are Sam Hussein, President/CEO, John Bokon, Heavy Division Manager, Louay Hussein, Head of Operations, General Manager Adam Barton, and Grant Perry, Manager at Dalton's Towing for Dearborn Heights towing services. While we identify these individuals as key personnel, our entire project team includes our highly qualified management and/or office personnel.

J&T will enhance its existing staffing plan for the provision of towing services 24-hours per day, seven days per week, within a maximum of 15 minutes from dispatch by its use of a combination of proximity-dispatch, additional trucks, targeted-staging, and the use of analytics. J&T has the resources available to deploy as many as 25 trucks in a single instance and still have excess capabilities to respond to our current government clients. Our project team's primary objective in every customer interaction is excellence, efficiency, and consistent, reliable on-time service every time.

Under the City of Dearborn Heights contract, Sam Hussein will oversee the financial management of the operation. Its Heavy Duty Division and Marine Division are managed by John Bokon. Mr. Bokon believes in employee dedication to specific accounts and will staff the Heavy Duty and Marine Divisions with all trucks necessary to handle the heavy-duty and marine towing needs of the City. Mr. Bokon will devote as much time as needed to the City of Dearborn Heights. Likewise, Louay Hussein, Head of Operations, will also continue to operate the J&T Special Response Division and, in conjunction with the General Manager, oversee the processes involving redemptions, evidence vehicle storage, auctions, and forfeitures. Mr. Adam Barton, a nearly 30-year J&T employee, serves as General Manager of J&T and will oversee, along with Grant Parry, all J&T Dearborn Heights operations, including dispatch, the Light and Medium-Duty divisions, devoting not less than 60 hours per week to the City.

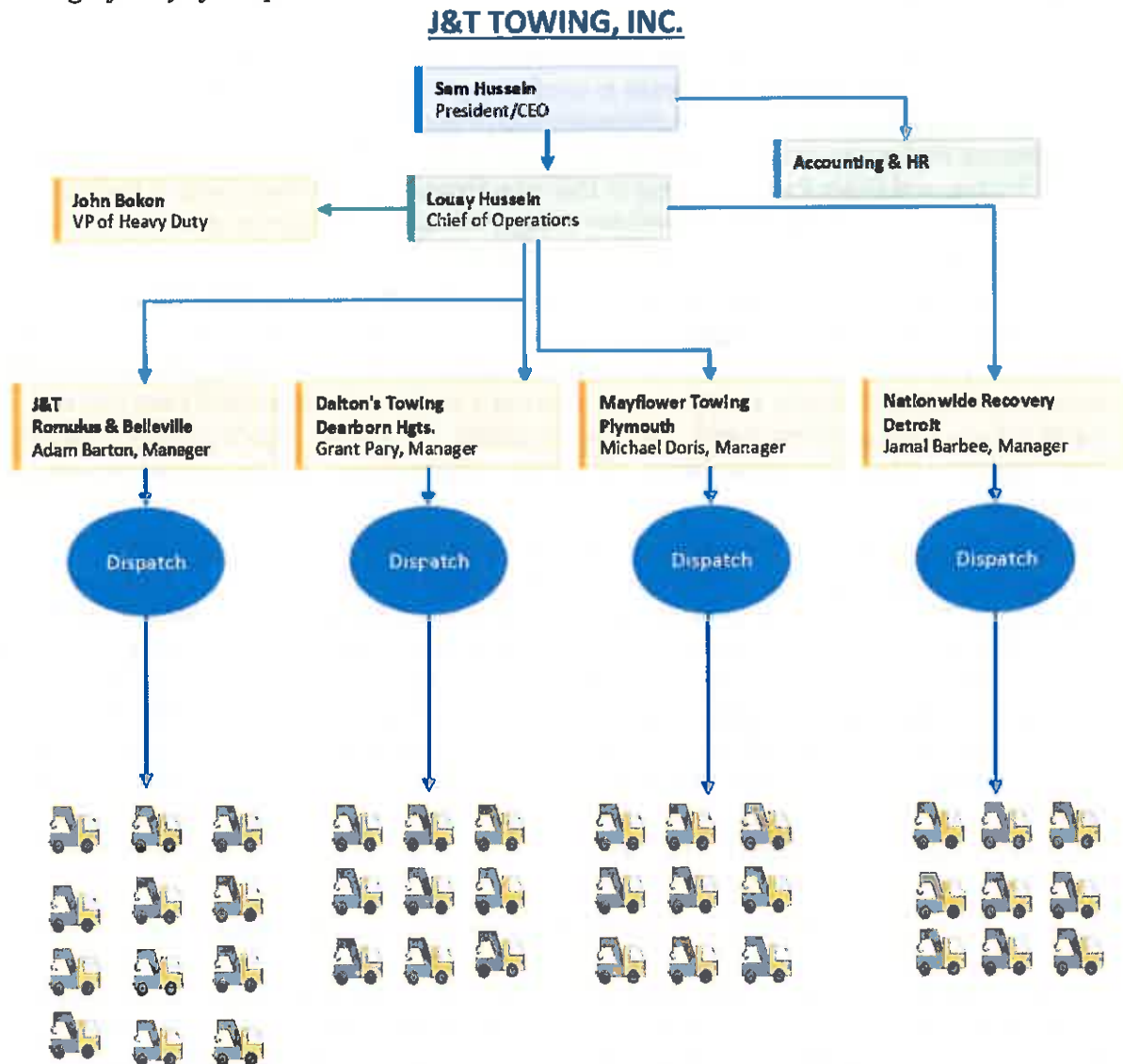
While J&T will always have at least eight (8) trucks and two (2) heavy-duty trucks devoted to the City on a 24/7 basis, we will also employ our proximity-based dispatch system which will assign the closest driver based on proximity to the incident or tow scene which further optimizes route selection, resulting in dramatically reduced response times. During normal business hours, five (5) dispatchers operate the entire J&T dispatch office, while night and weekends are operated by three (3) dispatchers for the purpose of responding to all the needs of the City. Regardless, J&T always maintains three (3) live dispatchers on a 24/7 basis. There is also a dedicated yard individual, whose job includes meeting customers and once released, supervising vehicle releases. One other manager continues to provide reliable service by overseeing redemptions and data/records management. Our in-house mechanic works 60+ hours/week to

constantly maintain and enhance the J&T fleet.

**Compliance with MCSA and the Vehicle Code:** J&T's well-qualified and professional drivers comprise the remainder of the Dearborn Heights Team that will complete this project. All J&T drivers have obtained all required drivers' licenses and certifications such as Hazmat (Hazwopper). The endorsements are reflected on each driver's license.

### Organizational Chart

The corporate structure presented below includes our affiliate organizations as part of J&T Towing's family of companies:



### Subcontractors/Partners

J&T will not subcontract with any companies outside of the J&T Towing Family of companies/ affiliates (see above) who are available to serve as partners in the provision of towing services for the City of Dearborn Heights, if desired by the City.



## C.2 STAFF SERVICE EXPERIENCE & QUALIFICATIONS

The following information provides comprehensive evidence that J&T exceeds the required qualifications. As a fully licensed contractor, J&T has decades of experience furnishing towing and storage services to law enforcement and government agencies.

### C.2.1 MINIMUM QUALIFICATIONS

- **40+ Years of Experience** – J&T Towing has been in operation providing towing services for more than 40 years. The five references provided below are proof of our meeting the required minimum qualifications; most of whom have received services similar to those required under this contract for many more years than the minimum required.
- **State of Michigan Licenses** – J&T Towing maintains all applicable licenses required to do business in the State of Michigan. Evidence is provided below in section B.2.3. These include business licenses, permits, registrations, and certifications.
- **Sufficient Tow Equipment** – J&T is more than capable of providing the required tow equipment necessary to handle the City of Dearborn Heights's requirements for towing, storage, and impoundment services. Throughout this proposal we have provided evidence of our inventory of vehicles (light, medium, & heavy-duty trucks), equipment, and manpower, as well as the ability to tap additional resources through our affiliate companies when needed.
- **Law Enforcement Towing & Operations:** J&T has been a Michigan State Police (MSP) authorized towing and storage provider since 2005 and continues to this day. J&T provides light, medium, and heavy-duty towing and recovery for the MSP Metro South, with a focus on quick clearance of freeway accidents and towing assignments, a large percentage of which involve heavy-duty towing and recovery.

J&T's responsibilities include securing the vehicles, maintaining and holding vehicles for evidence processing by MSP, managing the vehicles impounded by MSP, and arranging, advertising, and managing vehicle auctions in conjunction with MSP.

### C.2.2 REFERENCES

One of the most verifiable benchmarks of performance is the commentary of other private clients and government agencies about the quality of the work performed by the J&T team and those of our affiliates. Included within this Proposal are multiple recent reference letters addressing the quality of J&T's work and confirming our decades of experience. Likewise, we also included a sampling of past and current reference letters for our affiliates. While not all affiliates will provide services to the City of Dearborn Heights, the correspondence is nevertheless reflective of the consistency and quality of services provided throughout our entire J&T family of companies.

*(See Tab 7 Reference Letters.)*

*The following four (4) references can provide testimony of J&T's abilities, qualifications, and client commitment.*

### C.2.2.1 REFERENCE #1: MICHIGAN STATE POLICE

| Customer Reference and Contact Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Client Name &amp; Address:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Michigan State Police (MSP) Metro South Post<br>12111 Telegraph Rd.<br>Taylor, MI 48180                                                                                                            |
| <b>Contact Name &amp; Phone:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Lance Courtier, MSP F/Lieutenant/Commander<br>Phone: (248) 497-9533<br>Elizabeth London, Trooper/Head of Towing for Metro South Post<br>Phone: (734) 351-4744<br>See Reference Letter under Tab 7. |
| <b>Service Dates:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2005 – Present                                                                                                                                                                                     |
| <b>Scope of Services Provided:</b><br>J&T Towing has consistently met or exceeded the preferred qualifications of the Michigan State Police by providing quick clearance of the freeways and roadways (a priority) and consistently achieving a response time of 10 minutes under the 20-minute requirement. Moreover, the auction services administered by J&T are free from administrative problems, easing the workload on MSP personnel. J&T also receives praise from troopers on its ability to go the extra-mile for citizens on the scene. |                                                                                                                                                                                                    |

### C.2.2.2 REFERENCE #2: WAYNE COUNTY SHERIFF'S OFFICE

| Customer Reference and Contact Information                                    |                                                                            |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>Client Name &amp; Address:</b>                                             | Wayne County Sheriff's Office<br>4747 Woodward Avenue<br>Detroit, MI 48201 |
| <b>Contact Name &amp; Phone:</b>                                              | Sheriff Ray Washington<br>313-570-2884<br>info@sheriffconnect.com          |
| <b>Service Dates:</b>                                                         | 2017 - Present                                                             |
| <b>Scope of Services Provided:</b><br>Towing, recovery, and impound services. |                                                                            |

### C.2.2.3 REFERENCE #3: CITY OF BELLEVILLE

| Customer Reference and Contact Information                                    |                                                                                                 |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Client Name &amp; Address:</b>                                             | City of Belleville<br>6 Main Street<br>Belleville, MI 48111                                     |
| <b>Contact Name &amp; Phone:</b>                                              | Chief David Robinson<br>City Manager/Police Chief<br>734-626-3994<br>drobinson@belleville.mi.us |
| <b>Service Dates:</b>                                                         | 1980 - Present                                                                                  |
| <b>Scope of Services Provided:</b><br>Towing, recovery, and impound services. |                                                                                                 |

### C.2.2.4 REFERENCE #4: MICHIGAN DEPARTMENT OF TRANSPORTATION

| Customer Reference and Contact Information                                                     |                                                                                                   |
|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Client Name &amp; Address:</b>                                                              | Michigan Department of Transportation (MDOT)<br>425 W. Ottawa St.<br>Lansing, MI 48933            |
| <b>Contact Name &amp; Phone:</b>                                                               | Ronald Jackson<br>Transportation Maintenance Coordinator<br>248-361-0889<br>jacksonr@michigan.gov |
| <b>Service Dates:</b>                                                                          | 1980 - Present                                                                                    |
| <b>Scope of Services Provided:</b><br>Towing, recovery, and storage for all types of vehicles. |                                                                                                   |

## C.2.3 CERTIFICATIONS/LICENSES

### C.2.3.1 BUSINESS LICENSES

*As a d.b.a of J&T Towing, Inc., J&T Dalton's has all applicable current licenses to conduct business in the State of Michigan, including:*

- **Michigan Public Service Commission Authority** – The Motor Carrier Act, Public Act 254 of 1933, requires all intra-state for-hire carriers to obtain intrastate operating authority, or CVED authority prior to operating a vehicle on any public roadway in Michigan. J&T's CVED authority, No. 24790, remains current and in good standing and is attached.
- **Michigan Class D (Broker) license** – J&T has a valid Class D (Broker) license, No. D001400 which expires on December 31, 2025, a copy of which is attached. The license has never been suspended, revoked, or terminated within the last 5 years.
- **Michigan Certificate Of Good Corporate Standing** – J&T possesses a valid Certificate Of Good Corporate Standing issued by Michigan LARA.

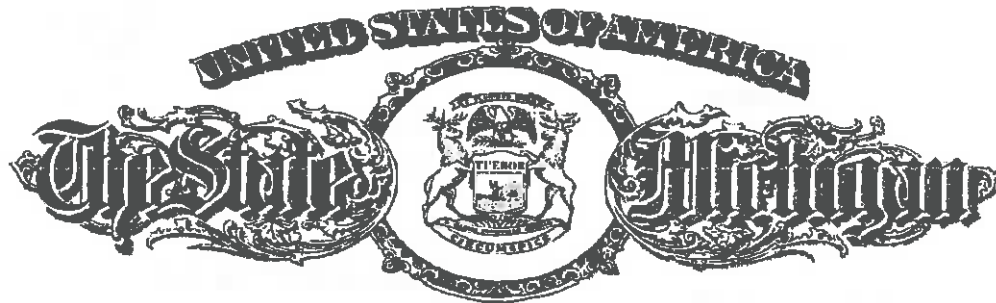
### C.2.3.2 J&T TOWING 2022 PERMITTING INFORMATION

- **US DOT#- 784177**
- **MC#- 525363**
- **UCR 2022- renewed by WT Fleet Services on 12/23/23**
- **IFTA 2022- renewed by WT Fleet Services on 12/23/23**
- **KYU#- 260005**
  - WT Fleet Services has never updated truck inventory
- **NY HUT#- 383173080**
  - Permits not renewed for 24th Series per at J&T Towing
- **MCS 150- Bi-annual update of DOT#**
  - Update required in July of odd numbered years
  - WT Fleet Services updated on 6/12/24

### 2.3.3 REGISTRATION/LICENSE/CERTIFICATION DOCUMENTATION

*See copies of documentation below for the following:*

- **State of Michigan Department of Licensing and Regulatory Affairs**
- **City of Dearborn Heights Business License**
- **Wayne County Human Relations Certifications**

**Department of Licensing and Regulatory Affairs****Lansing, Michigan**

*This is to Certify That*

**J & T TOWING, INC.**

*was validly incorporated on March 22, 1994 as a Michigan DOMESTIC PROFIT CORPORATION,  
and said corporation is validly in existence under the laws of this state.*

*This certificate is issued pursuant to the provisions of 1972 PA 284 to attest to the fact that the corporation  
is in good standing in Michigan as of this date and is duly authorized to transact business and for no other  
purpose.*

*This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit  
given it in every court and office within the United States.*



**Sent by electronic transmission**

**Certificate Number: 22030740408**

*In testimony whereof, I have hereunto set my hand.  
in the City of Lansing, this 24th day of March, 2022.*

**Linda Clegg, Director**

**Corporations, Securities & Commercial Licensing Bureau**

Verify this certificate at: URL to eCertificate Verification Search <http://www.michigan.gov/corpverifycertificate>.



**BUSINESS LICENSE**  
**City of Dearborn Heights**

NO. BL-23-000013262

**TO WHOM IT MAY CONCERN:**

In consideration of the total sum shown below and paid to the City Treasurer,  
the City of Dearborn Heights hereby grants the following:

**THE FOLLOWING LICENSE(S):**

AUTO/TRUCK FOR HIRE 50.00  
VEHICLE

Tags 251-297

**TOTAL \$520.00**

**BUSINESS:**

J & T TOWING INC.  
DBA: DALTON'S TOWING  
27218 CURRIER  
DEARBORN HEIGHTS, MI 48125

**EXPIRES ► September 08, 2024**

Licensee accepts the license(s) herein granted upon the express  
condition that the same may be revoked by the proper authority under  
the provisions of the City Ordinances. License is not transferable.  
Surrender of license shall not entitle licensee to any refund.

*Lynne M. Loria*  
City Clerk

*City Ordinance provides that this license must be displayed in a conspicuous place.*

**The City of Dearborn Heights will send out a renewal  
notice two months prior to the expiration of this license.  
FAILURE TO RECEIVE A NOTICE DOES NOT WAIVE THE  
LICENSEE'S RESPONSIBILITY TO RENEW THE LICENSE  
PRIOR TO THE EXPIRATION DATE.**

J & T TOWING INC.  
DBA: DALTON'S TOWING  
27218 CURRIER  
DEARBORN HEIGHTS, MI 48125

Wayne County  
Human Relations Certifications

This certifies that  
**J&T Towing Inc., d.b.a. Crova Towing**

287 INDUSTRIAL PARK DRIVE  
BELLEVILLE, Michigan 48111

Has complied with all the requirements of the Wayne County Business Certification Program. This firm is hereby eligible to participate in Wayne County's procurement process utilizing the Equalization Credits for the following programs and/or has established compliance with Wayne County's Fair Employment Practices Resolution.  
*(Listed under the Certification Medallion is the date through which your Certification/Registration is valid.)*



3/17/2025



5/16/2025



3/17/2025



3/17/2025

**Jaia Amorè**

Jaia Amorè, Deputy Director

Warren C. Evans, County Executive



# **TAB D**

## **CAPACITY TO PROVIDE THE SCOPE OF SERVICES**

## **TAB D – CAPACITY TO PROVIDE THE SCOPE OF SERVICES**

### **D.1 STORAGE LOT REQUIREMENTS & POLICIES**

J&T will approach this project as outlined in the scope of services in a very similar fashion to how we provide services to other government towing and storage customers. Our initial step is to confer with the Dearborn Heights Police Department and City personnel and listen to their comments, requests, and then determine their changing needs. Establishing a free and open dialogue about the scope of services is critical. Using this information, J&T will begin furnishing towing, recovery, and storage services for both Public Safety Involved Tows and City Vehicle Tows.

#### **1. Available Storage Space**

J&T will operate from our newest storage yard located at 27115 Powers Ave. in Dearborn Heights, MI. It is at this location is our storage yard from which J&T will tow all vehicles, equipment, tractors, trailers, and electric vehicles using the most recent safety standards.

The facility encompasses more than two (2) acres, is zoned to permit vehicle storage and has more than 50,000 square feet of available storage space for storing Public Safety Involved Tows.

#### **2. Vehicle Storage Yard**

Our vehicle storage yard is easily able to store 300 plus vehicles outside. It utilizes an enormous perimeter fence and secured gate. At J&T, we invest heavily in enhancing our facilities to ensure an unmatched level of crime prevention and deterrence, and to ensure vehicle security. Currently, as J&T recently acquired the use of this facility, we are continuing the process of investing hundreds of thousands of dollars in making certain improvements and upgrades, including the installation of LED lights throughout the storage yard, fence improvements, and the use of a secure double entry gate system. Additionally, at all times, there is a responsible person in charge of the yard 24 hours per day.

#### **3. Operation, Storage, & Maintenance of Equipment**

Appearing in strategic positions throughout J&T's network of storage yards and inside storage facilities, including the Michigan Ave. and Manchester buildings, is a sophisticated security/digital camera system, whose cameras are not always visible to the naked eye and are employed throughout the entire J&T operation. This integrated security system is monitored by a central monitoring station inside the interior of our Belleville office as well as by an off-site monitoring station. An impressive array in excess of 168 cameras record J&T's operation simultaneously, each from a different view staged throughout the entire operation, from inside the building to each portion of each storage yard and facility. Additionally, J&T also uses a roving security patrol on evenings to monitor and patrol the storage yard to ensure all property is safeguarded.

Taken together, these exceptional security measures utilized by both J&T and our family of companies have, to date, proven effective security strategies that have nearly eliminated potential security threats (e.g., theft, etc.) and effectively safeguard impounded vehicles, whether stored inside or outside.

A PD representative will have unfettered access to the Dearborn Heights portion of the yard at all

times. As of the date of this submission, numerous cameras are being installed and incorporated into our integrated security/digital camera system.

#### **4. Impounded Personal Property From Vehicles**

The condition of each vehicle loaded on a wrecker for impound is recorded by photographs using a digital camera of all sides of the vehicle, as well as the interior of the vehicle and any valuables. Each digital image is then uploaded in the vehicle's electronic file, which is stored in our records management system for at least three years after the release or sale of the vehicle. Vehicles and property impounded by the Police Department will only be released when approved by Police personnel.

#### **5. Individual Requests for Vehicle Information**

Individuals and other legal entities having a legally recognized interest in a vehicle (the registered owner or person with written consent of the registered owner) will be given reasonable access to the vehicle, for example, to recover personal property provided the property being removed is not connected to the vehicle or otherwise constitutes a part or fixture of the vehicle. Individuals and other legal entities having a legally recognized interest in a vehicle will be allowed to see the vehicle in order to decide whether or not to redeem the vehicle. Any such access will be provided in accordance with applicable law.

### **D.2. AVAILABILITY**

#### **1. Vehicle Availability**

J&T will always have not less than eight (8) tow trucks and two (2) heavy duty trucks available to respond within ten (10) - fifteen (15) minutes, seven (7) days a week, 24 hours per day for any Police Involved Tow and City Vehicle Tow.

By employing our proximity-based dispatch system, we will immediately assign a truck based upon its proximity to the Dearborn Heights incident or tow scene, which will dramatically slash response times. Since J&T and our family of companies have numerous trucks circulating throughout Wayne County at all times, coupled with the other strategies, our performance will result in the inevitable reengineering of old towing practices currently being utilized in order to streamline operations.

#### **2. Adequate Staffing to Meet Police Requirements**

J&T employs release personnel on-site at our new Dearborn Heights Currier facility to manage and supervise the cashier(s) responsible for processing each customer's redemption transaction and addressing any issues which may arise. A vehicle may be redeemed at J&T's Dearborn Heights Currier office on Monday – Friday, 9 a.m. – 5:00 p.m., which is staffed in staggered shifts of personnel so that there is always at least one individual free to process redemption transactions during these times. Saturday hours are 9 a.m. – 1:00 p.m. Sunday and holiday hours will remain optional.

J&T maintains an adequate number of drivers to respond to any and all PD requirements for towing vehicles. In addition, J&T has access to additional drivers and vehicles from any of our family of companies when needed.

## D.3 CONTRACTOR POLICIES & PROCEDURES

### D.3.1 WRITTEN POLICIES & PROCEDURES

*J&T Policies and Procedures cover the following key elements of our towing, storage, and impoundment services:*

#### **Key J&T Benefits**

- Reduce Wait Time
- Improved Service
- Reduced Dispatch Call time
- Reduced Liability
- Vehicle Search

#### **Transparency**

- On-Demand Vehicle Hold/Release
- Comprehensive Audit Trails
- User Defined Letters and Reports

#### **Reliability**

- 24-hour staff on site
- 24-hour intrusion detection and prevention
- 24-hour event tracking - monitoring

#### **Physical Security**

- 24-hour guard gated security
- 24-hour motion sensors - video surveillance
- Employee criminal and drug background checks
- Fire-environmental protection

#### **Data Security**

- SSL 256-bit encryption
- Monitored Firewall protection
- Redundant network support

#### **Security and Loss Prevention**

We take the security of customer and evidence vehicles very seriously. All of our storage yards are equipped with a state of the art 24-hour surveillance system that monitors the entirety of each storage yard housing all vehicles. Our facilities are designed to prevent unauthorized persons from entering the premises. In addition to the existing security fences and double-lock gate entry system, the upgrade and installation of security lighting, and our digital security system monitors and records all areas of the storage yards. Examples are shown below. The footage is maintained for at least 30 days.



**1. J&T Dalton's Towing Facility, Dearborn Heights, MI**







## **2. Driver's Uniform & Vehicle Signage**

J&T requires that all drivers wear the company uniform when on duty. In addition, the name of J&T's towing company is prominently displayed on the side of the vehicle together with the company's contact phone number and logo.



## **3. Services Conduct**

Throughout the past 40 years of operation, J&T has operated its towing and storage facilities in a manner consistent with surrounding area and in accordance with all Federal, State, and Local laws governing the management of our business. We maintain efficient, orderly, and clean facilities designed to optimize both the operation and the interactions with our customers.

## **4. Authorized Services & Uniform Traffic Control Measures**

J&T will provide only the requested services of the City of Dearborn Heights without representing to the owners of the vehicles towed that any other services are included. In addition, all J&T employees will follow the Uniform Traffic Control measures.

## **5. Employee/Driver List**

J&T remains committed to providing qualified professionals to act as part of its management team and members of its dispatch, driver, recovery, and auction operations. Each individual is required to submit to a criminal background check and be approved by management to work for the City of Dearborn Heights or DHPD, subject to approval by the City and the DHPD, prior to performing towing services under this contract. J&T also requires that each driver submit to random drug screens.

*Details of J&T's current drivers is included below:*



| EMP #  | NAME              | ADDRESS                     | CITY             | STATE |
|--------|-------------------|-----------------------------|------------------|-------|
| JT-200 | JOE ARNETT        | 202 PONDEROSA TRAIL SOUTH   | BELLEVILLE       | MI    |
| JT-201 | SHAUN BAKER       | 64 MAPLE DRIVE              | BELLEVILLE       | MI    |
| JT-202 | ADAM BARTON       | 31453 BRIDGE ST             | GARDEN CITY      | MI    |
| JT-203 | CRYSTAL BLEVINS   | 5900 BURR ST                | TAYLOR           | MI    |
| JT-204 | DAWN BOKON        | 42970 HARRIS ROAD           | BELLEVILLE       | MI    |
| JT-205 | EMILY BORTON      | 7168 ELM ST                 | TAYLOR           | MI    |
| JT-206 | THOMAS J BRADNER  | 6988 MCKEAN ROAD LOT 75     | YPS.             | MI    |
| JT-207 | DOMINIK M COOLEY  | 5303 TEXTILE ROAD           | YPS.             | MI    |
| JT-208 | CASEY CUTRIGHT    | 5901 NORTH HIGHLAND ST      | DEARBORN HEIGHTS | MI    |
| JT-209 | STONE FREEMEN     | 31568 MARQUETTE ST          | GARDEN CITY      | MI    |
| JT-210 | LOUAY HUSSEIN     | 39839 SUNBURY RD            | NORTHVILLE       | MI    |
| JT-211 | Daniel Marks      | 28100 ELMAR ST              | LIVONIA          | MI    |
| JT-212 | ROBERT MILLER     | 112 WATERBERRY COURT        | WESTLAND         | MI    |
| JT-213 | NICK PARKER       | 9130 LAKECREST DRIVE        | WHITMORE LAKE    | MI    |
| JT-214 | TREVOR PATTON     | 6277 TAMER LANE DRIVE       | WEST BLOOMFIELD  | MI    |
| JT-215 | SKYLER SCHOEN     | 14106 WESTLAKE CIRCLE       | VAN BUREN TWP    | MI    |
| JT-216 | DERRICK WELLS     | 6565 SUMMERDALE CIRCLE WEST | YPS.             | MI    |
| JT-217 | JASON GRAHAM      | 8522 RENEE ST               | NEWPORT          | MI    |
| JT-218 | JOHN BOKON        | 42970 HARRIS ROAD           | BELLEVILLE       | MI    |
| NW-100 | MIKE ADAMS        | 2695 GLYNN CT               | DETROIT          | MI    |
| NW-101 | GERALD BROWNING   | 285 LAKEWOOD ST             | DETROIT          | MI    |
| NW-102 | Alan Haraji       | 23275 LONGVIEW ST           | DEARBORN HEIGHTS | MI    |
| NW-103 | GEORGE JENNINGS   | 11836 RIAD ST               | DETROIT          | MI    |
| NW-104 | Lamar marks       | 19210 JOANN ST              | DETROIT          | MI    |
| NW-105 | JAMAL BARBEE      | 2151 THEODORE ST            | DETROIT          | MI    |
| NW-106 | Kenneth Christian | 7255 CHEROKEE ST            | TAYLOR           | MI    |
| NW-107 | SCOTT PEREZ       | 5862 WILLIAM ST             | TAYLOR           | MI    |
| NW-108 | OMAR LEON         | 46376 HAUL ROAD             | BELLEVILLE       | MI    |
| MF-300 | BRANDON ALDRED    | 33647 BLACKFOOT             | WESTLAND         | MI    |
| MF-301 | DEBORAH CAMPBELL  | 32210 LEONA                 | GARDEN CITY      | MI    |
| MF-302 | MICHAEL DORRIS    | 13496 CATALPA ST            | SOUTHGATE        | MI    |
| MF-303 | GLENN GOEHMANN    | 39420 BART AVE              | CANTON           | MI    |
| MF-304 | JOHN PARKS        | 38802 CODY DRIVE            | ROMULUS          | MI    |
| MF-305 | RICHARD PHELPS    | 35225 GLEN                  | WESTLAND         | MI    |

## **6. Licensed Employee/Drivers**

J&T employs hardworking, licensed, and qualified drivers for its customers. All drivers have obtained licenses in compliance with the applicable Federal, State, and local laws, codes, and ordinances. Experience is an essential requirement for drivers, and many possess years of experience in providing towing and recovery services. J&T drivers are supervised by our General Manager. Most drivers have completed the Traffic Incident Management (“TIM”) and quick-clearance programs to ensure the removal and recovery of vehicles quickly and safely and the restoration of a regular traffic flow. Moreover, several drivers have earned their certificates in Hazardous Material hauling and have distinguished themselves by earning Wreckmaster certification. In June 2024, our General Manager and one driver each completed the Western Wayne Special Operations heavy and specialized incident recovery training.

## **7. Customer Service**

J&T’s employees and drivers are well-trained, in many cases WreckMaster and Hazmat certified, and their professionalism and experience together make up the bedrock on which the foundation of J&T is built. Providing extraordinary customer service is one of the central benchmarks upon which employees are measured. It is not just the doing of the physical work in a timely way (e.g., loading a vehicle and/or cleanup), but the interactions with citizens, who often are in times of distress, is equally important to the customer experience and J&T employees are trained to provide both in a professional and empathetic manner.

J&T management will oversee all customer service and relations, including hold processing, in accordance with procedures set forth by the Dearborn Heights Police Department. All drivers take part in J&T’s employee training which includes a comprehensive knowledge of our customer service policies and procedures. Any customer complaints are recorded and addressed directly with the responsible employee and either corrected for customer interactions going forward or considered grounds for termination of the employee. As part of their job in performing any tow, drivers, if required or requested, will assist the impounding PD officer in a physical inspection of each vehicle at the time of impoundment to ensure any “Abandoned And Impounded Vehicle Report” or similar report is used.

## **D.4 RECORD KEEPING & DOCUMENTATION**

### **1. Computerized Records**

J&T has the ability to identify, evaluate, and communicate while providing the services requested by the City.

**Incoming Vehicles:** The condition of each vehicle loaded on our wrecker for service is recorded with photographs of all sides of the vehicle, as well as the interior. Each digital image is then uploaded in the vehicle's electronic file, which is stored in J&T's record management system for at least three years after the disposition of the vehicle.

J&T maintains an encrypted, secured, web-based, records management system capable of tracking and generating reports deemed necessary by the City that are accessible to multiple users at the same time. The system will include an easy-to-use navigation website that will provide information on the location of vehicle and any other pertinent information necessary to reclaim possession of a vehicle including:

- Vehicle Identification Number
- GVWR, year, color, make, and model
- Vehicle owner's name
- Incident report number, description, and condition
- Location towed from and/or impounded
- Date and time dispatched
- Date and time arrived on scene
- Total fees and balance due on a vehicle
- Photos of vehicle
- Whether a second truck or device was used

### **2. Monthly Audit Report**

J&T confirms that it will provide the City with an audit report of all Public Safety Involved Tow vehicles that were also impounded, which will include the reason the vehicle was impounded as requested. The Police Department will also be provided with a copy of the audit report.

### **3. Police Related Tow Invoices**

Each month, J&T's records system will generate a copy of all police-related tow invoices and forward them to the Police Department.

### **4. Records Retention**

J&T confirms that all records generated during the term of this contract will be kept on file throughout the contract term and retained for an additional three (3) years beyond the contract expiration date.

### **5. Periodic Inspection/Audit of Public Safety Involved Tow Invoices**

J&T agrees to allow the City to conduct periodic inspections/audits of the company's Public Safety Involved Tow invoices.

## **7. Tow Bills/Invoices for City Vehicle Towing**

J&T will provide the Dearborn Heights with Bills/Invoices for all City Vehicle Towing within thirty (30) days of the tow service. Invoices will include the date, time, vehicle location, vehicle year, make, model, color, name of person requesting tow, and the location where the vehicle was delivered. Bills/Invoices will be submitted even if there were no tows or fees generated during the related period.

## **8. Abandoned/Impounded Vehicle Disposition Report**

Upon release of a vehicle, J&T will generate an “Abandoned/Impounded Vehicle Disposition Report” listing the services performed and their related charges. Once completed, a copy will be forwarded via email to the Police Department along with all other required forms, reports, and documents.

## **9. Records of Vehicles Stored**

J&T’s electronic reporting system tracks, maintains, and generates reports for each vehicle towed, stored, and/or impounded to include its license plate number, description, vehicle identification number (VIN), the tow origination point, and any subsequent tow(s), date, and time the vehicle was placed in storage, location, date, and time returned to the owner, and any charges levied. *Sample reports are provided below:*

## **10. Maintenance of Financial Records of Transactions**

J&T confirms that it will maintain the financial records (relevant bills and records) of each towing and/or storage transaction made at the City’s request for a period of three (3) years. All records will be open to inspection or audit by the City upon request.

## **11. Sample Reports**

### **Towbook Cloud-based Towing Software**

J&T uses Towbook software, the premium system for managing towing, roadside assistance, and impound services that enables comprehensive reporting. Features include:

- Simple, Powerful Dispatching
- Digital Dispatching
- GPS Tracking Capability
- Manage Vehicle Inventory
- Powerful Mobile Apps
- Android/iPhone Compatibility
- Equipment Inspections/Driver Check-In
- Accurate Billing
- Payment Importing
- Advanced Accounting Workflow
- QuickBooks Integration
- Analyze Driver/Truck Volume
- Accurate Tax Reporting

*See related screenshots and sample reports below:*



**MANDATORY  
PHOTOS TAKEN  
AT EVERY  
ACCIDENT SCENE**



### Lot Management and Dispatch

| towbook <small>0</small> Dashboard Dispatching Map Impounds Accounts Reports Settings                                                                                                                   |        |                              |                   |                               |           |         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------|-------------------|-------------------------------|-----------|---------|
| <a href="#">New Call</a> <a href="#">Search</a> <a href="#">Driver Messaging</a> <a href="#">Request Log</a> <a href="#">Surveys</a> <input type="text" value="Search by Call #, Invoice #, Customer"/> |        |                              |                   |                               |           |         |
| CHOOSE A LIST...                                                                                                                                                                                        | CALL # | VEHICLE                      | VIN               | TOW SOURCE                    | INVOICE # | NOTES   |
| Current (0)                                                                                                                                                                                             | #31086 | 2019 Buick Encore            | KL4CJAS83KB855... | 29420 Wixom Rd, Wixom, ...    | #31086    | NATION  |
| Waiting (0)                                                                                                                                                                                             | #31090 | 2022 Jeep Grand Cherokee ... | 117413            | 8850 N. SOUTHFIELD SER...     | #31090    | Pick Up |
| Active (1)                                                                                                                                                                                              | #31084 | 2016 Nissan Versa            | 842421            | 29191 GROESBECK HWY, ...      | #32647958 | NATION  |
| Completed                                                                                                                                                                                               | #31095 | 2016 Ford Focus              | 284944            | 5700 E Nevada St, Detroit,... | #32724111 | NATION  |
| Scheduled (0)                                                                                                                                                                                           | #31089 | 2021 Cadillac XT6            | 1GYKPD9S9MZ13...  | 1179 Starkweather St, Ply...  | #32733371 | NATION  |
| Cancelled                                                                                                                                                                                               | #31081 | 2019 Nissan Sentra 508YWE    | 3N1AB7AP3KY42...  | 23080 Telegraph Rd, Sout...   | #31081    | PICK UP |
| Quotes (0)                                                                                                                                                                                              |        |                              |                   |                               |           |         |
| COMPANIES                                                                                                                                                                                               |        |                              |                   |                               |           |         |
| All (0)                                                                                                                                                                                                 |        |                              |                   |                               |           |         |



Impound Details for 246378 (2003 Chevrolet Silverado 1500 (Tan))

[Have a suggestion or question for Towbook? Click here!](#)

### This vehicle is on the Auction List

**Call Details**

Impound Total: \$1,355.00 as of 3/24/2022

Storage Lot: 420 DUKASTE ST DETROIT MI 48224

Date Impounded: Monday, January 24, 2022 2:45 PM (60 days)

Towed From: 2248 Virginia Park St, Detroit, MI 48206, USA (2248 Virginia Park Street)

Driver: Scott Perez

Reason for Impound: ABAN

Account (Police Department): WAYNE COUNTY SHERIFFS

Call Number: 28430

Stock Number: 10018216

**Charges**

| Item                                | Quantity | Price    | Line Total        |
|-------------------------------------|----------|----------|-------------------|
| Impound/Storage: Daily impound rate | 60       | \$15.00  | \$900.00          |
| Towing / Transport                  | 1        | \$115.00 | \$115.00          |
| Municipal Assessment                | 1        | \$100.00 | \$100.00          |
| State Aband Fee                     | 1        | \$40.00  | \$40.00           |
| <b>Grand Total</b>                  |          |          | <b>\$1,155.00</b> |

**Photographs**

Click on the selected photo to view a larger copy of it.

**Vehicle Details**

**Vehicle Info**

Vehicle Description: 2003 Chevrolet Silverado 1500 (Tan)

Plate #: A-515 WCS

VIN: 26CEC19P293246378

Color Type: 0=00

Have Keys: No

Disable: No

## Easy Access Reporting Capabilities

**Comprehensive Reporting:** With hundreds of options, the Towbook software makes it easy to review performance (daily activity, manage receivables, view truck expenses, and more).

### Generate Impound Report

**CHOOSE ONE...**

Custom Report

**SAVED REPORTS**

COBRA LOT INVEN...

Nationwide Lot Inv...

Select Company

All

Select Account(s)

WAYNE COUNTY SHERIFFS

Select Impound Lot(s)

All

Vehicles to Include

All vehicles Vehicles impounded ☒ Vehicles released

Options: Include Police Holds Exclude auction vehicles

Include vehicles impounded for more than this many days: (continuous)

Date Range

Release Date

03/24/2022 12:00am to 03/24/2022 11:59pm

Generate

Cancel

## Generate Impound Report

### CHOOSE ONE...

Custom Report

SAVED REPORTS

COBRA LOT INVEN...

Nationwide Lot Inv...

Select Company

All

Select Account(s)

WAYNE COUNTY SHERIFFS

Select Impound Lot(s)

All

Vehicles to Include

All vehicles

☒ Vehicles impounded

☐ Vehicles released

Options: ☐ Include Police Holds

☐ Exclude auction vehicles

Include vehicles impounded for more than this many days:

14 days

Date Range

Impound Date

03/24/2022

12:00am

to

03/24/2022

11:59pm

Generate

Cancel

## Sample Daily Impound Report

Report Impounds 03/26/2022 4:21 pm

| Stack #                  | Call #   | Account                               | Year | Make          | Model          | Color  | Plate            | VIN                | Impound Date       | Release Date | Days Held | Storage Lot            | Tow Case # | Towed From                                                                                       | Ref #     |
|--------------------------|----------|---------------------------------------|------|---------------|----------------|--------|------------------|--------------------|--------------------|--------------|-----------|------------------------|------------|--------------------------------------------------------------------------------------------------|-----------|
| <input type="checkbox"/> | 10538974 | 5553 ROMULUS POLICE DEPARTMENT        | 2021 | Chevrolet     | Equinox        | Silver | 988 KYN          | 3GNAXUEV2MS142125  | 3/21/2022 7:15 PM  |              | 6         | J & T Crova Belleville |            | Wayne Rd & Northline Rd, Romulus, MI 48174, USA                                                  |           |
| <input type="checkbox"/> | 10548380 | 5571 ROMULUS POLICE DEPARTMENT        | 1998 | Mercedes Benz | C250           | White  | TITLE            | WD8HA23G2WA573535  | 3/22/2022 11:00 PM |              | 5         | J & T Crova Belleville | 22 4308    | Bureau Rd & Calbert St, Romulus, MI 48174, USA                                                   | 22 4308   |
| <input type="checkbox"/> | 10551218 | 5575 ASAN VAN BUREN POLICE DEPARTMENT | 2006 | Ford          | F-150          | Silver | 9711LL           | 1FTPX12V26NA92183  | 3/23/2022 9:25 AM  |              | 4         | J & T Crova Belleville | 22 2907    | 51300 W Huron River Dr, Van Buren Charter Township, MI 48111, USA (51300 West Huron River Drive) | 22 2907   |
| <input type="checkbox"/> | 10558159 | 5592 SUMPTER POLICE DEPARTMENT        | 2006 | Jeep          | Grand Cherokee | Silver | DMV3663          | 1J4GR48K26C399028  | 3/23/2022 11:00 PM |              | 4         | J & T Crova Belleville | 220003343  | Ransomville Rd & Berns Rd, Wille, MI 48191, USA                                                  | 220003343 |
| <input type="checkbox"/> | 10608813 | 5585 ASAN VAN BUREN POLICE DEPARTMENT | 2012 | Kia           | Soul           | White  | E3N 8857         | KNDJT2A62C7368752  | 3/24/2022 12:47 PM |              | 3         | J & T Crova Belleville | 22 2938    | 11530 Belleville Rd, Belleville, MI 48111, USA (11530 Belleville Road)                           | 22-2938   |
| <input type="checkbox"/> | 10613511 | 5603 SUMPTER POLICE DEPARTMENT        | 2005 | GMC           | Sierra 1500    | White  | IMPROPER ENC2946 | 1GT EC19X45Z231182 | 3/24/2022 9:30 PM  |              | 5         | J & T Crova Belleville | 220003385  | Willow Rd & Sherwood Rd, Sumpter Township, MI 48111, USA                                         | 220003385 |
| <input type="checkbox"/> | 10614654 | 5605 SUMPTER POLICE DEPARTMENT        | 2002 | Mercury       | Grand Marquis  | White  | IMPROPER         | ZMEFM75W92X623303  | 3/24/2022 11:51 PM |              | 5         | J & T Crova Belleville | 220003393  | Willow Rd & Sumpter Rd, Sumpter Township, MI 48111, USA                                          | 220003393 |



### Sample Daily Release Report

| Stock #  | Call # | Account                      | Year | Make      | Model  | Color | Plate   | VIN               | Impound Date       | Release Reason        | Days Storage | Storage Lot            | Taxis Case # | Towed From                                                              | Ref #     | Release Date      |
|----------|--------|------------------------------|------|-----------|--------|-------|---------|-------------------|--------------------|-----------------------|--------------|------------------------|--------------|-------------------------------------------------------------------------|-----------|-------------------|
| 10479599 | 5457   | SUMPTER POLICE DEPARTMENT    | 2015 | Ford      | Fusion | White | DMB9061 | 3FA6P0H54FR277483 | 3/14/2022 10:00 PM | Released with Payment | 9            | J & T Grova Belleville | 220002917    | 10173 Rawsonville Rd. Belleville, MI 48111 USA (10173 Rawsonville Road) | 220002917 | 3/22/2022 1:37 PM |
| 10540933 | 5556   | BELLEVILLE POLICE DEPARTMENT | 2013 | Chevrolet | Cruze  |       | EFH5771 | 7C1PA5SH4D7195358 | 3/22/2022 2:15 AM  | Released with Payment | 1            | J & T Grova Belleville | 220000755    | 501 W Columbia Ave. Belleville, MI 48111 USA (Belleville High School)   | 220000755 | 3/22/2022 3:39 PM |

### Sample Inventory Report

**RED** = VEHICLES ON HOLD OR EVIDENCE/**GREEN** = CURRENT STANDARD IMPOUNDS THAT WILL NEED ATTENTION/**YELLOW** = VEHICLES ENTERED IN LIEN AS ABANDON

| A  | B                                       | C                                   | D         | E                   | F         | G                                |
|----|-----------------------------------------|-------------------------------------|-----------|---------------------|-----------|----------------------------------|
| 1  | Report - Impounds MICHIGAN STATE POLICE |                                     |           |                     |           |                                  |
| 2  | 3/26/2022 16:39                         |                                     |           |                     |           |                                  |
| 3  | Call #                                  | Vehicle                             | Plate     | VIN                 | Days Held | Storage Lot                      |
| 4  | 31121                                   | 2012 Honda Odyssey                  | EJF3165   | 5P8K3P0AC0078908    | 17        | 420 LYCASTE ST DETROIT MI 482141 |
| 5  | 31125                                   | 1998 Ford Explorer Sport            | A-282 MSP | 1FMDU3AT1D1001118   | 77        | 420 LYCASTE ST DETROIT MI 482141 |
| 6  | Report - Impounds MICHIGAN STATE POLICE |                                     |           |                     |           |                                  |
| 7  | 3/26/2022 16:39                         |                                     |           |                     |           |                                  |
| 8  | Call #                                  | Vehicle                             | Plate     | VIN                 | Days Held | Storage Lot                      |
| 9  | 31134                                   | 2008 Chevrolet Equinox Gold         | EJ3979    | 2CNDL13F086390581   | 1         | 420 LYCASTE ST DETROIT MI 482141 |
| 10 | 31131                                   | 2004 BMW X3 White                   | 1NB590    | WBXPA95404WC31939   | 1         | 420 LYCASTE ST DETROIT MI 482141 |
| 11 | 31127                                   | 2008 Chevrolet Impala Blue          | EJF3165   | 2G1W75SK081376226   | 2         | 420 LYCASTE ST DETROIT MI 482141 |
| 12 | 31124                                   | 2008 Toyota Prius Black             | DFA185    | JTDK820U087706700   | 2         | 420 LYCASTE ST DETROIT MI 482141 |
| 13 | 31123                                   | 2008 Chevrolet Impala Silver        | CPM7200   | 2G1W858X081391582   | 2         | 420 LYCASTE ST DETROIT MI 482141 |
| 14 | 31099                                   | 2010 Hyundai Elantra Gray           | EPC8134   | KMHJU4AD8AU180381   | 5         | 420 LYCASTE ST DETROIT MI 482141 |
| 15 | 31088                                   | 2008 Pontiac G6 Gray                | EJR6634   | 1G2ZH17N884190100   | 4         | 420 LYCASTE ST DETROIT MI 482141 |
| 16 | 31022                                   | 2014 Dodge Durango Black            | A-264 MSP | 1CARJ0JG1E590403    | 6         | 420 LYCASTE ST DETROIT MI 482141 |
| 17 | 31013                                   | 2002 Chevrolet Avalanche White      | A-265 MSP | 3GNEK13T32G205877   | 7         | 420 LYCASTE ST DETROIT MI 482141 |
| 18 | 31006                                   | 2005 Chevrolet Equinox Silver       | A-266 MSP | 2CNDL13F156010092   | 8         | 420 LYCASTE ST DETROIT MI 482141 |
| 19 | 31005                                   | 2021 Ram 1500 Silver                | ERH2325   | 1C8SRFJT5MNH641994  | 9         | 420 LYCASTE ST DETROIT MI 482141 |
| 20 | 30878                                   | 2014 Dodge Charger Blue             | ELM6437   | 3CSCD8G65M045907    | 9         | 420 LYCASTE ST DETROIT MI 482141 |
| 21 | 30977                                   | 2018 Lincoln MKZ Blue               | A-267 MSP | 3LN6L5F98J609791    | 10        | 420 LYCASTE ST DETROIT MI 482141 |
| 22 | 30954                                   | 2008 Chevrolet Monte Carlo Silver   | FMS8410   | 2G1WW12E8Y9284010   | 11        | 420 LYCASTE ST DETROIT MI 482141 |
| 23 | 30943                                   | 2008 Ford Taurus Burgundy           | ELJ0841   | 1FAHP25W98G190809   | 11        | 420 LYCASTE ST DETROIT MI 482141 |
| 24 | 30809                                   | 2005 Mercury Montego Black          | EJF4507   | 1MEFM43165G626305   | 13        | 420 LYCASTE ST DETROIT MI 482141 |
| 25 | 30801                                   | 2006 Toyota Sienna Silver           | EHF4602   | 5TDBZ83C166549150   | 14        | 420 LYCASTE ST DETROIT MI 482141 |
| 26 | 30859                                   | 2006 Ford Five Hundred Burgundy     | A-268 MSP | 1FAFP2B116G136237   | 16        | 420 LYCASTE ST DETROIT MI 482141 |
| 27 | 30824                                   | 2007 Saturn Aura Silver             | A-270 MSP | 1GBZ557N97F289326   | 18        | 420 LYCASTE ST DETROIT MI 482141 |
| 28 | 30808                                   | 2005 Dodge Durango Blue             | A-269 MSP | 1D8HB48D95F511032   | 18        | 420 LYCASTE ST DETROIT MI 482141 |
| 29 | 30799                                   | 2007 Saturn Aura Silver             | A-271 MSP | 1GBZ557N97F216141   | 19        | 420 LYCASTE ST DETROIT MI 482141 |
| 30 | 30733                                   | 2015 Ford Fusion Black              | A-274 MSP | 3FA6P0H78F5121206   | 23        | 420 LYCASTE ST DETROIT MI 482141 |
| 31 | 30728                                   | 1999 Toyota Camry Gold              | A-273 MSP | JT2BF32K7X0186298   | 23        | 420 LYCASTE ST DETROIT MI 482141 |
| 32 | 30712                                   | 2012 Chrysler 300 Black             | A-272     | 2C3CCACG5CH250289   | 23        | 420 LYCASTE ST DETROIT MI 482141 |
| 33 | 30700                                   | 2008 Chevrolet Impala White         | A-276 MSP | 2G1W858X181288143   | 24        | 420 LYCASTE ST DETROIT MI 482141 |
| 34 | 30685                                   | 2001 GMC Yukon XL 1500 Tan          | A-275 MSP | 1GKFR66U1J171101    | 24        | 420 LYCASTE ST DETROIT MI 482141 |
| 35 | 30670                                   | 2005 Pontiac Montana Gray           |           | 1G8GK92P26100000072 | 25        | 420 LYCASTE ST DETROIT MI 482141 |
| 36 | 30548                                   | 2013 Hyundai Elantra Gray           | A-387 MSP | KMHDM81W4E9DU539304 | 30        | 420 LYCASTE ST DETROIT MI 482141 |
| 37 | 30504                                   | 2005 Pontiac Grand Prix Orange      | A-280 MSP | 2G2W5P522351227944  | 33        | 420 LYCASTE ST DETROIT MI 482141 |
| 38 | 30503                                   | 2003 Chevrolet Trailblazer Burgundy | A-279 MSP | 1GNF1665786135536   | 33        | 420 LYCASTE ST DETROIT MI 482141 |
| 39 | 30483                                   | 2019 Chevrolet Malibu Silver        | A-278 MSP | 1G1ZC5S73KF136115   | 33        | 420 LYCASTE ST DETROIT MI 482141 |
| 40 | 30437                                   | 1999 Lincoln Town Car White         | A-388 MSP | 1LNHM81W1XY704112   | 33        | 420 LYCASTE ST DETROIT MI 482141 |
| 41 | 30384                                   | 2012 Chevrolet Impala Black         | A-389 MSP | 2G1W85E39C1117789   | 35        | 420 LYCASTE ST DETROIT MI 482141 |
| 42 | 30381                                   | 2014 Ford Fusion Black              | A-281 MSP | 3FA6P0H76R104027    | 35        | 420 LYCASTE ST DETROIT MI 482141 |
| 43 | 30370                                   | 2018 Ford Fusion Gray               | A-282 MSP | 3FA6P0H771J117725   | 35        | 420 LYCASTE ST DETROIT MI 482141 |

**Sample Financial/Admin Fee Report**

|    |                                        |  |  |  |  |  |
|----|----------------------------------------|--|--|--|--|--|
| 1  | https://app.towbook.com/Impounds/      |  |  |  |  |  |
| 2  | JANUARY 20XX AUDIT REPORT              |  |  |  |  |  |
| 3  | 141 VEHICLES IMPOUNDED                 |  |  |  |  |  |
| 4  | 98 VEHICLES RELEASED                   |  |  |  |  |  |
| 5  | 61 VEHICLES ADMIN FEE WAS COLLECTED ON |  |  |  |  |  |
| 6  | NO PUBLIC AUCTION IN DECEMBER          |  |  |  |  |  |
| 7  |                                        |  |  |  |  |  |
| 8  |                                        |  |  |  |  |  |
| 9  |                                        |  |  |  |  |  |
| 10 |                                        |  |  |  |  |  |
| 11 |                                        |  |  |  |  |  |
| 12 |                                        |  |  |  |  |  |
| 13 |                                        |  |  |  |  |  |
| 14 |                                        |  |  |  |  |  |
| 15 |                                        |  |  |  |  |  |
| 16 |                                        |  |  |  |  |  |
| 17 |                                        |  |  |  |  |  |
| 18 |                                        |  |  |  |  |  |
| 19 |                                        |  |  |  |  |  |
| 20 |                                        |  |  |  |  |  |
| 21 |                                        |  |  |  |  |  |
| 22 |                                        |  |  |  |  |  |
| 23 |                                        |  |  |  |  |  |
| 24 |                                        |  |  |  |  |  |
| 25 |                                        |  |  |  |  |  |
| 26 |                                        |  |  |  |  |  |
| 27 |                                        |  |  |  |  |  |
| 28 |                                        |  |  |  |  |  |
| 29 |                                        |  |  |  |  |  |
| 30 |                                        |  |  |  |  |  |
| 31 |                                        |  |  |  |  |  |
| 32 |                                        |  |  |  |  |  |
| 33 |                                        |  |  |  |  |  |
| 34 |                                        |  |  |  |  |  |
| 35 |                                        |  |  |  |  |  |
| 36 |                                        |  |  |  |  |  |
| 37 |                                        |  |  |  |  |  |
| 38 |                                        |  |  |  |  |  |
| 39 |                                        |  |  |  |  |  |
| 40 |                                        |  |  |  |  |  |
| 41 |                                        |  |  |  |  |  |

| Vehicle                            | Plate         | VIN               | Impound Da      | Release Da      | ADMIN FEE   |
|------------------------------------|---------------|-------------------|-----------------|-----------------|-------------|
| 2015 Lincoln MKZ Green             | ***DTF9113*** | 3LN6LZG99FR623994 | 1/12/2019 10:29 | 1/17/2019 12:03 | \$ 75.00    |
| 2018 Chevrolet Cruze Black         | ***4673K6***  | 3G18E6SM6J5650497 | 1/7/2019 9:48   | 1/23/2019 13:59 | \$ 75.00    |
| 2015 Jeep WRANGLERUNLIMITED Yellow | ***PK8578***  | 1C4BJWDG9FL665163 | 1/23/2019 12:30 | 1/30/2019 13:49 | \$ 75.00    |
| 2016 Lincoln MKZ White             | 6MEG75        | 3LN6L2NK2GR639189 | 1/26/2019 9:48  | 1/30/2019 12:15 | \$ 75.00    |
| 2002 Chevrolet Trailblazer Blue    | 7LXD65        | 1GN0T13S422313806 | 1/9/2019 11:05  | 1/25/2019 9:23  | \$ 75.00    |
| 2011 Ford Fusion Blue              | 823CGA        | 3FAHP0JA6BR344642 | 1/3/2019 11:14  | 1/23/2019 9:48  | \$ 75.00    |
| 2018 Ford Escape Gray              | DGV 5635      | 1FMCU0GD2JUA51905 | 1/12/2019 7:21  | 1/26/2019 10:52 | \$ 75.00    |
| 2018 Ford Explorer Black           | DJN7047       | 1FM5K8D88JGC67941 | 1/5/2019 10:03  | 1/8/2019 13:09  | \$ 75.00    |
| 2012 Chevrolet Traverse White      | DMJ9265       | 1GNKRGED2CJ294445 | 1/5/2019 12:00  | 1/9/2019 12:13  | \$ 75.00    |
| 2019 RAM 1500 Black                | DNM4673       | 1G6SRFFTXKN697256 | 1/22/2019 10:24 | 1/23/2019 13:51 | \$ 75.00    |
| 2011 Buick LaCrosse Burgundy       | DPP7221       | 1G4GE5EDX8F224266 | 1/31/2019 11:12 |                 | \$ -        |
| 2007 Volvo XC90 White              | DPZ6016       | YV4CZ982971342609 | 1/12/2019 11:27 | 1/16/2019 13:06 | \$ 75.00    |
| 2014 Jeep Grand Cherokee White     | DQF5832       | 1CARJFAG3EC392884 | 1/10/2019 10:10 | 1/11/2019 10:01 | \$ 75.00    |
| 2018 Ford Fusion White             | DOX 9499      | 3FA6P0LU3JR160689 | 1/15/2019 9:02  | 1/16/2019 11:10 | \$ 75.00    |
| 2019 Ford Fusion Black             | DRC8694       | 3FA6P0D96KR138147 | 1/17/2019 13:41 | 1/18/2019 11:24 | \$ 75.00    |
| 2018 Ford Fusion Tan               | DRD0243       | 3FA6P0RU6JR219046 | 1/7/2019 10:39  | 1/15/2019 13:50 | \$ 75.00    |
| 2014 Chevrolet Impala Black        | N2-TR52       | 1G1115SL8EU148542 | 1/14/2019 10:34 |                 | \$ -        |
| 2015 GMC Sierra Black              | N2-TR52       | 1GT424E85FF539414 | 1/18/2019 10:08 |                 | \$ -        |
| 2001 Ford Explorer White           | N2-TR52       | 1FMCU70E71UC31229 | 1/19/2019 10:30 |                 | \$ -        |
| 2018 Chevrolet Equinox Black       | NO PLATE      | 3GNAXSEV9JL130712 | 1/2/2019 12:08  | 1/4/2019 10:40  | \$ -        |
| 2016 Chevrolet TAHOE K1500 Gray    | NO PLATE      | 1GN5BKC6GR246909  | 1/4/2019 11:37  | 1/8/2019 13:11  | \$ -        |
| 2014 Dodge Charger Black           | NO PLATE      | 2C3CDXCT7EH339698 | 1/12/2019 13:25 | 1/15/2019 15:52 | \$ -        |
| 2007 GMC YUKON XL 1500 Black       | NO PLATE      | 1GKFK65807J312865 | 1/16/2019 10:17 | 1/18/2019 12:06 | \$ -        |
| 1970 Chevrolet Chevelle Orange     | NO PLATE      | 136370B191338     | 1/4/2019 11:09  | 1/23/2019 17:12 | \$ -        |
| 2014 Jeep Cherokee Black           | NO PLATE      | 1C4PJMCB4EW320555 | 1/24/2019 12:48 | 1/25/2019 9:17  | \$ -        |
| 2016 Dodge Challenger Black        | NO PLATE      | 2C3CDZFJ8GH337550 | 1/16/2019 11:37 | 1/26/2019 10:54 | \$ -        |
| 2018 Chevrolet Equinox Black       | NO PLATE      | 2GNAXSEV6J6347882 | 1/31/2019 10:50 | 2/4/2019 12:21  | \$ -        |
| 2005 Cadillac Escalade White       | NO PLATE      | 1GYEK69N95R155833 | 1/29/2019 12:43 |                 | \$ -        |
| 2018 Dodge Charger Gray            | NONE          | 2C3CDXL93JH220481 | 1/5/2019 8:54   | 1/11/2019 14:15 | \$ -        |
| 2013 Ford Taurus Black             | NONE          | 1FAHP2KT2DG125750 | 1/7/2019 12:21  | 1/24/2019 11:34 | \$ -        |
| 2016 Dodge Charger Blue            | WCS ABAND     | 2C3CDXBG0GH173760 | 1/5/2019 14:03  |                 | \$ -        |
| TOTAL ADMIN FEE COLLECTED          |               |                   |                 |                 | \$ 1,125.00 |

**Real Time Reports**

- Response Time & Exception reports
- Vehicle Hold report
- Vehicle Storage report
- Lien/Auction Summary report
- Active Call report
- Call Status report

## Real Time Video at Tow Scene

Our J&T family of companies have equipped our entire fleet of wreckers with a three-camera system. Through our cameras and recorders, we significantly reduce the risks of accidents and improve overall awareness, while automatically creating footage to mitigate any potential issues that may arise at the scene. This fleet accident management tool provides GPS tracking solutions via date, time, and driver point of location, speed, and historical route. Below are key benefits:

### Encourages Safer Driving Practices

Video available for training drivers to improve performance.

### Maximizes Operational Efficiency

Improves productivity and prevents delays to ensure timely services.

### Creates Indisputable Evidence

Eliminates any false claims and complaint for any lost or stolen items.

### Synchronized Playback

Documents real time evidence of the situation.

See sample footage below:

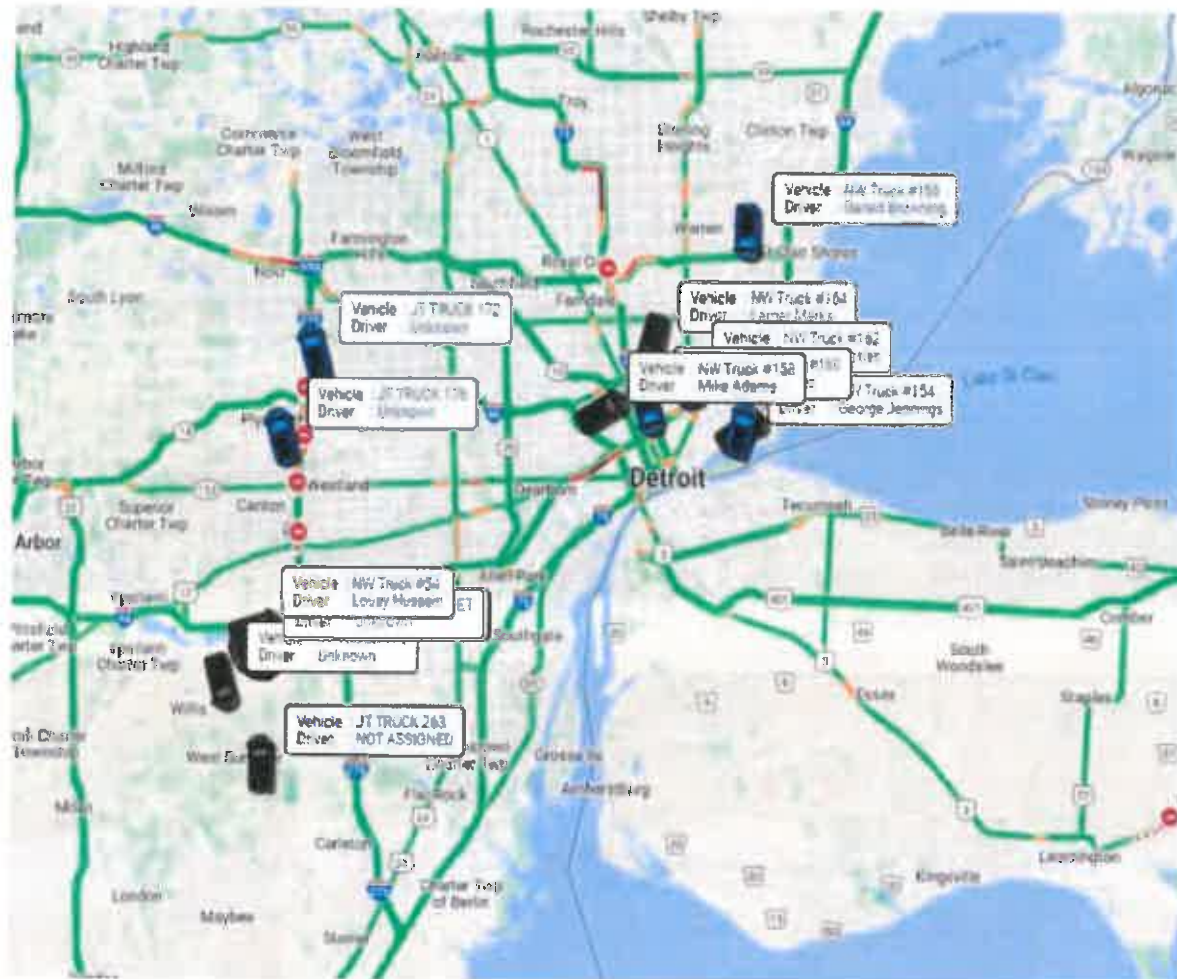


All equipment has state-of-the-art real time GPS and live 3 camera video feed:





*Vehicle locations are tracked in real time via GPS:*



*The photos below are examples of real-time activities:*





*Real Time GPS, including speed, date, and time are always recorded.*





*All recordings are stored in each GPS unit and in the cloud, and available as proprietary and secure playback to prevent unauthorized access to recorded data.*

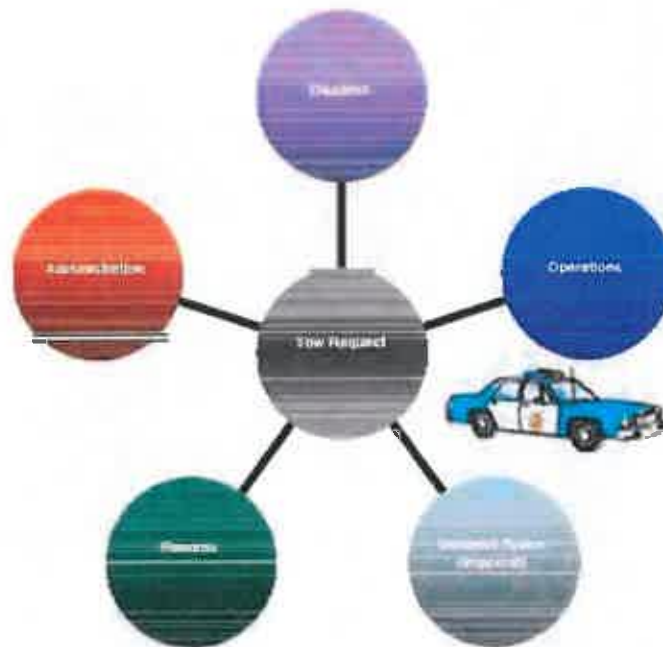


## D.5 TIMELINE OF ACTIVITIES

At the contract start date, J&T will begin immediately to implement all scope of work services going forward. Each tow request will be supported through an integrated system for Dispatching, Operations, Impounding, Administration, and Records Maintenance and Reporting. See diagram.

Procedures/Services include:

1. **Incoming Vehicles** – The condition of each vehicle loaded on a wrecker for impoundment is recorded by photographs of all sides of the vehicle, as well as the interior of the vehicle and any valuables, taken by a digital camera. Each digital image is then uploaded in the vehicle's electronic file, which is stored in our record management system for at least three (3) years after the release or sale of titled vehicle.





2. **Customer service** – We will oversee all customer service and relations, including hold processing, in accordance with procedures set forth by the PD.
3. **Vehicle Access** – Individuals and other legal entities having a legally recognized interest in a vehicle will be given reasonable access to the vehicle to, for example, recover personal property, provided the property being removed is not connected to the vehicle or otherwise constitutes a part or fixture of the vehicle. We will permit individuals and other legal entities having a legally recognized interest in a vehicle to see the vehicle in order to decide whether or not to redeem the vehicle. Any such access will be provided at no additional charge.

# **TAB E**

## **ATTACHMENTS**

*E.1 Insurance Coverage & Accord Forms*

*E.2 Reference Letters for J&T Towing and Affiliates*

## **TAB E – ATTACHMENTS**

### **E.1 INSURANCE COVERAGE & ACCORD FORMS**

J&T Dalton's acknowledgement of insurance coverage is provided below and current Accord forms for J&T and affiliate companies Mayflower Towing, and Nationwide Recovery. Any necessary adjustments required by the City will be made prior to the start of work, including identification of the City of Dearborn Heights as an Additional Insured as identified below:

---

**Additional Insured:** The certificate must contain, as an endorsement, the following language pertaining to the general liability coverage: "The City of Dearborn Heights, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the City and within appointment of its operating budget including the City of Dearborn are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City of Dearborn Heights".

- **Endorsement:** The policy shall be endorsed to include a waiver of subrogation by the affording carrier in favor of the City of Dearborn Heights.

**Excess/Umbrella Coverage:** Excess/Umbrella coverage providing excess over the afforded general, auto, and garage liability in an amount not less than \$1,000,000 per occurrence.

- **Endorsement:** The policy shall be endorsed to include a waiver of subrogation by the affording carrier in favor of the City of Dearborn Heights.

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*See copies of Certificates of Insurance below:*



**ACORD™ CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
6/20/2024

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).

|                                                                                                            |  |                                                                                                                                                                                                         |  |
|------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br><b>ZERVOS GROUP INC</b><br>24724 Farmbrook<br>P O Box 2067<br>Southfield, MI 48037-2067 |  | <b>CONTACT NAME:</b> Michael Zervos/Sarah Laney<br><b>PHONE (A/C No. Ext):</b> 248 355-4411 <b>FAX (A/C No.):</b> 248 355-2175<br><b>E-MAIL ADDRESS:</b> sarah@zervosgroup.com                          |  |
| <b>INSURED</b><br><b>MAYFLOWER ENTERPRISES LLC</b><br>1179 Starkweather St<br>Plymouth, MI 48170           |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Michigan Millers Mutual Insurance Co<br><b>INSURER B:</b><br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |  |

**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                                                           | ADDITIONAL INSURER (Y/N) | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS     |                                                                                |
|----------|-------------------------------------|-----------------------------------------------------------------------------|--------------------------|---------------|-------------------------|-------------------------|------------|--------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> | COMMERCIAL GENERAL LIABILITY                                                | X                        | X             | C0550250                | 06/30/2024              | 06/30/2025 | EACH OCCURRENCE \$1,000,000                                                    |
|          | <input type="checkbox"/>            | CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                       |                          |               |                         |                         |            | DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000                            |
|          | <input checked="" type="checkbox"/> | X,C,U                                                                       |                          |               |                         |                         |            | MED EXP (Adv one person) \$5,000                                               |
|          | <input checked="" type="checkbox"/> | Contractual                                                                 |                          |               |                         |                         |            | PERSONAL & ADV INJURY \$1,000,000                                              |
|          |                                     | GEN'L AGGREGATE LIMIT APPLIES PER:                                          |                          |               |                         |                         |            | GENERAL AGGREGATE \$2,000,000                                                  |
|          | <input checked="" type="checkbox"/> | POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC      |                          |               |                         |                         |            | PRODUCTS - COMPROP AGG \$2,000,000                                             |
|          |                                     | OTHER:                                                                      |                          |               |                         |                         |            | \$                                                                             |
| A        |                                     | AUTOMOBILE LIABILITY                                                        | X                        | X             | V0106480                | 06/30/2024              | 06/30/2025 | COMBINED SINGLE LIMIT (Ea accident) \$1,000,000                                |
|          | <input checked="" type="checkbox"/> | ANY AUTO                                                                    |                          |               |                         |                         |            | BODILY INJURY (Per person) \$                                                  |
|          | <input type="checkbox"/>            | OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS                   |                          |               |                         |                         |            | BODILY INJURY (Per accident) \$                                                |
|          | <input checked="" type="checkbox"/> | HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY   |                          |               |                         |                         |            | PROPERTY DAMAGE (Per accident) \$                                              |
|          |                                     |                                                                             |                          |               |                         |                         |            | \$                                                                             |
| A        | <input checked="" type="checkbox"/> | UMBRELLA LIAB                                                               | X                        | X             | L0304031                | 06/30/2024              | 06/30/2025 | EACH OCCURRENCE \$1,000,000                                                    |
|          | <input type="checkbox"/>            | EXCESS LIAB                                                                 |                          |               |                         |                         |            | AGGREGATE \$1,000,000                                                          |
|          |                                     | DED <input checked="" type="checkbox"/> RETENTION \$10000                   |                          |               |                         |                         |            | \$                                                                             |
| A        |                                     | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY                               |                          | X             | W0522716                | 06/30/2024              | 06/30/2025 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER |
|          |                                     | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/LEADER EXCLUDED? (Mandatory in NH) | Y/N                      |               |                         |                         |            | E.L. EACH ACCIDENT \$1,000,000                                                 |
|          |                                     | If yes, describe under DESCRIPTION OF OPERATIONS below                      | N                        | N/A           |                         |                         |            | E.L. DISEASE - EA EMPLOYEE \$1,000,000                                         |
|          |                                     |                                                                             |                          |               |                         |                         |            | E.L. DISEASE - POLICY LIMIT \$1,000,000                                        |
| A        |                                     | Garage Keepers                                                              |                          | V0106481      | 06/30/2024              | 06/30/2025              |            | Limit \$250,000                                                                |
| A        |                                     | On-hook/Cargo                                                               |                          | V0106480      | 06/30/2024              | 06/30/2025              |            | Limit \$50,000                                                                 |
| A        |                                     | Auto Pollution                                                              |                          | V0106480      | 06/30/2024              | 06/30/2025              |            | Limit \$100,000                                                                |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 City of Dearborn Heights is listed as an additional insured on the general liability as where required by written contract. Waiver of subrogation applies in favor of the additional insured for all lines of coverage. Written 30 Day notice of insurance shall be provided by the issuing carrier.

**CERTIFICATE HOLDER**

City Of Dearborn Heights  
 6045 Fenton  
 Dearborn Heights MI 48127

**CANCELLATION**

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

Michael G. Zervos

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**ACORD CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
06/03/2024

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.

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|                                                                                                            |  |                                                                                                                                                                                                                                         |  |
|------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br><b>ZERVOS GROUP INC</b><br>24724 Farmbrook<br>P O Box 2067<br>Southfield, MI 48037-2067 |  | <b>CONTACT NAME:</b> Michael Zervos/Sarah Laney<br><b>PHONE (A/C No. Ext):</b> 248 355-4411 <b>FAX (A/C No):</b> 248 355-2175<br><b>E-MAIL ADDRESS:</b> sarah@zervosgroup.com                                                           |  |
| <b>INSURED</b><br><b>NATIONWIDE RECOVERY INC</b><br>11785 Freud St<br>Detroit, MI 48214-3419               |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Michigan Millers Mutual Insurance Co<br><b>INSURER B:</b> The Travelers Indemnity Company<br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |  |

|                  |                            |                         |
|------------------|----------------------------|-------------------------|
| <b>COVERAGES</b> | <b>CERTIFICATE NUMBER:</b> | <b>REVISION NUMBER:</b> |
|------------------|----------------------------|-------------------------|

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.

| INS LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                                                                                                                        | ADDITIONAL INSURED | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                    |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------|-------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A       | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> X,C,U<br><input checked="" type="checkbox"/> Contractual<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER | X X                | C0527900      | 07/26/2023              | 07/26/2024              | EACH OCCURRENCE \$1,000,000<br>DAMAGE TO RENTED PREMISES (Per occurrence) \$100,000<br>MED EXP (Any one person) \$5,000<br>PERSONAL & ADV INJURY \$1,000,000<br>GENERAL AGGREGATE \$2,000,000<br>PRODUCTS - COMP/OP AGG \$2,000,000<br>\$ |
| A       | AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY                                                                                                                                                                                               | X X                | V0104811      | 07/26/2023              | 07/26/2024              | COMBINED SINGLE LIMIT (Per accident) \$1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                           |
| A       | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED. RETENTION \$                                                                                                                                                                                                                                            | X X                | L0304021      | 07/26/2023              | 07/26/2024              | EACH OCCURRENCE \$1,000,000<br>AGGREGATE \$1,000,000<br>\$                                                                                                                                                                                |
| B       | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/CLERK EXCLUDED? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                                                                | N/A                | 4N414042      | 06/12/2024              | 06/12/2025              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$1,000,000<br>E.L. DISEASE - POLICY LIMIT \$1,000,000                                     |
| A       | On Hook                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    | V0104811      | 07/26/2023              | 07/26/2024              | \$50,000                                                                                                                                                                                                                                  |
| A       | Garage Keepers                                                                                                                                                                                                                                                                                                                                                                                                                           |                    | V0104812      | 07/26/2023              | 07/26/2024              | Limit \$250,000/\$500DED                                                                                                                                                                                                                  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101. Additional Remarks Schedule, may be attached if more space is required)

|                           |                                                                                                                                                                                                                             |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CERTIFICATE HOLDER</b> | <b>CANCELLATION</b>                                                                                                                                                                                                         |
| 27                        | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br><i>Michael G. Zervos</i> |

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**E.2 REFERENCE LETTERS FOR J&T TOWING & AFFILIATES****Sumpter Township  
Public Safety**

23501 Sumpter Rd.  
Belleville, MI 48111  
734-461-4833

Eric Luke, Director of Public Safety/ Chief of Police



May 19, 2022

Letter of Recommendation for J&T Crova Towing, Inc.

To Whom It May Concern,

I provide this letter of recommendation for J&T Crova Towing, 257 Industrial Park Drive, Belleville, MI 48111. They have served the Sumpter Township Police Department's impound needs at the highest level of professionalism and performance since my tenure with the department began in 1994. The owner, John Bokan, who dates his company providing towing services for the police department to 1980, has shown himself time and again to be committed to a high level of service with integrity and fairness front and center. From drivers to office personnel, his staff has taken his lead and is always a pleasure.

Again, I highly recommend John Bokan and J&T Crova Towing. If you have any further questions about my experience with J&T Crova Towing, please don't hesitate to reach out to me at the number or email below.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Luke", is written over a horizontal line.

Eric Luke  
Director of Public Safety/ Chief of Police  
Sumpter Township  
C: 734-740-1530  
eluke@sumpterpd.org



**BELLEVILLE POLICE DEPARTMENT**6 Main Street  
Belleville, MI 48111Phone: (734) 699-2710  
FAX: (734) 699-3767Chief of Police  
**DAVID L. ROBINSON**

**TO: CITY OF CANTON**  
**FROM: CITY MANAGER / POLICE CHIEF DAVID ROBINSON**  
**SUBJECT: REFERENCE LETTER J&T CROVA TOWING, INC**  
**DATE: MAY 25, 2022**

I offer this letter of recommendation for J&T Crova Towing, 257 Industrial Park Dr. Belleville, MI 48111. J&T Crova has served the City of Belleville as our towing and impound provider since 1980. They have been an excellent partner and have met and exceeded our expectations. John Bokon, owner of J&T Crova, has demonstrated the highest level of professionalism in dealing with our police department and the public. All of his drivers and internal staff have proven to be knowledgeable and courteous. J&T Crova has always had solid response times to our calls for service and have always shown to be committed to excellence. I have found that J&T has always been fair and have never had reason to doubt their integrity.

In 2011, John Bokon did take on a business partner. Since the merger, we at the City of Belleville have experienced zero changes in service level and commitment to our city and our community's needs. J&T Crova remains our service provider and we are very satisfied with their service.

We highly value our professional relationship with J&T Crova and I do not hesitate in giving them my highest recommendation.

Please feel free to contact me should you wish to further discuss J&T Crova Towing and our experience with their services.

Respectfully,

A handwritten signature of David L. Robinson in black ink.

**David L. Robinson**  
Chief of Police  
Belleville, Michigan  
Office: (734) 252-4303  
Cell: (734) 626-3994  
email: drobinson@belleville.mi.us

**VAN BUREN**  
CHARTER TOWNSHIP

Kevin McNamara | Supervisor • Sharry A. Budd | Treasurer • Leon Wright | Clerk  
Reggie Miller | Trustee • Kevin Martin | Trustee • Sherry Frazier | Trustee • Donald Boynton Jr. | Trustee

September 15, 2022

City of Dearborn  
Evaluation Committee  
16901 Michigan Ave.  
Dearborn, MI, 48126

RE: Letter of Recommendation for J&amp;T Towing, Inc.

Dear City of Dearborn Evaluation Committee:

I write this letter on behalf of Sam Hussein and J&T Towing, Inc. Van Buren Township has worked with J&T Towing, Inc. since the 1980's. They have continuously demonstrated professionalism, great customer service and exemplary response time. J&T's great investment in technology enables Van Buren Township to obtain real time information.

Our Police Department can access inventory and photos of any vehicles that are a result of a police-initiated tow. J&T has also informed our Police Department that all their wreckers are equipped with live video feed at every recovery scene. When necessary, this feature is essential for certain law enforcement investigations.

I can attest to J&T's response to the needs of our Police Department and community. Based on our professional experience with J&T Towing, we highly recommend them for all your towing needs.

Sincerely,

Supervisor Kevin McNamara  
Van Buren Township

P: 734.699.8900 • 46425 Tyler Rd, Van Buren Twp, MI 48111 • F: 734.699.5213  
[vanburen-mi.org](http://vanburen-mi.org)



**Van Buren Township  
Department of Public Safety**

**Gregory M. Laurain**  
*Director of Public Safety*



February 11, 2021

To Whom It May Concern:

I would like to offer this letter of recommendation for towing services on behalf of J&T Crova Towing located at 287 Industrial Park Dr. Belleville, MI 48111.

J&T Crova Towing has been our primary towing service since the early 1980's. The service provided by their employees has been second to none. It is critical to have vehicles removed as soon as possible when incidents occur where towing services are needed. J&T Crova Towing has responded in a very timely manner throughout the years.

They go out of their way to assist members of our police and fire department while on scene. Most importantly, this company has become much more than a tow company; John Bokon has become our family and a part of the fabric of the Public Safety Department.

On a professional note, our officers rely on and trust every hard working member that responds from J&T Crova Towing. There is not an incident, emergency or situation that J&T Crova couldn't handle. The company has assisted us in many unique situations, including dive training, vehicle extrication and accidents where heavy rigging and large wreckers were needed. Again, there is not an emergency scene where J&T Crova was not willing and able to provide assistance an expert opinion or special piece of equipment.

I highly support and strongly recommend the services of this company. If you have any questions please don't hesitate to contact me.

Sincerely,



**Gregory M. Laurain**  
Director of Public Safety

46425 Tyler Road, Van Buren Township MI 48111 – Office: 734-699-8934 – Fax: 734-699-6082  
Website: [vanburen-mi.org](http://vanburen-mi.org)



**VAN BUREN**  
CHARTER TOWNSHIP

DEPARTMENT OF PUBLIC SAFETY

**Letter of Recommendation****Lt. Kenneth V. Floro**(734) 699-8904 [kfloro@vanburen-mi.org](mailto:kfloro@vanburen-mi.org) 46425 Tyler Road Van Buren Township, MI. 48111

05-19-2022

**To whom it may concern**  
Wayne County, Michigan

I am writing this reference letter at the request of J&T – Crova Towing on behalf of John Bokon, who is bidding for a towing agreement with Wayne County. I have worked for the Van Buren Township Police Department for 26 years and I have known John since that time. In my various roles and assignments at the police department I have worked closely with the employees at J&T – Crova Towing and directly with Mr. Bokon.

J&T – Crova Towing services have always been professional and reliable. Their employees are knowledgeable, respectful, proficient and complete required services correctly and without delay. J&T – Crova drivers are extremely well trained and competent in their responsibilities for securing and removing vehicles as needed or requested by the Van Buren Township Police Department. Additionally, I have had numerous direct contacts with the owner, John Bokon. Mr. Bokon is a person of high integrity, professional character, and understanding. I have always known John to operate an efficient and professional business, who expects the same values and commitment from his employees.

In conclusion, I would highly recommend John Bokon and J&T – Crova Towing to complete towing and recovery services. If his company's performance with the Van Buren Township Police Department is any indication of how he'd perform for Wayne County; J&T – Crova Towing will be an extremely positive addition to your organization. If you need any additional information, please feel free to contact me at any time.

Sincerely,

**Kenneth V. Floro**

Lieutenant Van Buren Township Public Safety

46425 Tyler Road, Van Buren Township, MI 48111  
Office: 734-699-8934 | Fax: 734-699-5329 | Website: [www.vanburen-mi.org](http://www.vanburen-mi.org)

*City of Romulus*

**Robert McCraight**  
Mayor

ADMINISTRATIVE and LEGISLATIVE OFFICES  
11111 Wayne Road • Romulus, Michigan 48174-1485  
Telephone (734) 942-7571 • FAX (734) 941-2122

**ELLEN L. CRAIG-BRAGG**  
Clerk

**STACY A. PAIGE**  
Treasurer

May 23, 2022

To whom it may concern,

It is my pleasure to recommend Crova's Towing as a potential service provider in your organization. I have known John Bokon for over twenty-years in my capacity as a Romulus Police Officer.

My professional experience with Crova's Towing has been overwhelmingly positive throughout the years. I can attest to the fact that he and his staff have always been responsive to the needs of our department and community. He and his staff are always willing to work cooperatively when dealing with issues. I don't recall many issues or complaints from our city staff or residents regarding his service, prices, or response times.

He also took the extra time to help and assist with our community oriented civic events. I am sure that your organization will be happy with the services provided and the open-mindedness and flexibility that John Bokon exhibits.

Sincerely,

  
Derran E. Shelby  
Deputy Chief of Police  
City of Romulus

LINDA R. CHOATE  
Councilwoman

JOHN BARDEN  
Mayor Pro Tem

WILLIAM WADSWORTH  
Councilman

CELESTE ROSCOE  
Councilwoman

HARRY CROUT  
Councilman

KATHY ABDO  
Councilwoman

SYLVIA J. MAKOWSKI  
Councilwoman

Ronald Jackson  
10297 Rolan Meadows Dr.  
Van Buren Twp, MI 48111  
313-268-6899

Re: Letter of Recommendation for J & T Towing Crova, Inc.

September 14, 2022

Greetings City of Dearborn Selection Committee,

It is a great honor to provide this letter of recommendation for J & T Towing. I've been a Transportation Maintenance Coordinator with the State of Michigan for the past 15 years. I oversee State of Michigan roadway on a daily basis. J & T Towing has never given MDOT a difficult time on accident scenes. I've been on all types of accidents, from fatalities, fuel spills, bridge hits, chemical spills, guardrail hit etc. They always think safety first for the public and their own employees. All their employees have been very well trained.

J & T has a great understanding on how MDOT wants the roadways cleaned. They are timely, professionally trusted, and reliable. There's been several times, another towing service was called out by the accident drivers insurance company. That towing service didn't remove all the debris from the roadway. On numerous occasions, I have called J & T just to see if they were on this accident and every time, it's a no. However, they would still send out their guys to clean up the site because they care about our State Roads. If it's a situation, that I can't make it to an accident scene, I know J & T has everything covered. If it's a diesel spill, they make sure everything is contained and they get a qualified hazmat company out to do the complete cleanup. There's been several occasions, they responded to an issue on the freeway with no vehicle on site to charge the insurance company for their work. J & T still completed the work without asking MDOT for payment.

It is a pleasure to provide J & T Towing Crova, Inc. with this letter of recommendation and I give them my wholehearted endorsement.

Best regards,



Ronald Jackson



STATE OF MICHIGAN  
DEPARTMENT OF STATE POLICE  
METRO SOUTH POST

GRETCHEN WHITMER  
GOVERNOR

COL. JOSEPH M. GASPER  
DIRECTOR

February 10, 2021

Mr. John Bokan  
J & T Crova Towing  
287 Industrial Park  
Belleville, Michigan 48111

Dear Mr. Bokan:

Please allow this correspondence to be utilized as a law enforcement reference for your company. The Michigan State Police, Metro South Post, has a strong working relationship with J & T Crova Towing and respectfully provides a positive recommendation for their professionalism and quality of service.

Please contact me with further questions or concerns at 517-243-2113.

Sincerely,

Jennifer Johnson, F/Lieutenant  
Commander  
Metro South Post

METRO SOUTH POST • 12111 TELEGRAPH ROAD • TAYLOR, MICHIGAN 48180  
WWW.MICHIGANSTATEPOLICE.MI • 734-287-5000



# **ALTA EQUIPMENT COMPANY**

To whom it may concern:

I am pleased to recommend J & T Crova towing, for all your equipment transport needs.

For the past 12 years, I have worked hand in hand with the J&T Crova dispatch and management team to assist us with numerous services including heavy equipment towing and transport needs throughout Michigan. Not one time have they failed us. They have always been on time with excellent ETA's statewide, making them a reliable partner to us.

In short, I would highly recommend you consider J & T Crova for your Towing & Transport needs. I have had a good experience with them over the years for services they have rendered to us. Please let me know if I can provide any additional information to strengthen J&T Crova Towing's candidacy as your Towing and Transport provider.

*Janey*  
LOGISTICS COORDINATOR  
ALTA EQUIPMENT



September 12, 2022

City of Dearborn Section Committee:

Louay Hussein, of J&T Crova Towing, Nationwide Recovery, and Mayflower Towing, has been vital in locating and recovering stolen property for Premier Security Solutions. Premier Security Solutions has been able to recover more than \$4 million dollars in stolen assets with the rapid response time by Louay Hussein and his companies.

Since Premier Security Solutions has established a relationship with Louay Hussein our clients in the logistics business in the Dearborn and surrounding areas have also begun to utilize his towing companies. The use of Hussein's business has greatly increased efficiency in vehicle movement as needed by Premier Security and its clients.

Premier Security would recommend Louay Hussein and the mentioned businesses based on our relationship with them.

Regards,

**Rick Besson**

Director of Industrial Security

[rickb@premiersecurity.solutions](mailto:rickb@premiersecurity.solutions)

**Premier Security Solutions Company Inc**

601 S. Saginaw St. Suite 300

Flint, MI 48502

P: 810-345-0232



To Whom it may Concern,

IAA is a national corporation that auctions distressed vehicles for insurance companies. Our Detroit Location tows over 20,000 units annually. Back in June of 2021 We reached out to Nationwide towing to assist with an excessive amount of Flood units that occurred in the Detroit area.

During this duration, their performance was exceptional given the amount of flood units assigned. One of the advantages that Nationwide had was the flexibility to use his other two tow companies owned by Nationwide. This is invaluable to our operations.

Due to the above mentioned we have added Nationwide to our fulltime rotation. The company is financially sound and extremely dependable. We track our on-time performance, and they are always in the top tier.

In addition to their performance one of our insurance providers asked to have Nationwide tow exclusively for their company. This is almost unheard of in our industry.

Should you have any questions or concerns please reach out to me

Regards,

Bobby R Nicholson

A handwritten signature in black ink, appearing to read 'Bobby R Nicholson', followed by a horizontal line.

Branch Manager, Detroit

IAA, Inc.

8251 Rawsonville Rd | Belleville MI 48111

P. 734-461-9441 | F. 734-461-8419 | C. 734-309-2840 | [bnicholson@iaa.com](mailto:bnicholson@iaa.com)

Insurance Auto Auctions • 8251 Rawsonville Rd • Belleville, MI 48111 • T 734.461.9365 • F 734.461.9389

[www.iaa.com](http://www.iaa.com)

ATT: City of Dearborn Selection Committee

09/14/2022

I am pleased to recommend Nationwide recovery Inc. for all your towing and recovery needs. For the past, few years I have worked hand in hand with Nationwide, J and T Crova and Mayflower dispatch and management team to assist us all our towing & recovering of our vehicles from impound and various other locations. Not one time have they failed us and have always been on time with excellent eta's statewide, making them a reliable partner to us.

In short, I would recommend you consider Nationwide, J and T Crova and Mayflower for your towing & recovery needs. I have had a good experience with them over the past few years for the services they have rendered to us. I therefore strongly recommend their services. Please let me know if I can provide any more information to strengthen Nationwide Recovery Inc., J and T Crova and Mayflower candidacy as your towing and recovery provider.

Sincerely,



Mark Mosel  
Pool Fleet Manager - Michigan  
The Hertz Corporation | 2898 Lucas Drive, Detroit, MI 48242 USA  
Mobile: 414.349.1456 | Fax: 866.567.9717 |  
mosel@hertz.com | [www.hertz.com](http://www.hertz.com)

**Hertz** | **dollar** | **Thrifty**



**Hertz**



*Raphael Washington  
Wayne County Sheriff*

September 21, 2022

To whom it may concern,

The Wayne County Sheriff's Office has worked with Nationwide Recovery since 2017, and our office is familiar with how the company performs to meet our towing needs.

Nationwide has continuously demonstrated dedication to professionalism, response time and customer service. Nationwide's investment in technology platforms enables our office to obtain real time information.

Based on our experience with Nationwide Recovery, I would highly recommend them for law enforcement initiated towing services.

Sincerely,

  
Raphael Washington  
Sheriff

WAYNE COUNTY SHERIFF'S OFFICE  
4747 WOODWARD • DETROIT, MI 48201 • (313) 224-2233



September 15, 2022

City of Dearborn Selection Committee:

Mr. Hussein and J&T Crova Towing, Nationwide Recovery, and Mayflower Towing, has been an amazing find for our company. Precision Logistics works with all major car manufacturing companies, touching thousands of vehicles per day. If any vehicle has an issue, we can call 24 hours a day with immaculate response time. I can't say enough about the service and the rapid response time by Mr. Hussein and his companies.

Since Precision has established a relationship with their family of companies our clients in the logistics business in the greater Detroit area have also used them. The use of their towing companies has greatly increased efficiency in vehicle movement as needed by Precision and its customers.

Precision and I strongly recommend J&T Crova Towing and their family of companies, based on our relationship with them.

Regards,

**Matt Alber President**

**Precision Vehicle Holdings**

<http://www.precisionvehicleholding.com/>

**Chet Putek | Operations Manager Drive Away | M (734) 516-7143**

**RAPHAEL WASHINGTON**

Wayne County Sheriff

**OFFICE OF THE SHERIFF**

4747 WOODWARD AVE. DETROIT, MI 48201

TEL: (313) 224-2222 • FAX: (313) 833-0871

To whom it may concern,

The Wayne County Sheriff's Office (WCSO) has worked with Sam Hussein of Nationwide Recovery (Nationwide) since 2017. The WCSO is familiar with how their company performs to meet our towing needs. I have personally made random audits that resulted in a very high standard and positive findings.

Nationwide has demonstrated cooperation, professionalism, courtesy and great customer service. Nationwide and their family of companies have invested in technology platforms that I have not encountered in my 28 years of law enforcement. Their technology enables our office to obtain real time information. My office can access inventory, photos, and dispatch data remotely. Nationwide's live video feed and GPS tracking is a great resource that they have implemented on their fleet of wreckers that helps our deputies at recovery scenes.

Based on our experience with Nationwide Recovery and their family of companies, I would highly recommend them for all law enforcement initiated towing services.

Thank You,

A handwritten signature in black ink, appearing to read "MJ", is written over a large, faint, stylized "M" watermark.

Mike Jaafar  
Undersheriff  
Wayne County Sheriff's Office

*"Safer communities through effective, professional law enforcement."*





Fleet Manager: Paul Borden  
Sysco Foods of Detroit LLC  
41600 Van Born Rd  
Canton Michigan 48188  
734-397-7729

Good things  
come from  
**Sysco**

[sysco.com](https://www.sysco.com)

[sysco.com](https://www.sysco.com)

102/10/2021

I highly recommend Crova Towing for all your towing as well as your recovery needs. The food service business is extremely competitive relative to pricing so more times then not customer service level is the deciding factor when it comes to selecting a food service vendor. It is imperative that we service our customers when we say we are and hit our delivery windows on time. As the emission standards increase on newer equipment negatively impacting the reliability of our equipment it has become a necessity to partner with a highly reliable towing service such as Crova Towing. Their professional team has assisted Sysco Detroit in achieving our customer service delivery goals whether its swapping out a down tractor or up righting roll overed equipment 24 hours a day 7 days a week .

Sincerely

*Paul Borden*

**WAYNE STATE UNIVERSITY****POLICE DEPARTMENT**

6050 Cass  
DETROIT, MICHIGAN 48202  
313-577-2062 • FAX: 313-577-2064



May 16, 2022

Deputy Chief Craig Wilsher  
Canton Township Police Department  
1150 S Canton Center Rd  
Canton, Michigan 48188

Dear DC Wilsher:

I as well as my Department have been professionally associated with Nationwide Recovery for over 10 years under the ownership of Louay Hussein. During that time period Mr. Hussein has demonstrated the highest level of personal and professional integrity. His service to our university community has been superior which has not only benefitted the police department but also the community in which we serve. His drivers are well trained, courteous and respectful to all in our request for service. Their response time and available resources they provide is nothing short of outstanding. They have developed protocols for towing and recovery that we now use as a standard for utilizing towing companies.

Not only does Nationwide Inc. provide quick response time but their customer service aspect is outstanding. If we encounter a citizen who requires towing assistance but is unable to meet the cost he will always take care of the immediate needs of that citizen without question. They have contributed to multiple community events (Chiefs Cooking for Kids), as well as providing support to all local law enforcement agencies.

I highly recommend Louay Hussein Company, Nationwide Recovery based of their excellent service and our positive experience utilizing Nationwide.

Sincerely

A handwritten signature in black ink, appearing to read "Anthony Holt".  
Anthony Holt

Associate Vice President/Chief of Police  
Wayne State University Police Department.

**CITY OF HAMTRAMCK  
DEPARTMENT OF POLICE**

3401 EVALINE  
HAMTRAMCK, MICHIGAN 48212



Phone 313-800-5281

Fax 313-974-7647

May 16, 2022

Canton Township Police  
1150 S. Canton Center Rd  
Canton, MI 48188

Chief Wilsher:

The Hamtramck Police Department has a current contract with Nationwide Towing. We have been using their towing service since July 2018. We are very satisfied with the service we are receiving from Nationwide. Their employees are quick to respond to the scene and are always very professional when interacting with the Police Department staff.

Mr. Louay Hussein frequently checks in with the police department to see how things are going and if we need anything addressed. I have not had any negative issues to bring to him. His towing records and software, along with the photographing of the vehicles is extremely helpful to the officers and the records department. It is a pleasure to work with Nationwide Towing and their staff members.

Any questions, please do not hesitate to reach out to me or the Hamtramck Police Department.

Sincerely,

Anne Moise  
Chief of Police



**City of Hamtramck**  
**Fire Department**  
**Est. 1914**

September 21, 2020

Inspector Joseph Brodeur  
Michigan State Police Headquarters-District 2  
3050 West Grand Boulevard, Ste. 1-700  
Detroit, Mi 48202

Dear Inspector Brodeur,

The Hamtramck Fire Department has worked with Nationwide Recovery for the past several years. They have always acted in a professional manner on scene and offer a great service to the City of Hamtramck.

In addition to the Towing services provided, they provide cars for the Hamtramck Fire Department to use for extrication training. This allows us to train in house and at no cost to keep our firefighters proficient in their job skills. Nationwide Recovery has also sponsored the Drive Safe initiative that the City puts on to educate our High Schoolers about the dangers of drunk driving by providing a vehicle for our annual drive safe exercise.

Based on our experience I would recommend Nationwide Towing and Recovery.

Sincerely,

Captain Matthew Wyszczelski  
Hamtramck Fire Department

**2625 Caniff**  
**Hamtramck, MI 48212**

**Telephone (313) 305-4503**  
**Fax (313) 305-4502**

**E-mail - [firechief@hamtramckcity.com](mailto:firechief@hamtramckcity.com)**



**BENNY N. NAPOLEON**  
*Wayne County Sheriff*

**OFFICE OF THE SHERIFF**  
4747 WOODWARD AVE. • DETROIT, MI 48201  
TEL: (313) 224-2222 • FAX: (313) 224-2367

September 18, 2020

Inspector Joseph Brodeur  
Michigan State Police Headquarters - District 2  
3050 West Grand Boulevard, Ste. 1-700  
Detroit, MI 48202

Dear Inspector Brodeur,

The Wayne County Sheriffs Office has worked with Nationwide Recovery since 2017, and our office is familiar with how the company performs to meet our towing needs.

Nationwide has continuously demonstrated dedication to professionalism, response time and customer service. Nationwide's investment in technology platforms enables our office to obtain real time information. My office can access inventory, photos, and dispatch data remotely. Nationwide's live video feed and GPS tracking is a great resource they have implemented on their fleet of wreckers that helps our deputies at recovery scenes.

Based on our experience with Nationwide Recovery, I would highly recommend them for law enforcement initiated towing services.

Sincerely,

  
Benny N. Napoleon, J.D.  
Sheriff

*"Safer communities through effective, professional law enforcement."*





CITY OF DETROIT  
FIRE DEPARTMENT  
DETROIT PUBLIC SAFETY HEADQUARTERS

1301 THIRD STREET  
DETROIT, MICHIGAN 48226  
PHONE (313) 596-2900 • TTY: 711  
FAX (313) 596-2888  
WWW.DETROITMLGOV

Date September 23, 2020

Inspector Joseph Brodeur  
Michigan State Police Headquarters-District-2  
3050 West Grand Boulevard, Ste. 1-700  
Detroit, MI 48202

**Recommendation for Nationwide Recovery**

Dear Inspector Brodeur,

I Have worked very closely with Nationwide Recovery for several years, as the city of Detroit's Fire Marshal Division's emergency response Duty Officer. Nationwide Recovery has excelled in their role as hazardous material mediation specialist, exhibiting one of the highest levels efficiency I have seen on Hazardous Material incidents. I have personally witnessed Nationwide Recovery produce a high quality of work while consistently maintaining high standards for safety, quality and accuracy.

I am honored to write this recommendation for Nationwide Recovery because I am very grateful for the contributions to the city of Detroit Detroit Fire Marshal Division, that Nationwide brings with their work ethic and superior skill set.

Please feel free to contact me if you have any questions about this outstanding company  
Sincerely,

Christopher Dixon  
Sr. Fire Prevention Inspector  
Detroit Fire Marshal Division



Plymouth Township Police Department

9955 N. Haggerty Rd. Plymouth Twp. Michigan 48170

Assistant Chief Daniel Kudra

[dkudra@plymouthtwp.org](mailto:dkudra@plymouthtwp.org)

office: 734-354-3241

March 01, 2022

To whom it may concern,

I would like to provide my recommendation of Mayflower Towing as a preferred vendor for towing services. We have been using Mayflower Towing as our towing provider for years and have been satisfied with the level of service that they have provided.

If you have any additional questions or need further clarification regarding our experiences using Mayflower Towing, please feel free to contact me.

Thank you

Sincerely,

A.C. Danis #402

Daniel Kudra

Assistant Chief of Police

Plymouth Township Police Department





*End of J&T Dalton's, Inc.'s proposal for Towing Services in response to  
the City of Dearborn Heights RFP.*



# **City of Dearborn Heights**

Review of Proposal

Towing Contract

## **DOCUMENTS SUBMITTED IN RESPONSE TO SOLICITATION**

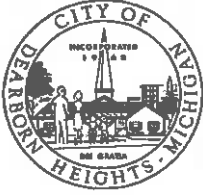
**Motor City**

# **DEARBORN HEIGHTS**

POLICE DEPARTMENT ★★☆☆☆☆☆☆

## APPENDIX

# A



## Appendix A

### TOWING SERVICES FEES AND PAYMENTS

| OFFEROR IDENTIFICATION      |                                                                                      |
|-----------------------------|--------------------------------------------------------------------------------------|
| Company Name                | MOTOR CITY TOWING & RECOVERY                                                         |
| Michigan License Number     | 802419030                                                                            |
| Address                     | 26380 VANBORD RD                                                                     |
| City, State ZIP             | DEARBORN HEIGHTS MI 48125                                                            |
| Agent's Name                | HAWRAA ALARIDHI                                                                      |
| Agent's Title               | OWNER                                                                                |
| Telephone Number (Business) | 313-753-0595                                                                         |
| Telephone Number (Mobile)   | 734-747-3535                                                                         |
| eMail                       | MOTORCITYTOWINGANDRECOVERY@GMAIL.COM                                                 |
| Agent's Signature           |  |
| Date Signed                 | 06/30/2024                                                                           |

We the undersigned as bidder, agree to furnish towing services to the City of Dearborn Heights according to the conditions and instructions attached hereto and made a part thereof for the following prices contained in Appendix A.

**\*\*\*\*\*Remainder of this page left intentionally blank\*\*\*\*\***



# Appendix A

## TOWING SERVICES

### FEES AND PAYMENTS

|              |                              |
|--------------|------------------------------|
| Company Name | MOTOR CITY TOWING & RECOVERY |
|--------------|------------------------------|

#### FEES FOR SERVICES

| PRIVATE VEHICLE CONTRACT PRICE |                                                           |       |
|--------------------------------|-----------------------------------------------------------|-------|
| 1                              | Towing of Vehicles 5,000 GVW and less                     | \$105 |
| 2                              | Towing of Vehicles 5,000 GVW to 9,999 GVW                 | \$125 |
| 3                              | Towing of Vehicles 10,000 GVW to 19,999 GVW               | \$200 |
| 4                              | Towing of Vehicles 20,000 GVW and up                      | \$200 |
| 5                              | Storage per day to commence after 24 hours of impoundment |       |
|                                | 5.1 Inside storage                                        | \$30  |
|                                | 5.2 Outside storage                                       | \$25  |

| COMPLETE LIST OF EXTRA CHARGES |                                                          |       |
|--------------------------------|----------------------------------------------------------|-------|
| 6                              | Extra Charge for Dollies                                 | \$25  |
| 7                              | Extra Charge for Disconnecting Linkages                  | \$50  |
| 8                              | Extra Charge for Winching (off roadway)                  | \$100 |
| 9                              | Motorcycles                                              | \$150 |
| 10                             | Water Craft (i.e. Boats, Pontoons, Personal Water Craft) | \$225 |
| 11                             | Recreational Vehicles/Trailers                           | \$275 |
| 12                             | Telephone/Utility Poles                                  | \$100 |
| 13                             | Lockouts                                                 | \$65  |
| 14                             | Tire Change                                              | \$65  |
| 15                             | Gas Pickup                                               | \$65  |
| 16                             | Per Hour Labor Charge / Extra Service                    | \$65  |
| 14                             | Other Charges proposed by the bidder                     |       |
| 14.1                           | DEARBORN HEIGHTS RESIDENTS WILL NOT BE                   |       |
| 14.2                           | CHARGED STORAGE FOR FIRST 72 HOURS                       |       |
| 14.3                           |                                                          |       |



## Appendix A

### TOWING SERVICES

### FEES AND PAYMENTS

|              |                              |
|--------------|------------------------------|
| Company Name | MOTOR CITY TOWING & RECOVERY |
|--------------|------------------------------|

| PAYMENT OPTIONS                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Company, at a minimum, has to accept in person cash payments, payments over the phone, company maintained internet/web based platform.</i> |
| <i>Options for online payment services (i.e. PayPal, Zelle, Apple Pay, etc.) is preferred but not required.</i>                               |
| Describe in detail your payment options (use additional sheets if necessary).                                                                 |
| <div>CASH<br/>CASHIERS CHECK<br/>COMPANY CHECK<br/>DEBIT<br/>CREDIT<br/>APPLE PAY<br/>CASH APP<br/>ZELLE</div>                                |

# **DEARBORN HEIGHTS**

POLICE DEPARTMENT ★★☆☆☆☆☆☆

## APPENDIX

# B





## Appendix B

### TOWING SERVICES

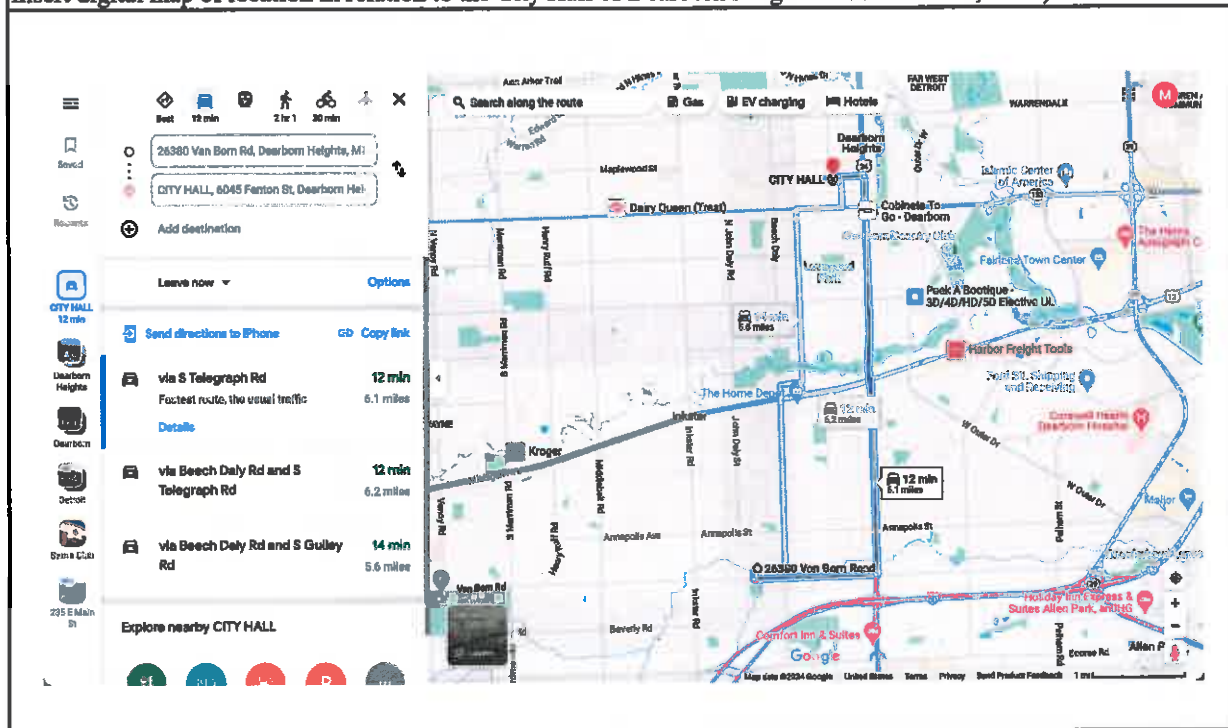
### EQUIPMENT/CAPABILITIES STATEMENT

The bidder states that they now or will have at the time of entering into a contract between their company and the City of Dearborn Heights, a storage yard facility within the corporate limits of the City of Dearborn Heights and the following equipment to be used in performing towing services in accordance with the bid proposal and specifications. The successful bidder will continue to maintain and make the listed equipment (including updated equipment) and storage yard facility available throughout the contract.

#### BUSINESS LOCATION IDENTIFIED FOR OFFER

|                 |                            |
|-----------------|----------------------------|
| Address         | 26380 VAN BORD RD          |
| City, State ZIP | DEARBORN HEIGHTS, MI 48125 |

Insert digital map of location in relation to the City Hall of Dearborn Heights at 6045 Fenton, DBH)





# Appendix B

## TOWING SERVICES

### EQUIPMENT/CAPABILITIES STATEMENT

|              |                                         |
|--------------|-----------------------------------------|
| Company Name | <b>MOTOR CITY TOWING &amp; RECOVERY</b> |
|--------------|-----------------------------------------|

#### LIST OF COMPANY EQUIPMENT AVAILABLE TO CITY DURING CONTRACT TERM

*Please attach a photo of each item listed and notate photo to match roster listing*

|    | YEAR | MAKE          | MODEL    | BRIEF TOWING CAPABILITY SUMMARY |
|----|------|---------------|----------|---------------------------------|
| 1  | 21   | FREIGHTLINER  | M2       | 2 CAR CARRIER                   |
| 2  | 23   | FREIGHTLINER  | M2       | 2 CAR CARRIER                   |
| 3  | 23   | INTERNATIONAL | MV607    | 2 CAR CARRIER                   |
| 4  | 15   | KENWORTH      | T370     | 4 CAR CARRIER                   |
| 5  | 13   | DODGE         | RAM 4500 | 1 CAR AUTO LOADER               |
| 6  | 22   | INTERNATIONAL | MV607    | 2 CAR CARRIER                   |
| 7  | 21   | FORD          | F-450    | 1 CAR AUTO LOADER               |
| 8  | 03   | FORD          | F-450    | 1 CAR AUTO LOADER               |
| 9  |      |               |          |                                 |
| 10 |      |               |          |                                 |
| 11 |      |               |          |                                 |
| 12 |      |               |          |                                 |
| 13 |      |               |          |                                 |
| 14 |      |               |          |                                 |
| 15 |      |               |          |                                 |
| 16 |      |               |          |                                 |
| 17 |      |               |          |                                 |
| 18 |      |               |          |                                 |
| 19 |      |               |          |                                 |
| 20 |      |               |          |                                 |

*Offeror is not required to commit 20 assets to contract, rather space was given to ensure the ability to list any and all equipment as company desires. Additional sheets may be used should there be more than 20 vehicles/assets.*



## Appendix B

### TOWING SERVICES

### EQUIPMENT/CAPABILITIES STATEMENT

|              |                                         |
|--------------|-----------------------------------------|
| Company Name | <b>MOTOR CITY TOWING &amp; RECOVERY</b> |
|--------------|-----------------------------------------|

|                                                                                                                                                                                                       |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Required Capability #1</b>                                                                                                                                                                         |           |
| <b>CITY OWNED VEHICLES OR THOSE VEHICLES ORDERED TO BE HELD</b>                                                                                                                                       |           |
| All road service to City owned vehicles within a 30 mile radius of Dearborn Heights, including changing of tires, and/or towing or storage, is provided at no charge to the City of Dearborn Heights. |           |
| Offeror understand and acknowledges this requirement                                                                                                                                                  | <b>HA</b> |

*Initials*

|                                                                                                                                            |                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| <b>Required Capability #2</b>                                                                                                              |                                                                |
| <b>Offeror has the capability to tow vehicles up to 80,000 GVW</b>                                                                         |                                                                |
| From the front                                                                                                                             | <input checked="" type="radio"/> YES / NO<br><i>Circle One</i> |
| From the rear                                                                                                                              | <input checked="" type="radio"/> YES / NO<br><i>Circle One</i> |
| Side Recoveries                                                                                                                            | <input checked="" type="radio"/> YES / NO<br><i>Circle One</i> |
| Second time tows between the City facilities and storage yard, or additional tows within storage yard will be at the contractor's expense. |                                                                |
| Offeror understand and acknowledges this requirement                                                                                       | <b>HA</b>                                                      |

*Initials*



## Appendix B

### TOWING SERVICES

### EQUIPMENT/CAPABILITIES STATEMENT

|                     |                                         |
|---------------------|-----------------------------------------|
| <b>Company Name</b> | <b>MOTOR CITY TOWING &amp; RECOVERY</b> |
|---------------------|-----------------------------------------|

|                                                                                                                                                          |                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <b>Required Capability #3</b>                                                                                                                            |                                             |
| Offeror's equipment will have GPS tracking and logging capabilities as well as in-dash camera systems with video retention of at least thirty-(30) days. |                                             |
| Offeror understand and acknowledges this requirement                                                                                                     | <b>HA</b><br><small><i>Initials</i></small> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <b>Required Capability #4</b>                                                                                                                                                                                                                                                                                                                                                                                                               |                                             |
| Offeror will have interior & environmentally controlled storage space as well as exterior space. All storage locations will have personnel access controls, vehicle key security/inventory systems, overwatch and personnel identification camera systems as well as physical security measures (i.e. fencing). All electronic access, data and video/audio systems to have at least 12 month retention for review upon demand of the City. |                                             |
| Offeror understand and acknowledges this requirement                                                                                                                                                                                                                                                                                                                                                                                        | <b>HA</b><br><small><i>Initials</i></small> |

|                                                                                                                                                                                                                                                                                                                                                                                                              |                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <b>Required Capability #5</b>                                                                                                                                                                                                                                                                                                                                                                                |                                             |
| Vehicles towed and ordered held for investigative purposes such as, but not limited to: Fatal and serious injury accidents, Forfeiture, Arson, Theft, and Fraud, may only be released after authorization from the Police Department is given. Such vehicles held by order of the Police Department will incur costs for towing and no more than 5 days storage fees charged to the owner or representative. |                                             |
| Offeror understand and acknowledges this requirement                                                                                                                                                                                                                                                                                                                                                         | <b>HA</b><br><small><i>Initials</i></small> |



## Appendix B

### TOWING SERVICES

### EQUIPMENT/CAPABILITIES STATEMENT

|                     |                                         |
|---------------------|-----------------------------------------|
| <b>Company Name</b> | <b>MOTOR CITY TOWING &amp; RECOVERY</b> |
|---------------------|-----------------------------------------|

|                                                                                                                                                                                                                                                                                                                       |                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>Required Capability #6</b>                                                                                                                                                                                                                                                                                         |                                      |
| Vehicles that are towed, held, and become the property of the City of Dearborn Heights through forfeiture or by other means will not incur towing or storage fees. Such vehicles will be turned over to City of Dearborn Heights or held on premises until such time as the vehicles can be auctioned or disposed of. |                                      |
| <b>Offeror understand and acknowledges this requirement</b>                                                                                                                                                                                                                                                           | <b>HA</b><br><small>Initials</small> |

|                                                                                                                                                                                                                                                                             |                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>Required Capability #7</b>                                                                                                                                                                                                                                               |                                      |
| Offeror will have an established system to assist in Forfeiture recordkeeping and will maintain adequate books and records of such forfeiture actions. Additionally, books and records of all City business will be made available for inspection upon request of the City. |                                      |
| <b>Offeror understand and acknowledges this requirement</b>                                                                                                                                                                                                                 | <b>HA</b><br><small>Initials</small> |

|                                                                                                |                                      |
|------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>Required Capability #8</b>                                                                  |                                      |
| Offeror will have a minimum of five-(5) years of law enforcement towing operations experience. |                                      |
| <b>Offeror understand and acknowledges this requirement</b>                                    | <b>HA</b><br><small>Initials</small> |

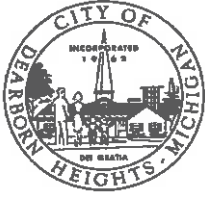
|                                                                                                          |                                      |
|----------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>Required Capability #9</b>                                                                            |                                      |
| Offeror will have the ability to mitigate and /or transport Hazzardous Materials (HazMat) scenes/issues. |                                      |
| <b>Offeror understand and acknowledges this requirement</b>                                              | <b>HA</b><br><small>Initials</small> |

# DEARBORN HEIGHTS

POLICE DEPARTMENT ★★☆☆☆☆☆☆

## APPENDIX

# C



**Appendix C**  
**TOWING SERVICES**  
**DEVIATIONS FROM REQUIREMENTS**  
**AND COMMENTS**

|                     |                                         |
|---------------------|-----------------------------------------|
| <b>Company Name</b> | <b>MOTOR CITY TOWING &amp; RECOVERY</b> |
|---------------------|-----------------------------------------|

|                                                                                                                                             |                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>DEVIATIONS FROM SPECIFICATIONS MUST BE DISCUSSED IN DETAIL HERE</b>                                                                      |                                                                                     |
| <i>Check here if there are no deviations being noted</i>  |  |
|                                                                                                                                             |                                                                                     |





## Appendix C

### TOWING SERVICES

## DEVIATIONS FROM REQUIREMENTS AND COMMENTS

|              |                              |
|--------------|------------------------------|
| Company Name | MOTOR CITY TOWING & RECOVERY |
|--------------|------------------------------|

**VENDOR COMMENTS (Optional):**



**City of Dearborn Heights  
Request for Proposal  
TOWING SERVICES**

**Contact: Paul D. Vanderplow  
E-mail: [pdvanderplow@dearbornheightsmi.gov](mailto:pdvanderplow@dearbornheightsmi.gov)  
Date Issued: June 3, 2024**

***The deadline established for the receipt of your sealed proposal is***

***Monday July 1, 2024***

***At 3:00 p.m.***

**The proposal may be submitted in one of the following methods:**

***Through the City's Contract Bid Provider:***

**[www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn)**

Specifications must be obtained on-line by registering (free registration available) on BidNet.  
Go to [www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn) or send an email request to [mpaul@dearbornheightsmi.gov](mailto:mpaul@dearbornheightsmi.gov)

***Submission in person to***

**Dearborn Heights City Hall  
Office of the Comptroller  
*In Re: RFP TOWING SERVICES*  
6045 Fenton  
Dearborn Heights, Michigan 48127**

***or by email to:***

**[comptroller@dearbornheightsmi.gov](mailto:comptroller@dearbornheightsmi.gov)**

**Published 03-Jun-24**

**Page 1 of 12**



## **City of Dearborn Heights Request for Proposal TOWING SERVICES**

### **INSTRUCTIONS TO BIDDERS**

Sealed bids will be received electronically at [comptroller@dearbornheightsmi.gov](mailto:comptroller@dearbornheightsmi.gov) by the City of Dearborn Heights, Michigan as owner, until **July 1, 2024 at 3:00 pm** or in person at the Comptroller's Office at the Dearborn Heights City Hall, 6045 Fenton, Dearborn Heights, Michigan, 48127, or can be submitted at [www.bidnetdirect/mitn](http://www.bidnetdirect/mitn) using electronic bid submission option. Proposals shall be for items as specified on attached Specifications and Proposal Form.

#### **BRAND NAME:**

If and wherever, in the Specifications a brand name, make, name of any manufacturer, trade name, or vendor catalog number is mentioned it is for the purpose of establishing a grade or quality of material only. However, if a product other than that specified is bid, it is the vendor's responsibility to name such a product within his bid and to prove to the City that said product is equal to that specified. Evidence in the form of samples may be requested if brand is other than specified. Such samples are to be furnished after the date of bid opening only upon request of the City. If samples should be requested, such samples must be received by the City no later than seven (7) days after formal request is made.

Proposal shall be addressed to, Comptroller, City of Dearborn Heights, 6045 Fenton, Dearborn Heights, Michigan, 48127, in a sealed envelope for each proposal, marked "Bid for (name of item being bid)". Such proposals shall be submitted in strict accordance with the City of Dearborn Heights Specifications for the items listed herein. Any and all variations from Dearborn Heights Specifications are to be stated in the bids. Each proposal must be submitted on forms furnished on-line at the MITN site, on: [www.bidnetdirect/mitn](http://www.bidnetdirect/mitn)

The City of Dearborn Heights reserves the right to reject or accept any or all proposals, in whole or in part, and waive any irregularities or formalities therein.



## City of Dearborn Heights Request for Proposal TOWING SERVICES

### **BID SUBMISSION:**

Please follow these instructions carefully to submit a bid, your bid may be considered nonresponsive if it is not submitted as instructed below. Bids are considered received, when Comptroller's Office received by email or submitted at Bidnetdirect/mitn EBS option for registered users before the specified due date and time, late bids will not be considered. Each bid must be submitted separately and electronically.

#### **1. Email Option**

Scan your bid documents and email to [comptroller@dearbornheightsmi.gov](mailto:comptroller@dearbornheightsmi.gov) as an email attachment in either pdf or word format. In the email, please include the bid solicitation name, your company's address, telephone number and your contact information.

#### **2. Electronic Bid Submission Option**

Login to Bidnetdirect website with your previously registered credentials at [www.bidnetdirect/mitn](http://www.bidnetdirect/mitn) You must be a registered user to participate in electronic bid submission.

- a. Find City of Dearborn Heights solicitation you are bidding for
- b. Click on "Place a Bid" button
- c. Select "Place a new Bid" radio button and click on continue. The create bid interface opens.
- d. Click on "Documents" tab, select add file. You have the option to drag & drop or browse your file. If you are using zip file, use zip file option. Selected files will appear in the file section. Once your files are uploaded, click on the Next button.
- e. It will take you to the Pricing tab, and you will see a reminder to "don't forget to attach your pricing in the Documents section. Select Next button on the next screen in the "exception" section, select "No" or "Yes". In the "Bidder compliance & Authentication" section enter your complete name and password when prompted. Click on "Submit Bid" button.
- f. In the "bid submission confirmation" window select "No" or "yes" as your response.
- g. Next screen will confirm your bid submission and you will receive a confirmation number for your records.



## **City of Dearborn Heights Request for Proposal TOWING SERVICES**

### **PLEASE TAKE SPECIAL NOTE OF THE FOLLOWING PARAGRAPH:**

**AT THE TIME OF OPENING ANY BID THAT DOES NOT MEET THE REQUIREMENTS OF THE ABOVE PARAGRAPH WILL NOT BE READ BY THE COMPTROLLER OR TABULATED BY THE PURCHASING DIVISION. THESE BIDS WILL BE RETURNED TO THE BIDDER BY THE COMPTROLLER MARKED, "DOES NOT MEET BID SPECIFICATIONS".**

It is agreed, if the bidder to whom the Contract shall have been awarded shall refuse or neglect to execute the Contract or Purchase Order and properly secure the same within ten (10) days, the amount of the bid deposit shall be forfeited to and retained by the Owner as liquidated damages for such neglect or refusal.

Further, if the successful bidder fails to comply with the terms of the bid proposal, contract or purchase order the City has the option to hold the successful bidder to the terms of the proposal or forfeit the bid deposit as liquidated damages.

Bidder will identify business entity as individual, or if doing business under assumed name, indicate assumed name, partnership (Naming Partners), Corporation, Foreign or Domestic (Naming Principal Officers), and indicate capacity or person executing proposal and bid.

Revised: 11/27/79 (Council Motion 79-1003)  
And also on: 1/08/80 (Council Motion 80-15)  
And also on: 6/12/91 (Council Motion 91-299)



# City of Dearborn Heights

## Request for Proposal

### TOWING SERVICES

#### **GENERAL REQUIREMENTS & INSTRUCTIONS**

##### **1 SUBMISSION OF PROPOSAL**

- a. All proposals should be submitted in a sealed envelope or package.
- b. The invitation title, opening date and time, company name, address and telephone number shall be clearly displayed on the outside of the sealed envelope or package.
- c. The delivery of responses to the Clerk's Office prior to the specified date and time is solely and strictly the responsibility of the offeror.
- d. Any submittal received in the Clerk's Office after the specified date and time will not be considered.
- e. Responses shall be submitted on the forms provided by the City of Dearborn Heights.
- f. *A limit of fifteen-(15) additional pages of accompanying information may be attached to the submittal. Any information in excess of the ten allotted pages will not be considered.*
- g. Facsimile submissions are NOT acceptable.
- h. No offer may be modified after acceptance.
- i. No offer may be withdrawn after opening for a period of sixty days unless otherwise specified.
- j. Any questions must be submitted in writing via email
- k. Bid must include all costs.
- l. **All proposals must include the original and at least two (2) copies.**

##### **2 EXECUTION OF OFFER**

Offer shall contain a manual signature in the space(s) provided of a representative authorized to legally bind the offeror to the provisions therein.

##### **3 EXECUTION OF ACCEPTANCE**

- a) Dearborn Heights legally recognizes acceptance of formal offer when a written contract is signed by both parties.
- b) Offeror is not to assume that the Dearborn Heights City Council resolution approving the bid or proposal is a binding contract.

##### **4 OPENING & RECORDING**

Opening shall be public in the Clerk's Office immediately following the advertised deadline date and time for receipt of submittals.

##### **5 INTEGRITY**

Dearborn Heights does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.



## **City of Dearborn Heights Request for Proposal TOWING SERVICES**

### **6 TABULATION**

Bid results will be posted at Bidnet.

### **7 BOARD AWARDS**

- a) As the best interest of Dearborn Heights may require, the City reserves the right to make award(s) by an individual item, group of items, all or none, or a combination thereof;
  - 1) on a geographical basis and/or on a countrywide basis with one or more supplier(s) or provider(s);
  - 2) to reject any and all offers or waive any irregularity or technicality in offers received.
- b) Offerors are cautioned to make no assumptions. Any or all awards made as a result of this invitation shall conform to applicable ordinances and policies of Dearborn Heights.
- c) Bid awards will be posted on the City's website at [www.dearbornheightsmi.gov](http://www.dearbornheightsmi.gov)

### **8 BRAND NAME OR EQUAL**

- a) If items requested by this invitation have been identified in the specifications by a brand name "OR EQUAL" description, such identification is intended to be descriptive and not restrictive and is to indicate the quality and characteristics of products that will be acceptable.
- b) Offers proposing "equal" products will be considered for award if such products are clearly identified in the offer and are determined by Dearborn Heights to meet fully the salient characteristic requirements listed in the specifications.

### **9 PRICING**

Unless otherwise specified prices offered shall remain firm for a period of at least sixty (60) days; all pricing of goods shall include FOB Dearborn Heights, all packing, handling, shipping charges and delivery to any point(s) within Dearborn Heights to a secure area or inside delivery.

### **10 PAYMENT TERMS**

Dearborn Heights will remit full payment on all undisputed invoices within thirty (30) days from receipt by the appropriate person(s) of the invoice or receipt of all products or services ordered.

### **11 INCURRED EXPENSES**

This invitation does not commit Dearborn Heights to make an award nor shall Dearborn Heights be responsible for any cost or expense which may be incurred by any respondent in preparing and submitting a reply, or any cost or expense incurred by any respondent prior to the execution of a purchase order or contract agreement.





## **City of Dearborn Heights Request for Proposal TOWING SERVICES**

### **12 QUESTIONS/ ADDENDA**

- a) Any questions concerning the conditions or specifications shall be directed to the designated contact person.
- b) Addenda items will be posted on [bidnetdirect.com/mitn](http://bidnetdirect.com/mitn)
- c) It is the bidder's responsibility to check and verify that addenda have been issued.
- d) Failure to acknowledge addenda may result in the offer not being considered.

### **13 CLARIFICATION/CORRECTION OF ENTRY**

Dearborn Heights reserves the right to allow for the clarification of questionable entries and the correction of OBVIOUS MISTAKES.

**\*\*\*\*\*Remainder of this page intentionally left blank\*\*\*\*\***



## City of Dearborn Heights Request for Proposal TOWING SERVICES

### 14 INSURANCE

#### a) In General

1. The successful bidder is required to furnish evidence of the following insurance requirements in accordance with Dearborn Heights Risk Management Policy.
2. Work may not commence until the Certificates of Insurance have been received.

The coverage requirements are as follows:

#### b) Workers' Compensation Insurance

The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

#### c) Commercial General Liability Insurance

The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$2,000,000 per occurrence and aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions:

- (A) Contractual Liability.
- (B) Products and Completed Operations.
- (C) Independent Contractors Coverage.
- (D) Broad Form General Liability Extensions or equivalent.

#### d) Motor Vehicle Liability

The Contractor, or its subcontractors, shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability not less than \$2,000,000 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

#### e) Additional Insured

Commercial General Liability Insurance as described above, shall include an endorsement stating that the following shall be **Additional Insured**: City of Dearborn Heights, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.

#### f) Cancellation Notice

The Insurance coverage described above, shall include an endorsement stating the following:

*"It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Office of the Clerk - City of Dearborn Heights, 6045 Fenton, Dearborn Heights, MI 48127"*



## **City of Dearborn Heights Request for Proposal TOWING SERVICES**

### **14 INSURANCE (Continued)**

#### **g) Indemnification**

To the fullest extent permitted by law, the (name of contractor) agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Dearborn Heights, its elected and appointed officials, employees and volunteers, and others working on behalf of the City of Dearborn Heights against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this agreement.

### **15 PUBLIC ACT 517 OF 2012**

In accordance with Public Act 517 of the Public Acts of 2012, any Iran linked business is not eligible to submit a bid on a request for proposal with a public entity in Michigan. An "Iran linked business" includes the following:

- (1) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tanker or products used to construct or maintain pipelines used to transport oil or liquefied gas for the energy section of Iran; and
- (2) A financial institution that extends credit to another person if that person will use the credit to engage in investment activities in the energy sector of Iran.

For purposes of this prohibition, "person" includes an individual, corporation, company, limited liability company, business association, partnership, society, trust, or any other non-governmental entity, organization or group. It also includes a governmental entity or instrumentality of a governmental entity, or any successor, subunit, parent company or subsidiary of, or company under common ownership or control with and of the foregoing.

**\*\*\*\*\*Remainder of this page intentionally left blank\*\*\*\*\***



## **City of Dearborn Heights Request for Proposal TOWING SERVICES**

### **16 PROHIBITION OF NEPOTISM WITHIN CITY CONTRACTS**

#### **a. Immediate Family Employment Restriction:**

Contractors will be ineligible for consideration if the company Owners, Principal Operators, Officers or equivalent has an immediate family member <sup>(1)</sup> employed with the City of Dearborn Heights in an elected position, Office of the Mayor, Corporation Counsel or Appointed Directors.

#### **b. Conflict of Interest Disclosure:**

The awarded contractor must disclose any familial relationships which develop during the length of the contract immediately upon realization to the Office of the Mayor. Failure to disclose such relationships may result in cancellation of the contract.

- (1) The “**immediate family**” includes a parents, siblings, spouse and children whether by birth, adoption, marriage, civil partnership or cohabitation.



**City of Dearborn Heights  
Request for Proposal  
TOWING SERVICES**

**THE FOREGOING IS A TRUE STATEMENT OF FACTS:**

**I/we hereby certify under penalty of law that we are not an Iran linked business as defined in PA 517 of 2012.**

**I/we hereby certify under penalty of law that we understand and comply with the prohibition on nepotism.**

|                            |                                                                                      |
|----------------------------|--------------------------------------------------------------------------------------|
| Company                    | Motor City Towing & Recovery LLC                                                     |
| Address                    | 26380 Van Born Rd                                                                    |
|                            | Dearborn Heights, MI 48125                                                           |
| Date                       | 06/30/2024                                                                           |
| Representative's Name      | Hawraa Alaridhi <small>Please Print</small>                                          |
| Representative's Signature |  |

**\*\*\*\*\*Remainder of this page intentionally left blank\*\*\*\*\***



## City of Dearborn Heights Request for Proposal TOWING SERVICES

The request for proposal and accompanying Appendices are submitted by the following authorized representative and affirming.

1. The undersigned, as bidder, agrees to furnish towing services to the City of Dearborn Heights according to the conditions and instructions attached hereto and made a part thereof at the listed amounts contained in Appendix A.
2. The undersigned, as bidder, agree to the listed required location parameters, dedicated equipment and required capabilities as listed in Appendix B.
3. The undersigned, as bidder, understands that if there are any deviations or noted exceptions to any part of this submission, they are documented in Appendix C.

|                            |                                             |
|----------------------------|---------------------------------------------|
| Company                    | Motor City Towing & Recovery LLC            |
| Address                    | 26380 Van Born Rd                           |
|                            | Dearborn Heights, MI 48125                  |
| Date                       | 06/30/2024                                  |
| Representative's Name      | Hawraa Alaridhi <small>Please Print</small> |
| Representative's Signature |                                             |



# **City of Dearborn Heights**

Review of Proposal

Towing Contract

## **DOCUMENTS SUBMITTED IN RESPONSE TO SOLICITATION**

### **National Towing LLC**



# **DEARBORN HEIGHTS**

POLICE DEPARTMENT ★★★★★★★★

## APPENDIX

# A



**Appendix A**  
**TOWING SERVICES**  
**FEES AND PAYMENTS**

| <b>OFFEROR IDENTIFICATION</b> |                                                                                     |
|-------------------------------|-------------------------------------------------------------------------------------|
| Company Name                  | NATIONAL TOWING LLC                                                                 |
| Michigan License Number       | 26-4235747                                                                          |
| Address                       | 22940 VAN BORN                                                                      |
| City, State ZIP               | DEARBORN HEIGHTS MI 48125                                                           |
| Agent's Name                  | ALI BERRO                                                                           |
| Agent's Title                 | OWNER                                                                               |
| Telephone Number (Business)   | 313-299-3333                                                                        |
| Telephone Number (Mobile)     | 313-629-9377                                                                        |
| eMail                         | NATIONALTOWING@YAHOO.COM                                                            |
| Agent's Signature             | X  |
| Date Signed                   | X 6-27-2024                                                                         |

We the undersigned as bidder, agree to furnish towing services to the City of Dearborn Heights according to the conditions and instructions attached hereto and made a part thereof for the following prices contained in Appendix A.

\*\*\*\*\*Remainder of this page left intentionally blank\*\*\*\*\*



# **Appendix A** **TOWING SERVICES** **FEES AND PAYMENTS**

|              |                     |
|--------------|---------------------|
| Company Name | NATIONAL TOWING LLC |
|--------------|---------------------|

## **FEES FOR SERVICES**

| PRIVATE VEHICLE CONTRACT PRICE |                                                           |          |
|--------------------------------|-----------------------------------------------------------|----------|
| 1                              | Towing of Vehicles 5,000 GVW and less                     | 125      |
| 2                              | Towing of Vehicles 5,000 GVW to 9,999 GVW                 | 125      |
| 3                              | Towing of Vehicles 10,000 GVW to 19,999 GVW               | 175      |
| 4                              | Towing of Vehicles 20,000 GVW and up                      | 250 & up |
| 5                              | Storage per day to commence after 24 hours of impoundment |          |
|                                | 5.1 Inside storage                                        | 40       |
|                                | 5.2 Outside storage                                       | 25       |

| COMPLETE LIST OF EXTRA CHARGES |                                                          |              |
|--------------------------------|----------------------------------------------------------|--------------|
| 6                              | Extra Charge for Dollies                                 | 30           |
| 7                              | Extra Charge for Disconnecting Linkages                  | 30           |
| 8                              | Extra Charge for Winching (off roadway)                  | 80           |
| 9                              | Motorcycles <i>(PLUS \$30 additional flat fee)</i>       | 195          |
| 10                             | Water Craft (i.e. Boats, Pontoons, Personal Water Craft) | 195          |
| 11                             | Recreational Vehicles/Trailers                           | 250          |
| 12                             | Telephones/Utility Poles                                 | 195          |
| 13                             | Lockouts                                                 | 75           |
| 14                             | Tire Change                                              | 75           |
| 15                             | Gas Pickup                                               | 75 PLUS FUEL |
| 16                             | Per Hour Labor Charge / Extra Service                    | 85 hourly    |
| 14                             | Other Charges proposed by the bidder                     |              |
| 14.1                           |                                                          |              |
| 14.2                           |                                                          |              |
| 14.3                           |                                                          |              |



## Appendix A

### TOWING SERVICES

### FEES AND PAYMENTS

|              |                     |
|--------------|---------------------|
| Company Name | NATIONAL TOWING LLC |
|--------------|---------------------|

#### PAYMENT OPTIONS

*Company, at a minimum, has to accept in person cash payments, payments over the phone, company maintained internet/web based platform.*

*(Options for online payment services (i.e. PayPal, Zello, Apple Pay, etc.) is preferred but not required.*

*Describe in detail your payment options (use additional sheets if necessary).*

1. CASH
2. PAYPAL
3. ZELLE
4. CASHAPP
5. VENMO
6. APPLEPAY
7. CREDIT CARD
8. ONLINE PAYMENTS
9. CERTIFIED CHECK (BANK ONLY)

# **DEARBORN HEIGHTS**

POLICE DEPARTMENT ★★★★★★★★

## **APPENDIX**

# **B**



## Appendix B

### TOWING SERVICES

### EQUIPMENT/CAPABILITIES STATEMENT

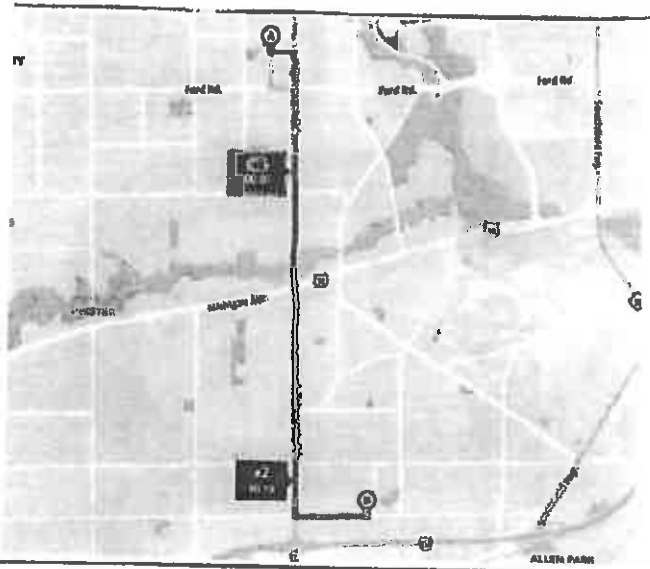
The bidder states that they now or will have at the time of entering into a contract between their company and the City of Dearborn Heights, a storage yard facility within the corporate limits of the City of Dearborn Heights and the following equipment to be used in performing towing services in accordance with the bid proposal and specifications. The successful bidder will continue to maintain and make the listed equipment (including updated equipment) and storage yard facility available throughout the contract.

#### BUSINESS LOCATION IDENTIFIED FOR OFFER

|                 |                           |
|-----------------|---------------------------|
| Address         | 22840 VAN BORN            |
| City, State ZIP | DEARBORN HEIGHTS MI 48125 |

Insert digital map of location in relation to the City Hall of Dearborn Heights at 6045 Fenton, DBH)

9 MINUTES - 5.3 MILES





# **Appendix B** **TOWING SERVICES** **EQUIPMENT/CAPABILITIES STATEMENT**

| Company Name                                                                              |      | NATIONAL TOWING LLC |         |                                 |
|-------------------------------------------------------------------------------------------|------|---------------------|---------|---------------------------------|
| <b>LIST OF COMPANY EQUIPMENT AVAILABLE TO CITY DURING CONTRACT TERM</b>                   |      |                     |         |                                 |
| <i>Please attach a photo of each item listed and attach photo to match roster listing</i> |      |                     |         |                                 |
|                                                                                           | YEAR | MAKE                | MODEL   | BRIEF TOWING CAPABILITY SUMMARY |
| 1                                                                                         | 2005 | HINO                | 268     | FLATBED WHEEL LIFT - 2 VEHICLES |
| 2                                                                                         | 2008 | INTERNATIONAL       | 2300    | FLATBED WHEEL LIFT - 2 VEHICLES |
| 3                                                                                         | 2005 | KENWORTH            | T270    | FLATBED WHEEL LIFT - 2 VEHICLES |
| 4                                                                                         | 2020 | FREIGHTLINER        | M2      | FLATBED WHEEL LIFT - 2 VEHICLES |
| 5                                                                                         | 2020 | DODGE RAM           | 5500    | FLATBED WHEEL LIFT - 2 VEHICLES |
| 6                                                                                         | 2019 | FREIGHTLINER        | M2      | FLATBED WHEEL LIFT - 4 VEHICLES |
| 7                                                                                         | 2022 | KENWORTH            | T370    | FLATBED WHEEL LIFT - 4 VEHICLES |
| 8                                                                                         | 2024 | INTERNATIONAL       | MV      | FLATBED WHEEL LIFT - 2 VEHICLES |
| 9                                                                                         | 2024 | INTERNATIONAL       | MV      | FLATBED WHEEL LIFT - 2 VEHICLES |
| 10                                                                                        | 2023 | INTERNATIONAL       | MV      | FLATBED WHEEL LIFT - 2 VEHICLES |
| 11                                                                                        | 2005 | INTERNATIONAL       | 4400    | SEMI TRUCK                      |
| 12                                                                                        | 2013 | KENWORTH            | T680    | SEMI TRUCK                      |
| 13                                                                                        | 2017 | SUN COUNTRY         | TRAILER | HAULS 5 VEHICLES                |
| 14                                                                                        | 2018 | PETERBILT           | 388     | HAULS UP TO 11 VEHICLES         |
| 15                                                                                        | 2017 | KAUFMAN             | TRAILER | HAULS 3 VEHICLES                |
| 16                                                                                        | 1998 | JCB                 | 215     | BACKHOE FRONT END LOADER        |
| 17                                                                                        | 1996 | CLARK               |         | HI-LO                           |
| 18                                                                                        | 2006 | CHEVROLET           | 2500    | SERVICE TRUCK/SHOP TRUCK        |
| 19                                                                                        |      |                     |         |                                 |
| 20                                                                                        |      |                     |         |                                 |

*Officer is not required to complete 20 entries to contract, rather space was given to ensure the ability to list any and all equipment at company's discretion. Additional sheets may be used should there be more than 20 vehicles/trucks.*





**Appendix B**  
**TOWING SERVICES**  
**EQUIPMENT/CAPABILITIES STATEMENT**

|              |                     |
|--------------|---------------------|
| Company Name | NATIONAL TOWING LLC |
|--------------|---------------------|

|                                                                                                                                                                                                       |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <b>Required Capability #1</b>                                                                                                                                                                         |    |
| <b>CITY OWNED VEHICLES OR THOSE VEHICLES ORDERED TO BE HELD</b>                                                                                                                                       |    |
| All road service to City owned vehicles within a 30 mile radius of Dearborn Heights, including changing of tires, and/or towing or storage, is provided at no charge to the City of Dearborn Heights. |    |
| Offeror understand and acknowledges this requirement                                                                                                                                                  | AB |

|                                                                                                                                          |                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>Required Capability #2</b>                                                                                                            |                                                                                            |
| <b>Offeror has the capability to tow vehicles up to 80,000 GVW</b>                                                                       |                                                                                            |
| From the front                                                                                                                           | <input checked="" type="radio"/> YES <input type="radio"/> NO<br><small>Circle One</small> |
| From the rear                                                                                                                            | <input checked="" type="radio"/> YES <input type="radio"/> NO<br><small>Circle One</small> |
| Side Recoveries                                                                                                                          | <input checked="" type="radio"/> YES <input type="radio"/> NO<br><small>Circle One</small> |
| Second time tow between the City facilities and storage yard, or additional tow within storage yard will be at the contractor's expense. |                                                                                            |
| Offeror understand and acknowledges this requirement                                                                                     | AB                                                                                         |



**Appendix B**  
**TOWING SERVICES**  
**EQUIPMENT/CAPABILITIES STATEMENT**

|              |                     |
|--------------|---------------------|
| Company Name | NATIONAL TOWING LLC |
|--------------|---------------------|

|                                                                                                                                                          |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <b>Required Capability #3</b>                                                                                                                            |    |
| Offeror's equipment will have GPS tracking and logging capabilities as well as in-dash camera systems with video retention of at least thirty (30) days. |    |
| Offeror understand and acknowledges this requirement                                                                                                     | AB |

Amended

|                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <b>Required Capability #4</b>                                                                                                                                                                                                                                                                                                                                                                                                              |    |
| Offeror will have interior & environmentally controlled storage space as well as exterior space. All storage locations will have personnel access control, vehicle key security/inventory systems, overwatch and personnel identification camera systems as well as physical security measures (i.e. fencing). All electronic access, data and video/audio systems to have at least 12 month retention for review upon demand of the City. |    |
| Offeror understand and acknowledges this requirement                                                                                                                                                                                                                                                                                                                                                                                       | AB |

Amended

|                                                                                                                                                                                                                                                                                                                                                                                                              |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <b>Required Capability #5</b>                                                                                                                                                                                                                                                                                                                                                                                |    |
| Vehicles towed and ordered held for investigative purposes such as, but not limited to: Fatal and serious injury accidents, Forfeiture, Arson, Theft, and Fraud, may only be released after authorization from the Police Department is given. Such vehicles held by order of the Police Department will incur costs for towing and no more than 5 days storage fees charged to the owner or representative. |    |
| Offeror understand and acknowledges this requirement                                                                                                                                                                                                                                                                                                                                                         | AB |

Amended



**Appendix B**  
**TOWING SERVICES**  
**EQUIPMENT/CAPABILITIES STATEMENT**

|              |                     |
|--------------|---------------------|
| Company Name | NATIONAL TOWING LLC |
|--------------|---------------------|

|                                                                                                                                                                                                                                                                                                                      |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <b>Required Capability #6</b>                                                                                                                                                                                                                                                                                        |    |
| Vehicles that are towed, held, and become the property of the City of Dearborn Heights through forfeiture or by other means will not incur towing or storage fees. Such vehicles will be turned over to City of Dearborn Heights or held on premises until such time as the vehicles can be sectioned or disposed of |    |
| Offeror understand and acknowledges this requirement                                                                                                                                                                                                                                                                 | AB |

Amended

|                                                                                                                                                                                                                                                                             |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <b>Required Capability #7</b>                                                                                                                                                                                                                                               |    |
| Offeror will have an established system to assist in Forfeiture recordkeeping and will maintain adequate books and records of such forfeiture actions. Additionally, books and records of all City business will be made available for inspection upon request of the City. |    |
| Offeror understand and acknowledges this requirement                                                                                                                                                                                                                        | AB |

Amended

|                                                                                                |    |
|------------------------------------------------------------------------------------------------|----|
| <b>Required Capability #8</b>                                                                  |    |
| Offeror will have a minimum of five-(5) years of law enforcement towing operations experience. |    |
| Offeror understand and acknowledges this requirement                                           | AB |

Amended

|                                                                                                        |    |
|--------------------------------------------------------------------------------------------------------|----|
| <b>Required Capability #9</b>                                                                          |    |
| Offeror will have the ability to mitigate and/or transport Hazardous Materials (HazMat) scenes/issues. |    |
| Offeror understand and acknowledges this requirement                                                   | AB |

Amended

# **DEARBORN HEIGHTS**

POLICE DEPARTMENT ★★★★★★★★

## APPENDIX

# C







**City of Dearborn Heights  
Request for Proposal  
TOWING SERVICES**

**THE FOREGOING IS A TRUE STATEMENT OF FACTS:**

**I/we hereby certify under penalty of law that we are not an Iran linked business as defined in PA 517 of 2012.**

**I/we hereby certify under penalty of law that we understand and comply with the prohibition on nepotism.**

|                            |                                       |
|----------------------------|---------------------------------------|
| Company                    | National Towing LLC                   |
| Address                    | 22840 Van Born                        |
|                            | Dearborn Heights Mi 48125             |
| Date                       | 6-27-2024                             |
| Representative's Name      | Ali Berro <small>Please Print</small> |
| Representative's Signature |                                       |

**\*\*\*\*\*Remainder of this page intentionally left blank\*\*\*\*\***





# City of Dearborn Heights Request for Proposal TOWING SERVICES

The request for proposal and accompanying Appendices are submitted by the following authorized representative and affirming.

1. The undersigned, as bidder, agrees to furnish towing services to the City of Dearborn Heights according to the conditions and instructions attached hereto and made a part thereof at the listed amounts contained in Appendix A.
2. The undersigned, as bidder, agree to the listed required location parameters, dedicated equipment and required capabilities as listed in Appendix B.
3. The undersigned, as bidder, understands that if there are any deviations or noted exceptions to any part of this submission, they are documented in Appendix C.

|                            |                                       |
|----------------------------|---------------------------------------|
| Company                    | National Towing LLC                   |
| Address                    | 22840 Van Born                        |
|                            | Dearborn Heights Mi 48125             |
| Date                       | 6-27-2024                             |
| Representative's Name      | Ali Berro <small>Please Print</small> |
| Representative's Signature |                                       |

**MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH  
BUREAU OF COMMERCIAL SERVICES**
**FILED**

Date Received

(FOR BUREAU USE ONLY)

**FEB 05 2009**

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Administrator  
Bureau of Commercial Services

Trans Infol: 14613367-1 02/04/09  
Chk#: 090838949915 Amt: \$50.00  
ID: ALL SERVO

Name

**ALI H. BERRO**

Address

**7630 STEADMAN ST,**

City

**DEARBORN**

State

**MI**

Zip Code

**48126**

EFFECTIVE DATE

Document will be returned to the name and address you enter above.  
If left blank document will be mailed to the registered office.

**ARTICLES OF ORGANIZATION****For use by Domestic Limited Liability Companies**

(Please read information and instructions on last page)

Pursuant to the provisions of Act 23, Public Acts of 1993, the undersigned execute the following Articles:

**E30169****ARTICLE I**

The name of the limited liability company is: **NATIONAL TOWING LLC**

**ARTICLE II**

The purpose or purposes for which the limited liability company is formed is to engage in any activity within the purposes for which a limited liability company may be formed under the Limited Liability Company Act of Michigan.

*Towing of Automobiles & Heavy Equipment*

**ARTICLE III**

The duration of the limited liability company if other than perpetual is:

**ARTICLE IV**

1. The street address of the location of the registered office is:

**7630 STEADMAN ST****DEARBORN****Michigan 48126**

(Street Address)

(City)

(ZIP Code)

2. The mailing address of the registered office if different than above:

(Street Address or P.O. Box)

(City)

**Michigan**

(ZIP Code)

3. The name of the resident agent at the registered office is: **ALI H. BERRO****ARTICLE V** (insert any desired additional provision authorized by the Act; attach additional pages if needed.)

Signed this **25TH** day of **JANUARY**, **2009**

By

*Ali Berro*

(Signature(s) of Organizer(s))

**ALI H. BERRO**

(Type or Print Name(s) of Organizer(s))



GRETCHEN WHITMER

GOVERNOR

STATE OF MICHIGAN

DEPARTMENT OF STATE POLICE  
LANSING

COL. JAMES F. GRADY II

DIRECTOR

04/16/2024

NATIONAL TOWING LLC  
18240 RIALTO ST  
MELVINDALE MI 48122-1944

Re: Certificate of Intrastate Operating Authority - CVED Number: 34285

Dear Carrier:

Pursuant to P.A. 254 of 1933, as amended in the Compiler's note of 475.1, the provisions of MCL 476.5 and 477.4a., the Michigan State Police, Commercial Vehicle Enforcement Division finds:

- The character and condition of the vehicle(s) proposed to be operated are such that they may be operated safely upon the public highways.
- The applicant is fit, willing, and able to provide the transportation to be authorized by the certificate and to comply with this act and rules and regulations.
- The granting of this certificate is consistent with the transportation policy set forth in section 2 of article 1 of the Motor Carrier Act.
- The applicant has the required insurance in place to insure the protection of the public.

It is ordered, in accordance with the provisions of Act 254, of 1933, as amended, that the applicant is granted an Intrastate Motor Carrier Certificate of Authority for:

General Commodities, excluding Household Goods, between all points within the state of Michigan.

The Regulatory and Credentialing Section of the Michigan State Police, Commercial Vehicle Enforcement Division hereby grants a Certificate of Authority to your company.

A COPY OF THIS DOCUMENT MUST BE CARRIED IN EACH VEHICLE OPERATED UNDER THIS  
CERTIFICATE

Thank you,

*Justin K. Harris*

Michigan State Police  
Commercial Vehicle Enforcement Division  
Regulatory and Credentialing Section

MICHIGAN STATE POLICE HEADQUARTERS • 7150 HARRIS DRIVE • DIMONDALE, MICHIGAN 48821  
MAILING ADDRESS • P.O. BOX 30634 • LANSING, MICHIGAN 48909  
[www.michigan.gov/msp](http://www.michigan.gov/msp) • 517-332-2521



## Sales Tax License

Business Tax Section  
Michigan Department of Treasury  
P.O. Box 30427  
Lansing, MI 48909  
[www.michigan.gov/taxes](http://www.michigan.gov/taxes)

**NATIONAL TOWING LLC**  
**7603 STEADMAN ST**  
**DEARBORN, MI 48126-1092**

|                 |                   |
|-----------------|-------------------|
| Notice Date:    | November 18, 2023 |
| Account Number: | 26-4235747        |
| Letter ID:      | 10040035944       |
| Contact Us:     | 517-636-6925      |

Below is your Sales Tax License. The licensee is required to ensure the sales tax license is displayed or readily available on premises. Treasury will no longer be mailing multiple licenses for businesses with more than one location. To obtain another Sales Tax License and 24/7 access to your business information please visit [mto.treasury.michigan.gov](http://mto.treasury.michigan.gov).

The account number on the sales tax license is your business Federal Employer Identification Number (FEIN). If you do not have an FEIN, Treasury has assigned you a 9-character account number beginning with "TR".

You must notify the Michigan Department of Treasury of any changes to your business ownership, address or FEIN. To update any existing business information please visit Michigan Treasury Online (MTO) at [mto.treasury.michigan.gov](http://mto.treasury.michigan.gov).

Note: The expiration date for the sales tax license coincides with the calendar year it is issued for.

CUT ALONG THIS LINE

164 (Rev. 4-19)

STATE OF MICHIGAN

## Sales Tax License

DEPARTMENT OF TREASURY

**NATIONAL TOWING LLC**  
**7603 STEADMAN ST**  
**DEARBORN, MI 48126-1092**



Account Number: 26-4235747  
Expiration Date: December 31, 2024

Issued under authority of P.A. 167 of 1933, as amended.



**National Towing LLC**

**RE: References**

United States Postal Service

Copart Salvage Auction

Manheim / Cox Automotive

Americas Auto Auction

Ready Logistics

Dent Wizard International

Mike Albert Leasing

Ford Motor Company

Fox Chrysler Dodge Jeep Ram Taylor

Alta Equipment

Enterprise Car Sales

#1



#2





#3



#4



#5



#6







#8



#9





#10

























## **City of Dearborn Heights**

Review of Proposal

Towing Contract

# DOCUMENTS SUBMITTED IN RESPONSE TO SOLICITATION

## Skyline Towing LLC



**City of Dearborn Heights  
Request for Proposal  
TOWING SERVICES**

**Contact: Paul D. Vanderplow  
E-mail: [pdvanderplow@dearbornheightsmi.gov](mailto:pdvanderplow@dearbornheightsmi.gov)  
Date Issued: June 3, 2024**

***The deadline established for the receipt of your sealed proposal is***

***Monday July 1, 2024***

***At 3:00 p.m.***

**The proposal may be submitted in one of the following methods:**

***Through the City's Contract Bid Provider:***

**[www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn)**

Specifications must be obtained on-line by registering (free registration available) on BidNet. Go to [www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn) or send an email request to [mpaul@dearbornheightsmi.gov](mailto:mpaul@dearbornheightsmi.gov)

***Submission in person to***

**Dearborn Heights City Hall  
Office of the Comptroller  
*In Re: RFP TOWING SERVICES*  
6045 Fenton  
Dearborn Heights, Michigan 48127**

***or by email to:***

**[comptroller@dearbornheightsmi.gov](mailto:comptroller@dearbornheightsmi.gov)**

**Published 03-Jun-24**

**Page 1 of 12**



## **City of Dearborn Heights Request for Proposal TOWING SERVICES**

### **INSTRUCTIONS TO BIDDERS**

Sealed bids will be received electronically at [comptroller@dearbornheightsmi.gov](mailto:comptroller@dearbornheightsmi.gov) by the City of Dearborn Heights, Michigan as owner, until **July 1, 2024 at 3:00 pm** or in person at the Comptroller's Office at the Dearborn Heights City Hall, 6045 Fenton, Dearborn Heights, Michigan, 48127, or can be submitted at [www.bidnetdirect/mitn](http://www.bidnetdirect/mitn) using electronic bid submission option. Proposals shall be for items as specified on attached Specifications and Proposal Form.

#### **BRAND NAME:**

If and wherever, in the Specifications a brand name, make, name of any manufacturer, trade name, or vendor catalog number is mentioned it is for the purpose of establishing a grade or quality of material only. However, if a product other than that specified is bid, it is the vendor's responsibility to name such a product within his bid and to prove to the City that said product is equal to that specified. Evidence in the form of samples may be requested if brand is other than specified. Such samples are to be furnished after the date of bid opening only upon request of the City. If samples should be requested, such samples must be received by the City no later than seven (7) days after formal request is made.

Proposal shall be addressed to, Comptroller, City of Dearborn Heights, 6045 Fenton, Dearborn Heights, Michigan, 48127, in a sealed envelope for each proposal, marked "Bid for (name of item being bid)". Such proposals shall be submitted in strict accordance with the City of Dearborn Heights Specifications for the items listed herein. Any and all variations from Dearborn Heights Specifications are to be stated in the bids. Each proposal must be submitted on forms furnished on-line at the MITN site, on: [www.bidnetdirect/mitn](http://www.bidnetdirect/mitn)

The City of Dearborn Heights reserves the right to reject or accept any or all proposals, in whole or in part, and waive any irregularities or formalities therein.





## City of Dearborn Heights Request for Proposal TOWING SERVICES

### **BID SUBMISSION:**

Please follow these instructions carefully to submit a bid, your bid may be considered nonresponsive if it is not submitted as instructed below. Bids are considered received, when Comptroller's Office received by email or submitted at Bidnetdirect/mitn EBS option for registered users before the specified due date and time, late bids will not be considered. Each bid must be submitted separately and electronically.

#### **1. Email Option**

Scan your bid documents and email to [comptroller@dearbornheightsmi.gov](mailto:comptroller@dearbornheightsmi.gov) as an email attachment in either pdf or word format. In the email, please include the bid solicitation name, your company's address, telephone number and your contact information.

#### **2. Electronic Bid Submission Option**

Login to Bidnetdirect website with your previously registered credentials at [www.bidnetdirect/mitn](http://www.bidnetdirect/mitn) You must be a registered user to participate in electronic bid submission.

- a. Find City of Dearborn Heights solicitation you are bidding for
- b. Click on "Place a Bid" button
- c. Select "Place a new Bid" radio button and click on continue. The create bid interface opens.
- d. Click on "Documents" tab, select add file. You have the option to drag & drop or browse your file. If you are using zip file, use zip file option. Selected files will appear in the file section. Once your files are uploaded, click on the Next button.
- e. It will take you to the Pricing tab, and you will see a reminder to "don't forget to attach your pricing in the Documents section. Select Next button on the next screen in the "exception" section, select "No" or "Yes". In the "Bidder compliance & Authentication" section enter your complete name and password when prompted. Click on "Submit Bid" button.
- f. In the "bid submission confirmation" window select "No" or "yes" as your response.
- g. Next screen will confirm your bid submission and you will receive a confirmation number for your records.



## **City of Dearborn Heights Request for Proposal TOWING SERVICES**

### **PLEASE TAKE SPECIAL NOTE OF THE FOLLOWING PARAGRAPH:**

**AT THE TIME OF OPENING ANY BID THAT DOES NOT MEET THE REQUIREMENTS OF THE ABOVE PARAGRAPH WILL NOT BE READ BY THE COMPTROLLER OR TABULATED BY THE PURCHASING DIVISION. THESE BIDS WILL BE RETURNED TO THE BIDDER BY THE COMPTROLLER MARKED, "DOES NOT MEET BID SPECIFICATIONS".**

It is agreed, if the bidder to whom the Contract shall have been awarded shall refuse or neglect to execute the Contract or Purchase Order and properly secure the same within ten (10) days, the amount of the bid deposit shall be forfeited to and retained by the Owner as liquidated damages for such neglect or refusal.

Further, if the successful bidder fails to comply with the terms of the bid proposal, contract or purchase order the City has the option to hold the successful bidder to the terms of the proposal or forfeit the bid deposit as liquidated damages.

Bidder will identify business entity as individual, or if doing business under assumed name, indicate assumed name, partnership (Naming Partners), Corporation, Foreign or Domestic (Naming Principal Officers), and indicate capacity or person executing proposal and bid.

Revised: 11/27/79 (Council Motion 79-1003)  
And also on: 1/08/80 (Council Motion 80-15)  
And also on: 6/12/91 (Council Motion 91-299)



# City of Dearborn Heights

## Request for Proposal

### TOWING SERVICES

#### **GENERAL REQUIREMENTS & INSTRUCTIONS**

##### **1 SUBMISSION OF PROPOSAL**

- a. All proposals should be submitted in a sealed envelope or package.
- b. The invitation title, opening date and time, company name, address and telephone number shall be clearly displayed on the outside of the sealed envelope or package.
- c. The delivery of responses to the Clerk's Office prior to the specified date and time is solely and strictly the responsibility of the offeror.
- d. Any submittal received in the Clerk's Office after the specified date and time will not be considered.
- e. Responses shall be submitted on the forms provided by the City of Dearborn Heights.
- f. *A limit of fifteen-(15) additional pages of accompanying information may be attached to the submittal. Any information in excess of the ten allotted pages will not be considered.*
- g. Facsimile submissions are NOT acceptable.
- h. No offer may be modified after acceptance.
- i. No offer may be withdrawn after opening for a period of sixty days unless otherwise specified.
- j. Any questions must be submitted in writing via email
- k. Bid must include all costs.
- l. **All proposals must include the original and at least two (2) copies.**

##### **2 EXECUTION OF OFFER**

Offer shall contain a manual signature in the space(s) provided of a representative authorized to legally bind the offeror to the provisions therein.

##### **3 EXECUTION OF ACCEPTANCE**

- a) Dearborn Heights legally recognizes acceptance of formal offer when a written contract is signed by both parties.
- b) Offeror is not to assume that the Dearborn Heights City Council resolution approving the bid or proposal is a binding contract.

##### **4 OPENING & RECORDING**

Opening shall be public in the Clerk's Office immediately following the advertised deadline date and time for receipt of submittals.

##### **5 INTEGRITY**

Dearborn Heights does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.





## **City of Dearborn Heights Request for Proposal TOWING SERVICES**

### **6 TABULATION**

Bid results will be posted at Bidnet.

### **7 BOARD AWARDS**

- a) As the best interest of Dearborn Heights may require, the City reserves the right to make award(s) by an individual item, group of items, all or none, or a combination thereof;
  - 1) on a geographical basis and/or on a countrywide basis with one or more supplier(s) or provider(s);
  - 2) to reject any and all offers or waive any irregularity or technicality in offers received.
- b) Offerors are cautioned to make no assumptions. Any or all awards made as a result of this invitation shall conform to applicable ordinances and policies of Dearborn Heights.
- c) Bid awards will be posted on the City's website at [www.dearbornheightsmi.gov](http://www.dearbornheightsmi.gov)

### **8 BRAND NAME OR EQUAL**

- a) If items requested by this invitation have been identified in the specifications by a brand name "OR EQUAL" description, such identification is intended to be descriptive and not restrictive and is to indicate the quality and characteristics of products that will be acceptable.
- b) Offers proposing "equal" products will be considered for award if such products are clearly identified in the offer and are determined by Dearborn Heights to meet fully the salient characteristic requirements listed in the specifications.

### **9 PRICING**

Unless otherwise specified prices offered shall remain firm for a period of at least sixty (60) days; all pricing of goods shall include FOB Dearborn Heights, all packing, handling, shipping charges and delivery to any point(s) within Dearborn Heights to a secure area or inside delivery.

### **10 PAYMENT TERMS**

Dearborn Heights will remit full payment on all undisputed invoices within thirty (30) days from receipt by the appropriate person(s) of the invoice or receipt of all products or services ordered.

### **11 INCURRED EXPENSES**

This invitation does not commit Dearborn Heights to make an award nor shall Dearborn Heights be responsible for any cost or expense which may be incurred by any respondent in preparing and submitting a reply, or any cost or expense incurred by any respondent prior to the execution of a purchase order or contract agreement.



## **City of Dearborn Heights Request for Proposal TOWING SERVICES**

### **12 QUESTIONS/ ADDENDA**

- a) Any questions concerning the conditions or specifications shall be directed to the designated contact person.
- b) Addenda items will be posted on [bidnetdirect.com/mitn](http://bidnetdirect.com/mitn)
- c) It is the bidder's responsibility to check and verify that addenda have been issued.
- d) Failure to acknowledge addenda may result in the offer not being considered.

### **13 CLARIFICATION/CORRECTION OF ENTRY**

Dearborn Heights reserves the right to allow for the clarification of questionable entries and the correction of OBVIOUS MISTAKES.

***\*\*\*\*\*Remainder of this page intentionally left blank\*\*\*\*\****



## City of Dearborn Heights Request for Proposal TOWING SERVICES

### 14 INSURANCE

#### a) In General

1. The successful bidder is required to furnish evidence of the following insurance requirements in accordance with Dearborn Heights Risk Management Policy.
2. Work may not commence until the Certificates of Insurance have been received.

The coverage requirements are as follows:

#### b) Workers' Compensation Insurance

The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

#### c) Commercial General Liability Insurance

The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$2,000,000 per occurrence and aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions:

- (A) Contractual Liability.
- (B) Products and Completed Operations.
- (C) Independent Contractors Coverage.
- (D) Broad Form General Liability Extensions or equivalent.

#### d) Motor Vehicle Liability

The Contractor, or its subcontractors, shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability not less than \$2,000,000 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

#### e) Additional Insured

Commercial General Liability Insurance as described above, shall include an endorsement stating that the following shall be **Additional Insured**: City of Dearborn Heights, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.

#### f) Cancellation Notice

The Insurance coverage described above, shall include an endorsement stating the following:

*"It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Office of the Clerk - City of Dearborn Heights, 6045 Fenton, Dearborn Heights, MI 48127"*



## **City of Dearborn Heights Request for Proposal TOWING SERVICES**

### **14 INSURANCE (Continued)**

#### **g) Indemnification**

To the fullest extent permitted by law, the (name of contractor) agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Dearborn Heights, its elected and appointed officials, employees and volunteers, and others working on behalf of the City of Dearborn Heights against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this agreement.

### **15 PUBLIC ACT 517 OF 2012**

In accordance with Public Act 517 of the Public Acts of 2012, any Iran linked business is not eligible to submit a bid on a request for proposal with a public entity in Michigan. An "Iran linked business" includes the following:

- (1) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tanker or products used to construct or maintain pipelines used to transport oil or liquefied gas for the energy section of Iran; and
- (2) A financial institution that extends credit to another person if that person will use the credit to engage in investment activities in the energy sector of Iran.

For purposes of this prohibition, "person" includes an individual, corporation, company, limited liability company, business association, partnership, society, trust, or any other non-governmental entity, organization or group. It also includes a governmental entity or instrumentality of a governmental entity, or any successor, subunit, parent company or subsidiary of, or company under common ownership or control with and of the foregoing.

**\*\*\*\*\*Remainder of this page intentionally left blank\*\*\*\*\***



## **City of Dearborn Heights Request for Proposal TOWING SERVICES**

### **16 PROHIBITION OF NEPOTISM WITHIN CITY CONTRACTS**

#### **a. Immediate Family Employment Restriction:**

Contractors will be ineligible for consideration if the company Owners, Principal Operators, Officers or equivalent has an immediate family member <sup>(1)</sup> employed with the City of Dearborn Heights in an elected position, Office of the Mayor, Corporation Counsel or Appointed Directors.

#### **b. Conflict of Interest Disclosure:**

The awarded contractor must disclose any familial relationships which develop during the length of the contract immediately upon realization to the Office of the Mayor. Failure to disclose such relationships may result in cancellation of the contract.

- (1) The “**immediate family**” includes a parents, siblings, spouse and children whether by birth, adoption, marriage, civil partnership or cohabitation.



**City of Dearborn Heights  
Request for Proposal  
TOWING SERVICES**

**THE FOREGOING IS A TRUE STATEMENT OF FACTS:**

**I/we hereby certify under penalty of law that we are not an Iran linked business as defined in PA 517 of 2012.**

**I/we hereby certify under penalty of law that we understand and comply with the prohibition on nepotism.**

|                            |                                                   |
|----------------------------|---------------------------------------------------|
| Company                    | Skyline Towing LLC                                |
| Address                    | 26380 Van Born Rd                                 |
|                            | Dearborn Heights, MI 48125                        |
| Date                       | 06/30/2024                                        |
| Representative's Name      | Muhammad Alghurabi<br><small>Please Print</small> |
| Representative's Signature |                                                   |

**\*\*\*\*\*Remainder of this page intentionally left blank\*\*\*\*\***



## City of Dearborn Heights Request for Proposal TOWING SERVICES

The request for proposal and accompanying Appendices are submitted by the following authorized representative and affirming.

1. The undersigned, as bidder, agrees to furnish towing services to the City of Dearborn Heights according to the conditions and instructions attached hereto and made a part thereof at the listed amounts contained in Appendix A.
2. The undersigned, as bidder, agree to the listed required location parameters, dedicated equipment and required capabilities as listed in Appendix B.
3. The undersigned, as bidder, understands that if there are any deviations or noted exceptions to any part of this submission, they are documented in Appendix C.

|                            |                                    |
|----------------------------|------------------------------------|
| Company                    | Skyline Towing LLC                 |
| Address                    | 26380 Van Born Rd                  |
|                            | Dearborn Heights, MI 48125         |
| Date                       | 06/30/2024                         |
| Representative's Name      | Muhammad Alghurabi<br>Please Print |
| Representative's Signature | <i>Muhammad Alghurabi</i>          |

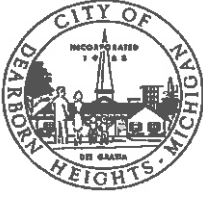


# **DEARBORN HEIGHTS**

POLICE DEPARTMENT ★★☆☆☆☆☆☆

## APPENDIX

# A



## Appendix A

### TOWING SERVICES FEES AND PAYMENTS

| OFFEROR IDENTIFICATION      |                             |
|-----------------------------|-----------------------------|
| Company Name                | SKYLINE TOWING LLC          |
| Michigan License Number     | 802320884                   |
| Address                     | 26380 VAN BORN              |
| City, State ZIP             | DEARBORN HEIGHTS, MI 48125  |
| Agent's Name                | MUHAMMAD ALGHURABI          |
| Agent's Title               | OWNER                       |
| Telephone Number (Business) | 284-832-6000 / 313-801-2808 |
| Telephone Number (Mobile)   | 313-288-6121                |
| eMail                       | SKYLINETOWING1@YAHOO.COM    |
| Agent's Signature           | <i>MUHAMMAD ALGHURABI</i>   |
| Date Signed                 | 06/30/2024                  |

We the undersigned as bidder, agree to furnish towing services to the City of Dearborn Heights according to the conditions and instructions attached hereto and made a part thereof for the following prices contained in Appendix A.

\*\*\*\*\*Remainder of this page left intentionally blank\*\*\*\*\*



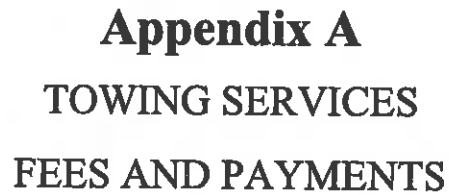
# **Appendix A** **TOWING SERVICES** **FEES AND PAYMENTS**

|                     |                           |
|---------------------|---------------------------|
| <b>Company Name</b> | <b>SKYLINE TOWING LLC</b> |
|---------------------|---------------------------|

## **FEES FOR SERVICES**

| <b>PRIVATE VEHICLE CONTRACT PRICE</b> |                                                           |              |
|---------------------------------------|-----------------------------------------------------------|--------------|
| 1                                     | Towing of Vehicles 5,000 GVW and less                     | <b>\$100</b> |
| 2                                     | Towing of Vehicles 5,000 GVW to 9,999 GVW                 | <b>\$125</b> |
| 3                                     | Towing of Vehicles 10,000 GVW to 19,999 GVW               | <b>\$175</b> |
| 4                                     | Towing of Vehicles 20,000 GVW and up                      | <b>\$200</b> |
| 5                                     | Storage per day to commence after 24 hours of impoundment |              |
|                                       | 5.1 Inside storage                                        | <b>\$40</b>  |
|                                       | 5.2 Outside storage                                       | <b>\$25</b>  |

| <b>COMPLETE LIST OF EXTRA CHARGES</b> |                                                          |              |
|---------------------------------------|----------------------------------------------------------|--------------|
| 6                                     | Extra Charge for Dollies                                 | <b>\$25</b>  |
| 7                                     | Extra Charge for Disconnecting Linkages                  | <b>\$0</b>   |
| 8                                     | Extra Charge for Winching (off roadway)                  | <b>\$125</b> |
| 9                                     | Motorcycles                                              | <b>\$125</b> |
| 10                                    | Water Craft (i.e. Boats, Pontoons, Personal Water Craft) | <b>\$200</b> |
| 11                                    | Recreational Vehicles/Trailers                           | <b>\$325</b> |
| 12                                    | Telephone/Utility Poles                                  | <b>\$0</b>   |
| 13                                    | Lockouts                                                 | <b>\$50</b>  |
| 14                                    | Tire Change                                              | <b>\$50</b>  |
| 15                                    | Gas Pickup                                               | <b>\$50</b>  |
| 16                                    | Per Hour Labor Charge / Extra Service                    | <b>\$75</b>  |
| 14                                    | Other Charges proposed by the bidder                     |              |
| 14.1                                  | <b>DEARBORN HEIGHTS RESIDENTS RECIEVE 15%</b>            |              |
| 14.2                                  | <b>OFF ALL SERVICES RENDERED WITH HOME ADDRESS</b>       |              |
| 14.3                                  | <b>WITH IN CITY LIMITS</b>                               |              |



| PAYMENT OPTIONS                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Company, at a minimum, has to accept in person cash payments, payments over the phone, company maintained internet/web based platform.</i> |
| <i>Options for online payment services (i.e. PayPal, Zelle, Apple Pay, etc.) is preferred but not required.</i>                               |
| Describe in detail your payment options (use additional sheets if necessary).                                                                 |
| CASH<br>DEBIT<br>CREDIT<br>ZELLE<br>MONEY ORDER<br>CASHIERS CHECK<br>COMPANY CHECK<br>CASH APP                                                |

# DEARBORN HEIGHTS

POLICE DEPARTMENT ★★☆☆☆☆☆☆

## APPENDIX

# B



## Appendix B

### TOWING SERVICES

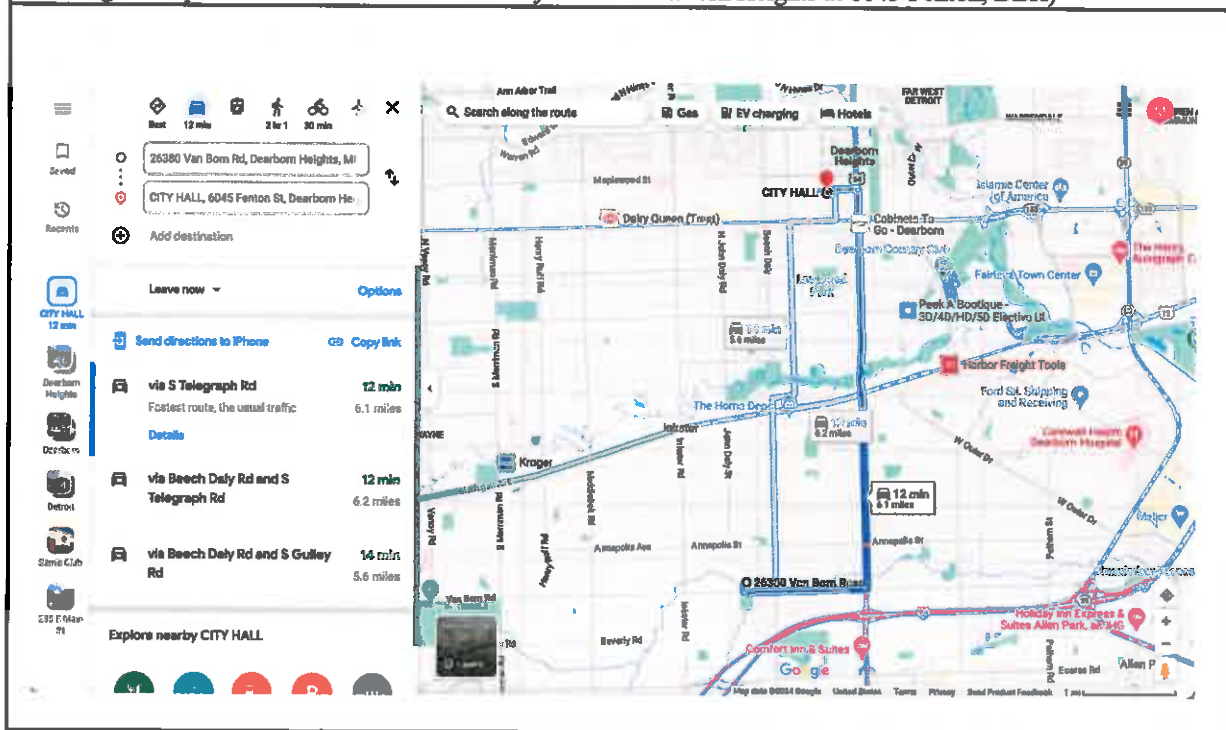
### EQUIPMENT/CAPABILITIES STATEMENT

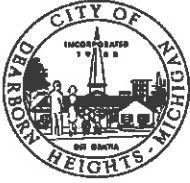
The bidder states that they now or will have at the time of entering into a contract between their company and the City of Dearborn Heights, a storage yard facility within the corporate limits of the City of Dearborn Heights and the following equipment to be used in performing towing services in accordance with the bid proposal and specifications. The successful bidder will continue to maintain and make the listed equipment (including updated equipment) and storage yard facility available throughout the contract.

#### BUSINESS LOCATION IDENTIFIED FOR OFFER

|                 |                                   |
|-----------------|-----------------------------------|
| Address         | <b>26380 VAN BORN RD SUITE 4</b>  |
| City, State ZIP | <b>DEARBORN HEIGHTS, MI 48125</b> |

Insert digital map of location in relation to the City Hall of Dearborn Heights at 6045 Fenton, DBH)





# Appendix B

## TOWING SERVICES

### EQUIPMENT/CAPABILITIES STATEMENT

|              |                           |
|--------------|---------------------------|
| Company Name | <b>SKYLINE TOWING LLC</b> |
|--------------|---------------------------|

#### LIST OF COMPANY EQUIPMENT AVAILABLE TO CITY DURING CONTRACT TERM

*Please attach a photo of each item listed and notate photo to match roster listing*

|    | YEAR | MAKE          | MODEL    | BRIEF TOWING CAPABILITY SUMMARY |
|----|------|---------------|----------|---------------------------------|
| 1  | 03   | FORD          | F-450    | 1 CAR AUTO LOADER / RECOVERY    |
| 2  | 21   | FORD          | F-450    | 1 CAR AUTO LOADER / RECOVERY    |
| 3  | 22   | INTERNATIONAL | MV607    | 2 CAR FLATBED CARRIER           |
| 4  | 21   | FREIGHTLINER  | M2       | 2 CAR FLATBED CARRIER           |
| 5  | 23   | FREIGHTLINER  | M2       | 2 CAR FLATBED CARRIER           |
| 6  | 23   | INTERNATIONAL | MV607    | 2 CAR FLATBED CARRIER           |
| 7  | 15   | KENWORTH      | T370     | 4 CAR FLATBED CARRIER           |
| 8  | 13   | DODGE         | RAM 4500 | 1 CAR AUTO LOADER / RECOVERY    |
| 9  |      |               |          |                                 |
| 10 |      |               |          |                                 |
| 11 |      |               |          |                                 |
| 12 |      |               |          |                                 |
| 13 |      |               |          |                                 |
| 14 |      |               |          |                                 |
| 15 |      |               |          |                                 |
| 16 |      |               |          |                                 |
| 17 |      |               |          |                                 |
| 18 |      |               |          |                                 |
| 19 |      |               |          |                                 |
| 20 |      |               |          |                                 |

*Offeror is not required to commit 20 assets to contract, rather space was given to ensure the ability to list any and all equipment as company desires. Additional sheets may be used should there be more than 20 vehicles/assets.*





## Appendix B

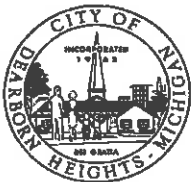
### TOWING SERVICES

### EQUIPMENT/CAPABILITIES STATEMENT

|              |                    |
|--------------|--------------------|
| Company Name | SKYLINE TOWING LLC |
|--------------|--------------------|

|                                                                                                                                                                                                       |                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Required Capability #1</b>                                                                                                                                                                         |                       |
| <b>CITY OWNED VEHICLES OR THOSE VEHICLES ORDERED TO BE HELD</b>                                                                                                                                       |                       |
| All road service to City owned vehicles within a 30 mile radius of Dearborn Heights, including changing of tires, and/or towing or storage, is provided at no charge to the City of Dearborn Heights. |                       |
| Offeror understand and acknowledges this requirement                                                                                                                                                  | MA<br><i>Initials</i> |

|                                                                                                                                            |                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>Required Capability #2</b>                                                                                                              |                                          |
| <b>Offeror has the capability to tow vehicles up to 80,000 GVW</b>                                                                         |                                          |
| From the front                                                                                                                             | <del>YES</del> / NO<br><i>Circle One</i> |
| From the rear                                                                                                                              | <del>YES</del> / NO<br><i>Circle One</i> |
| Side Recoveries                                                                                                                            | <del>YES</del> / NO<br><i>Circle One</i> |
| Second time tows between the City facilities and storage yard, or additional tows within storage yard will be at the contractor's expense. |                                          |
| Offeror understand and acknowledges this requirement                                                                                       | MA<br><i>Initials</i>                    |



## Appendix B

### TOWING SERVICES

### EQUIPMENT/CAPABILITIES STATEMENT

|                     |                           |
|---------------------|---------------------------|
| <b>Company Name</b> | <b>SKYLINE TOWING LLC</b> |
|---------------------|---------------------------|

|                                                                                                                                                          |                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <b>Required Capability #3</b>                                                                                                                            |                                             |
| Offeror's equipment will have GPS tracking and logging capabilities as well as in-dash camera systems with video retention of at least thirty-(30) days. |                                             |
| Offeror understand and acknowledges this requirement                                                                                                     | <b>MA</b><br><small><i>Initials</i></small> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <b>Required Capability #4</b>                                                                                                                                                                                                                                                                                                                                                                                                               |                                             |
| Offeror will have interior & environmentally controlled storage space as well as exterior space. All storage locations will have personnel access controls, vehicle key security/inventory systems, overwatch and personnel identification camera systems as well as physical security measures (i.e. fencing). All electronic access, data and video/audio systems to have at least 12 month retention for review upon demand of the City. |                                             |
| Offeror understand and acknowledges this requirement                                                                                                                                                                                                                                                                                                                                                                                        | <b>MA</b><br><small><i>Initials</i></small> |

|                                                                                                                                                                                                                                                                                                                                                                                                              |                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <b>Required Capability #5</b>                                                                                                                                                                                                                                                                                                                                                                                |                                             |
| Vehicles towed and ordered held for investigative purposes such as, but not limited to: Fatal and serious injury accidents, Forfeiture, Arson, Theft, and Fraud, may only be released after authorization from the Police Department is given. Such vehicles held by order of the Police Department will incur costs for towing and no more than 5 days storage fees charged to the owner or representative. |                                             |
| Offeror understand and acknowledges this requirement                                                                                                                                                                                                                                                                                                                                                         | <b>MA</b><br><small><i>Initials</i></small> |



## Appendix B

### TOWING SERVICES

### EQUIPMENT/CAPABILITIES STATEMENT

|                     |                           |
|---------------------|---------------------------|
| <b>Company Name</b> | <b>SKYLINE TOWING LLC</b> |
|---------------------|---------------------------|

|                                                                                                                                                                                                                                                                                                                       |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Required Capability #6</b>                                                                                                                                                                                                                                                                                         |           |
| Vehicles that are towed, held, and become the property of the City of Dearborn Heights through forfeiture or by other means will not incur towing or storage fees. Such vehicles will be turned over to City of Dearborn Heights or held on premises until such time as the vehicles can be auctioned or disposed of. |           |
| Offeror understand and acknowledges this requirement                                                                                                                                                                                                                                                                  | <b>MA</b> |

*Initials*

|                                                                                                                                                                                                                                                                             |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Required Capability #7</b>                                                                                                                                                                                                                                               |           |
| Offeror will have an established system to assist in Forfeiture recordkeeping and will maintain adequate books and records of such forfeiture actions. Additionally, books and records of all City business will be made available for inspection upon request of the City. |           |
| Offeror understand and acknowledges this requirement                                                                                                                                                                                                                        | <b>MA</b> |

*Initials*

|                                                                                                |           |
|------------------------------------------------------------------------------------------------|-----------|
| <b>Required Capability #8</b>                                                                  |           |
| Offeror will have a minimum of five-(5) years of law enforcement towing operations experience. |           |
| Offeror understand and acknowledges this requirement                                           | <b>MA</b> |

*Initials*

|                                                                                                          |           |
|----------------------------------------------------------------------------------------------------------|-----------|
| <b>Required Capability #9</b>                                                                            |           |
| Offeror will have the ability to mitigate and /or transport Hazzardous Materials (HazMat) scenes/issues. |           |
| Offeror understand and acknowledges this requirement                                                     | <b>MA</b> |

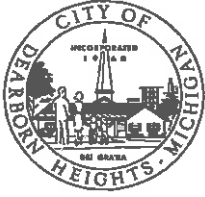
*Initials*

# DEARBORN HEIGHTS

POLICE DEPARTMENT ★★☆☆☆☆☆☆

## APPENDIX

# C



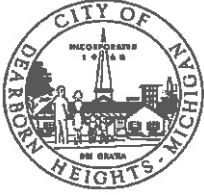
## Appendix C

### TOWING SERVICES

### DEVIATIONS FROM REQUIREMENTS AND COMMENTS

|              |                    |
|--------------|--------------------|
| Company Name | SKYLINE TOWING LLC |
|--------------|--------------------|

|                                                                        |                                            |
|------------------------------------------------------------------------|--------------------------------------------|
| <b>DEVIATIONS FROM SPECIFICATIONS MUST BE DISCUSSED IN DETAIL HERE</b> |                                            |
| <i>Check here if there are no deviations being noted</i>               | <input checked="checked" type="checkbox"/> |
|                                                                        |                                            |



## **Appendix C**

### **TOWING SERVICES**

#### **DEVIATIONS FROM REQUIREMENTS AND COMMENTS**

|                     |                           |
|---------------------|---------------------------|
| <b>Company Name</b> | <b>SKYLINE TOWING LLC</b> |
|---------------------|---------------------------|

##### **VENDOR COMMENTS (Optional):**

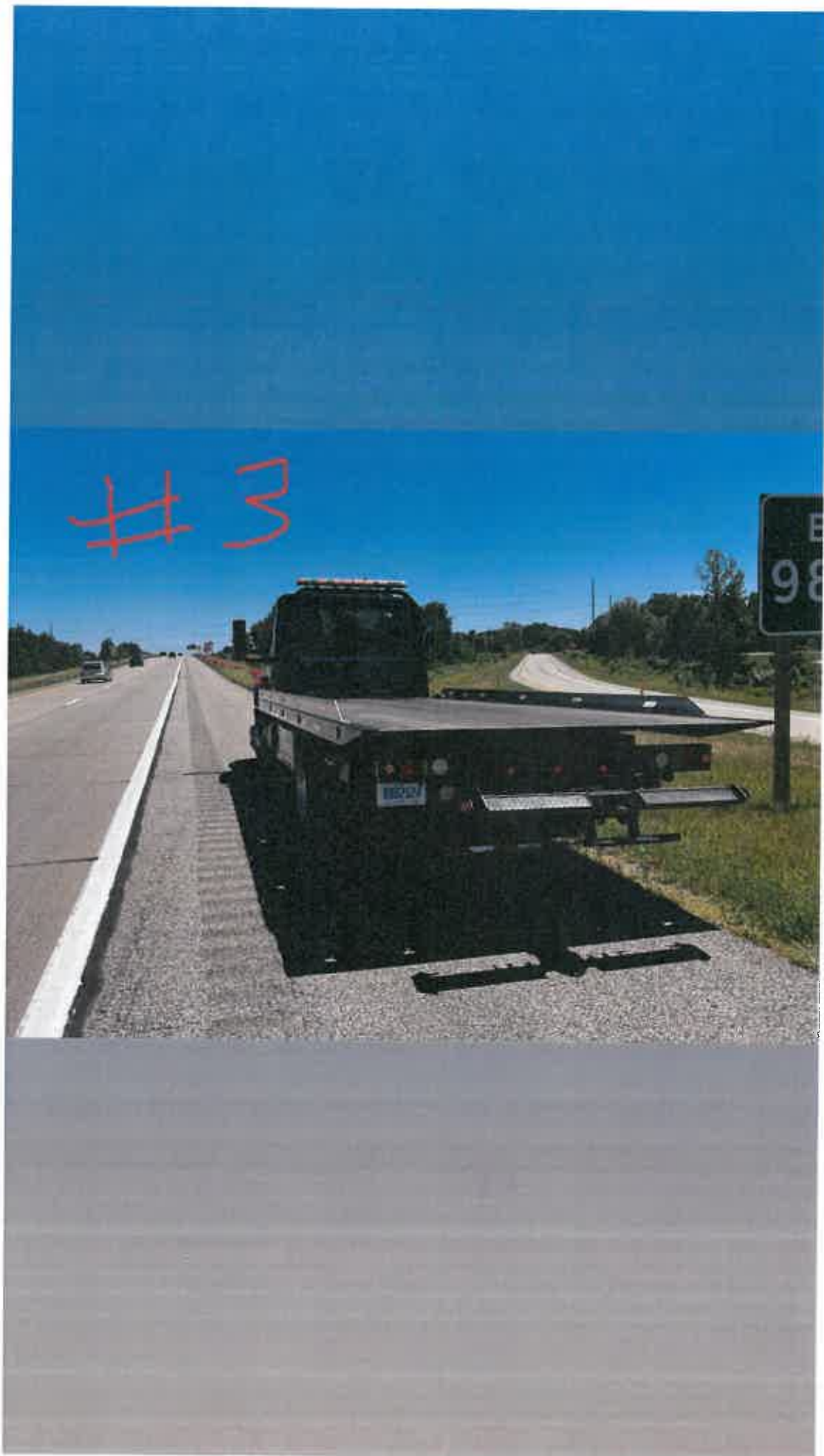
To Whom it May Concern,

We at Skyline Towing appreciate the opportunity to bid on a contract to better serve the residents & visitors of a city I'm proud to call home. As a resident and a business owner in our beautiful city I've seen the way current companies operate when responding to city requests. Debris is always left behind on our roads, vehicles are mistreated as well as their owners and we'd like to make a change. People and their insurance providers are being price gouged, crash scenes are left a mess but clean up is always charged for and the release of vehicles from impound yards serving the city have always been a hassle. What we bring to the table is beyond that, our prices are very fair offering residents a discount which no company does in an effort to make their already tough situation less of a burden, our systems are equipped to dispatch the correct personell and equipment to crash sites or impounds, and our state of the art equipment is prepped and ready to handle any situation presented. End of the day were servants to our citizens and our reputation precedes us. We hope to be a good fit!



























|                                |                      |
|--------------------------------|----------------------|
| Approved for<br>the Agenda of: | APPROVED             |
| 7/23/2024                      | Motion No.<br>24-347 |

8.A.



## Mayor's Office

TO: Honorable Mayor Bill Bazzi  
Honorable City Council Members

FROM: Bill Bazzi, Mayor

DATE: July 16, 2024

RE: Crestwood High School Homecoming Parade

Dear Honorable Council Members:

Crestwood High School has requested permission to hold their Annual Homecoming Parade on Friday, October 11, 2024 at 5:30 pm, staging to begin at 5:00pm. Police Chief Swope, Fire Chief Brogan and DPW Director Robert Conrad have approved the route and will provide any services they may require. Your approval would be greatly appreciated.

Sincerely,

Bill Bazzi  
Mayor

### Attachments:

1. Crestwood HS Parade Approval Backup 2024



## Fire Department

David Brogan  
Fire Chief

Bill Bazzi  
Mayor

To: Bill Bazzi, Mayor  
From: David Brogan, Fire Chief  
Date: July 16, 2024  
Re: CRESTWOOD HIGH SCHOOL  
ANNUAL PARADE

In reference to the memo from Jennifer Ray, Director of Class Activities regarding the Crestwood High School Annual Homecoming Parade, the Dearborn Heights Fire Department has approved the parade route and will participate by providing a fire truck and an ambulance on Friday, October 11, 2024 at 5:30 p.m. (Parade will be staged at Riverside Middle School at 5:00 p.m.).

I will notify the Duty Officer of the date and time of the event and instruct him to contact Jennifer Ray if there are any questions.

  
David Brogan, Fire Chief

cc: Duty Officer – B Unit – HQ      Station #1



**Kevin Swope**  
**Chief of Police**

**Mayor Bill Bazzi**  
**Mayor**

July 8, 2024

To: Mayor Bill Bazzi

From: Police Chief Kevin Swope

**RE: Approval of Parade**

Mayor Bazzi,

The Police Department approves of the request from Crestwood High School to hold their Homecoming Parade, to be held on Friday October 11, 2024 commencing at 5:30pm.

Crestwood is requesting a Police escort at 4:30pm. The escort will be from the high school to Riverside middle school.

We will provide the assistance necessary for this event.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kevin Swope".

Kevin Swope  
Chief of Police

Cc: Captain Jake Hatten



## Mayor's Office

**Bill Bazzi**  
Mayor

TO: Jerrod Hart, Police Chief  
Dave Brogan, Fire Chief

FROM: Stephanie Shockey, Executive Assistant

DATE: July 3, 2024

RE: Crestwood High School Homecoming Parade

---

Please review the attached correspondence from Crestwood High School requesting approval for their Homecoming Parade to be held on Friday, October 11, 2024 at 5:30 p.m., staging to begin at 5:00 p.m. After you have reviewed the parade route please advise me if the route meets with your approval and if your department will be able to participate. At that point I will prepare a letter to City Council requesting their approval.

Thank you.

Stephanie Shockey  
Executive Assistant to Mayor Bazzi



# Crestwood High School

1501 N. Beech Daly Road - Dearborn Heights, MI 48127 – Main Office: 313-278-0900

---

June 13, 2024

Jerrod Hart  
City of Dearborn Heights Police Department  
25637 Michigan Avenue  
Dearborn Heights, MI 48125

Dear Chief Hart:

Once again we are requesting permission to have our Homecoming Parade 2024. The parade route we are requesting for Friday, October 11, 2024 at 5:30 p.m. is the same as in the past. The route:

**Riverside Middle School south on Beech Daly to Crestwood High School**

The parade will stage at Riverside Middle School and move out at exactly 5:30 p.m. The route generally takes approximately 30 to 40 minutes.

We are requesting a police escort at Crestwood High School at 4:30 p.m. to help facilitate the transfer of the 4 floats to Riverside Middle School.

Our Homecoming Dance is scheduled for Saturday, October 12, 2024 from 6:00pm-9:00pm. We are requesting 1 police officer for the dance and, if possible, to have police presence in the area when the dance is ending.

We would appreciate it if this request would be submitted to the City Council before August 1<sup>st</sup>.

As always, thank you for your consideration.

Respectfully,

Jennifer Ray  
Activity Director

cg

Roni Abdulhadi, Principal  
313-278-7475  
[rabdulhadi@csdmi.org](mailto:rabdulhadi@csdmi.org)

Amanda Lichocki, Asst. Prin.  
313-278-0900  
[alichocki@csdmi.org](mailto:alichocki@csdmi.org)

Marwa Haidar, Asst. Prin.  
313-278-0424  
[mhaidar@csdmi.org](mailto:mhaidar@csdmi.org)

Saleh Abazeed, Asst. Prin.  
313-278-0424  
[sabazeed@csdmi.org](mailto:sabazeed@csdmi.org)

***"Proud To Be A Charger"***

[www.csdmi.org/o/chs](http://www.csdmi.org/o/chs)



# Crestwood High School

1501 N. Beech Daly Road - Dearborn Heights, MI 48127 – Main Office: 313-278-0900

---

June 13, 2024

Mayor Bill Bazzi  
City of Dearborn Heights  
6045 Fenton  
Dearborn Heights, Michigan 48127

Dear Mayor Bazzi:

We are planning our 2024 homecoming festivities and would like to ask for your help and support. We have sent an email to the police requesting permission to have our 2024 Homecoming Parade on Friday, October 11th. A copy of that letter is enclosed.

The parade will be staged at Riverside Middle School from 5:00 - 5:30 p.m. The actual parade will begin at 5:30 p.m. sharp. The route is south on Beech Daly to Crestwood High School. The route timing is approximately 30 to 45 minutes.

From you, we are requesting fire safety equipment in our Homecoming parade and for the Department of Public Works to be notified so they can block off the entire parade route. Last year, one half of Beech Daly was kept open and we are requesting that the entire parade route be blocked off to keep the parade participants and spectators safe.

As always, thanks for your support.

Respectfully,

Jennifer Ray  
Activity Director

cg

Roni Abdulhadi, Principal  
313-278-7475  
[rabdulhadi@csdmi.org](mailto:rabdulhadi@csdmi.org)

Amanda Lichocki, Asst. Prin.  
313-278-0900  
[alichocki@csdmi.org](mailto:alichocki@csdmi.org)

Marwa Haidar, Asst. Prin.  
313-278-0424  
[mhaidar@csdmi.org](mailto:mhaidar@csdmi.org)

Saleh Abazeed, Asst. Prin.  
313-278-0424  
[sabazeed@csdmi.org](mailto:sabazeed@csdmi.org)

***"Proud To Be A Charger"***

[www.csdmi.org/o/chs](http://www.csdmi.org/o/chs)

|                                |                      |
|--------------------------------|----------------------|
| Approved for<br>the Agenda of: | APPROVED             |
| 7/23/2024                      | Motion No.<br>24-348 |

8.B.



## Human Resources

TO: Honorable Mayor Bill Bazzi

Honorable City Council Members

FROM: Bill Bazzi, Mayor

DATE: July 16, 2024

RE: 2022-2026 Collective Bargaining Agreement for the Dearborn Heights Professional Firefighters Union Local #1355, AFL-CIO

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to agree with the recommendation of Mayor Bazzi to approve 2022-2026 Collective Bargaining Agreement for the Dearborn Heights Professional Firefighters Union Local #1355, AFL-CIO. This motion further authorizes the Mayor and City Clerk to sign the contract on behalf of the City.

### Attachments:

1. IAFF 2022-2026 TA
2. CBA 2022-2026- STRIKETHROUGH (DRAFT) (MLO 6-14-24) (1)



**TENTATIVE AGREEMENT**  
**Between the City of Dearborn Heights**  
**And**  
**Dearborn Heights Fire Fighters, Local 1355, IAFF**  
**April 25, 2024**

- 4 Year Contract Term
- Wages – Counter 4, 4, 6, 6 with full retroactivity on all wage-based benefits
- Years to Top Pay – Counter 3 years (4 steps) 80%, 85%, 90%, 100%
- EMTs – Counter 6 EMT limit; must hire all qualified paramedic FFs before hiring EMT; Must become fully certified within 24 months or must be discharged; City is prohibited from hiring basic EMTs if there are any basic EMTs who have been employed for more than 24 months.
- Schedule *Status Quo*
- Remove FICA language – pursuant to Union’s previously submitted proposed TA
- Pub Ed events after 1500
- School Requests Due in December – withdrawn by Employer; *status quo*
- Roll Uniform Allowance into Base Pay – effective July 1, 2024
- Chief Rule of 3
- Single Lt. Rank – at 120% differential
- Holiday Pay – 6.3% of base wage for all bargaining unit members effective July 1, 2024
- Dental Insurance – Class 2 Restoration (like PD) effective January 1, 2025
- Longevity – All employees hired on or after 7/1/2004 shall be covered by second tier scale and third tier longevity shall be eliminated effective July 1, 2024
- MOUs and Grievance Settlement – Integrate as previously proposed by Union
  - Battalion Chief agreement
  - PBGC Discount Rate
  - Retiree Healthcare – See Below
  - 20-03 Grievance Settlement re: unused leave time upon separation



The parties will execute a new Letter of Agreement to replace the July 24, 2018 agreement. Dates in paragraphs 1 and 2 shall be updated to reflect the new 2022-2026 CBA. Paragraph 3 shall be replaced as follows:

3. The Employer shall provide retiree health insurance coverage as described in Article 38 of the collective bargaining agreement to bargaining unit members who retire during the effective term of the collective bargaining agreement and who meet the eligibility requirements for a normal pension benefit as described in Article 16 of the collective bargaining agreement. The retiree health insurance provided by the Employer pursuant to this paragraph is a vested benefit that shall not be terminable during the term of the collective bargaining agreement or after its expiration date.

- The parties withdraw any open issues not resolved herein.
- All contract language contained in the expired CBA which is not modified by this TA shall be retained verbatim in the successor CBA.
- Subject to the mutual approval of final contract language prior to ratification.

Executed on April 25, 2024

**CITY OF DEARBORN HEIGHTS**

**DEARBORN HEIGHTS FIRE FIGHTERS  
UNION, LOCAL 1355, IAFF**

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
  
\_\_\_\_\_  
\_\_\_\_\_

## **COLLECTIVE BARGAINING AGREEMENT**

by and between

**CITY OF DEARBORN HEIGHTS**



and



**LOCAL #1355 OF THE INTERNATIONAL ASSOCIATION OF  
FIREFIGHTERS**

a/k/a

**DEARBORN HEIGHTS PROFESSIONAL FIREFIGHTERS UNION LOCAL  
#1355, AFL-CIO**

**2016-2022-2026**

|                                         |           |
|-----------------------------------------|-----------|
| <b>ARTICLE 1</b>                        | <b>7</b>  |
| COLLECTIVE BARGAINING AGREEMENT         | 7         |
| <b>ARTICLE 2</b>                        | <b>7</b>  |
| PURPOSE AND DEFINITION                  | 7         |
| <b>ARTICLE 3</b>                        | <b>8</b>  |
| WAGES                                   | 8         |
| <b>ARTICLE 4</b>                        | <b>11</b> |
| <del>FICA</del> RESERVED FOR FUTURE USE | 11        |
| <b>ARTICLE 5</b>                        | <b>12</b> |
| COVERAGE                                | 12        |
| <b>ARTICLE 6</b>                        | <b>12</b> |
| RECOGNITION                             | 12        |
| <b>ARTICLE 7</b>                        | <b>12</b> |
| AGENCY SHOP                             | 12        |
| <b>ARTICLE 8</b>                        | <b>13</b> |
| CHECK-OFF                               | 13        |
| <b>ARTICLE 9</b>                        | <b>14</b> |
| UNION ACTIVITIES                        | 14        |
| <b>ARTICLE 10</b>                       | <b>14</b> |
| RELEASED TIME                           | 14        |
| <b>ARTICLE 11</b>                       | <b>15</b> |
| DISTRIBUTION OF AGREEMENT               | 15        |
| <b>ARTICLE 12</b>                       | <b>15</b> |
| BULLETIN BOARDS                         | 15        |
| <b>ARTICLE 13</b>                       | <b>15</b> |
| MEETINGS                                | 15        |
| <b>ARTICLE 14</b>                       | <b>15</b> |
| SENIORITY                               | 15        |
| <b>ARTICLE 15</b>                       | <b>16</b> |
| CIVIL SERVICE                           | 16        |
| <b>ARTICLE 16</b>                       | <b>22</b> |
| RETIREMENT - PENSION PLAN               | 22        |
| <b>ARTICLE 17</b>                       | <b>36</b> |
| 40 HOUR PERSONNEL                       | 36        |
| <b>ARTICLE 18</b>                       | <b>37</b> |
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## **ARTICLE 1**

### **COLLECTIVE BARGAINING AGREEMENT**

This Agreement between the CITY OF DEARBORN HEIGHTS, MICHIGAN, a municipal corporation, hereinafter called the City, and LOCAL #1355 OF THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, also known as the DEARBORN HEIGHTS PROFESSIONAL FIREFIGHTERS UNION, LOCAL 1355, AFL-CIO, hereinafter called the Union. WITNESS THE: That the parties hereto, in consideration of the mutual covenants and agreements hereinafter contained, do hereby agree as follows:

## **ARTICLE 2**

### **PURPOSE AND DEFINITION**

**Section 1.** Purpose. The parties hereto have entered into this Agreement pursuant to the authority of Act 379 of the Public Acts of 1965, as amended, to incorporate understandings previously reached and other matters into a formal contract; to promote harmonious relations between the City and the Union, in the best interests for the community; to improve the public firefighting service and public emergency medical transportation service; and to provide an orderly and equitable means of resolving future differences between the parties.

**Section 2.** Definitions. “City” shall include the elected or appointed representatives of the City of Dearborn Heights, Michigan. “Union” shall include the officers or representatives of the Union. Whenever the singular word “employee” is used, it shall include the plural, and the male and female gender. **“Unit Commander” shall mean the Battalion Chief on duty and assigned to that unit, or acting Battalion Chief in his/her absence. “Shift Officer” shall mean the most senior Officer on duty at each station, excluding the Unit Commander and 40-hour personnel.**



### **ARTICLE 3**

#### **WAGES**

**Section 1.** General. The salary schedule attached hereto as Exhibits A, B, C, **and D**, ~~E and F~~ shall be in effect for the term of this Agreement except as mutually agreed to by the City and the Union.

**Section 2.** Annual Base Salary. Annual Base Salary shall be the rate as it appears in Exhibits A, B, C, **and D**, ~~E, and F~~. The City will guarantee that the existing differential between ranks as a percentage of a Firefighter's salary will be maintained as follows:

|                        |        |
|------------------------|--------|
| Firefighter III        |        |
| (Pump Operator)        | 108.0% |
| Lieutenant             | 117.5% |
| EMS Coordinator step 1 | 117.5% |
| EMS Coordinator step 2 | 122.5% |
| EMS Coordinator step 3 | 126.5% |
| Fire Inspector *       | 117.5% |
| Fire Inspector 5 years | 120.0% |
| Captain                | 122.5% |
| Fire Marshal           | 126.5% |
| Deputy Chief           | 131.5% |

|                                      |         |
|--------------------------------------|---------|
| <b><u>Effective July 1, 2017</u></b> |         |
| Firefighter II                       | 95.0%   |
| Firefighter III                      |         |
| (Pump Operator)                      | 109.0%  |
| Lieutenant                           | 118.75% |
| EMS Coordinator step 1               | 118.75% |
| EMS Coordinator step 2               | 123.75% |
| EMS Coordinator step 3               | 129.0%  |
| Fire Inspector *                     | 118.75% |
| Fire Inspector 5 years               | 122.5%  |
| Captain                              | 123.75% |
| Fire Marshal                         | 129.0%  |
| Deputy Chief                         | 134.0%  |

**Effective July 1, 2018**

|                             |                                       |
|-----------------------------|---------------------------------------|
| Firefighter II              | 100.0%                                |
| Firefighter III             |                                       |
| (Pump Operator)             | 109.0%                                |
| <b>Lieutenant</b>           | <b>115.0% (commencing 4/15/2019)</b>  |
| <b>Lieutenant (2 Years)</b> | <b>118.75% (commencing 4/15/2019)</b> |
| <b>Senior Lieutenant</b>    | <b>118.75% (commencing 4/15/2019)</b> |
| EMS Coordinator step 1      | 118.75%                               |
| EMS Coordinator step 2      | 123.75%                               |
| EMS Coordinator step 3      | 129.0%                                |
| Fire Inspector *            | 118.75%                               |
| Fire Inspector 5 years      | 122.5%                                |
| Captain                     | 123.75%                               |
| <b>Battalion Chief</b>      | <b>130.0% (commencing 4/15/2019)</b>  |
| Fire Marshal                | 129.0%                                |
| Deputy Chief                | 134.0%                                |

**Effective July 1, 2019**

|                            |               |
|----------------------------|---------------|
| Firefighter II             | 105.0%        |
| Firefighter III            |               |
| (Pump Operator)            | 110.0%        |
| <b>Lieutenant</b>          | <b>115.0%</b> |
| <b>Lieutenant (2 Year)</b> | <b>120.0%</b> |
| <b>Senior Lieutenant</b>   | 120.0%        |
| EMS Coordinator step 1     | 120.0%        |
| EMS Coordinator step 2     | 125.0%        |
| EMS Coordinator step 3     | 132.0%        |
| Fire Inspector *           | 120.0%        |
| Fire Inspector 5 years     | 125.0%        |
| Captain                    | 125.0%        |
| <b>Battalion Chief</b>     | <b>130.0%</b> |
| Fire Marshal               | 132.0%        |
| Deputy Chief               | 137.0%        |

**Effective July 1, 2022**

|                               |               |
|-------------------------------|---------------|
| <b>Firefighter II</b>         | <b>105.0%</b> |
| <b>Firefighter III</b>        |               |
| <b>(Pump Operator)</b>        | <b>110.0%</b> |
| <b>Lieutenant</b>             | <b>120.0%</b> |
| <b>EMS Coordinator step 1</b> | <b>120.0%</b> |
| <b>EMS Coordinator step 2</b> | <b>125.0%</b> |
| <b>EMS Coordinator step 3</b> | <b>132.0%</b> |

|                               |               |
|-------------------------------|---------------|
| <b>Fire Inspector *</b>       | <b>120.0%</b> |
| <b>Fire Inspector 5 years</b> | <b>125.0%</b> |
| <b>Captain</b>                | <b>125.0%</b> |
| <b>Battalion Chief</b>        | <b>130.0%</b> |
| <b>Fire Marshal</b>           | <b>132.0%</b> |
| <b>Deputy Chief</b>           | <b>137.0%</b> |

Fire Inspectors: Wherever in this Agreement the rank of Fire Inspector is mentioned including but not limited to Article 3, Section 2 and all salary schedules, said rank of Fire Inspector shall be equivalent of, and paid at, the rank ~~and classification~~ of ~~Senior~~-Lieutenant for any and all future promotions on and after the date of January 8, 1992.

EMS Coordinator: A member shall complete 24 months at step 1 and 24 months at step 2 outlined in article 3, section 2. If a Captain accepts the position of EMS Coordinator he/she shall assume the step 2 pay grade. **If a Battalion Chief accepts the position of EMS Coordinator, he/she shall assume the Step 3 pay grade immediately.**

~~**Lieutenant: Lieutenants shall be paid the Senior Lieutenant wage upon reaching 2 years time in grade, or upon becoming a Senior Lieutenant, whichever occurs first.**~~

**Section 3.** Effective upon mutual ratification, wages will be as follows, **with full retroactivity on all wage-based benefits:**

|                  |            |                     |                  |
|------------------|------------|---------------------|------------------|
| 7/01/2016        | 0.0        | % of top pay        | 2016/2017        |
| 7/01/2017        | 1.0        | % of top pay        | 2017/2018        |
| 7/01/2018        | 1.0        | % of top pay        | 2018/2019        |
| 7/01/2019        | 1.0        | % of top pay        | 2019/2020        |
| 7/01/2020        | 1.0        | % of top pay        | 2020/2021        |
| 7/01/2021        | 2.0        | % of top pay        | 2021/2022        |
| <b>7/01/2022</b> | <b>4.0</b> | <b>% of top pay</b> | <b>2022/2023</b> |
| <b>7/01/2023</b> | <b>4.0</b> | <b>% of top pay</b> | <b>2023/2024</b> |
| <b>7/01/2024</b> | <b>6.0</b> | <b>% of top pay</b> | <b>2024/2025</b> |
| <b>7/01/2025</b> | <b>6.0</b> | <b>% of top pay</b> | <b>2025/2026</b> |

**Section 4.** All persons hired into the bargaining unit on or after July 1, 2011 shall be paid in accordance with the following schedule, **with full retroactivity on all wage-based benefits.**

|                                                              |                                                                |
|--------------------------------------------------------------|----------------------------------------------------------------|
| School Start                                                 | Hourly Rate Limit 40 Hrs<br>60-80%% of full paid Firefighter I |
| 1 <sup>st</sup> Anniversary<br>Date of Hire (DOH)            | 65-85% of full paid Firefighter I                              |
| 2 <sup>nd</sup> Anniversary<br>Date of Hire (DOH)            | 70-90% of full paid Firefighter I                              |
| 3 <sup>rd</sup> Anniversary<br>Date of Hire (DOH)            | 75-% of full paid Firefighter I <b><u>Maximum Pay</u></b>      |
| <del>4<sup>th</sup> Anniversary<br/>Date of Hire (DOH)</del> | <del>80% of full paid Firefighter I</del>                      |
| <del>5<sup>th</sup> Anniversary<br/>Date of Hire (DOH)</del> | <del>85% of full paid Firefighter I</del>                      |
| <del>6<sup>th</sup> Anniversary<br/>Date of Hire (DOH)</del> | <del>Firefighter I Maximum Pay<sup>22</sup></del>              |

Minimums:

All rates one (1) year and below are minimum rates; any payment in excess of these rates will cause all similarly situated persons to be increased. The City having increased, will not decrease these persons but may hold until seniority equals schedule payment levels.

**Section 5.** New Firefighter I's normally working a twenty-four (24) hour schedule but working an eight (8) hour schedule while in school shall be considered twenty-four (24) hour personnel for purposes of benefits.

**ARTICLE 4**  
**FICA-RESERVED FOR FUTURE USE**

~~Effective on July 1, 1996 and thereafter, FICA of six and seven tenths (6.7%) shall be rolled into the base wage and shall be reflected on all previously FICA reimbursed wages.~~

## **ARTICLE 5** **COVERAGE**

This Agreement shall be applicable as to all full-time employees of the Fire Department of the City, except the Chief thereof.

## **ARTICLE 6** **RECOGNITION**

The City recognizes the Union as the sole and exclusive bargaining representative of the employees of the Fire Department of the City. All persons utilized by the City to provide fire suppression and/or emergency medical services in the City shall be members of the IAFF bargaining unit.

## **ARTICLE 7** **AGENCY SHOP**

**Section 1.** The parties recognize that all employees covered by this Agreement shall pay their fair share of the cost of negotiating and administering the Agreement.

**Section 2.** It shall be a continuing condition of employment that all employees covered by this Agreement shall either maintain membership in the Union by paying the Union's uniform dues, fees and assessments, or shall pay a collective bargaining service fee for cost of negotiating and administering this and succeeding agreements.

**Section 3.** Any employee who has failed either to maintain membership or to pay the requisite agency fee shall not be retained in the bargaining unit covered by this Agreement; provided, however, no employee shall be terminated under this Article unless:

A. The Union has notified that employee by letter addressed to that employee's last known address stating that such employee is delinquent in payment of dues or fees, specifying the current amount of delinquency, and warning the employee that unless such amount is tendered within ten (10) calendar days, such employee will be reported to the City for termination from employment as provided for herein, and

B. The Union has furnished the City with written notice that the foregoing procedure has been followed or has supplied the City with a copy of the notice that the employee has not complied with such request. The Union must further provide the City with a written demand that the employee be discharged in accordance with this Article.

## **ARTICLE 8** **CHECK-OFF**

**Section 1.** The City shall deduct monthly, as 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 employee from whom it receives an authorization to do so, the amount specified upon the authorization. Each employee 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 Attachment 2. The form shall include an agreement by the 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 purposes of providing the deduction service.

**Section 3.** Such sums deducted from an employee's pay, accompanied by a list of employees from whose pay such sums have been deducted and the amount deducted from such deductions and from whom no deductions were made and the reasons therefore, shall be forwarded to the Union Treasurer of the Local Union at 1999 N. Beech Daly, Dearborn Heights, Michigan 48127, within the month such collections are made.

**Section 4.** In the event that a refund is due any employee for any sums deducted from wages and paid to the Union, it shall be the responsibility of such employee to obtain appropriate refund from the Union.

**Section 5.** The Union shall indemnify and save the City harmless against any and all claims, demands, lawsuits, 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.

**Section 6.** The City shall not be liable for the remittance or payment of any sums other than those constituting actual deductions made; and if for any reason it 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 or the Union.

## **ARTICLE 9**

### **UNION ACTIVITIES**

Employees and their union representatives shall have the right to join the Union, to engage in lawful concerted activities for the purposes of collective negotiations or bargaining or any other mutual aid and protection, to express or communicate any view, grievance, complaint or opinion related to the conditions of compensation of public employment or their betterment, all free from any and all restraint, interference, coercion, discrimination or reprisal.

## **ARTICLE 10**

### **RELEASED TIME**

**Section 1.** Union business shall take precedence over all other non-emergency duties assigned to the President, for example, cooking, shopping, hydrant detail, and recurring routine training. However, Department emergency runs will take priority over Union business.

**Section 2.** Officers and other representatives of the Union shall be afforded reasonable time during regular working hours without loss of pay to fulfill their Union responsibilities, including negotiations with the City, processing of grievances, and administration and enforcement of this Agreement.

**Section 3.**

A. Up to four (4) elected delegates of the Union per day will be excused from work up to four (4) work days per year for purposes of attending the IAFF National Convention and the MPFFU State Convention. The elected 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 convention.

B. Up to four (4) elected delegates of the Union per day will be excused from work up to four (4) work days per year 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 County limits and that the City is not required by manpower restrictions to call in persons to replace persons attending; provided two (2) Union designated persons shall be permitted to attend such conference whether or not call in is necessary. Delegates shall be allowed to attend all IAFF and MPFFU Fourth (4<sup>th</sup>) District Meetings. 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 4.** The Union in contract negotiations may be represented by employees in the bargaining unit, not to exceed four (4). In addition, the Union may be represented in contract negotiations by Counsel, IAFF representatives and MPFFU representatives.

## **ARTICLE 11**

### **DISTRIBUTION OF AGREEMENT**

Sufficient numbers of this Agreement shall be given to the Union for distribution to the bargaining unit.

## **ARTICLE 12**

### **BULLETIN BOARDS**

The Union shall be provided suitable bulletin boards including at least one (1) at each fire station for the posting of Union notices or other materials, such boards shall be identified with the name of the Union and the Union shall designate persons responsible therefore.

## **ARTICLE 13**

### **MEETINGS**

**Section 1.** The Union may schedule meetings on Fire Department property, insofar as such meetings are not disruptive of the duties of the employees or the efficient operation of the Department.

**Section 2.** The Union shall be provided suitable office space and/or file storage at both stations.

## **ARTICLE 14**

### **SENIORITY**

Seniority and its application shall be governed by the provisions of Act 78, Public Acts of 1935, as amended; except as provided in this Agreement to the contrary.

## **ARTICLE 15**

### **CIVIL SERVICE**

#### **Section 1.**

A. All members of the firefighters' bargaining unit shall be governed by the provisions of Act 78, Public Acts of 1935, as amended; including the testing and promotional procedure for all ranks in the Fire Department except as provided in this Agreement to the contrary, and except for any other modifications to which the City and the Union may mutually agree in the future. It is the obligation of the Act 78 Civil Service commission to fully implement any and all changes in the testing and promotional procedure as are mutually agreed to by the City and the Union. The Act 78 Commission and a City designee shall have equal input and authority throughout all promotional processes.

B. 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 except as provided for in this agreement.

The control of all promotional test related documents shall be maintained by not less than two (2) parties agreed upon by the City and the Union, in accordance with Article 15, section 1, sub-section a of this agreement.

#### **Section 2.**

A. Fire Inspectors shall not be permitted to write an Act 78 promotional examination for, or be promoted to, the position of Fire Suppression Division Lieutenant or Captain.

#### **Section 3.**

A. Only persons holding the **D.H.F.D.** classification of Firefighter I, with five (5) or more years of D.H.F.D. bargaining unit service, may write a promotional examination for the position of Firefighter II.

B. Only persons holding the **D.H.F.D.** classification of Firefighter II, with five (5) or more years of D.H.F.D. bargaining unit service, may write a promotional examination for the position of Firefighter III.

C. Only persons holding the **D.H.F.D.** classification of Firefighter II or Firefighter III, with five (5) or more years of D.H.F.D. bargaining unit service, may write a promotional examination for the position of Lieutenant.

D. Only persons holding the D.H.F.D. rank of Lieutenant, with 2 years' time in grade, may write a promotional examination for the position of Captain.

E. Only persons holding the D.H.F.D. rank of Lieutenant ~~or Senior Lieutenant or Captain~~, with 2 years' time in grade ~~in either rank~~, **Captain, or Battalion Chief** in either rank, may write a promotional examination for the position of EMS Coordinator.

F. EMS Coordinator shall not be permitted to write promotional examination for, or be promoted to, the position of Fire Suppression Division Lieutenant, Captain, Fire Inspector or Fire Marshal, or Deputy Chief.

G. Only persons holding the D.H.F.D. classification/rank of Firefighter I, Firefighter II, Firefighter III, Lieutenant, or Captain with five (5) or more years of Fire Department bargaining unit service may write a promotional examination for the position of Fire Inspector. If a Captain accepts the position of Fire Inspector, the Captain shall immediately assume the pay rate of a 5 year Fire Inspector.

H. Only persons holding the D.H.F.D. rank of Fire Captain or Fire Inspector, with 2 years' time in grade in either rank **or two years' combined time in grade, or Battalion Chief**, may write a promotional examination for the position of Fire Marshal.

I. Only persons holding the D.H.F.D. rank of ~~Fire Captain or Fire Marshal, with 2 years' time in grade in either rank~~, **Battalion Chief, or Fire Marshal with at least 2 years' time in grade as a Suppression Officer**, may write a promotional examination for the position of Deputy Chief.

J. Only persons holding the D.H.F.D. rank of Fire Marshal or Deputy Chief, with 2 years' time in grade in either rank, or holding rank of EMS Coordinator with 2 years' time in grade at step 3, may write a promotional examination for the position of Fire Chief.

**K. Only persons holding the D.H.F.D. rank of Captain, with 2 years' time in grade, may write a promotional examination for the position of Battalion Chief.**

#### **Section 4.**

**A. ~~Effective for~~ For employees hired with EMT-Paramedic licensure or obtaining EMT-Paramedic licensure within twelve (12) months from their date of hire on or after July 1, 2001, the new hire probationary period shall be twelve (12) months. At any time during said probationary period, the employee may be disciplined and/or discharged within the City's sole discretion, and the employee will have no recourse to the grievance and arbitration provisions of this Agreement.**

**B. Employees hired with only EMT-Basic licensure shall have a maximum of twenty-four (24) months from date of hire to obtain EMT-Paramedic licensure. Employees who are hired with only EMT-Basic licensure shall not be removed from probationary status until obtaining EMT-Paramedic licensure. Employees hired with only EMT-Basic licensure who do not obtain EMT-Paramedic licensure within twenty-four (24) months from their date of hire shall be terminated from employment, without recourse to the grievance/arbitration procedure. Employees who are hired with only EMT-Basic licensure shall, while employed, move through the wage scale steps in the ordinary course, but will not receive the EMT-Paramedic bonus until EMT-Paramedic licensure is obtained.**

**C. The City shall hire all qualified paramedic firefighter applicants before it may fill any remaining vacancies with firefighters holding only an EMT-Basic license. The City shall never employ more than six (6) EMT-Basic employees at any time. (See Article 44, Section 2(C) regarding reducing this number.) Further, the City is prohibited from hiring EMT-Basic employees if there are any EMT-Basic employees who have been employed for more than twenty-four (24) months.**

## **Section 5.**

A. For any promotional position, applicants will be required to score at least seventy (70%) percent on the written exam, before an oral exam is conducted. Furthermore, applicants will be required to score at least seventy (70%) percent on the oral exam before seniority points are taken into consideration, in order to be eligible to further participate in the promotional process. If none of the applicants score at least seventy (70%) on the written exam, the written exam shall be re-administered. If none of the applicants score at least seventy (70%) on the oral exam, the oral exam shall be re-administered.

B. The promotional examination process for eligible members shall consist of a written exam portion and an oral exam portion, which shall be

equally weighted. For the rank of Firefighter III, an oral exam shall not be given. The practical skills examination for Firefighter III shall replace the Oral exam. This practical shall include at least one authorized proctor, chosen in accordance with Article 15, Section 1, of this agreement.

C. The Oral Examination Board shall be department neutral and shall not consist of members of the Dearborn Heights Fire Department or border communities. Each member shall be a chief officer or an officer of higher or equal rank to the position for which is being tested. An Oral exam shall consist only of a verbal question and answer exam. Preferably the Oral Examination Board Members shall be from full-time IAFF Departments.

D. Each eligible member shall have 1/12 (one-twelfth) point for each month of service as a members of the Dearborn Heights Fire Department added to their overall score. Seniority points shall be calculated from the date of hire until the final date of the oral examination. The cut-off date for seniority points shall be based on the fifteenth day of the month as 1/12<sup>th</sup> point and fourteen days or less shall be zero. There shall be no maximum cap for these seniority points.

E. For the position of **Battalion Chief, Deputy Chief, and** Fire Chief, the City and Union agree that an Assessment center may be utilized. The position of Fire Chief shall be filled by a bargaining unit member. There shall be no maximum cap for seniority points. **The City shall have its choice of the top three (3) qualified candidates in filling the position.**

**Section 6.** The City and Union agree that the maximum number of texts to be used for all written promotional exams shall be not more than four(4), and in accordance with the following:

|                               |                                                                                                                                                                                                                                                                                                                       |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Firefighter II                | <ol style="list-style-type: none"> <li>1. Current Dearborn Heights Fire Department SOG's, HEMS Protocols and Collective Bargaining Agreement.</li> <li>2. Up to two additional texts agreed to by the Fire Chief and the Union from the testing company bibliography.</li> </ol>                                      |
| Firefighter III               | <ol style="list-style-type: none"> <li>1. Current Dearborn Heights Fire Department SOG's.</li> <li>2. IFSTA – Pumping apparatuses.</li> <li>3. Up to two additional texts agreed to by the Fire Chief and the Union from the testing company bibliography.</li> </ol>                                                 |
| Lieutenant                    | <ol style="list-style-type: none"> <li>1. Current Dearborn Heights Fire Department. SOG's, HEMS Protocols and Collective Bargaining Agreement.</li> <li>2. IFSTA – Company officer</li> <li>3. Up to two additional texts agreed to by the Fire Chief and the Union from the testing company bibliography.</li> </ol> |
| Fire Inspector                | <ol style="list-style-type: none"> <li>1. Current Dearborn Heights Fire Department SOG's.</li> <li>2. IFSTA – Fire Inspector and code enforcement</li> <li>3. Up to two additional texts agreed to by the Fire Chief and the Union from the testing company bibliography.</li> </ol>                                  |
| EMS Coordinator               | <ol style="list-style-type: none"> <li>1. Current Dearborn Heights Fire Department SOG's and HEMS Protocols.</li> <li>2. IFSTA – Safety Officer</li> <li>3. Up to two additional texts agreed to by the Fire Chief and the Union from the testing company bibliography.</li> </ol>                                    |
| Captain                       | <ol style="list-style-type: none"> <li>1. Current Dearborn Heights Fire SOG's and Collective Bargaining Agreement.</li> <li>2. IFSTA – Company officer</li> <li>3. Up to two additional texts agreed to by the Fire Chief and the Union from the testing company bibliography.</li> </ol>                             |
| <b><u>Battalion Chief</u></b> | <ol style="list-style-type: none"> <li><b><u>1. Current Dearborn Heights Fire Department SOG's and Collective Bargaining Agreement.</u></b></li> <li><b><u>2. Not more than three additional texts agreed to by the Fire Chief and the Union from the testing company bibliography.</u></b></li> </ol>                |

|              |                                                                                                                                                                                                                          |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fire Marshal | 1. Current Dearborn Heights Fire Department SOG's.<br>2. IFSTA – Introduction to fire cause and origin<br>3. Up to two additional texts agreed to by the Fire Chief and the Union from the testing company bibliography. |
| Deputy Chief | 1. Current Dearborn Heights Fire Department SOG's and Collective Bargaining Agreement.<br>2. Not more than three additional texts agreed to by the Fire Chief and the Union from the testing company bibliography.       |

**Section 7.**

A. It is agreed upon by the City and Union that a vacancy shall inevitably occur when an employee elects participation in the DROP (article 16). Therefore, the promotional examination process, for all ranks enrolled in the DROP, shall begin, not later than six (6) months prior to an established DROP end date, with all vacancies to be filled as they occur.

B. A member shall be eligible for promotion if; 1.) he/she will attain five(5) years of service, within six(6) months of an established DROP end date; 2.) he/she shall complete a promotion probation period, within six(6) months of an established DROP end date; 3.) he or she shall complete 2 years in grade, within six(6) months of an established DROP end date.

**Section 8.** The eligibility list for promotion shall expire two (2) years from the date that it was established and certified by the Dearborn Heights Police and Fire Civil Service Commission, unless the list has been depleted prior to the expiration date.

**Section 9.** All members that participate in the promotional process shall be released from duty at 1900 the day prior to a written exam or an oral exam, regardless of manpower. All members that participate in the promotional process shall be released from duty at 0700 the day of a written exam or an oral exam, regardless of manpower. These members shall be excused until two (2) hours after the posted completion time of the written exam and members scheduled oral interview time.



## **ARTICLE 16**

### **RETIREMENT - PENSION PLAN**

**Section 1.** A firefighter in the bargaining unit shall be entitled to a pension, provided by Public Act 345, at the rate of two and eight tenths (2-8/10%) percent. Dearborn Heights Firefighter bargaining unit members shall receive pensions according to the terms of Public Act 345, as amended or as negotiated by the parties to this Agreement. Retirement pensions for Firefighter Act 345 pension plan members will be computed and paid as follows:

A. Upon retirement from service (as defined in Act 345, Section 6 (1)) a member shall receive a regular retirement pension payable throughout the member's life of two and eight-tenths (2-8/10%) percent of the member's average final compensation multiplied by the first twenty-five (25) years of service credited to the member, plus one percent (1%) of the member's final average compensation multiplied by the number of years, and fractions of a year, of service rendered by the member which are in excess of twenty-five (25) years up to thirty (30) years of Fire Department service credited, plus one half (.5%) percent of the member's final average compensation multiplied by the number of years, and fractions of a year, of Fire Department service by the member which are in excess of thirty (30) years of Fire Department service credited. Years thirty-six (36) and above zero (0%) percent. (Not withstanding any purchase of military time.)

B. Effective July 1, 1982 in accordance with Section 6 (f) (MCLA 38.556 (f)) average final compensation will be taken from the average of the three (3) years of highest annual compensation received during the ten (10) years of service immediately preceding retirement or leaving service.

i. Effective July 1, 2011 in accordance with Section 6 (f) (MCLA 38.556 (f)) average final compensation will be taken from the average of the three (3) years of service of highest annual compensation received during the Member's career.

C. Effective for all members retiring on or after July 1, 2000, the member shall receive a regular retirement pension payable throughout the member's life of two and eight-tenths (2-8/10%) percent of the member's average final compensation multiplied by the first twenty-five (25) years of service credited to the member, plus one and one-half percent (1.5%) of the member's final average compensation multiplied by the years of service after twenty-five (25) years through the thirtieth (30<sup>th</sup>) year of service. Years thirty-one (31) and above, zero (0%) percent. (Notwithstanding any purchase of military time).

D. Effective for all members retiring on or after August 1, 2007, the member shall receive a regular retirement pension payable through the member's life of two and eight-tenths (2.8%) percent of the member's average final compensation multiplied by the first twenty-five (25) years of service credited to the member; also upon reaching twenty-five (25) years of service an additional five percent (5%) shall be added to equal a total of seventy-five (75%) percent upon reaching twenty-five (25) years of service; for years of service after twenty-five (25), an additional one and one half (1.5%) percent shall be added for each year of service, up to a maximum benefit of eighty-two and one-half (82.5%) percent. This formula shall apply to all years of service commencing from the member's date of hire, and shall also apply to any/all purchased or credited eligible service time as set forth in article 16 of the collective bargaining agreement.

E. For purposes of regular retirement (age/service), members shall be fully vested after six (6) years of service.

**Section 2.** This provision shall apply as long as State Act 345 is not amended to the contrary.

**Section 3.** Persons that used accumulated paid sick time to purchase military time during the 1983-1986 contract term have had such person's maximum number of sick days permanently reduced so as to reflect the buy back of such days by the City.

**Section 4.** Effective July 1, 2017, all bargaining unit members' Act 345 contribution shall be seven (7.0%) percent.

**Section 5.** The pension board shall comply with I.R.S. Section 415 in regards to not exceed the tax-exempt status.

**Section 6.** *Annual Retiree Bonus.* Effective for employees retiring on or 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 (b) below) or unless the annual retiree bonus is to be prorated due to insufficient funds (see (b) below), the annual retiree bonus paid each October 1 to the retiree (or to his survivor beneficiary) shall be equal to one-twelfth (1/12) of the total pension benefit payments paid to the retiree (or his survivor beneficiary)

during the one-year period of July 1 - June 30 immediately preceding the October 1 bonus payment date.

A. The annual retiree bonus will be based on “excess earnings” as described herein. An internal “Firefighter Retiree Bonus Fund” (hereinafter “Fund”) shall be set up within the Act 345 retirement 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 firefighter 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 firefighter retirees from July 1, 1999 – June 30, 2000 divided by twelve (12), with the result multiplied by five (5)). All annual retiree bonuses will be paid from this internal Fund, assuming it has sufficient funds (see (b) 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 plan 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%) 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 Firefighter Retiree Bonus Fund will be the total annual contribution amount prorated based on the total actuarial accrued liability for all firefighter participants in the Act 345 Plan in relationship to the total actuarial accrued 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 354 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 divided by twelve, and the result multiplied by ten (10)).

B. Should the Firefighter Retiree Bonus be made available to firefighter retirees who retired prior to July 1, 2001, and in the event the Firefighter Retiree Bonus Fund in any particular year lacks sufficient funds to pay a full annual retiree bonus to all eligible firefighter retirees, then a full annual retiree bonus will be paid only to those eligible firefighter retirees who retired on or after July 1, 2001. Further, should the Firefighter Retiree Bonus Fund in any particular year lack sufficient funds to pay a full annual retiree bonus to those eligible firefighter 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 firefighter 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.

**Section 7.** Effective July 1, 2004, any member that had served as a Volunteer Firefighter with the City of Dearborn Heights, shall have said time, to a maximum of 48 months, credited as service time for pension purposes in accordance with existing City policy.

**Section 8.**

A. Effective upon mutual ratification of this agreement any current, or future member that served in the U.S. Military and was honorably discharged, may purchase that time spent on active duty, to a maximum of 48 months, at a rate of four (4%) percent per year, of the members current base pay, per service credit year. Military time may be purchased with cash, sick time, deferred compensation transfer or payroll deduction.

B. Effective upon mutual ratification of this agreement, any current or future member may purchase prior fire service credits up to a maximum of 48 months at a rate of five (5%) percent per year of the member's current base pay per service credit year. Service Credits may be purchased with cash, sick time, deferred compensation transfer or payroll deduction.

C. Effective upon mutual ratification of this agreement, any current or future member, may purchase service credits up to a maximum of 48 month at a rate of five and one-half (5.5%) percent per year of the member's current base pay per service credit year. Service Credits may be purchased with cash, sick time, deferred compensation transfer or payroll deduction.

D. Effective upon ratification, a member may purchase a fifth (5<sup>th</sup>) year for a maximum of sixty (60) months at a rate of twenty nine and one-half percent (29.5%) of his or her base wage. Service Credits may be purchased with cash, sick time, deferred compensation transfer or payroll deduction.

**Section 9.** Effective August 1, 2007, any member who has at least twenty-five (25) years of service and who is at least age 50; or who has at least twenty (20) years of service and who is at least age 55; or who has at least twenty-five (25) years of service and has obtained an age waiver from the City Council, shall be entitled to a normal pension benefit.

**Section 10.** The maximum pension service credit time purchased and/or granted for Volunteer and/or Military Service and/or service credits shall be 48 months.

**Section 11.** Effective for all members retiring on or after August 1, 2007, the member 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 2 to the collective bargaining agreement. The Factors 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 a Mortality Table agreed to by the City and the Union or the PBGC Interest Rate during the life of this contract." (Appendix "A")

**Section 12. DEFERRED RETIREMENT OPTION PLAN (DROP)**

**A. 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.

## **B. PARTICIPATION PERIOD**

The maximum period for participation in the DROP is sixty 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 I herein.

## **C. 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 L 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.

#### **D. 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.).

#### **E. REFUND OF RETIREMENT CONTRIBUTIONS**

A 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 this Article 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.

#### **F. LUMP SUM DISTRIBUTION OF ACCUMULATED LEAVE TIME**

Sick Day Bank. At the time of DROP election, an Employee may elect to place up to the contractually agreed upon sick days into the Employee's Final Average Compensation.

Any excess sick days and/or furlough at time of DROP enrollment will be distributed in accordance with Article 19.

Any employees 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. (ex. 10 days "rolled over" new max of 35; 25 days "rolled over" new max of 50.) A member of the Dearborn Heights Professional Fire Fighters Union will earn a lump sum of twelve (12) sick days to start (which will be prorated should the member terminate DROP Participation prior to completing the first year of DROP Participation); and after completing the first 12 months of DROP Participation shall accrue one (1) sick day per month thereafter until termination of employment. On February 15<sup>th</sup> of each year, the City shall pay for earned sick days in excess over twenty-five (25) days or in excess over the new "roll over" amount at the rate of one half (1/2) day's pay for each sick day, calculated in eight (8) hour increments for eight (8) hour personnel and in twenty-four (24) hour increments for twenty-four (24) hour personnel. At termination of employment, payout of unused sick days will be as per the collective bargaining agreement for the Dearborn Heights

Professional Fire Fighters Union, but will not be included in the calculation of Final Average Compensation.

Compensatory Time. Compensatory time will be paid out at the time of DROP enrollment and will be included in the computation of the Employee's Final Average Compensation. At the time of termination of employment, additional earned compensatory time (which is earned throughout the DROP Participation period) shall be paid out in a lump sum at time of termination of employment but will not be included in the calculation of Final Average Compensation.

Furlough/Vacation/PTO Accumulation: Any additional unused furlough/vacation/PTO shall be paid out in a lump sum at time of termination of employment, but will not be included in the calculation of Final Average Compensation.

## **G. 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 four (4%) percent per annum and credited monthly. 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.

Effective July 1, 2008, for members in the bargaining unit as of July 1, 2018, 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. Effective July 1, 2008, for current members as of the ratification date of this Current Bargaining Agreement, DROP interest for each DROP Participant shall be five percent (5%) per annum and credited monthly. 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 the 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.

## **H. CONTRIBUTIONS**

Employee contributions to the Police and Fire Retirement System shall cease during DROP Participation.

## **I. 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:

- i. A total lump sum distribution to the recipient.
- ii. A partial lump sum distribution to the recipient.
- iii. 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.
- iv. An annuity payable for the life of the recipient.
- v. An optional form of annuity as established by Public Act 345 of 1937, as amended.
- vi. A monthly distribution to the recipient.
- vii. An individual's remaining DROP account balance shall be credited monthly with interest based upon the greater of: (1) five (5%) 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.
- viii. Effective upon mutual ratification, individual's remaining DROP account balance shall be credited monthly with interest based upon the greater of: (1) five and one-half percent (5.5%) per annum or (2)

one-half (0.5) 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 30<sup>th</sup> 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:

- i. The calendar year in which the Member attains age 70 ½, or
- ii. 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 "13<sup>th</sup> check") shall be made at time of enrollment in DROP.

## **J. 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.

#### **K. DISABILITY DURING DROP PARTICIPATION**

Except as otherwise provided in Subsection L, in the event a DROP Participant becomes totally and permanently disabled from further performance of duty as a police officer or firefighter 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 L.

#### **L. 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.

#### **M. 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.

#### **N. 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.,  $\pm .2\%$  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 document, (January 11, 2007) shall not be impacted by any future amendments (unless mutually agreed upon by both parties) and will be governed under the current terms and conditions of this document. 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.

## **O. HEALTH CARE**

DROP Participants shall be eligible for the health care coverage provided to retirees in accordance with Article 38.

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 17** **40 HOUR PERSONNEL**

**Section 1.** The Comptroller shall certify at time of transfer to the Union the following information for each forty (40) hour person:

A. Date transferred to forty (40) hours.

- B. Rank held at time of transfer to forty (40) hours.
- C. Twenty-four (24) hour sick days in the bank at the time of transfer to forty (40) hours.

**Section 2.** Forty (40) hour personnel entitled at retirement to be paid for earned sick time frozen at the time of transfer from the Firefighting Division to the Fire Prevention Division or equivalent transfer situation, will be paid at retirement for such frozen time at the maximum rate in force at the time of retirement for the rank last held in the Firefighting Division.

## **ARTICLE 18** **RESIDENCY**

Commencing July 1, 2000, all bargaining unit members, regardless of years of service, will be permitted to live outside the City of Dearborn Heights within a forty-mile radius from any point of the City. If the radius touched a City or Township, a union member shall be permitted to live in that City or Township. Any member living outside the City shall be placed after members living in the City, on the emergency call in list, with those members living nearest the City center point to be listed first, with seniority to be utilized where two (2) or more members are equal distance from center point. (Model shall be designed using Cherry Hill and Gulley as center point for distance.) If legislation regarding residency is enacted which would improve this residency provision for any member, such legislation shall immediately supersede the residency provision of this agreement.

## **ARTICLE 19** **LUMP SUM DISTRIBUTIONS**

Persons retiring shall receive any lump sum distribution to which entitled (for example: accumulated sick and vacation time) at the time of retirement in five (5) installments commencing with such person's first day of retirement with interest being paid on a declining balance method at the passbook interest rate of the City Depository on date of retirement:

|                    |     |
|--------------------|-----|
| First Installment  | 20% |
| Second Installment | 20% |
| Third Installment  | 20% |
| Fourth Installment | 20% |
| Fifth Installment  | 20% |

The second installment to be paid on or before the first anniversary date of retirement. The third installment to be paid on or before the second anniversary date of

retirement. The fourth installment to be paid on or before the third anniversary date of retirement. The fifth installment to be paid on or before the fourth anniversary date of retirement.

Upon entering into the DROP, an employee may, at his or her option defer some or all of non-pensionable lump sum distribution. Employee shall notify Comptroller's Office of his or her election 30 days prior to entry into DROP.

## **ARTICLE 20**

### **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 organizations seeking to represent such employees, which in any way conflicts with the provisions hereof.

**Section 2.** Other Organizations. Employees may 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.

## **ARTICLE 21**

### **HOURS OF EMPLOYMENT**

**Section 1.** Work Schedule. The work schedule of employees shall be as prescribed by Act 125, Public Acts of 1925, as amended by Act 115, Public Acts of 1965, as amended; and as forty (40) hours per week personnel, it shall be eight (8) hours per day, five (5) days per week, Monday through Friday, excluding all holidays set forth in this Agreement.

**Section 2.**

A. The City shall maintain a forty-eight (48) hour workweek. The schedule shall be worked under the three (3) platoon system with every seventh (7<sup>th</sup>) working day a Kelly Day. No two (2) officers or Firefighter IIIs will be off on a Kelly Day at the same time. The schedules to be used are attached hereto (Exhibits No. 1 and No. 2 - Pages 15 & 16), which shall be considered as examples. This pertains to all personnel in the Firefighting Division.

**Section 3.** The starting time for the Firefighting Division shall be 7:00 a.m. The starting time for forty (40) hour per week personnel shall be 8:00 a.m.

A. At the Members option, a 40 hour per week member may, with the approval of the Chief, request different hours for start and finish time as long as he or she works a total of 80 hours each pay period.

**Section 4.**

A. Personnel shall be allowed reasonable time for rest during the workday with supervisory consent, except on those days observed as Holiday Routine, wherein Holiday Routine applies.

B. The workday for forty-eight (48) hour personnel will consist of three (3) reasonably scheduled meal times.

C. Each forty-eight (48) hour employee will contribute money for the purchase of food items at the expense of the employee, amount to be determined by that unit's majority vote.

**Section 5.** Work other than emergencies, **public education, and parades** shall not be done after 3:00 p.m. Department Administration will assign daily work goals through a detailed order directed to the ~~Duty Officer~~ **Unit Commander and Shift Officer** for the day in question. The detailed order will be issued prior to the day for which the order is effective. The ~~Duty Officer~~ **Shift Officer, with the approval of the Unit Commander,** has the discretion to suspend station duties and routine work prior to 3:00 p.m. The hours of 1:00 p.m. to 3:00p.m. shall be used by the employee for, but not limited to study, training and/or exercise. **Any daily assignments from the EMS Branch and/or Fire Prevention Division shall be cleared through the Unit Commander on duty.**

**Section 6.** Trading of Days Subject to Department manpower requirements, employees shall be permitted to voluntarily trade work, leave or Kelly Days. A maximum FOUR HOUR buddy switch for emergency situations or schooling will be allowed when an individual is called in to work an extra shift (overtime). **In the case of a Battalion Chief or Captain being called in because of a Unit Commander shortage, such Battalion Chief or Captain may buddy switch with another Battalion Chief or Captain only. In the case of a Battalion Chief being called in because of an Officer shortage, such Battalion Chief may buddy switch with another Captain, or Battalion Chief only.** In the case of a Captain being called in because of an Officer shortage, such Captain may buddy switch with another Lieutenant, ~~or Captain,~~ **or Battalion Chief** only. Lieutenants can buddy switch with another Captain or Lieutenant only.

As in all buddy day switches, approval has to be granted by the **Unit Commander** ~~Senior Officer~~ on duty.

Buddy switches shall be permitted on an officer for officer basis of the rank of Lieutenant or higher, **unit commander for unit commander basis of the rank of Captain or higher,** and on the basis of a Firefighter for Firefighter of the rank of Firefighter III or below. Firefighter III shall only be permitted to buddy day switch with other Firefighter III's, **Firefighter II's,** or a qualified

driver. In the case of promotions, paybacks must be made prior to the end of the promotion probation period.

**Section 7.** Temporary positions due to sickness, P.T.O., funeral leave, union business, court and morgue time, etc., shall be filled at the discretion of the **Unit Commander** ~~officer in charge~~.

**Section 8.** “KELLY DAYS” EXHIBIT NO. 1

HEADQUARTERS

| Kelly | No. | “A” Unit | “B” Unit | “C” Unit                |
|-------|-----|----------|----------|-------------------------|
| 1     | 1.  | Capt.    | _____    | Same as “A” Same as “A” |
| 2     | 2.  | Lt.      | _____    |                         |
| 3     | 3.  | F.F. III | _____    |                         |
| 4     | 4.  | F.F. III | _____    |                         |
| 5     | 5.  | F.F. II  | _____    |                         |
| 6     | 6.  | F.F. II  | _____    |                         |
| 7     | 7.  | F.F. I   | _____    |                         |
| 1     | 8.  | F.F. I   | _____    |                         |
| 2     | 9.  | F.F. I   | _____    |                         |
| 3     | 10. | F.F. I   | _____    |                         |
| 4     | 11. | F.F. I   | _____    |                         |

STATION NO. 1

| Kelly | No. | “A” Unit | “B” Unit | “C” Unit                |
|-------|-----|----------|----------|-------------------------|
| 5     | 1.  | Capt.    | _____    | Same as “A” Same as “A” |
| 6     | 2.  | Lt.      | _____    |                         |
| 7     | 3.  | F.F. III | _____    |                         |
| 1     | 4.  | F.F. III | _____    |                         |
| 2     | 5.  | F.F. II  | _____    |                         |
| 3     | 6.  | F.F. I   | _____    |                         |
| 4     | 7.  | F.F. I   | _____    |                         |
| 5     | 8.  | F.F. I   | _____    |                         |
| 6     | 9.  | F.F. I   | _____    |                         |
| 7     | 10. | F.F. I   | _____    |                         |



Effective April 15, 2019, Exhibit No. 2 shall be followed. Following the next three (3) retirements of Firefighter III's, anticipated in 2020, the Station No. 1 Kelly 1 position shall be filled by a Firefighter II and the Station No. 1 Kelly 2 position shall be filled by a Firefighter I. If there is not an active Firefighter III examination list, prior to 2020, the Firefighter III spot shall not be filled until needed to restore to 9 (nine) Firefighter III's.

“KELLY DAYS” EXHIBIT NO. 2

HEADQUARTERS

| <u>Kelly</u> | <u>No.</u> | <u>“A” Unit</u> | <u>“B” Unit</u> | <u>“C” Unit</u>         |
|--------------|------------|-----------------|-----------------|-------------------------|
| 1            | 1.         | Battalion Chief |                 | Same as “A” Same as “A” |
| 2            | 2.         | Capt.           |                 |                         |
| 3            | 3.         | Lt.             |                 |                         |
| 4            | 4.         | F.F. III        |                 |                         |
| 5            | 5.         | F.F. III        |                 |                         |
| 6            | 6.         | F.F. II         |                 |                         |
| 7            | 7.         | F.F. II         |                 |                         |
| 1            | 8.         | F.F. I          |                 |                         |
| 2            | 9.         | F.F. I          |                 |                         |
| 3            | 10.        | F.F. I          |                 |                         |
| 4            | 11.        | F.F. I          |                 |                         |

STATION NO. 1

| <u>Kelly</u> | <u>No.</u> | <u>“A” Unit</u>  | <u>“B” Unit</u> | <u>“C” Unit</u>         |
|--------------|------------|------------------|-----------------|-------------------------|
| 5            | 1.         | Capt.            |                 | Same as “A” Same as “A” |
| 6            | 2.         | Lt.              |                 |                         |
| 7            | 3.         | F.F. III         |                 |                         |
| 1            | 4.         | F.F. III/F.F. II |                 |                         |
| 2            | 5.         | F.F. II/ F.F. I  |                 |                         |
| 3            | 6.         | F.F. I           |                 |                         |
| 4            | 7.         | F.F. I           |                 |                         |
| 5            | 8.         | F.F. I           |                 |                         |
| 6            | 9.         | F.F. I           |                 |                         |
| 7            | 10.        | F.F. I           |                 |                         |

## FORTY-EIGHT HOUR SCHEDULE THREE PLATOON

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 17  | 7   | 17  | 7   | 17  | 7   | OFF |
| OFF | OFF | 17  | 7   | 17  | 7   | 17  |
|     |     |     |     | K   | K   |     |
| 7   | OFF | OFF | OFF | 17  | 7   | 17  |
| 7   | 17  | 7   | OFF | OFF | OFF | 17  |
| 7   | 17  | 7   | 17  | 7   | OFF | OFF |

Every 7<sup>th</sup> Work Day is a Kelly

10\* Days Worked 7:00 a.m. to 12:00 a.m.

10 Days Worked 12:00 a.m. to 7:00 a.m.

## **ARTICLE 22** **LAYOFFS**

### **Section 1.** Layoff.

A. An individual in the position to be reduced shall be returned to the last rank or position held prior to achieving the position being reduced.

B. A bargaining unit member laid off due to a reduction in force and recalled pursuant to Article 22, Section 2 shall not have such member's seniority date adjusted if such person is recalled within one (1) year. If a bargaining unit member's layoff exceeds a period of one (1) year, upon such member's recall under Article 22 Section 2 such member's seniority shall be adjusted by the amount of time such member's layoff exceeded one (1) year.

C. A bargaining unit member while on layoff does not earn or accrue any benefit provided for in this Agreement including but not limited to sick days, vacation days, personal days or holidays.

D. When employment or 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 sooner.

**Section 2.** Recall from Layoff. The parties agree that 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.** Budgetary Reduction in Force. In the event that the City shall decide to reduce the number of budgeted Officer or Firefighter III positions thereby causing an Officer to be demoted, the Officer or Firefighter III demoted for budgetary reasons shall be recalled to the higher position the employee previously held when such position is again budgeted.

## **ARTICLE 23** **BUMPING PROCEDURE**

**Section 1.** All Officers, Firefighter III's, Firefighter II's, and Firefighter I's will use time in grade when signing the Master Bump Sheet. (Exhibit No. ~~3~~ **4**).

**Section 2.** There shall be two (2) Captains per unit, one (1) at each station, two (2) Lieutenants per unit, one (1) at each station, four (4) Firefighter III's per unit, two (2) at each station; three (3) Firefighter II's per unit, two (2) at Headquarters station and one (1) at station 1; placement shall be as per exhibit #3, the Master Bump List.

**Effective April 15, 2019 there shall be one (1) Battalion Chief per unit, at Headquarters station; two (2) Captains per unit, one (1) at each station; two (2) Lieutenants per unit; four (4) Firefighter III's per unit, two (2) at each station; three (3) Firefighter II's per unit, two (2) at Headquarters station and one (1) at station 1; Following the retirements of the next three (3) Firefighter III's, anticipated in 2020, there shall then be three (3) Firefighter III's per unit, two (2) at Headquarters, one (1) at Station 1; placement shall be as per exhibit #4, the Master Bump List. If there is not an active Firefighter III examination list, prior to 2020, the Firefighter III spot shall not be filled until needed to restore to nine (9) Firefighter III's.**

**Section 3.** All Firefighter's with two (2) years or more seniority shall place their name in seniority order on the Master Bump Sheet. The employee's preference of unit and station shall be honored.

**Section 4.** Employees with less than two (2) years, to be assigned by the Chief of Department. ~~Lieutenants with less than two (2) years' time in grade, to be assigned by the Chief of Department, to a Headquarters shift.~~ They shall be

listed on the Bump Sheet by January 1, of each year, which shall be posted by January 1.

**Section 5.** EXHIBIT NO. 3

MASTER BUMPING LIST  
STATION H.Q.

| “A” Unit |          |       | “B” Unit |          |       | “C” Unit |          |       |
|----------|----------|-------|----------|----------|-------|----------|----------|-------|
| 1.       | Capt.    | _____ | 1.       | Capt.    | _____ | 1.       | Capt.    | _____ |
| 2.       | Lt.      | _____ | 2.       | Lt.      | _____ | 2.       | Lt.      | _____ |
| 3.       | F.F. III | _____ | 3.       | F.F. III | _____ | 3.       | F.F. III | _____ |
| 4.       | F.F. III | _____ | 4.       | F.F. III | _____ | 4.       | F.F. III | _____ |
| 5.       | F.F. II  | _____ | 5.       | F.F. II  | _____ | 5.       | F.F. II  | _____ |
| 6.       | F.F. II  | _____ | 6.       | F.F. II  | _____ | 6.       | F.F. II  | _____ |
| 7.       | F.F. I   | _____ | 7.       | F.F. I   | _____ | 7.       | F.F. I   | _____ |
| 8.       | F.F. I   | _____ | 8.       | F.F. I   | _____ | 8.       | F.F. I   | _____ |
| 9.       | F.F. I   | _____ | 9.       | F.F. I   | _____ | 9.       | F.F. I   | _____ |
| 10.      | F.F. I   | _____ | 10.      | F.F. I   | _____ | 10.      | F.F. I   | _____ |

STATION NO. 1

| “A” Unit |          |       | “B” Unit |          |       | “C” Unit |          |       |
|----------|----------|-------|----------|----------|-------|----------|----------|-------|
| 1.       | Capt.    | _____ | 1.       | Capt.    | _____ | 1.       | Capt.    | _____ |
| 2.       | Lt.      | _____ | 2.       | Lt.      | _____ | 2.       | Lt.      | _____ |
| 3.       | F.F. III | _____ | 3.       | F.F. III | _____ | 3.       | F.F. III | _____ |
| 4.       | F.F. III | _____ | 4.       | F.F. III | _____ | 4.       | F.F. III | _____ |
| 5.       | F.F. II  | _____ | 5.       | F.F. II  | _____ | 5.       | F.F. II  | _____ |
| 6.       | F.F. I   | _____ | 6.       | F.F. I   | _____ | 6.       | F.F. I   | _____ |
| 7.       | F.F. I   | _____ | 7.       | F.F. I   | _____ | 7.       | F.F. I   | _____ |
| 8.       | F.F. I   | _____ | 8.       | F.F. I   | _____ | 8.       | F.F. I   | _____ |
| 9.       | F.F. I   | _____ | 9.       | F.F. I   | _____ | 9.       | F.F. I   | _____ |
| 10.      | F.F. I   | _____ | 10.      | F.F. I   | _____ | 10.      | F.F. I   | _____ |

Effective April 15, 2019, Exhibit No. 4 shall be followed. Following the retirements of the next of three (3) Firefighter III's, anticipated in 2020, the 4. Position at Station No. 1 shall be filled by a Firefighter II and the 5. Position at Station No. 1 shall be filled by a Firefighter I. If there is not an active Firefighter III examination list, prior to 2020, the Firefighter III spot shall not be filled until needed to restore to nine (9) Firefighter III's.

**EXHIBIT NO. 4**

**MASTER BUMPING LIST**

**STATION H.Q.**

| <b>"A" Unit</b> |                | <b>"B" Unit</b> |                | <b>"C" Unit</b> |                |
|-----------------|----------------|-----------------|----------------|-----------------|----------------|
| 1.              | B.C. _____     | 1.              | B.C. _____     | 1.              | B.C. _____     |
| 2.              | Capt. _____    | 2.              | Capt. _____    | 2.              | Capt. _____    |
| 3.              | Lt. _____      | 3.              | Lt. _____      | 3.              | Lt. _____      |
| 4.              | F.F. III _____ | 4.              | F.F. III _____ | 4.              | F.F. III _____ |
| 5.              | F.F. III _____ | 5.              | F.F. III _____ | 5.              | F.F. III _____ |
| 6.              | F.F. II _____  | 6.              | F.F. II _____  | 6.              | F.F. II _____  |
| 7.              | F.F. II _____  | 7.              | F.F. II _____  | 7.              | F.F. II _____  |
| 8.              | F.F. I _____   | 8.              | F.F. I _____   | 8.              | F.F. I _____   |
| 9.              | F.F. I _____   | 9.              | F.F. I _____   | 9.              | F.F. I _____   |
| 10.             | F.F. I _____   | 10.             | F.F. I _____   | 10.             | F.F. I _____   |
| 1.              | F.F. I _____   | 1.              | F.F. I _____   | 1.              | F.F. I _____   |

**STATION NO. 1**

| <b>"A" Unit</b> |                   | <b>"B" Unit</b> |                   | <b>"C" Unit</b> |                   |
|-----------------|-------------------|-----------------|-------------------|-----------------|-------------------|
| 1.              | Capt. _____       | 1.              | Capt. _____       | 1.              | Capt. _____       |
| 2.              | Lt. _____         | 2.              | Lt. _____         | 2.              | Lt. _____         |
| 3.              | F.F. III _____    | 3.              | F.F. III _____    | 3.              | F.F. III _____    |
| 4.              | F.F. III/II _____ | 4.              | F.F. III/II _____ | 4.              | F.F. III/II _____ |
| 5.              | F.F. II/I _____   | 5.              | F.F. II/I _____   | 5.              | F.F. II/I _____   |
| 6.              | F.F. I _____      | 6.              | F.F. I _____      | 6.              | F.F. I _____      |
| 7.              | F.F. I _____      | 7.              | F.F. I _____      | 7.              | F.F. I _____      |
| 8.              | F.F. I _____      | 8.              | F.F. I _____      | 8.              | F.F. I _____      |
| 9.              | F.F. I _____      | 9.              | F.F. I _____      | 9.              | F.F. I _____      |
| 10.             | F.F. I _____      | 10.             | F.F. I _____      | 10.             | F.F. I _____      |

**Section 6.** The Master Bump Sheet shall be filled out by no later than February 1, of each year.

**Section 7.** Transfers shall take effect around April 1, of each year and shall remain in effect until the following March 31. There shall be no other transferring without

mutual agreement of the parties; provided that individual changes may be made by the City for cause in accordance with the terms of this agreement.

**Section 8.** All personnel to be transferred shall be notified no less than thirty (30) days prior to transfer in writing.

**Section 9.** Employees requesting change of Unit shall suffer loss of day or days, if any. For promotional transfers, persons to be transferred shall be entitled to a fifteen (15) day notice; provided such persons may waive notice.

**Section 10.** The Master Bump Sheet shall be located at Fire Headquarters.

**Section 11.** If an employee's name is not on the list by February 1, of each year, the employee shall be placed by the Department and Union.

**Section 12.** Firefighter II's, Firefighter III's, Lieutenant's, and Captain's on probation may be placed by the Chief of Department, otherwise time in grade will prevail.

**Section 13.**

A. The Chief may transfer any forty-eight (48) hour employee from one station to another for training purposes, but only in the event that the training cannot be accomplished at the employee's existing station, and only between the hours of 7:00 a.m. and 3:00 p.m.

B. Transfers may be necessary for Department-wide mandatory make-up training, but such training shall be accomplished with the least amount of employee transfers."

**ARTICLE 24**  
**TRANSFER BETWEEN DIVISIONS**

A transferee between the Fire Suppression and Fire Prevention Division or the EMS Branch shall receive all fringe benefits in accordance with the schedule for the Division into which such transferee has transferred and at the wage rate for the Division into which transferred notwithstanding the rate at which earned. For example, a transferee from the Fire Suppression Division to the Fire Prevention Division or equivalent shall earn and be charged at the rate of eight (8) hours per day while in the Fire Prevention Division or such equivalent. Upon transfer from the forty-eight (48) hour Fire Suppression Division to any forty (40) hour position, unused vacation time shall be converted to eight (8) hour vacation at the following rate: one twenty-four (24) hour day shall equal three (3) eight (8) hour days.



Unless the Fire Prevention Division and/or the EMS Branch is eliminated temporarily or permanently, under no circumstances shall personnel assigned to the Fire Prevention Division or the EMS Branch be assigned duties which are normally performed by personnel in the Fire Suppression Division unless all Fire Suppression Division employees available for duty have been offered the opportunity to work.

## **ARTICLE 25**

### **RANK STRUCTURE / MANPOWER - OFFICERS**

#### **Section 1.**

A. The City shall maintain at least one (1) officer on duty at each station at all times. **The City shall also maintain one (1) Unit Commander on duty per unit at all times.** The only exception to this Section is that if no officer is available, Article 43 shall apply. The rank structure for Fire Suppression shall be; ~~Unit Commander- Battalion Chief;~~ **Unit Commander- Battalion Chief**; Officers- ~~Battalion Chief- Senior Captain,~~ **Battalion Chief- Senior Captain**, Captain, ~~Senior Lieutenant,~~ **Senior Lieutenant**; Non Officers- ~~Senior Firefighter III, Firefighter III, Firefighter II, Firefighter I.~~ Time in grade for each rank shall prevail.

B. ~~The rank of Lieutenant shall consist of the classifications of Lieutenant and Senior Lieutenant. The Senior Lieutenants shall be the most senior three (3) Lieutenants by time in grade. The Lieutenants shall be the least senior three (3) Lieutenants by time in grade.~~ The Senior Captain per Unit, Senior Lieutenant per Unit, and Senior Firefighter III per Shift, shall be the most senior members by time in grade in these ranks/ **this** classification assigned to each shift.

**Section 2.** In the event both officers from Headquarters Station are absent, ~~Article 26, Section 3 shall prevail, followed by~~ **Article 26, Section 3 shall prevail, followed by** the lowest ranking officer from Station No. 1 will suitcase to Headquarters Station.

**Section 3.** In the event both officers from Station No. 1 are absent, ~~Article 26, Section 3 shall prevail, followed by~~ **Article 26, Section 3 shall prevail, followed by** the lowest ranking officer from Headquarters shall suitcase to Station No. 1.

**Section 4.** For promotions to Lieutenant occurring on or after January 1, 2003, to the existing requirements for promotion to Lieutenant there shall be added the requirement that a person must possess current State of Michigan certification as an EMT-Paramedic; no person shall be eligible for promotion, nor shall any person be promoted, to the rank of Lieutenant unless that person possess current certification as an EMT-Paramedic.

**Section 5.**

- A. Any Firefighter III shall have the first right of refusal to drive fire Department vehicles, notwithstanding manpower call-in.
- B. Senior Firefighter III's shall have first right of refusal to drive first line engines at their assigned station, notwithstanding manpower call in.

**Section 6.** Local 1355 shall be the sole provider of EMS response, medical transport, fire suppression, and fire inspection to the City of Dearborn Heights.

**ARTICLE 26**  
**MANPOWER**

**Section 1.**

A. The Union agrees that Firefighting Dispatching may be done by non bargaining unit employees including civilians or Police Department employees. Provided, however, the City agrees that no first-line engine will be dispatched to an emergency scene with less than three (3) on-duty qualified twenty-four (24) hour personnel. Additionally, no rescue squad/ambulance will be dispatched to an emergency scene with less than two (2) on-duty qualified twenty-four hour personnel.

~~B. There shall be one operating first line engine and one operating rescue squad/ambulance at both stations at all times.~~

~~B. C. Effective July 1, 2016, There shall be one operating first line engine at each station at all times, and one operating rescue squad/ambulance at Station 1 and two (2) operating rescue squads/ambulances at the Headquarters station. It is understood that the City and Union may mutually agree after July 1, 2016 to return to (B) above.~~

i. Effective April 15, 2019, there shall always be one operating command vehicle, with no less than one (1) on-duty twenty-four (24) hour personnel at Headquarters station. There shall be one operating first line engine at each station at all times, and one operating rescue squad/ambulance at Station 1, and two (2) operating rescue squads/ambulances at the Headquarters station at all times. It is understood that the City and Union may mutually agree after July 1, 2022 to return to (B) above.

**Section 2.**

~~A. In the event that the established daily minimum manning of ten (10), 48-hour personnel is exceeded; the following shall be used for manpower distribution:~~

|                         |                                        |
|-------------------------|----------------------------------------|
| <del>11 Personnel</del> | <del>6 personnel at Headquarters</del> |
|                         | <del>5 personnel at Station #1</del>   |
| <del>12 Personnel</del> | <del>6 personnel at Headquarters</del> |
|                         | <del>6 personnel at Station #1</del>   |
| <del>13 Personnel</del> | <del>7 personnel at Headquarters</del> |
|                         | <del>6 personnel at Station #1</del>   |
| <del>14 Personnel</del> | <del>7 personnel at Headquarters</del> |
|                         | <del>7 personnel at Station #1</del>   |
| <del>15 Personnel</del> | <del>8 personnel at Headquarters</del> |
|                         | <del>7 personnel at Station #1</del>   |
| <del>16 Personnel</del> | <del>8 personnel at Headquarters</del> |
|                         | <del>8 personnel at Station #1</del>   |

~~A. B.~~ Effective July 1, 2016, in the event that the established daily minimum manning of twelve (12), 48-hour personnel is met or exceeded, the following shall be used for manpower distribution:

|              |                                                          |
|--------------|----------------------------------------------------------|
| 12 Personnel | 7 personnel at Headquarters<br>5 personnel at Station #1 |
| 13 Personnel | 7 personnel at Headquarters<br>6 personnel at Station #1 |
| 14 Personnel | 7 personnel at Headquarters<br>7 personnel at Station #1 |
| 15 Personnel | 8 personnel at Headquarters<br>7 personnel at Station #1 |
| 16 Personnel | 8 personnel at Headquarters<br>8 personnel at Station #1 |
| 17 Personnel | 9 personnel at Headquarters                              |

8 personnel at Station #1

~~It is understood that the City and Union may mutually agree after July 1, 2016 to return to (A) above.~~

**B. Effective April 15, 2019, in the event that the established daily minimum manning of thirteen (13), 48-hour personnel is met or exceeded, the following shall be used for manpower distribution:**

|                     |                                    |
|---------------------|------------------------------------|
| <u>13 Personnel</u> | <u>8 personnel at Headquarters</u> |
|                     | <u>5 personnel at Station #1</u>   |

|                     |                                    |
|---------------------|------------------------------------|
| <u>14 Personnel</u> | <u>8 personnel at Headquarters</u> |
|                     | <u>6 personnel at Station #1</u>   |

|                     |                                    |
|---------------------|------------------------------------|
| <u>15 Personnel</u> | <u>8 personnel at Headquarters</u> |
|                     | <u>7 personnel at Station #1</u>   |

|                     |                                    |
|---------------------|------------------------------------|
| <u>16 Personnel</u> | <u>9 personnel at Headquarters</u> |
|                     | <u>7 personnel at Station #1</u>   |

|                     |                                    |
|---------------------|------------------------------------|
| <u>17 Personnel</u> | <u>9 personnel at Headquarters</u> |
|                     | <u>8 personnel at Station #1</u>   |

|                     |                                    |
|---------------------|------------------------------------|
| <u>18 Personnel</u> | <u>9 personnel at Headquarters</u> |
|                     | <u>9 personnel at Station #1</u>   |

It is understood that the City and Union may mutually agree after July 1, 2022 to return to (A) above.

**C. Manpower distribution shall only be utilized between the hours of 0700- 2300, emergency response notwithstanding.**

### **Section 3.**

~~A.C.~~ Manpower distribution shall be achieved by seniority. The most senior Firefighter I on duty shall have first right of refusal to be moved from one station to another due to shortages during his or her shift (suitcase), with seniority to be followed thereafter. The least senior **Firefighter I** member on duty shall be required to move from one station to another due to shortages during his or her shift if a more senior ~~member~~ **Firefighter I** chooses not to move. **Employees with only**

**EMT-Basic licensure may be suitcased at the discretion of the Unit Commander.**

**B.D.** If there are two (2) Firefighter III's on duty at Headquarters or Station #1 and none on duty at the other station then the ~~low~~**least** seniority Firefighter III from the station with two (2) Firefighter III's shall be required to move from one station to another.

~~**E.** Manpower distribution shall only be utilized between the hours of 0700-2300, emergency response notwithstanding.~~

**C.F.** In the absence of a Lieutenant from a rescue squad and/or a Firefighter III from a first line engine at a station, the most senior Firefighter II on duty at that station shall have the first right of refusal to be upgraded, manpower call-in notwithstanding.

**D.G.** In the absence of a Lieutenant(s) and/or Firefighter II from a rescue squad(s), the most senior Firefighter II on duty shall have first right of refusal to be moved from one station to another due to shortages during his or her shift (suitcase), with seniority to be followed thereafter, manpower call-in notwithstanding. The least senior Firefighter II on duty shall be required to move from one station to another due to shortages during his or her shift if a more senior Firefighter II member chooses not to move, manpower call-in notwithstanding.

**E.H.** In the absence of a Firefighter III and/or Firefighter II from an Engine(s), the most senior Firefighter II on duty shall have first right of refusal to be moved from one station to another due to shortages during his or her shift (suitcase), with seniority to be followed thereafter, manpower call-in notwithstanding. The least senior Firefighter II on duty shall be required to move from one station to another due to shortages during his or her shift if a more senior Firefighter II member chooses not to move, manpower call-in notwithstanding.

**F.** ~~In the absence of a Captain as a Shift Officer, the Senior Lieutenant shall have the first right of refusal to upgrade to Shift Officer regardless of which station the Captain is absent from, provided that the Lieutenant at the other station has less than 2 years time in grade.~~

**F. G. In the absence of a Battalion Chief from Headquarters, the most senior Captain on duty shall have the first right of refusal to be upgraded to acting Battalion Chief at Headquarters and shall assume the responsibilities of Battalion Chief. The least senior Captain on duty shall be required to upgrade to acting Battalion Chief at Headquarters if a more senior Captain refuses the upgrade.**

**G. H. Unit privilege shall apply to all subsections of Article 26, section 3. Unit privilege shall be defined as, "in regard to upgrade and suitcasing, members of the applicable rank/classification assigned to the on-duty unit shall have first right of refusal before a member of that rank/classification not assigned to the on-duty unit."**

## **ARTICLE 27** **LONGEVITY PAY**

**Section 1.** In addition to the salary set forth in the salary schedules attached hereto employees shall receive longevity pay as follows:

| Hired as of June 30, 2004 |      | Hired on or after July 1, 2004 |    |
|---------------------------|------|--------------------------------|----|
| 5 Years                   | 2%   | 6 Years                        | 1% |
| 8 Years                   | 3%   | 8 Years                        | 2% |
| 10 Years                  | 4%   | 10 Years                       | 3% |
| 15 Years                  | 6%   | 15 Years                       | 5% |
| 17 Years                  | 6.5% | 17 Years                       | 6% |
| 20 Years                  | 7%   | 20 Years                       | 7% |

A. Members hired into the City on or after July 1, 2011 shall be entitled to a longevity benefit according to the following scale.

|                           |                 |
|---------------------------|-----------------|
| After 10 Years of Service | 3% of Base Wage |
| After 15 Years of Service | 5% of Base Wage |
| After 20 Years of Service | 7% of Base Wage |

**Effective July 1, 2024, Article 27, Section 1(A) shall become null and void and employees hired after July 1, 2011 shall receive longevity pay in accordance with the longevity schedule articulated in Article 27, Section 1 for employees hired after July 1, 2004.**

**Section 2.** The anniversary date for computing longevity pay shall be January 1<sup>st</sup> of each year, and shall be paid on the preceding December 1<sup>st</sup>.

**Section 3.** Longevity pay for an employee at the time of termination of such an employee's employment shall be computed pro rata from date of termination of employment to January 1<sup>st</sup> of the same year.



## **ARTICLE 28**

### **OVERTIME PAY**

#### **Section 1.** 48-Hour Week Personnel

A. Time and one-half (1-1/2) overtime pay shall be paid to all employees for all work in excess of their regularly scheduled work day twenty-four (24) consecutive hours or work week (forty-eight (48) hours in a six (6) calendar day cycle). Such overtime shall be paid at one and one-half (1-1/2) times the employee's prevailing hourly rate, which for the purpose of this Agreement, shall be deemed to be the annual salary for such employee as set forth in Salary Exhibits attached hereto, divided by two thousand four hundred and ninety-six (2,496) hours. Time and one-half (1.5) to be paid for all overtime worked with a minimum call-in pay of four (4) hours. The employee shall be entitled to stay four (4) hours or may leave and be paid for the time that employee works, to the even or half hour.

B. Emergency Overtime call-in shall commence with the time of call.

C. In lieu of overtime compensation as provided herein, at the election of the employee, compensatory time in the ratio of 1.5 hours of compensatory time for 1.0 hour of overtime shall be allowed.

D. An employee may accumulate up to two hundred-forty (240) hours of compensatory time. Effective July 1, 2011 and each year thereafter, all Members shall be credited with an additional forty-eight (48) hours of compensatory time. Effective July 1, 2012, a Member may accumulate up to three hundred (300) hours of compensatory time. Effective July 1, 2013, a Member may accumulate up to three hundred sixty (360) hours of compensatory time. Effective July 1, 2014, a Member may accumulate up to four hundred eighty (480) hours of compensatory time. Upon retirement, DROP entry or separation from the City, a Member shall be reimbursed and credited a maximum of two hundred forty (240) hours of compensatory time.

E. Upon resignation, retirement or death of an employee, full pay shall be due to the employee or the employee's estate for all accumulated compensatory time.

F. Compensatory time shall be used at a minimum of four (4) hour increments for the 48 hour division.

G. Because Compensatory Time may be approved up to thirty (30) days in advance, it is imperative that the Unit Commander ~~Senior Captain or Duty Officer in his absence~~ verify that ample manpower is on duty on the date of the request.

All Department communications and previous release approvals must be routinely examined by all Officers, particularly before granting the use of Comp-Time or any other release that has not been granted by the Administration.

The Officer who grants release time shall be held responsible for executing this function in a responsible and appropriate manner.

In order to streamline the process of requesting and approving Compensatory Time, the following procedure shall be utilized by requesting personnel as well as receiving and validating Officers.

- Personnel requesting to use or earn Compensatory Time shall complete the modified Comp-Time Request Form in advance if possible and submit it to the "Receiving Officer." ~~The "Receiving Officer" shall be the Shift Officer or Unit Commander on duty.~~ ~~Senior Captain or Duty Officer in his absence, on their unit.~~

- The "Approving Officer" shall be the Unit Commander ~~and The "Approving Officer"~~ shall validate the written request in a timely manner and forward a copy of the signed form to the appropriate Shift ~~Station~~ Officer and to the employee.

- Requests that are phoned-in shall be made to Fire Headquarters and done no later than 2200 hours. The Unit Commander ~~Senior Captain or Duty Officer in his absence~~, may delegate a union steward or other personnel to take the information regarding the Comp-Time request over the telephone.

- The "Receiving Officer" shall sign, date and timestamp the phoned-in request, but is not required to approve the request unless the requested date is prior to the employee's unit's next duty day.

- The phoned in request information shall be transferred onto a handwritten or computer generated Comp-Time Request Form and be placed on the "Approving Officer-Unit Commander's" clipboard ~~shift clipboard at the station of the Senior Captain~~ by the

“Receiving Officer” after it has been signed, dated and time stamped.

**The Fire Chief, with the concurrence of the Executive Board, may utilize electronic notification and requests for Comp Time and Buddy Day Switches.**

**Section 2.** Forty (40) Hour Week Personnel

A. Time and one-half (1-1/2) overtime pay shall be paid to all employees for all work in excess of the regularly scheduled workday, eight (8) hours or work week forty (40) hours. Such overtime shall be paid at one and one-half (1-1/2) times the employee's prevailing hourly rate, which for the purpose of this Agreement shall be deemed to be the annual salary of each employee as set forth in Salary Exhibits attached hereto, divided by two thousand-eighty (2,080) hours, or the employee may take compensatory time, at time and one-half (1-1/2), for all hours worked overtime, at the employee's discretion within that calendar year, with a limit of number of hours being accumulated of forty (40) hours. Time and one-half (1-1/2) to be paid for all overtime worked with a minimum call-in pay of three (3) hours. The employee shall be entitled to stay the three (3) hours or may leave and be paid for the time that employee works to the even or half hour.

B. In lieu of overtime compensation as provided herein, at the election of the employee, compensatory time in the ratio of 1.5 hours of compensatory time for 1.0 hour of overtime shall be allowed.

C. An employee may accumulate up to two hundred-forty (240) hours of compensatory time.

D. Upon resignation, retirement or death of an employee, full pay shall be due to the employee or the employee's estate for all accumulated compensatory time.

E. Compensatory time shall be used at a minimum of one (1) hour increments for the 40 hour personnel.

**Section 3.** Relates to Rescue Runs and Fire Alarms

A. If an employee comes in any time up to the first half hour, but no more than the first half hour, such employee would be required to spend at least until fifteen (15) minutes past the hour in the station and if that

employee came in after the half hour, that employee would be expected to spend until forty-five (45) minutes after the hour in the station and then the employee could go home. On and after September 19, 1991, a bargaining unit employee working after 7:00 a.m. will be paid one half (1/2) hour overtime if that person leaves work before 7:30 a.m. and one (1) hour of overtime if the employee works after 7:30 a.m. and leaves at 8:00 a.m.; provided, there shall be no option on the part of the employee to remain after 7:30 a.m.

B. If there is an officer shortage or a manpower shortage at 7:00 a.m. and the employee that is called in to work cannot report at 7:00 a.m., the below procedure shall be followed (Paragraph c).

C. If there is an officer or manpower shortage at the beginning of a shift, an employee shall be required to stay over one (1) hour while an employee or an officer is called in for overtime. If the employee called in to work cannot report for duty until 7:30 a.m., the employee who is to report for duty shall be told to report at 8:00 a.m. The employee that is held over shall be required to stay until 8:00 a.m.

D. If anyone is called in to work for overtime, such employee shall report to duty as soon as possible, starting on the hour or half hour.  
Example: If you call an employee at 2:45 p.m., that employee shall report to work at 3:00 p.m., or 3:30 p.m.

E. Overtime call-in shall be achieved on a ~~rank by rank basis and classification by classification~~ **Unit Command Officer, Officer, and Manpower** basis (e.g. **i.e. Unit Commander for Unit Commander; Battalion Chief and Captain; Officer for Officer Shortage; Battalion Chief, Captain, and Lieutenant; Firefighter III for Firefighter III shortage, etc.**) The overtime process shall follow Appendix A.

F. With the approval of the Chief after a request has been submitted by the Member who is engaging in a "Special Assignment Duty" outside of regular duty days shall earn compensatory time at the rate of one and one half (1.5) hours for every one (1) hour worked.

G. Emergency Overtime call-in shall commence with the time of call.

**Section 4.** Commencing July 1, 1996, when any special assignment, which involves overtime pay, are to be delegated to the bargaining unit, the following procedure shall apply:

- A. The position shall be posted for fourteen (14) consecutive calendar days to permit interested persons to inform the Chief of their interest.
- B. The rank of the person to fill the special assignment shall be determined by the Chief.
- C. Upon conclusion of the posting period, the Chief shall appoint personnel to the special assignment(s) in the Chief's exclusive discretion.
- D. The person(s) appointed by the Chief to the special assignment shall serve in such special assignment at the discretion of the Chief.
- E. All work schedules and time spent in the special assignment shall be subject to approval by the Chief or designee.

## **ARTICLE 29**

### **HOLIDAYS AND HOLIDAY PAY**

#### **Section 1.** Holidays Defined

- |                      |                      |
|----------------------|----------------------|
| (a) New Year's Day   | (h) Labor Day        |
| (b) President's Day  | (i) Veteran's Day    |
| (c) Good Friday      | (j) Thanksgiving Day |
| (d) Easter Sunday    | (k) Christmas Eve    |
| (e) Memorial Day     | (l) Christmas Day    |
| (f) Independence Day | (m) New Year's Eve   |
| (g) MLK Day          | (n) Patriot Day      |

#### **Section 2.** Holiday Pay for Persons in the bargaining unit and on Payroll as of June 30, 1983:

A. Effective July 1, 2008, in lieu of paid holidays or holiday time off, each employee shall be paid a lump sum equal to five and two-tenths percent (5.2%) of the employee's base wage salary. (If the member was not employed for a full year then he or she shall be paid 0.37% of his or her base wage salary for each holiday occurring during members employment multiplied by the number of holidays and this shall be considered his or her holiday pay.)

Effective July 1, 2009, in lieu of paid holidays or holiday time off, each employee shall be paid a lump sum equal to five and eight-tenths percent (5.8%) of the employee's base wage salary (If the member was not employed for a full year then he or she shall be paid 0.41% of his or her

base wage salary for each holiday occurring during members employment multiplied by the number of holidays and this shall be considered his or her holiday pay)

Effective July 1, 2010, in lieu of paid holidays or holiday time off, each employee shall be paid a lump sum equal to six and three-tenths percent (6.3%) of the employee's base wage salary (If the member was not employed for a full year then he or she shall be paid 0.45% of his or her base wage salary for each holiday occurring during members employment multiplied by the number of holidays and this shall be considered his or her holiday pay.)

**Effective July 1, 2024, all employees, regardless of date of hire, shall receive, in lieu of paid holidays or holiday time off, a lump sum equal to six-and-three-tenths percent (6.3%) of the employee's base annual wage.**

Annual holiday pay shall be deemed earned as of January 1<sup>st</sup> of each year and shall be paid on the preceding December 1<sup>st</sup>.

~~i. Persons hired into the bargaining unit on or after July 1, 2011 shall be entitled to holiday pay at the following rate:~~

| <u>Wage</u> | <u>Employment Year</u> | <u>Annual Lump Sum as % of Base</u> |
|-------------|------------------------|-------------------------------------|
|             | 1 <sup>st</sup> Year   | 4.0%                                |
|             | 2 <sup>nd</sup> Year   | 4.5%                                |
|             | 3 <sup>rd</sup> Year   | 5.0%                                |
|             | 4 <sup>th</sup> Year   | 5.5%                                |
|             | 5 <sup>th</sup> Year   | 6.0%                                |
|             | 6 <sup>th</sup> Year   | 6.3%                                |

B. New employees with less than one year's seniority shall be entitled to compensation for only those holidays which are celebrated after the date of such employee's employment. This lump sum shall be based on a multiplier of 0.00285 per holiday.

**i. Effective July 1, 2024, this lump sum shall be based on a multiplier of 0.0045 per holiday.**

C. Upon termination of employment, employees with at least one (1) year departmental seniority shall be entitled to receive compensation equal

to the number of holidays having occurred since the preceding January 1<sup>st</sup> and the date of such termination.

**Section 3.** Holiday Pay for Forty (40) Hour Personnel. Forty (40) hour personnel must work 80 hours per pay period or use an accumulated bank day in order to receive Holiday Pay.

Holidays are defined in Article 29, Section 1.

For the purpose of this Agreement, Forty (40) Hour Personnel shall consist of the Deputy Chief, Fire Marshal, Fire Inspectors, and EMS Coordinator. Such annual holiday pay shall be deemed earned as of January 1<sup>st</sup> of each year and shall be paid on the preceding December 1<sup>st</sup>.

**Section 4.** Holiday pay for persons terminating in their first year of employment shall be the number of holidays that occurred while the employee was employed.

### **ARTICLE 30** **HOLIDAY ROUTINE**

**Section 1.** The days City Hall is closed.

A. Holiday routine will only be worked on the days that City Hall is closed not on the days or dates on which the holiday actually falls unless City Hall is also closed on that particular day.

B. Holiday routine will not be worked if City Hall is closed for a non-holiday event (Example: broken water line, no heat, fire damage, storm damage, etc.).

C. Holiday routine shall be worked on September 11 of each year.

**Section 2.** Holiday routine will be followed on Saturdays and Sundays.

**Section 3.** There shall be light housekeeping only on these days.

**Section 4.** Saturday: Any work normally done that could not be done during the week due to bad weather or other conditions shall be deemed an emergency.

**Section 5.** Rest time shall be permitted on these days.



## **ARTICLE 31** **VACATIONS**

### **Section 1.**    Eligibility and Amount.

A.     Effective July 1, 2011, all Forty-eight (48) Hour Personnel shall be eligible for annual vacation days with pay, based on a twenty-four (24) hour work day. If a vacation period falls within that employee's date of hire, that employee will be allowed a vacation day allotment in accordance with the following schedule. Forty-eight (48) Hour Personnel shall only be paid out/credited with a maximum of 14 days. **Upon termination of employment, all 'unassigned' and unused Vacation days in excess of fourteen (14) days shall be converted to Sick days.**

|                               | Summer  |         | Winter  |         |
|-------------------------------|---------|---------|---------|---------|
| Start through one (1) year    | 0 Days  |         | 0 Days  |         |
| Year One through Year Two     | 2 Days  |         | 2 Days  |         |
| Year Two through Year Three   | 3 Days  |         | 3 Days  |         |
| Year Three through Year Four  | 4 Days  |         | 4 Days  |         |
| Year Four through Year Five   | 5 Days  |         | 5 Days  |         |
| Year Five through Year Ten    | 6 Days  |         | 6 Days  |         |
| Year Ten through Year Fifteen | 7 Days  |         | 7 Days  |         |
| Fifteen years or more         | 8 Days  |         | 8 Days  |         |
|                               |         |         |         |         |
| Effective September 1, 2017   | Summer  |         | Winter  |         |
|                               | Round 1 | Round 2 | Round 1 | Round 2 |
| Start through one (1) year    | 0 Days  | 0 Days  | 0 Days  | 0 Days  |
| Year One through Year Two     | 2 Days  | 0 Days  | 2 Days  | 0 Days  |
| Year Two through Year Three   | 2 Days  | 1 Day   | 2 Days  | 1 Day   |
| Year Three through Year Four  | 3 Days  | 1 Day   | 3 Days  | 1 Day   |
| Year Four through Year Five   | 4 Days  | 1 Day   | 4 Days  | 1 Day   |
| Year Five through Year Ten    | 5 Days  | 1 Day   | 5 Days  | 1 Day   |
| Year Ten through Year Fifteen | 6 Days  | 1 Day   | 6 Days  | 1 Day   |
| Fifteen years or more         | 7 Days  | 1 Day   | 7 Days  | 1 Day   |

Example: If an employee is hired on January 20, 1996, that employee's first vacation pick will be the winter vacation period in October 1996, of two (2) days.

B.     Effective July 1, 2011, all forty (40) Hour Personnel shall receive thirty-four (34) days vacation. ~~A total of thirty-four (34) days are to be~~

~~divided between two (2) vacation periods—Summer and Winter.~~ Forty (40) Hour Personnel shall only be paid out/credited with a maximum of 32 days. **Upon termination of employment, all 'unassigned' and unused Vacation days in excess of thirty-two (32) days shall be converted to Sick days.**

**Section 2.** Anniversary Date

A. The employee's anniversary date of service for purpose of this Article shall be that employee's personal starting date of employment; provided further, that a new employee shall be entitled to a vacation following that employee's first anniversary date of service. However, if that new employee is unable to select a vacation due to the employee's anniversary date, said employee shall select two (2) vacations in the next vacation period not to exceed a total of four (4) days in that person's second year of employment.

B. Employees, other than new employees, will take vacations as scheduled for their seniority as of the date the vacation is taken, not withstanding the rate at which earned.

**Section 3.** Summer Vacations and Winter Vacations. Summer vacations shall be taken between April 1<sup>st</sup> and September 30<sup>th</sup>. Winter vacations shall be taken between October 1<sup>st</sup> and March 31<sup>st</sup>.

**Section 4.** Designation of Vacation Period - Employees shall make known to the Department their preference for their winter and summer vacation periods in advance of the vacation periods as follows:

Winter vacation before October 1<sup>st</sup>

Summer vacation before April 1<sup>st</sup>

A. Selection of vacations for each period shall be on a departmental basis by seniority in each unit.

B. No more than two (2) officers on the same unit may be on vacation at the same time.

C. Only a total of two (2) employees on the same unit may be on vacation at the same time commencing with the April 1992 vacation period and thereafter. Effective September 1, 2017, during Round 1 and Round 2 vacation picks, no more than one (1) employee shall be on vacation when three (3) members are scheduled on Kelly. Daily maximum limit of

members on vacation may be exceeded only by using an “unassigned” vacation day, manpower permitting. Example: 2 officers; 1 officer, 1 non-officer; 2 non-officers. The only exception to the above will be when there are employees off duty per department for schooling. The Union will be notified in advance when the schooling situation occurs.

D. Vacation may be changed for the health and welfare of member’s family due to the sickness and convalescence of the employee, the employee’s spouse, the employee’s dependent or members of the employee’s household. All circumstances concerning these changes are to be discussed and approved by the Union and the Chief on an individual basis.

E. Vacation may be changed upon mutual agreement between the Union and the Fire Chief for extenuating circumstances.

**Section 5.** Termination of Employment - In the event employment is terminated prior to an anniversary date, such an employee shall be deemed to have earned vacation pay in the ratio that the number of months from the last anniversary date bears to twelve (12), payable forthwith, at such employee’s then prevailing daily rate, based upon an entire year of completed service, plus any vacation pay previously earned, but unpaid. Example: (1) Employee hired July 31, 1970 who terminates August 31, 1971 would be entitled to one year’s plus one month’s (1/12) vacation pay. Example: (2) Same, except terminates October 31, 1971, after taking winter vacation in October 1971. Employee would be entitled to one year’s vacation pay, plus three twelfths (3/12) vacation pay (July 31 to October 31), less winter vacation pay already received for October 1971 vacation.

**Section 6.** Vacation Requests. Effective September 1, 2017, there shall be Two (2) Rounds of vacation day selections per season, Round 1 and Round 2. Each member shall select vacation days for each round, on a departmental basis by seniority in each unit. The most senior member per unit shall commence round 1 on February 21 / August 21, followed by every member according to seniority. Following round 1 selections, the most senior member per unit shall commence round 2 selections, no later than March 11 / September 11. Each member may select their round 2 vacation day selections, permitting there are enough days available in accordance with Article 31, Section 4 or may elect to keep their round 2 day as an “unassigned” vacation day in accordance with Article 31, Section 8. E.g. the most senior member per unit shall select their round 1 vacation days. After every member per unit has selected their round 1 vacation day, round 2 shall commence starting with the most senior member per unit. Each member may choose to keep their Round 2 pick as an “unassigned” vacation day to be selected

at a later date. Vacation Day selections will be selected in accordance with the following procedure:

- A. By departmental seniority on each unit.
- B. Personnel to be assigned a number by seniority.

C. Any member or members who do not pick by their deadline date shall be allowed to pick by seniority after all other members have picked, and shall be required to pick upon notification by the Department. Any member or members not picking by April 1, or October 1, respectively shall be placed by the Department and the Union.

D. If out of town, a telephone call can be made to pick vacation, bill to be paid by the Union.

E. Master list of each unit to be at Headquarters Station and shall be initialed by the **Unit Commander**~~-duty officer~~, a copy to be posted at Station #1. Example: Round 1 Selector #1 shall pick vacation no later than the 21<sup>st</sup> of February or the 21<sup>st</sup> of August. Selector #2 shall pick vacation on the 22<sup>nd</sup> of February or the 22<sup>nd</sup> of August whichever applies. Selector #1 on February 21/ August 21, Selector #2 on February 22/ August 22, Selector #3 on February 23/ August 23, Selector #4 on February 24/ August 24, Selector #5 on February 25/ August 25, Selector #6 on February 26/ August 26, Selector #7 on February 27/ August 27, Selector #8 on February 28/ August 28, Selector #9 on March 1/ August 29, Selector #10 on March 2/ August 30, Selector #11 on March 3/ August 31, Selector #12 on March 4/ September 1, Selector #13 on March 5/ September 2, Selector #14 on March 6/ September 3, Selector #15 on March 7/ September 4, Selector #16 on March 8/ September 5, Selector #17 on March 9/ September 6, Selector #18 on March 10/ September 7.

Round 2 Selector #1 shall pick vacation no later than March 11 / September 11 Selector #2 on March 12/ September 12, Selector #3 on March 13/ September 13, Selector #4 on March 14/ September 14, Selector #5 on March 15/ September 15, Selector #6 on March 16/ September 16, Selector #7 on March 17/ September 17, Selector #8 on March 18/ September 18, Selector #9 on March 19/ September 19, Selector #10 on March 20/ September 20, Selector #11 on March 21/ September 21, Selector #12 on March 22/ September 22, Selector #13 on March 23/ September 23, Selector #14 on March 24/ September 24, Selector #15 on March 25/ September 25, Selector #16 on March 26/ September 26, Selector #17 on March 27/ September 27, Selector #18 on March 28/ September 28.

**Section 7.** Compensatory hours in excess of two hundred forty (240) may be converted to vacation time up to forty-eight (48) hours per year. Twenty-four (24) hours prior to March 1<sup>st</sup> and twenty-four (24) hours prior to September 1<sup>st</sup> annually. This additional vacation shall be selected by departmental seniority on

each unit after the regular selection (Round 1 & Round 2) has taken place, as outlined in Article 31, Section 6.

### **Section 8.**

A. Effective September 1, 2017 at the employee's discretion he/she may leave up to **three (3)** ~~one (1)~~ days "unassigned" to be used, if possible, within that vacation period or the following period. These days may be used, manpower permitting, on a seniority basis. An employee must give his **Shift Officer** ~~Senior Captain or Duty Officer, in his absence,~~ a minimum notice by 8am on the shift prior to his/her election to use an "unassigned" vacation day, **and submit a request to the Shift Officer.** Requested use of an "unassigned" vacation day shall be granted by the **Unit Commander** ~~Senior Captain or Duty Officer, in his absence,~~ up to thirty (30) days in advance of the requested time and date.

B. Effective September 1, 2017, "unassigned" vacation days from previous winter period and/or summer period, with a total not to exceed **six (6)** ~~two (2)~~ days per year, shall be assigned to member's sick bank.

## **ARTICLE 32**

### **Leave Time**

#### **(PTO, Compensatory time, Military leave)**

**Section 1.** Persons in the bargaining unit shall earn personal time off as follows:

A. Effective July 1, 2011, twenty-four (24) hour personnel shall earn seventy-two (72) hours of personal time off (PTO) which may be taken for any reason except as stated in Section 5 and Section 6 below and this time shall not be charged to the individual's sick time.

B. Effective July 1, 2011, eight (8) hour personnel shall earn fifty-six (56) hours of personal time off (PTO) which may be taken for any reason except as stated in Section 5 and Section 6 below and this time shall not be charged to the individual's sick time.

C. Twenty-four (24) hour personnel hired on after July 1, 2011 shall earn PTO as follows:

- i. Employment year one (1) through year three (3): twenty-four (24) hours. Procedure is to award personal time off on anniversary to be used until June 30<sup>th</sup> . An employee will not be allowed an additional twenty-four (24) hours until the anniversary date of their third (3<sup>rd</sup>) year.

- ii. Employment year three (3) through year (6): forty-eight (48) hours. Procedure is to award personal time off on anniversary to be used until June 30<sup>th</sup>. An employee will not be allowed an additional twenty-four (24) hours until the anniversary date of their sixth (6<sup>th</sup>) year.
- iii. Employment year six (6) and thereafter: seventy-two (72) hours.

D. Unused PTO shall be paid out at the member's current pay rate on or before August 1st each year.

## **Section 2.**

A. Effective January 1, 2012, at the Member's option, he or she shall have the option to be paid out on twenty-four (24) hours of banked compensatory time per "Trimester" (every four (4) months) at his or her prevailing rate as of June 30<sup>th</sup> of each year, to a maximum of seventy-two (72) hours per fiscal year. A "Trimester" shall be defined as the months of January through April, May through August and September through December.

i. Effective January 1, 2018, members shall have twelve (12) hours of unused compensatory time paid out monthly, not to exceed 12 times per year to a maximum of 144 hours, provided that he or she has a minimum of one-hundred twenty (120) hours of compensatory time in his or her bank. Probationary Firefighter I's shall have twelve (12) hours of unused compensatory time paid out monthly, not to exceed 12 times per year to a maximum of 144 hours, provided that he or she has a minimum of thirty-six (36) hours of compensatory time in his or her bank.

ii. Effective January 1, 2019, members shall have fourteen (14) hours of unused compensatory time paid out monthly, not to exceed 12 times per year to a maximum of 168 hours, provided that he or she has a minimum of one-hundred twenty (120) hours of compensatory time in his or her bank. Probationary Firefighter I's shall have fourteen (14) hours of unused compensatory time paid out monthly, not to exceed 12 times per year to a maximum of 168 hours, provided that he or she has a minimum of thirty-six (36) hours of compensatory time in his or her bank.



iii. Effective January 1, 2021, and every year thereafter; members shall have sixteen (16) hours of unused compensatory time paid out monthly, not to exceed 12 times per year to a maximum of 192 hours, provided that he or she has a minimum of one-hundred twenty (120) hours of compensatory time in his or her bank. Probationary Firefighter I's shall have sixteen (16) hours of unused compensatory time paid out monthly, not to exceed 12 times per year to a maximum of 192 hours, provided that he or she has a minimum of thirty-six (36) hours of compensatory time in his or her bank.

B. When an employee uses PTO time for a family emergency involving general health and welfare of that employee's family, there shall be no minimum time increment provided that no other employee is called in for overtime as a result; if another employee is called in for overtime, then a minimum of two (2) hours of PTO must be used and the employee called in for overtime shall be paid for the duration of the emergency with a minimum of two (2) hours call-in.

C. An employee using emergency PTO, and having less hours banked than used, shall have sick time deducted from his/her sick bank rounded to the highest  $\frac{1}{4}$  day. (Example: 2 hours over on PTO results in  $\frac{1}{4}$  day deducted from sick bank.)

D. Effective upon mutual ratification, each 40 Hour Personnel shall receive pay of one hundred dollars (\$100) per month for purposes of being available "On Call".

**Section 3.** PTO may be granted by the Unit Commander ~~Senior Captain, or Duty Officer in his absence,~~ thirty (30) days in advance of the requested time and date; provided manpower is available on the date requested.

**Section 4.** When manpower is at its minimum, PTO time shall be allowed in an emergency situation only. It shall be allowed for general health and welfare of the employee's family (See Section 2 (b)). Emergency compensatory time-off shall be allowed only after an employee's PTO bank has been depleted to "zero hours". When an employee uses compensatory time-off for a family emergency involving the general health and welfare of that employee's family, there shall be no minimum time increment required.

**Section 5.** PTO shall be granted to employees working as a buddy day substitute provided minimum manpower exists on the effective date of the switch.

**Section 6.** Personal time off and Compensatory time-off will not be allowed when an individual is working overtime call-in.

**Section 7.** Compensatory time may be accumulated as stated in article 28. Compensatory time may also be accumulated by working a Kelly Day. An employee must notify his **Shift Officer** ~~Senior Captain or Duty Officer~~ by 0800 on the shift prior to the scheduled Kelly Day, in writing that he wishes to work his Kelly Day.

A. An employee volunteering to work his/her “Kelly” shall earn compensatory time at time and one half for hours worked. (Example Work 24 hours shall earn 36 hours compensatory time. An employee shall not be eligible to work a Kelly Day if he or she has more than the maximum hours in their compensatory time bank. The maximum hours shall be 444.

B. Requested compensatory time shall be granted by the **Unit Commander** ~~Officer in Charge~~ up to thirty (30) days in advance of the requested time and date.

C. An employee that has scheduled to work a Kelly Day may cancel that day at any time prior to the start of that shift. However, that employee shall become ineligible to work overtime the day of the cancellation. If overtime is incurred by the City after the cancellation of this day, the employee that cancelled shall not be eligible to work his or her Kelly Day for a period of thirty (30) days. If an “on the job injury” occurs on that shift after the Kelly Day cancellation, the employee will not be penalized.

D. Compensatory time-off shall be granted to any employee working a “Buddy Day” provided minimum manpower exists on that date.

E. Effective June 30, 2011 and annually on each June 30<sup>th</sup> thereafter, each forty-eight (48) hour Member shall be credited with forty-eight (48) hours of compensatory time to his or her bank. Effective June 30, 2011 and annually on each June 30<sup>th</sup> thereafter, each forty (40) hour Member shall be credited with sixteen (16) hours of compensatory time to his or her bank.

**Section 8.** Employees belonging to the National Guard or other military service shall be permitted to take a leave of absence with pay and benefits for purposes of their required annual training period, but in any event not to exceed 14 consecutive calendar days per calendar year, with no docking of any of the employee’s accrued

paid time off. Any pay received by the employee from the National Guard or other military service/reserve shall be remitted to the City.

**Section 9.** Any member that is serving in the Military Reserve or National Guard that is called to involuntary active duty shall be made whole for any difference between the members "Fire Department" salary and the members military service pay, with any contractual increases in base pay to be applied. Said employee shall earn pension service credit and seniority for all time on active duty.

### **ARTICLE 33** **ON THE JOB INJURY**

**Section 1.** In the event any employee suffers personal injury and/or occupational disease arising out of and in the course of that employee's employment within the meaning of the Worker's Compensation Act, such employee may return their Worker's Compensation check to the City and in this event, such employee shall be carried on the City payroll at full pay for that employee's classification from the first day following said injury and/or occupational disease up to three hundred and sixty-five (365) days, not necessarily consecutive, following said injury and/or occupational disease. Such employee shall continue to earn sick leave, vacation leave and holiday pay at the regular rate. The City shall continue to fully pay the hospitalization, life insurance and continue to fund the pension and the employee shall receive, if applicable, that employee's longevity pay and shall continue to accumulate seniority. Uniform allowance will be deducted when a person is injured and off the job for any period in excess of one (1) month (pro rata for the period time off).

**Section 2.**

A. As a condition of continued receipt of the pay differential provided by this Article, any employee injured on the job, for whom any physician has declared such employee to be totally disabled or for whom no precise date for return to work can be given by a physician, shall file for disability retirement under the Act 345 Retirement Plan not later than such employee's third consecutive month of injury: Benefits paid by the City Retirement Plan will be deducted from the obligations of this section. The application for disability retirement shall be certified in accordance with Act 345 (MCLA 38.556(2) (d)).

B. If any employee 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 employee's employment by the City, and if the employee applies for Social Security Disability payments for the period in which such employee receives benefits under

Article 33, Section 1, said Social Security benefits shall be remitted to the City for the period in which benefits are paid by the City under Article 33.

**Section 3.** It is the intent of the parties that the City, at its option, may permit or require an individual to return to light duty upon clearance by the City Physician. **At the discretion of the Unit Commander on duty or Fire Chief, and within the prescribed light duty restrictions, a light duty employee may be requested to suitcase to Headquarters to assume role of Unit Commander Technician.**

**Section 4.**

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 one hundred percent (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 firefighter 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.

**Section 5.** Wherever in this contract the term "physician" is used it shall mean a medical doctor (M.D.) or doctor of osteopathy (D.O.).

**ARTICLE 34**  
**SICK LEAVE**

**Section 1.** Effective July 1, 2008, sick leave for all bargaining unit employees shall be:

A. "Sick Leave Pay" for the purpose of this Article shall mean a twenty-four (24) hour duty day for the twenty-four (24) hour a day hourly personnel and an eight (8) hour duty day for the forty (40) hour a week personnel. The type of Sick Leave Days to which an employee is entitled shall be computed on the basis of the employee's duty day when the Sick Leave Day was earned. (If sixty (60) Sick Leave Days were accumulated as a twenty-four (24) hour a day employee the sixty (60) Sick Leave Days shall be paid at the maximum twenty-four (24) hour rate for the position - See

Article 17, Section 2; if ten (10) Sick Leave Days were accumulated as an eight (8) hour employee, then ten (10) Sick Leave Days shall be paid at the eight (8) hour rate for the position prevailing at the time of transfer to a different duty day).

B. Twenty-four (24) hour duty day personnel shall acquire twenty-four (24) hours of sick leave credit for each month of service rendered, but not to accumulate in excess of one hundred (100) days (subject to utilization for purchase of military time and/or service credits).

C. Forty (40) hour personnel shall acquire one (1) day of sick leave credit for each month of service rendered, but not to accumulate in excess of one hundred (100) days.

D. No employee shall be charged with a sick day if absence of a duty day is due to injury or occupational disease sustained on or in the line of duty.

E. Effective July 1, 2011, when an employee'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 receive compensation in a sum equivalent to the employee's entire accumulated sick leave credit at hourly rates pro-rated on the basis of sick leave accumulation (if one hundred (100) days were accumulated as an eight (8) hour personnel, then one hundred (100) days shall be paid at the eight (8) hour rate for the position prevailing at the time of retirement or death). Of the accumulated bank, forty-one days and sixteen hours (41 and 2/3 days) sick leave credits shall be added to the employee's total final average compensation. Forty (40) hour personnel have the option as to which days (twenty-four (24) hour and/or eight (8) hour) will be added to his/her final average compensation. With the value of remaining sick leave credits to be paid per Article 19.

F. When employment terminates except by reason of retirement or death, an employee shall receive compensation in a sum equivalent to one-half (1/2) of the employee's accumulative sick leave credits at hourly rates pro-rated on the basis of sick leave accumulation. (If sixty (60) days were accumulated as a twenty-four (24) hour a day employee, then thirty (30) days shall be paid pursuant to Article 17, Section 2. If sixty (60) days were accumulated as an eight (8) hour employee, then thirty (30) days shall be paid at the eight (8) hour rate for the position prevailing at the time of terminating employment.)

G. In cases where an employee becomes incapable of performing that employee's normal duties through an off duty accident, illness or other cause, the employee, the Union or the City, may request a conference between the employee, the Chief, the Union and the City for determination and approval of limited duties and if reasonably possible to provide such duties as the employee is capable of performing; provided that the City to accommodate such requests, may adjust units including transferring personnel between units and/or jobs on the same unit; provided further that no more than one (1) employee per shift shall be so engaged; provided further that the employee must be able to return to the job within a reasonable period and will be reviewed by the City doctor within ninety (90) days and limited duty shall not go beyond twelve (12) months.

H. Sick time statements will be posted on or before February 1<sup>st</sup> of each year and shall reflect an individual's accumulated sick days through midnight the preceding December 31. Sick Day Reporting shall be as follows:

| Name | Sick Days: | Total Sick Days | Max Bank |
|------|------------|-----------------|----------|
|------|------------|-----------------|----------|

- (a) eight (8) hour days
- (b) twenty-four (24) hour days

i. Effective July 1, 2008, an employee 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 employees 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:

- the care of an eligible family member who is ill or injured
- accompanying an eligible family member to a scheduled medical or dental procedure or checkup
- 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 / Spouses Parents (Biological, adoptive, step or foster parents).



Effective July 1, 2008, each employee in the bargaining unit will be allowed to use twelve (12) sick days per year for purposes as set forth in this Article. These twelve (12) sick days can be used throughout the course of the annual year without penalty or incidence. If the employee uses more than twelve (12) sick days annually, "banked" sick time may be used in conjunction with this Article or in conformance with section 4 of this Article provided the employee supplies the employer with written proof of illness or injury from a physician for said employee or persons covered in this Article. If employees meet these criteria, no "incident" shall be charged to them, nor shall this day be charged against the employee's twelve (12) "allowed" sick days per year, if the employee supplies the employer with prior documentation of one of the above reasons at least five (5) days in advance. The only exceptions to this rule are emergency situations and contractually approved absences such as bereavement leave etc. Employees who fail to comply with the above requirements will be charged with an "incident". When an employee reaches his or her eleventh (11<sup>th</sup>) allowed sick day, the employee will receive a conference with the City to allow the City to remind the employee of this policy and its disciplinary implications. Any employee who exceeds the twelve (12) allowed sick days (excluding approved leaves) will be subject to the City's "no fault" attendance policy explained as follows:

One (1) day=1 incident

Discipline for the accumulation of an absence incidence shall be imposed as follows:

- 1<sup>st</sup> incident verbal warning
- 2<sup>nd</sup> and subsequent incidents progressive discipline

When an employee has one (1) absence incident, the employee will receive a conference with the City in which the City will provide the employee an opportunity to explain their absence. The person will be given an opportunity to provide a credible written medical opinion (not a conclusory statement) by a medical doctor or doctor of osteopathy as a medical explanation for such incident. This conference will also allow the City to once again explain this policy and its disciplinary implications in case of continued incidents. At this conference the City will either enforce or adjust the "no fault" incident policy at the City's sole discretion.

All incidents of absence shall be counted in a consecutive twelve (12) month period beginning July 1 and ending June 30.

## **Section 2.**

A. As of July 1, 2004, all current members having a sick leave bank in excess of one hundred (100) days, shall be paid at a rate of one half ( $1/2$ ) days pay per sick leave credit over in excess of one hundred (100) days. The number of days paid each year shall not exceed six (6) days, to be paid on or before February 15 of each year.

B. Effective January 1, 2017, for all members having a sick leave bank in excess of one hundred (100) days: remaining accrued Sick Days from preceding year (January 1 through December 31) shall be paid at a rate of one quarter ( $1/4$ ) days pay per sick leave credit over in excess of one hundred (100) days, to be paid on or before February 15 of each year. The remaining three quarters ( $3/4$ ) days per sick leave credit, from remaining accrued Sick Days from preceding year (January 1 through December 31) over in excess of one hundred (100) days shall be applied to “excess” sick leave bank.

C. Effective January 1, 2017, for all DROP members having a sick leave bank in excess of their individual maximum sick leave bank: remaining accrued Sick Days from preceding year (January 1 through December 31) shall be paid at a rate of one quarter ( $1/4$ ) days pay per sick leave credit over in excess of their individual maximum sick leave bank, to be paid on or before February 15 of each year. The remaining three quarters ( $3/4$ ) days per sick leave credit, from remaining accrued Sick Days from preceding year (January 1 through December 31) over in excess of their individual maximum sick leave bank shall be applied to “excess” sick leave bank.

D. Effective July 1, 2017, upon entering DROP, all members having an “excess” sick leave bank, shall be paid at a rate of one-half ( $1/2$ ) days per sick leave credit in their “excess” sick leave bank. The number of days shall be paid upon entering the DROP.

E. Effective July 1, 2017, upon termination from DROP, all DROP members having an “excess” sick leave bank shall be paid at a rate of one-half ( $1/2$ ) days per sick leave credit in their “excess” sick leave bank. The number of days shall be paid upon termination from DROP.

## **Section 3.**

A. A firefighter whose date of hire is the fifteenth (15<sup>th</sup>) of the month or before shall be entitled to one (1) sick day for the initial month of hire.

A firefighter hired the sixteenth (16<sup>th</sup>) of the month or after shall not receive a sick day for that initial month.

B. A firefighter whose employment is terminated on the fifteenth (15<sup>th</sup>) of the month or after shall be entitled to a sick day for the month of termination. A firefighter terminated on the fourteenth (14<sup>th</sup>) day of the month or before shall not receive a sick day for that final month.

#### **Section 4.**

A. 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.

B. 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.

C. Unpaid FMLA leave will not be granted until all paid time off to which an employee can be charged for FMLA leave is exhausted.

E. 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.

**Section 5.** Compensatory hours in excess of two hundred forty (240) hours may be converted to sick time (up to 100 days for maximum bank) in the months of April and October. Employees who attain maximum accumulation of sick days 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. The maximum hours per year to be converted shall be ninety-six (96).

### **ARTICLE 35**

### **COURT AND MORGUE TIME**

When an employee of the Fire Department is required to appear in Court or at the morgue regarding the performance of that person's Fire Department duties, other than as a Party to the matter being heard unless both the City and the individual are Party Defendant, such employee shall be compensated as follows:

Any occurrence of Court or Morgue Time One (1) day Compensatory Time

### **ARTICLE 36**

### **JURY DUTY**

An employee in this unit who serves on jury duty shall receive full pay from the City during such jury duty service and the employee is required to turn over all checks received for such jury duty to the City. An employee on such jury duty will not be expected to report for fire service if on the day following the day on which jury service is rendered the employee is scheduled to return for jury service; provided that if such employee is not scheduled to report for jury service such employee will report within three (3) hours following the daily adjournment of the trial.

### **ARTICLE 37**

### **FUNERAL LEAVE**

**Section 1.** An employee shall be entitled to nine (9) calendar days per funeral to make preparation for and attend the burial and funeral of an immediate member of the employee's family within three hundred (300) miles 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. An employee shall also be entitled to five (5) calendar days for the funeral of grandparents-in-law or grandchildren if within three hundred (300) miles of the City of Dearborn Heights. One additional calendar day for travel will be given for funerals over three hundred (300) miles.

At an employees request up to seven (7) additional calendar days "Bereavement Leave" shall be granted.

Any additional necessary funeral / 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.

An employee shall be entitled to one (1) calendar day to attend the funeral service for a biological aunt or uncle or spouse's aunt or uncle.

## **ARTICLE 38** **INSURANCE**

Unless otherwise specified, Language contained in Article 38 shall apply to all current bargaining unit members.

### **Section 1.** Life and Accident.

A. The City shall maintain, for each employee, life insurance coverage of fifty thousand dollars (\$50,000) straight life with additional coverage of fifty thousand dollars (\$50,000) for accidental death and scale coverage for dismemberment. The City shall pay the premium costs for such insurance coverage.

B. The City shall maintain for each employee an off-the-job sickness and accident insurance policy of five hundred dollars (\$500.00) per week for twenty-six (26) weeks. The coverage to begin following the use of all sick leave available to the employee. The City shall pay the premium cost for such insurance coverage. The policy shall not be utilized for injuries sustained in the employment of any employer other than the City.

C. Each employee shall be authorized at the employee's own expense to obtain additional coverage or benefits for self or employee's dependents beyond that which is herein required of the City.

D. Employees that retire from the City shall upon such retirement receive a ten thousand dollar (\$10,000) life insurance policy, and the City shall pay all premiums for such coverage.

**Section 2.** Medical

A. Medical/Hospitalization Insurance: The City will offer active employees, employees who elect the DROP before January 1, 2018 (regardless of retirement date), employees currently in the DROP (regardless of retirement date), and non-DROP employees who retire on or after July 1, 2011 but before January 1, 2018 a choice of a PPO and HMO insurance as selected and administered by the City. To this extent, the City will offer the following.

- i. **Blue Cross Blue Shield Community Blue Plan 2 (PPO)** – which includes the following:
  - a. \$500-per person per calendar year of wellness and preventative service
  - b. \$100/\$200 annual deductible
  - c. \$20 fixed office co-payments for office visits
  - d. \$50 fixed emergency room co-payments (which is waived if admitted)
  - e. \$20 fixed urgent care co-payments
  - f. \$500/\$1,000 out of pocket coinsurance maximums
  - g. \$10/40 copayment for prescription drugs for active employees and \$0/15 for DROP participants and retirees
- ii. **Health Alliance Plan (HAP) (HMO)** – which includes the following:
  - a. \$100/\$200 annual deductible
  - b. \$10 fixed office co-payments for office visits
  - c. \$50 fixed emergency room co-payments (which is waived if admitted)
  - d. \$20 fixed urgent care co-payments
  - e. \$10/40 copayment for prescription drugs for active employees and \$0/15 for DROP participants and retirees

B. Medical/Hospitalization Insurance Effective January 1, 2018 for active employees, members who elect to enter DROP on or after January 1, 2018, and non-DROP employees who retire on or after January 1, 2018: The City shall provide the ability to select health insurance coverage from at least four (4) PPO options.

- i. At least one of the four options will be a PPO with in-network benefits including: a deductible of \$100 single, \$200 family; plan-paid coinsurance of 90%; coinsurance annual maximum of \$500 single, \$1,000 family; office visit copayment of \$20; emergency room copayment of \$50;

and prescription drug copayments of \$10 generic, \$40 brand formulary and non-formulary. Mail order prescriptions will require two copayments for a 90-day supply of medication.

ii. At least one of the four (4) PPO options will also be a Health Savings Account qualified plan. 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, and family \$2600. The total deductible and out of pocket maximum shall not exceed Single-\$2250, and Family \$4500. The HSA plan shall have a 0% coinsurance. The Union reserves the right to bargain with the City the 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 1 annually 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.

iii. 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-sharing, 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-sharing, and maximum five (\$5) dollar out-of-pocket through BCBSM AMWELL or an equivalent provider as agreed to by the City and the Union.

iv. The City and Union shall meet annually prior to open enrollment to review and design (if needed) of the medical plan options not specified in Article 38 with the objective of giving employees and retirees a range of options that may decrease employee costs.

v. Beginning October 1, 2017 and each year thereafter, the City shall provide the Union with the cost of all healthcare premiums for the next year on or before October 1 of the preceding year.

**Section 3.** Prescription Drug Insurance Effective November 1, 2011:

Prescription drug co-payments will be \$10 for generic drugs and \$40 for brand name (non-generic) drugs.



- i. Prescriptions will be subject to standard prior authorization, step therapy, and mandatory generic programs.
- ii. If a prescription is written by the Member's doctor for a 90-day supply, Members will be responsible for two co-payments for the 3 month supply.
- iii. An open formulary will be offered to all covered Members 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).
- iv. Excluded from reimbursement under the prescription drug program are drugs prescribed for cosmetic purposes such as Rogaine.
- v. It is specifically understood by both parties that effective November 1, 2011, for persons in the bargaining unit as of July 1, 2011, the following language shall apply: It is understood by both parties that language contained herein applies to Members in the bargaining unit as of July 1, 2011 and who enter into the DROP on or before July 1, 2022. 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. In addition, DROP Members shall be entitled to select one of the City designated plans as outlined in Article 38, Section 2 of this Agreement. This is to include spouse and covered children/dependents.

**Section 4. 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)– 80% (\$2,500 annual maximum on Class I, II, and III) **Effective January 1, 2025, this coverage shall increase to 100%.**

- 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).

**Section 5.** **Optical Plan:** The City will maintain a vision insurance plan that is or equivalent to the Blue Cross - Blue Shield plan Blue Vision (12/12/12) – VSP.

- Frame coverage up to \$200
- Contact Lens coverage up to \$200

**Section 6.**

A. 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 a member's employment by the City and retired by the board, the employee's surviving dependents shall have coverage as set forth in Section 2 through Section 8 of this Article and Section 4 (10) of this Article. Spouse ceases to be covered when spouse remarries. Each child ceases to be covered when they reach eighteen (18) years of age, or until age twenty-six (26), as provided by national healthcare legislation.

B. Medically-proven and documented "special needs" children shall remain covered, regardless of age.

**Section 7.** Employee Contribution to Healthcare:

A. Effective November 1, 2011, each active Member shall contribute twelve percent (12%) of the Member's cost premium not to exceed four percent (4%) of the Member's base annual wage as it appears in the wage schedules of this and succeeding agreements. Members hired after July 1, 2011, shall contribute six percent (6%) of the Member's base annual wage as it appears in the wage schedules of this and succeeding agreements. Upon reaching maximum pay, Members hired after July 1, 2011, shall contribute twelve percent (12%) of the Member's cost premium not to exceed six percent (6%) of the Member's base annual wage as it appears in the wage schedules of this and succeeding agreements. At the Member'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 Member 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.

B. 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. It is the intent of the City to adopt the hard cap starting January 1, 2018. If the City opts out of PA 152, an affected IAFF member will not pay more than five percent (5%) of his or her base wage.

C. The new premiums as outlined above shall be implemented on or about January 1, 2018 and each January 1<sup>st</sup> thereafter.

D.

- i. A retiree's cost share contribution shall continue 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 (0.5%). This contribution may be divided by twelve (12) and deducted from their monthly pension payment, or remitted back to the City through cash or check.
- ii. All DROP participants shall be considered retired for healthcare purposes. All DROP participants' cost share contribution shall be one percent (1%) of his or her annual Act 345 retirement benefit. This one percent (1%) cost share shall be combined for each year of DROP participation; no interest shall be accrued on this payment. This amount shall be paid upon separation of employment by the DROP participant. At the discretion of the DROP participant, this payment may be deducted from his or her accrued benefits payouts or a cash payment.
- iii. Effective November 1, 2011, for Members in the bargaining unit as of July 1, 2011 and who enter into the DROP on or before July 1, 2012, members shall not pay a cost share.

**Section 8.** Language contained in Article 38 shall apply to all current bargaining unit members.

**Section 9.** The following health care cost containment provisions will be maintained:

- A. Retiree health care benefit levels for future retirees retiring on or after July 1, 1991 shall be the same as then active employees. The City agrees to maintain for the persons then retired at the time of any change in health care for active employees, a benefit level not less than a basic comprehensive medical surgical plan substantially equivalent to BC-BSM M.V.F.-1. In determining benefit level equivalence, Medicare-Medicaid complementary coverage shall continue to be presumed to be a Medicare eligible employees' retirement health program.
- B. When more than one (1) family member is employed by the City there shall be no duplicate coverage by City plans [Example: an individual can be covered separately by the contract of the bargaining unit in which the employee serves or as a dependent in another bargaining unit of the City but not both].
- C. Excluded from benefits coverage are maternity benefits for persons acting as "Surrogate Mothers."

**Section 10.**

- A. No retiree shall be required to relinquish health care benefits for benefits from another employer unless those benefits are equal to or better than benefits provided by the City.
- B. Blue Cross After Retirement. Should the retiree, once having that retiree's benefits terminated, cease to be covered by another plan, the person will be reinstated by filing a written application for such coverage to be reinstated pursuant to this Agreement; if the retiree meets eligibility requirements.
- C. Effective July 1, 2004, any and all members who retire under Public Act 345, the City shall provide that member 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.

**Section 11.**

- A. All benefits shall be subject to standard pre-printed provisions set forth in the policy or policies.

B. The Employer shall have no obligation to duplicate any benefit an employee receives, other than life insurance, under any other policy with any other employer notwithstanding the circumstances of eligibility, amount or duration of benefit for an insurable event occurring under the employment of any other employer.

C.

i. Should the Employer be obligated by law to contribute to a governmentally sponsored insurance program, state, national or otherwise, which duplicates the benefits provided by the Employer, under insurance policies currently in effect as a result of this Agreement, it is the intent of the parties that the Employer not be obligated to provide double coverage and to escape such double payments, the Employer shall be permitted to cancel benefits or policies which duplicate, in whole or in part, compulsory governmental sponsored insurance programs; provided the City agrees to maintain the insurance benefit levels in effect as of the date of this Agreement, for the duration of this Agreement, and the City shall neither cancel nor alter benefit levels as a result of future compulsory insurance without the mutual agreement of the Union.

ii. If a national health insurance program is enacted at the federal level which requires that the City participate by law and as a result of that participation actual City costs for health insurance decrease below the amount paid by the City on November 1, 2008 the City will suspend premium sharing payments until such costs again reach or exceed the amount paid by the City on November 1, 2008.

**Section 12.** The City may change insurance carriers for any insurance required by this Agreement provided it maintains a substantially equivalent benefit level, it being understood that different insurance carriers do not necessarily offer identical benefit packages. Prior to selection of a different insurance carrier, the City will provide the Union with a schedule of benefits from the proposed insurance carrier. The Union shall have thirty (30) days to review the schedule and if it disagrees on the substantial equivalency of the benefit packages, it shall submit to the City in writing the precise areas of disagreement and the parties will meet and discuss their areas of disagreement. In the event the parties are unable to agree they shall each select an insurance agent and the two (2) agents shall meet and select an insurance specialist who shall review the current and proposed benefit levels and determine the substantial equivalency of the two benefit level packages and whose finding will be binding on the parties.

**Section 13.** A designation of beneficiary form is attached to this Agreement as Attachment 1. It is agreed that the City may rely on the beneficiary designation in the form filed with the City bearing the most recent date in the City Comptroller's file, and payment of benefits pursuant to such form shall conclusively be presumed to be correct.

**Section 14.** In the event of any payment under the City insurance plan on behalf of any person covered by such City insurance plan, the City shall be subrogated to the extent of said payment to all the covered person(s) right of recovery therefore against any person or organization in a tort action. It is further understood between the parties that subrogation applies to direct medical expenses paid and not to subjective damages such as "pain and suffering".

**Section 15.** In a joint continuing effort to control the cost of insurance the City and the Union agree to a strict coordination of benefits program which is designed to prevent people from making a profit on health insurance by collecting more than the actual cost of covered services. Under this program, the benefits payable under City health insurance and any other health insurance policy, which a City employee or any covered dependent may have, will not exceed the total amount of medical expenses. These other insurance policies include group or non-group health insurance, "Personal Injury Protection" (no fault) coverage, provisions of a motor vehicle, homeowners or any other insurance policy covering hospital, medical, dental or other health care expenses without regard to fault.

**Section 16.**

A. Retiree is responsible for the costs associated with Medicare Part "B" and will be responsible for any additional costs imposed by the Medicare Part "B", subject to coordination of benefits as set forth above. If any other additional costs are imposed by Medicare (other than Part "B") or by other government sponsored health related problems affecting retirees, then the parties agree to immediately reopen negotiations for possible modification of this Article (Article 38, Section 11) and for a possible reduction in the Medicare-eligible retiree health insurance contribution rate (currently one-half percent, [.5%]) under Article 38.

B. For employees who retire on or after May 1, 2017, upon Medicare eligibility, retirees must enroll in Medicare Part A and Part 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, provided however that Medicare-eligible retirees shall receive a Medicare Advantage plan or Medicare complementary

coverage that maintains the same level of benefits they enjoyed prior to Medicare coverage.

**Section 17.** The City agrees that while on duty it will maintain a program of insurance for purposes of insuring against liability caused by ordinary negligence but not gross negligence or the willful acts of members of the bargaining unit, it being understood and agreed that such coverage is subject to all of the pre-printed provisions on such policy of insurance without exception.

**Section 18.** As a matter of clarification it is understood that retiree health insurance is applicable to all persons (members and survivor beneficiaries) eligible to receive any type of pension benefit under Act 345, except for deferred retirees who terminated their employment with less than twenty (20) years of service.

**Section 19.** Persons hired into the bargaining unit on and after January 8, 1992 shall not be eligible for insurance benefits until the person's ninetieth (90<sup>th</sup>) calendar day of employment.

**Section 20.** Any member choosing not to use their healthcare benefits provided through the City shall receive a yearly reimbursement of two thousand five hundred dollars (\$2,500.00), paid on or before February 1st, provided that the member can show proof of healthcare.

**Section 21.** October 1, 2011 and each October thereafter, employees and retirees have the opportunity to elect and/or change their insurance plan in accordance with the Healthcare Carrier's Policy. The insurance plan selected by the employee or retiree shall take effect for coverage beginning on January 1<sup>st</sup> of each year.

## **ARTICLE 39** **PROTECTIVE CLOTHING**

The City shall provide all necessary protective clothing and equipment as required by the employer to safely perform the tasks of, but not limited to firefighting and EMS.

## **ARTICLE 40** **UNIFORM PAY**

**Section 1.** Effective July 1, 2010, all Members shall receive clothing pay of two percent (2%) of that Member's base wage on or before June 30<sup>th</sup> of each year. Members hired into the bargaining unit on and after July 1st 2016 shall receive four (4) sets of uniforms, two (2) summer and two (2) winter.



A. ~~Effective July 1, 2011 and there after employees shall receive a uniform pay upon the completion of one (1) year.~~ **Effective July 1, 2024, the uniform clothing allowance equal to two percent (2%) of the member's base wage shall be rolled into base wage and eliminated as a separate benefit payment. Accordingly, effective July 1, 2024, the annual base wage of all employees as of June 30, 2024 will first be increased by 2% for said roll-in, and thereafter the percentage wage increase for July 1, 2024 shall be applied. (The parties acknowledge that uniform clothing allowance is currently included in pension FAC and will continue to be included in pension FAC on and after July 1, 2024.) Members hired into the bargaining unit will continue to receive four (4) sets of uniforms, two (2) summer and two (2) winter.**

**Section 2.** An employee who has demonstrated a refusal to honor that employee's uniform payment obligations shall be required to submit to the Fire Chief a signed statement that such employee is not indebted to any person, persons or firm, for the purchase of uniforms prior to receiving any uniform pay. **This Section 2 is null and void as of July 1, 2024.**

**Section 3.** If employment is terminated, such employee shall receive as that employee's uniform allowance, forth with, an amount equal pro rata to the period of time such employee has worked since the last preceding June 30<sup>th</sup> bears to twelve (12) months. **This Section 3 is null and void as of July 1, 2024.**

**Section 4.** Persons hired after June 30, 1983 shall not receive a dress uniform from the City as part of that persons' issue of uniforms.

**Section 5.** 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 6.** The City shall provide one (1) badge, one (1) set of collar pins and one (1) name bar to each member upon completion of his/her probation period and upon all promotions.

## **ARTICLE 41**

### **GUNS**

No employee of the Fire Department shall carry a firearm while on duty.

## **ARTICLE 42** **SCHOOLING**

### **Section 1.**

A. The City of Dearborn Heights will pay for tuition and textbooks for firefighters taking job related courses or courses offered in the firefighting curriculum in local schools and colleges. The courses taken must relate directly to firefighting and other job related work or be part of a recognized Fire Fighting Degree Curriculum.

B. No Member who is in the DROP is eligible for any schooling allowance except to keep his or her qualifications. The following guidelines are required for schooling, release time and reimbursement.

- i. Pursuant to Collective Bargaining Agreement, Article 42, all courses taken as part of a recognized degree curriculum must be pre-approved by the Chief prior to scheduling the course. Please complete the "School Request Form" and forward it to the Chief. If approved, a copy of this form will be kept in your file and the original returned to you. At that time, the class registration process may commence.

When you have successfully completed the course, complete the "Transcripts and Receipts Form" and present it along with your transcript to the Department Secretary.

Provided the required grades are achieved, a request for reimbursement from the Comptroller's office will be initiated and a copy of your transcript will be forwarded to the Police and Fire Civil Service Commission.

- ii. Up to two (2) Members per shift shall be released from duty, regardless of manpower.

For approved classes, a third or more Member(s) may be released from duty providing minimum manning is not compromised or overtime created for the duration of such schooling.

- iii. Upon the completion of an educational course, seminar, conference, etc., you must submit your reimbursement claims with accurate receipts within 30 days from the completion of any course to the Department secretary.

Failure to produce receipts within this time period may result in nonpayment.

iv. Please review the following requirements when requesting fire-related training courses:

a. All requests should be put in writing and forwarded to the Chief for approval.

b. When completing registration forms, indicate the fire Department address rather than your home address so all invoices will be sent directly to the fire Department.

c. Upon completion of all courses, please turn in a copy of any and all certificates received. Certificates are necessary in order to verify completion of the course so prompt payment can be made to the school.

d. If you fail to appear for a registered course, you will be responsible for the tuition payment.

**Section 2.** Reimbursement 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 pre-approved by the Chief of Department. The firefighter must pass the courses with credit and receipts have to be furnished upon completion in order to be reimbursed. Certificates or diplomas received shall become a part of the Firefighter's Civil Service Personnel Jacket. The employee shall have the right to keep the books.

**Section 3.** The City reserves the right to refuse any particular college.

**Section 4.** Grants or scholarships, or G.I. benefits, by the federal or state government, an education institution or other non-family sources of whatever description shall be deducted from the City reimbursement program.

**Section 5.** Any individual leaving the employ of the City, except because of death or retirement, within one year of the completion of a course or courses for which the individual has received reimbursement for books and tuition under this Article shall repay the City for the cost of said books and tuition. This section shall apply only to a course or courses the individual has voluntarily attended.

## **ARTICLE 43** **ACTING PAY**

### **Section 1.**

A. Temporary assignments for the purpose of filling vacancies will be granted to the senior employee on a station basis for Firefighter II, Firefighter III., and for **Officer** ~~command~~-positions described below. Since Fire Lieutenants and Captains are both ~~command~~-officers, only one needs to be on duty at each station to fulfill the **shift officer** ~~command~~ requirements and during the absence of one, the other will not receive more compensation. **Battalion Chiefs are the only Unit Commanders; therefore, in the absence of a Battalion Chief, a Captain on duty will be upgraded in accordance with Article 26, section 3, subsection g, and will receive acting pay. Any Captain that assumes the position of acting Battalion Chief shall receive the pay of Battalion Chief for all hours worked.**

B. If for any reason an officer becomes incapacitated, or in the event he/she had an emergency situation the most senior Firefighter III, or the most senior Firefighter II in the absence of a Firefighter III, shall assume command of an emergency scene or the station until the officer is replaced. Any Firefighter I, Firefighter II, or Firefighter III that assumes the position of an officer shall receive the top pay of a Lieutenant.

**C. If for any reason a Unit Commander becomes incapacitated, or in the event he/she had an emergency situation, the most senior Captain, or the most senior Lieutenant in the absence of a Captain, shall assume command of an emergency scene until the command officer is replaced. Any Captain, or Lieutenant that assumes the position of a Unit Commander shall receive the top pay of a Battalion Chief for all hours worked.**

**Section 2.** Any Firefighter I that assumes the position of Firefighter II will receive the pay of Firefighter II.

**Section 3.** Acting Pay (per #1 & #2) shall be paid to all members who act in the capacity for more than, but not including four (4) hours. If the time exceeds four (4) hours, then the individual will be compensated for all hours worked in an acting capacity.

**Section 4.** Vacancies occur when a person in the senior category is absent and there is no other person in the same classification in the Station.

**Section 5.**

A. In the absence of, or acting upgrade of, the Fire Marshal for two or more calendar days, the most senior Fire Inspector Shall receive Fire Marshal rate for all hours worked.

B. In the absence of, or acting upgrade of, the Deputy Chief and absence of the Chief, for two or more calendar days, the Fire Marshal Shall receive Chief rate for all hours worked.

C. In the vacancy of the Fire Chief the next highest ranking officer shall receive Chief rate of pay for all hours worked and time and one-half (1-1/2) that employee's regular rate for all hours worked after 90 calendar days.

**Section 6.** In the event that ~~twelve (12)~~ **thirteen (13)** or more forty-eight (48) hour personnel are on duty with one (1) or less Firefighter III's, the most senior Firefighter II on duty **at the station of the vacancy**, shall have first right of refusal to assume Firefighter III duties with seniority to be followed thereafter, **in accordance with unit privilege**. In the absence of a Firefighter II, eligible Firefighter I's, by seniority, shall have the first right of refusal, **in accordance with unit privilege**.

**Section 7.** **In the event that there are two (2) Firefighter I's assigned to the rescue squad, the most senior Firefighter I assigned to that rescue squad shall be upgraded to Acting Firefighter II, provided he/she is a licensed EMT-Paramedic. The Shift Officer, with approval of Battalion Chief, shall determine which Firefighter I's will be assigned to the rescue squads.** ~~In the absence of a Lieutenant or Firefighter II's from the rescue squad, the most senior Firefighter I on duty shall have first right of refusal to be upgraded, with rank and seniority to be followed thereafter, to acting Firefighter II.~~ In the absence of a Firefighter III or Firefighter II from the engine, the most senior Firefighter I on duty **at the station of the vacancy** shall have first right of refusal to be upgraded, **provided the Firefighter I is a qualified driver**, with rank and seniority to be followed thereafter, to **Acting Firefighter II, in accordance with unit privilege**.

**ARTICLE 44**  
**EMERGENCY PATIENT TRANSPORT**

**Section 1.** The parties to this Agreement agree that mutual cooperation is necessary to maintain the City Emergency Transport Service in conformity with requirements of state licensing and other regulations emanating from Act 368 of the Public Acts of 1978 and similar future rules, regulations and requirements.

**Section 2.** In general the parties agree:

A. That the continuance, method and manner of transport including choice of equipment and its location shall be the responsibility of the City.

B. That the City shall have the right of elimination, substitution, and technological innovation so long as it is in conformity with applicable statutory rules and regulations. Prior to elimination of Emergency Patient Transport as a service offered by the City, the City will consult with the Union concerning alternatives to service elimination and impact on the bargaining unit of such elimination.

C. That personnel utilized in Emergency Patient Transport must also be interchangeable with firefighters and therefore as hereinafter provided, firefighters shall be required to be qualified as Emergency Medical Technician-Paramedic, in accordance with this agreement.

**i. The City may hire new firefighters who hold only an EMT-Basic license, and not an EMT-Paramedic license, but in no event may the City employ at any one time more than six (6) employees holding only an EMT-Basic license and not an EMT-Paramedic license. If the City reaches a staffing level of six (6) EMT-Basic employees employed simultaneously, the maximum number of EMT-Basics that may be employed at any one time shall be reduced by attrition to three (3) as EMT-Basics become certified paramedics or separate from service.**

**ii. The City may hire a new firefighter holding only an EMT-Basic license, and not an EMT-Paramedic license, only if the applicant presents documentation prior to hire establishing that he/she is currently enrolled in a certified paramedic program to obtain an EMT-Paramedic license.**

D. That in all instances where the City pays for such training it shall have the right to designate the school of its choice; provided nothing shall preclude a bargaining unit employee from selecting a school of the employee's own choice and at the employee's expense.

E. That the licensed personnel shall be obligated to maintain their licenses, in accordance with this Agreement.

F. Local 1355 shall be the sole provider of EMS response, transport, and any and all public medical services provided by the City of Dearborn Heights.

G. The City and the Union agree that the Union shall be the sole provider for a Community Based Mobile Health Program (e.g. Community Paramedic) provided by City of Dearborn Heights. The details of this program shall be negotiated between the City and Union prior to inception of said program.

### **Section 3.**

A. The City shall be permitted to suitcase personnel between stations to achieve sufficient licensed personnel at each station in accordance with the bump sheet provided for in Article 23.

B. The City shall staff the Rescue Unit in accordance with applicable statutes, and in no event with less than two (2) Paramedics **or one (1) Paramedic and one (1) EMT-Basic.**

**Section 4.** The City will pay tuition for all City required schooling required by this Article as follows:

A. Regularly Scheduled Work Day: An Employee regularly scheduled for duty attending school shall be considered present for duty and shall be required to report to a station house prior to and following school hours to be logged in and/or logged out.

B. Regularly Scheduled Day Off: An Employee who is attending City required schooling on their regularly scheduled day off may be required by the City to report to a station house prior to and following school hours to be logged in and/or out. Time in school on such days shall not be considered time worked.

C. An off duty firefighter may, upon logging in for school, simultaneously log out without returning by providing the course ending time.

D. Each firefighter will provide school certification of attendance, by day, at the end of the course.

**Section 5.** The City shall determine schedules for all City required EMT-Paramedic schooling, provided that such classes shall be offered by the City in a timely

fashion so as to allow each employee to become recertified before his licensure/certification expires. However, the employee shall have the option of:

- A. Remaining on the twenty-four (24) hour shift and receiving the applicable overtime for classes scheduled on the employee's off-duty days, or
- B. Transferring to a forty (40) hour per week schedule for the duration of the course.
- C. Both options, (a) and (b), shall be at the employee's regular, full rate of pay.

**D. Employees enrolled in a course to obtain EMT-Paramedic licensure may be scheduled to work on days that paramedic classes are held, with the City providing paid release time from the station to attend class, and with the employee promptly returning to the station after class. While released to attend class, the employee shall receive his/her regular base wage for time spent attending class and for travel between the station and class. If the employee chooses to participate in a "ride along" program, this must be done during the employee's off-duty hours and shall not be considered as time worked for the City.**

## **Section 6.**

- A. In the event an employee fails EMT-Paramedic licensure or recertification upon termination of the course, that employee shall be required to attend another City designated EMT-Paramedic course. Said employee shall have the same scheduling options outlined in Section 5 above, except, if the employee attends classes on off-duty time such employee shall not be eligible for overtime compensation. However, the employee shall be afforded reasonable time off to attend the requisite classes.
- B. For each failure subsequent to the first failure, the employee shall be required to attend another City designated course at no cost to the City, provided, however, the employee shall be afforded reasonable time off to attend same.
- C. In the event a bargaining unit member assigned to EMT-Paramedic school or refresher training fails to complete the course due to sickness or City incurred injury compensable by Workers Compensation, wherein a physician certified that such employee is unable to attend school, no job



penalty shall be applied provided such employee attends the first course upon return to work. The City shall not charge a bargaining unit member for sick time for hours paid for school attendance.

**Section 7.** There shall be no discipline for failure of an EMT-Paramedic recertification exam, provided, however, that the employee has made a good faith effort to pass same.

**Section 8.** If the City elects to reduce the patient transport function or the EMT-Paramedic service as a service offered by the City less than a total elimination, the City and Union will meet to discuss the method of reduction.

**Section 9.** The City will pay an annual bonus of nine hundred fifty three dollars, sixty cents (\$900.00 EMT-S PAY + 53.60 F.I.C.A. reimbursement) for employees who are and who have been EMT-S certified for at least one year preceding the annual payment date of October 1.

**Section 10.** EMT-Paramedic. The City will pay an annual bonus equal to eight and twenty five hundredths (8.25%) percent of the employee's own base wage for employees who are and who have been EMT-Paramedic certified for at least one year preceding the annual payment date of October 1; effective July 1, 2008, said bonus shall be equal to eight and seventy-five hundredths (8.75%) of the employee's own base wage; effective July 1, 2009 said bonus shall be equal to nine and twenty five hundredths percent (9.25%); effective July 1, 2010 and each year thereafter, said bonus shall be equal to ten percent (10%).

If there is a lapse in the employee's EMT-Paramedic certification and the employee later desires to re-acquire said certification, the employee must do so on his own time and at his own expense. For employees who desire to maintain their EMT-Paramedic certification with no lapse in said certification, Section 4 and Section 5 above shall apply.

Members hired on and after July 1, 2004 shall receive an annual EMT-Paramedic bonus, upon completion of one (1) year of employment, at a rate of five (5%) percent of that member's base wage to be paid on or before October 1st, subject to proration from the employee's anniversary date. Upon completion of four (4) years of employment, seven percent (7%) of that member's base wage to be paid on or before October 1st, subject to proration from the employee's anniversary date. Upon completion of five (5) years of employment, nine percent (9%) of that member's base wage to be paid on or before October 1st, subject to proration from the employee's anniversary date. Upon completion of six (6) years of employment, ten percent (10%) of that member's base wage to be paid on or before October 1st, subject to proration from the employee's anniversary date.

**Section 11. Alternate Staffing Pay: Any member who is EMT-Paramedic licensed and who, for a minimum of four (4) hours during a 24-hour shift, is assigned to a rescue squad with an employee having only EMT-Basic licensure, shall receive supplemental compensation of \$4.00/hour for each such hour so assigned. This supplemental compensation shall be rolled into the employee's hourly base wage for all purposes.**

## **ARTICLE 45**

### **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 Fire Department 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 firefighters bargaining unit which may result from the possible replacement of the City of Dearborn Heights as the employer of the Fire Department employees. The parties further agree that no employee in the firefighters bargaining unit shall be placed 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 employees 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 Fire Department employees.

## **ARTICLE 46**

### **MAINTENANCE OF CONDITIONS**

**Section 1.** Maintenance of Conditions. All Classifications and positions in effect at the time of the execution of this Agreement except those positions in which the personnel are primarily funded by the Federal Government, shall be maintained during the life of the Agreement unless mutually agreed by the City and the Union. However, if for any reasons of economy it shall be deemed necessary by the City to reduce the number of paid members of the Fire Department, then said Municipality shall follow the following procedure: Such removals shall be accomplished by suspending in numerical order, commencing with the last man appointed to the Fire Department, all recent appointees to said Fire Department, until such reductions shall have been accomplished; provided further, however, that in the event the said Fire Department shall again be increased in numbers to

the strength existing prior to such reductions of members, the said firefighter suspended last under the terms of this act shall be first reinstated before any new appointments to said Fire Department shall be made.

**Section 2.** Unilateral Changes Prohibited. The City will make no unilateral changes in wages, hours and conditions of employment during the term of this Agreement, either contrary to the provisions of this Agreement or otherwise except as otherwise provided in this Agreement.

## **ARTICLE 47** **DISCIPLINE**

**Section 1.** Discipline will be as provided for in Act 78 of Public Acts of 1935, as amended, subject to the election of remedies authorized in Article 48, Grievance and Arbitration, of this Agreement.

**Section 2.** Notification shall be promptly given to the Union of any disciplinary action taken against any employee which results in official entries added to that employee's personnel file.

**Section 3.** The employee may be represented by the Union at all conferences, meetings and other disciplinary proceedings.

## **ARTICLE 48** **GRIEVANCE AND ARBITRATION**

**Section 1.** Grievance Procedure. Should any differences, disputes or complaint arise as to the meaning or application of the provisions of this Agreement, such differences shall be resolved in the following manner:

### **STEP 1**

The employee and/or the employee's representative shall present such grievances orally to the employee's ~~Duty Officer~~ **Unit Commander** within thirty (30) days following the act complained of by the employee. The ~~Duty Officer~~ **Unit Commander** shall act upon the grievances so submitted within three (3) days after it is presented, and make known the decision to the employee and/or the representative.

## **STEP 2**

The employee and/or the representative, if not satisfied with the action taken by the ~~Duty Officer~~ **Unit Commander** upon the grievance, shall reduce the complaint to writing upon a grievance disposition form formerly used by the parties hereto, which form shall then be presented to the Chief of the Department. The Chief of the Department shall act upon the grievance within eight (8) days and make known the decision in writing upon the grievance form to the employee or the representative.

## **STEP 3**

If the grievance is not settled at the second step, the employee and/or the representative may send the grievance form to the Mayor within ten (10) calendar days. The Mayor shall obtain the records relating to the grievance, hold hearings to which the employee and/or the representative shall be invited to attend and have the right to testify concerning the complaint. The Mayor shall within ten (10) days after receiving the grievance form make known the City's decision in writing to the employee and/or the representative.

## **STEP 4**

If the grievance is not satisfactorily adjusted in the last preceding step, either party may within thirty (30) days in writing, request arbitration, and the other party shall be obliged to proceed with arbitration in the manner hereinafter provided. The party requesting arbitration shall promptly thereafter file a demand for arbitration with the American Arbitration Association whose then current arbitration rules shall apply. The expenses shall be borne equally by the Union and the City. The arbitrator shall have the authority and jurisdiction to determine the propriety of the interpretation and/or application of the collective bargaining agreement respecting the grievance in question, but the arbitrator shall not have the power to alter or modify the terms of this Agreement. The award shall be final and binding on the parties and affected employees.

## **STEP 5**

In the event the Union is dissatisfied with the resolution of the grievance at the Mayor's step, the Union shall designate an election of remedies in writing by specifically stating whether it elects to proceed in accordance with Act 78 or the Rules of the American Arbitration Association. Failure to specifically designate Act 78 shall be conclusively presumed to constitute an election to proceed under the Rules of the American Arbitration Association. The aggrieved employee shall be bound by the Union's election of remedies.

## **STEP 6**

It is recognized by the City that it may be necessary for the employees to file for an open hearing with the Act 78 Civil Service Commission in order to protect the employee's rights with the Commission.

**Section 2.** Grievances affecting a number of employees may be treated as a policy grievance and entered directly at the third step of grievance procedure.

### **Section 3.**

A. The Union shall designate to the City, not more than four (4) representatives who shall be authorized to resolve grievances and other employee matters on behalf of bargaining unit employees in any step of the grievance procedure provided herein, and the City shall not be required to recognize or deal with any employee other than the individuals so designated.

B. The Union in the grievance procedure may be represented by up to two (2) of the representatives designated in paragraph (a) above; provided, that if the City has more than two (2) representatives, the Union may at its option increase its representatives individual for individual by the number the City representatives exceeded two (2). The City agrees that the Union will be notified in advance as to the number of representatives the City will utilize. 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 verbatim transcript, which shall be the official record of the meeting.

## **ARTICLE 49**

### **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 provisions 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 50**

### **STRIKE PROHIBITION**

**Section 1.** The Union will not engage in or sanction, strike action during the life of this Agreement, provided, however, that no employee will be required to respond to a call from or serve in a community whose own fire department employees are known to be engaged in a strike.

**Section 2.** The City will not lock out employees during the term of this Agreement.

## **ARTICLE 51**

### **SAFETY**

The City, its Fire Department, and the Union agree to cooperate to the fullest extent in the promotion of safety.

## **ARTICLE 52**

### **MANAGEMENT RIGHTS**

The Union recognizes the prerogatives of the City to operate and manage its affairs in all respects in accordance with its responsibilities and powers of authority, consistent with the Charter, Act 78 and the express terms of this Agreement, including but not limited to Article 46, Maintenance of Conditions.

The City has the right to schedule overtime work as required in a manner most advantageous to the department and consistent with the requirements of municipal employment and the public safety, except as provided by law and this Agreement.

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 provided that insofar as the Union has not agreed to any rule, procedure or regulation it does not waive the right to argue its reasonableness or application.

The City reserves the right in accordance with Article 46 of this Agreement to layoff 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.

Nothing contained in this Agreement shall be construed as delegating to others or as reducing or abridging any of the following powers belonging to the City:

- 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, overseeing the efficient performance of all 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 right to schedule overtime work as required consistent with the provisions set forth in Article 28.
- D. The right to suspend, demote, or bring disciplinary action against members for just cause.
- E. The right to determine methods, means and personnel necessary for departmental operation.
- F. The right to control the Department budget.
- G. The right to take whatever actions are necessary in case of emergencies as declared by the governor of the state to assure the proper functioning of the Department.
- H. The right to determine the duties, responsibilities and qualifications of the employees of the Department, consistent with Act 78 Civil Service Commission job descriptions.
- I. The right to determine the location of its facilities; to decide the type of services it shall provide, other than a volunteer, part-time, or combination fire department, to study and/or introduce new or improved methods of fire fighting or facilities; to purchase new equipment, change

or eliminate existing equipment and institute technological changes, provided the City shall not change or eliminate existing safety equipment.

J. The right to promulgate reasonable work rules, procedures and regulations. The exercise of the above powers, rights, duties, and responsibilities by the City and the adoption of such rules and regulations and policies as the City may deem necessary shall be limited only by the specific and express terms of this Agreement including but not limited to Article 46, Maintenance of Conditions.

K. The City shall have the right to determine and set training requirements and work standards for all full-time Departmental personnel as it reflects to fire fighting, EMS, and related duties in accordance with this agreement.

### **ARTICLE 53**

### **NON-CITY FUNDED EMPLOYMENT**

The City shall have the option to participate in non-city funded employment programs, in conformance with the requirements of such programs, for a period which shall be in the City's discretion.

### **ARTICLE 54**

### **PHYSICAL ASSESSMENT**

**Section 1.** The City shall have the option to institute and reinstitute voluntary, confidential physical assessment programs at City expense during duty time. 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.

**Section 3.** Any information collected in such programs shall be considered confidential medical information and shall be available only to the employee. Such information shall not under any circumstances be disclosed to the employer, its agents, employees, contractors, insurers and so forth. Nor shall such



information be used in any grievance, workers' compensation, pension or any other proceeding, formal or informal. Any violation of this section shall render this provision of the collective bargaining agreement severable, void and unenforceable.

**Section 4.** The City will fund the cost of training not more than two (2) peer fitness trainers for the purpose of facilitating the IAFF/IAFC Peer Fitness Program. Employees are not required to participate in the Program, but for those doing so it will be non-punitive. This program will include, at a minimum, all parameters included in the model peer fitness manual. All on-going physical conditioning shall be generally conducted between the hours of 0800 and 1500 hours daily. Conditioning may take place outside said hours without interruption to daily operations.

## **ARTICLE 55** **PREVAILING RIGHTS**

**Section 1.** Nothing in this Agreement shall be construed as abridging, amending or waiving any rights, benefits or perquisites presently covered by statutes, existing rules and regulations or past practices recognized as being legitimate and having general and uniform applicability throughout each jurisdiction, except as expressly superseded by the terms of this Agreement.

**Section 2.** The City and Union agree that memorandums of understanding may be established by the City / Fire Department. Items included in this guide shall include but not be limited to; suitcasing, work cycles and a definition of the 48-hour workweek. These memorandums of understanding shall not be amended or have items added or deleted without mutual consent by the Union and the City.

**ARTICLE 56**  
**DURATION**

**Section 1.** Duration. This Agreement shall be effective the 1<sup>st</sup> day of July ~~2016-2022~~, and shall remain in force and effect to and including June 30, ~~2022-2026~~.

**Section 2.** Future Negotiations. The parties agree that, commencing not later than March 1, ~~2022-2026~~ they will undertake negotiations for a new Agreement for a succeeding period.

**Section 3.** 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 have executed this Agreement by their duly authorized representatives the day and year first above written.

LOCAL NO. 1355 OF THE INTERNATIONAL FIREFIGHTERS, also known as DEARBORN HEIGHTS PROFESSIONAL FIREFIGHTERS UNION, AFL-CIO, C.L.C.

By: \_\_\_\_\_  
Philip Hall  
President

By: \_\_\_\_\_  
Sean Phelan  
Secretary

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

CITY OF DEARBORN HEIGHTS,  
A Municipal Corporation

By: \_\_\_\_\_  
Bill Bazzi  
Mayor

By: \_\_\_\_\_  
Lynne Senia  
City Clerk

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

AT DEARBORN HEIGHTS CITY HALL, 6045 FENTON, DEARBORN HEIGHTS,  
MICHIGAN

**ATTACHMENT 1**  
**DESIGNATION OF BENEFICIARY**

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 under the Collective Bargaining Agreement with Local #1355 I.A.F.F. or otherwise. 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). 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.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Address: \_\_\_\_\_

**Exhibit A - Salary**  
**Classification**

Contract Effective July 1, 2022-June 30, 2026

Salaries for July 1, 2022 - June 30, 2023

|                                                     |      | Annual<br>Salary | Biweekly<br>Rate | Daily<br>Rate | Hourly<br>Rate | Time and<br>One-half |
|-----------------------------------------------------|------|------------------|------------------|---------------|----------------|----------------------|
| Suppression Hours                                   |      | 2496             | 96               | 24            |                |                      |
| Administration Hours                                |      | 2080             | 80               | 8             |                |                      |
| Deputy Chief                                        | 137% | \$90,422.03      | \$3,477.77       | \$347.78      | \$43.4721      | \$65.2082            |
| Fire Marshal &<br>EMS Coordinator- Step 3           | 132% | \$87,121.95      | \$3,350.85       | \$335.08      | \$41.8856      | \$62.8284            |
| Fire Inspector- 5 Year &<br>EMS Coordinator- Step 2 | 125% | \$82,501.85      | \$3,173.15       | \$317.32      | \$39.6644      | \$59.4966            |
| Fire Inspector &<br>EMS Coordinator- Step 1         | 120% | \$79,201.77      | \$3,046.22       | \$304.62      | \$38.0778      | \$57.1167            |
| Battalion Chief                                     | 130% | \$85,801.92      | \$3,300.08       | \$825.02      | \$34.3758      | \$51.5637            |
| Captain                                             | 125% | \$82,501.85      | \$3,173.15       | \$793.29      | \$33.0536      | \$49.5804            |
| Lieutenant                                          | 120% | \$79,201.77      | \$3,046.22       | \$761.56      | \$31.7315      | \$47.5973            |
| Firefighter III (Pump Operator)                     | 110% | \$72,601.63      | \$2,792.37       | \$698.09      | \$29.0872      | \$43.6308            |
| Firefighter II                                      | 105% | \$69,301.55      | \$2,665.44       | \$666.36      | \$27.7650      | \$41.6475            |
| Firefighter                                         |      |                  |                  |               |                |                      |
| Full Pay (3rd Anniversary)                          | 100% | \$66,001.48      | \$2,538.52       | \$634.63      | \$26.4429      | \$39.6644            |
| 2nd Anniversary                                     | 90%  | \$59,401.33      | \$2,284.67       | \$571.17      | \$23.7986      | \$35.6979            |
| 1st Anniversary                                     | 85%  | \$56,101.26      | \$2,157.74       | \$539.44      | \$22.4765      | \$33.7148            |
| Start                                               | 80%  | \$52,801.18      | \$2,030.81       | \$507.70      | \$21.1543      | \$31.7315            |
| School                                              | 80%  | \$52,801.18      | \$2,030.82       | \$203.08      | \$25.3852      | \$38.0778            |

**Exhibit B - Salary**  
**Classification**

Contract Effective July 1, 2022-June 30, 2026

Salaries for July 1, 2023 - June 30, 2024

|                                                     |      | Annual<br>Salary | Biweekly<br>Rate | Daily<br>Rate | Hourly<br>Rate | Time and<br>One-half |
|-----------------------------------------------------|------|------------------|------------------|---------------|----------------|----------------------|
| Suppression Hours                                   |      | 2496             | 96               | 24            |                |                      |
| Administration Hours                                |      | 2080             | 80               | 8             |                |                      |
| Deputy Chief                                        | 137% | \$94,038.85      | \$3,616.88       | \$361.69      | \$45.2110      | \$67.8165            |
| Fire Marshal &<br>EMS Coordinator- Step 3           | 132% | \$90,606.78      | \$3,484.88       | \$348.49      | \$43.5610      | \$65.3415            |
| Fire Inspector- 5 Year &<br>EMS Coordinator- Step 2 | 125% | \$85,801.87      | \$3,300.07       | \$330.01      | \$41.2509      | \$61.8764            |
| Fire Inspector &<br>EMS Coordinator- Step 1         | 120% | \$82,369.80      | \$3,168.07       | \$316.81      | \$39.6009      | \$59.4014            |
| Battalion Chief                                     | 130% | \$89,233.95      | \$3,432.08       | \$858.02      | \$35.7508      | \$53.6262            |
| Captain                                             | 125% | \$85,801.87      | \$3,300.08       | \$825.02      | \$34.3758      | \$51.5637            |
| Lieutenant                                          | 120% | \$82,369.80      | \$3,168.07       | \$792.02      | \$33.0007      | \$49.5011            |
| Firefighter III (Pump Operator)                     | 110% | \$75,505.65      | \$2,904.07       | \$726.02      | \$30.2507      | \$45.3761            |
| Firefighter II                                      | 105% | \$72,073.57      | \$2,772.06       | \$693.01      | \$28.8756      | \$43.3134            |
| Firefighter                                         |      |                  |                  |               |                |                      |
| Full Pay (3 Year Anniversary)                       | 100% | \$68,641.50      | \$2,640.06       | \$660.01      | \$27.5006      | \$41.2509            |
| 2nd Anniversary                                     | 90%  | \$61,777.35      | \$2,376.05       | \$594.01      | \$24.7505      | \$37.1258            |
| 1st Anniversary                                     | 85%  | \$58,345.27      | \$2,244.05       | \$561.01      | \$23.3755      | \$35.0633            |
| Start                                               | 80%  | \$54,913.20      | \$2,112.05       | \$528.01      | \$22.0005      | \$33.0008            |
| School                                              | 80%  | \$54,913.20      | \$2,112.05       | \$211.20      | \$26.4006      | \$39.6009            |

**Exhibit C - Salary**  
**Classification**

Contract Effective July 1, 2022-June 30, 2026

Salaries for July 1, 2024 - June 30, 2025

|                                                     |      | Annual<br>Salary | Biweekly<br>Rate | Daily<br>Rate | Hourly<br>Rate | Time and<br>One-half |
|-----------------------------------------------------|------|------------------|------------------|---------------|----------------|----------------------|
| Suppression Hours                                   |      | 2496             | 96               | 24            |                |                      |
| Administration Hours                                |      | 2080             | 80               | 8             |                |                      |
| Deputy Chief                                        | 137% | \$101,674.64     | \$3,910.56       | \$391.06      | \$48.8820      | \$73.3230            |
| Fire Marshal &<br>EMS Coordinator- Step 3           | 132% | \$97,963.89      | \$3,767.84       | \$376.78      | \$47.0980      | \$70.6470            |
| Fire Inspector- 5 Year &<br>EMS Coordinator- Step 2 | 125% | \$92,768.83      | \$3,568.03       | \$356.80      | \$44.6004      | \$66.9006            |
| Fire Inspector &<br>EMS Coordinator- Step 1         | 120% | \$89,058.08      | \$3,425.31       | \$342.53      | \$42.8164      | \$64.2246            |
| Battalion Chief                                     | 130% | \$96,479.59      | \$3,710.76       | \$927.69      | \$38.6537      | \$57.9806            |
| Captain                                             | 125% | \$92,768.83      | \$3,568.03       | \$892.01      | \$37.1670      | \$55.7505            |
| Lieutenant                                          | 120% | \$89,058.08      | \$3,425.31       | \$856.33      | \$35.6803      | \$53.5205            |
| Firefighter III (Pump Operator)                     | 110% | \$81,636.57      | \$3,139.87       | \$784.97      | \$32.7070      | \$49.0605            |
| Firefighter II                                      | 105% | \$77,925.82      | \$2,997.15       | \$749.29      | \$31.2203      | \$46.8305            |
| Firefighter                                         |      |                  |                  |               |                |                      |
| Full Pay (3 Year Anniversary)                       | 100% | \$74,215.07      | \$2,854.43       | \$713.61      | \$29.7336      | \$44.6004            |
| 2nd Anniversary                                     | 90%  | \$66,793.56      | \$2,568.98       | \$642.24      | \$26.7602      | \$40.1403            |
| 1st Anniversary                                     | 85%  | \$63,082.81      | \$2,426.27       | \$606.57      | \$25.2736      | \$37.9104            |
| Start                                               | 80%  | \$59,372.05      | \$2,283.54       | \$570.89      | \$23.7869      | \$35.6804            |
| School                                              | 80%  | \$59,372.05      | \$2,283.54       | \$228.35      | \$28.5443      | \$42.8165            |

**Exhibit D - Salary**  
**Classification**

Contract Effective July 1, 2022-June 30, 2026

Salaries for July 1, 2025 - June 30, 2026

|                                                     |      | Annual<br>Salary | Biweekly<br>Rate | Daily<br>Rate | Hourly<br>Rate | Time and<br>One-half |
|-----------------------------------------------------|------|------------------|------------------|---------------|----------------|----------------------|
| Suppression Hours                                   |      | 2496             | 96               | 24            |                |                      |
| Administration Hours                                |      | 2080             | 80               | 8             |                |                      |
| Deputy Chief                                        | 137% | \$107,775.06     | \$4,145.19       | \$414.52      | \$51.8149      | \$77.7224            |
| Fire Marshal &<br>EMS Coordinator- Step 3           | 132% | \$103,841.67     | \$3,993.91       | \$399.39      | \$49.9239      | \$74.8859            |
| Fire Inspector- 5 Year &<br>EMS Coordinator- Step 2 | 125% | \$98,334.91      | \$3,782.11       | \$378.21      | \$47.2764      | \$70.9146            |
| Fire Inspector &<br>EMS Coordinator- Step 1         | 120% | \$94,401.52      | \$3,630.82       | \$363.08      | \$45.3853      | \$68.0780            |
| Battalion Chief                                     | 130% | \$102,268.31     | \$3,933.40       | \$983.35      | \$40.9729      | \$61.4594            |
| Captain                                             | 125% | \$98,334.91      | \$3,782.11       | \$945.53      | \$39.3970      | \$59.0955            |
| Lieutenant                                          | 120% | \$94,401.52      | \$3,630.83       | \$907.71      | \$37.8211      | \$56.7317            |
| Firefighter III (Pump Operator)                     | 110% | \$86,534.72      | \$3,328.26       | \$832.07      | \$34.6694      | \$52.0041            |
| Firefighter II                                      | 105% | \$82,601.33      | \$3,176.98       | \$794.24      | \$33.0935      | \$49.6403            |
| Firefighter                                         |      |                  |                  |               |                |                      |
| Full Pay (3 Year Anniversary)                       | 100% | \$78,667.93      | \$3,025.69       | \$756.42      | \$31.5176      | \$47.2764            |
| 2nd Anniversary                                     | 90%  | \$70,801.14      | \$2,723.12       | \$680.78      | \$28.3658      | \$42.5487            |
| 1st Anniversary                                     | 85%  | \$66,867.74      | \$2,571.84       | \$642.96      | \$26.7900      | \$40.1850            |
| Start                                               | 80%  | \$62,934.34      | \$2,420.55       | \$605.14      | \$25.2141      | \$37.8212            |
| School                                              | 80%  | \$62,934.34      | \$2,420.55       | \$242.06      | \$30.2569      | \$45.3854            |

## **APPENDIX A**

### **OVERTIME CALL-IN PROCEDURE**

1. An overtime eligibility list is to be established by the **Unit Commander** ~~Duty Officer~~ at headquarters with the concurrence of the union steward, executive board member, or senior member on duty.
2. The following duty releases shall remove any member from being eligible for overtime call-in.
  - A. Sick
  - B. O.J.I.
  - C. Buddy Day Switch
  - D. Funeral Leave
  - E. Pre-Scheduled Union Business
  - F. P.T.O.
  - G. Comptime
3. Any member maintaining "Non-Manpower" status shall not be eligible for overtime call-in.
4. Follow each step sequentially when establishing an overtime eligibility list:
  - ~~A. Personnel on Kelly from the on-duty shift, lowest accumulated overtime hours first. If equal hours, by Department seniority.~~
  - ~~B. Personnel on Vacation from the on-duty shift, lowest accumulated hours first. If equal hours, by Department seniority.~~
  - ~~C. Off duty personnel in order of lowest hours to highest hours of accumulated overtime. If equal hours, by Department seniority.~~
  - A. Unit Commander Shortage:**
    - i. Captain and Battalion Chief on Kelly from the on-duty shift, lowest accumulated overtime hours first. If equal hours, by Department seniority.**
    - ii. Captains and Battalion Chief on Vacation from the on-duty shift, lowest accumulated hours first. If equal hours, by Department seniority.**
    - iii. Off duty Captains and Battalion Chiefs in order of lowest hours to highest hours of accumulated overtime. If equal hours, by**



Department seniority.

B. Officer Shortage:

i. Lieutenant, Captain, and Battalion Chief on Kelly from the on-duty shift, lowest accumulated overtime hours first. If equal hours, by Department seniority.

ii. Lieutenants, Captains, and Battalion Chief on Vacation from the on-duty shift, lowest accumulated hours first. If equal hours, by Department seniority.

iii. Off duty Lieutenants, Captains, and Battalion Chiefs in order of lowest hours to highest hours of accumulated overtime. If equal hours, by Department seniority.

C. Manpower Shortage:

i. Personnel on Kelly from the on-duty shift, lowest accumulated overtime hours first. If equal hours, by Department seniority. Battalion Chiefs shall be placed at end of list.

ii. Personnel on Vacation from the on-duty shift, lowest accumulated hours first. If equal hours, by Department seniority. Battalion Chiefs shall be placed at end of list.

iii. Off duty Personnel in order of lowest hours to highest hours of accumulated overtime. If equal hours, by Department seniority. Battalion Chiefs shall be placed at end of list.

iv. Employees hired with only EMT-Basic licensure will be placed at the bottom of the overtime equalization list, after Battalion Chiefs.

5. Any member working overtime shall have first right of refusal if extended overtime becomes available that day.
6. Accumulated overtime shall be recorded in the overtime call-in book ~~log~~ and updated daily by the ~~Duty Officer~~ **Unit Commander**. All accumulated overtime hours shall be deleted on April 15<sup>th</sup> of each year and all members placed in record book by Department seniority. Hours for **Unit Command Officers**, Officers, ~~Pump Operators and Firefighters~~ **and Manpower** shall be maintained separately, but shall follow the same call-in procedure.

7. All EMS Schooling, Holdover, and Emergency Incident Extension overtime hours shall be exempt from being logged in the Overtime Call-In Book.
8. Advanced call-in may commence the day prior the available overtime. If the first eligible person cannot be contacted by 1900 hours, the second eligible person shall be called up until 2200 hours. If neither person can be contacted by 2200 hours, the call-in shall begin at 0600 hours the following day starting with the first eligible person. **The Fire Chief, with the concurrence of the Executive Board, may change the hours outlined in this paragraph.**
9. New members shall be entered into the Overtime Call-In ~~Book~~ **Log** by Department seniority **at time of “making manpower”** and given the highest hours worked at the time of initial entry.
10. Promoted members shall be entered into the Overtime Call-In ~~Book~~ **Log** by Department seniority **upon their promotion** and given the highest hours of that rank/classification.

## **APPENDIX B** **HIRING SCHEDULE**

The following Promotions shall be filled from the May 2017 Pump Operator promotion list, until the list is exhausted or expires, after which Article 15 shall be followed:

Pump Operator

Any additional promotions shall take place within 90 days of vacancy.

**Captains who are eligible for promotion to Battalion Chief on April 15, 2019, shall be permitted to test for the position of Battalion Chief.**

**Lieutenants who are eligible for promotion to Captain on April 15, 2019, shall be permitted to test for the position of Captain.**

**Firefighter II's and Firefighter III's who are eligible for promotion to Lieutenant on April 15, 2019, shall be permitted to test for the position of Lieutenant.**

**The three (3) new Battalion Chief positions shall be filled by proper promotions by no later than April 15, 2019.**

## **APPENDIX C**

### **Acknowledgement of Retirement Health Care Insurance Vesting and Unalterable Rights**

The Dearborn Heights Professional Firefighters Union, IAFF Local #1355, AFL-CIO (IAFF Local #1355) and the City of Dearborn Heights (CITY), hereby acknowledge and memorialize the intent that terms and conditions of retiree health care insurance coverage and benefits, as set forth in past and present collective bargaining agreements, are vested and unalterable rights:

1. IAFF Local #1355, and the CITY have negotiated and executed a collective bargaining agreement in effect for the period of July 1, 2022 through June 30, 2026, which provides retirement health care insurance coverage and benefits (referred to therein as medical/hospitalization insurance) for a retiree, spouse and dependents.
2. The July 1, 2022 through June 30, 2026 collective bargaining agreement is a successor to past collective bargaining agreements between the IAFF Local #1355 and CITY, which have also contained retirement health care insurance coverage and benefits for bargaining unit members (including spouse and dependent) that have retired during the term of the respective past agreement.
3. The Employer shall provide retiree health insurance coverage as described in Article 38 of the collective bargaining agreement to bargaining unit members who retire during the effective term of the collective bargaining agreement and who meet the eligibility requirements for a normal pension benefit as described in Article 16 of the collective bargaining agreement. The retiree health insurance provided by the Employer pursuant to this paragraph is a vested benefit that shall not be terminable during the term of the collective bargaining agreement or after its expiration date.
4. This clarification is not intended to expand or restrict the level of health care insurance benefits and coverage provided for in the respective collective bargaining agreement during which the bargaining unit member retired.

The parties hereby execute this Acknowledgement of Retirement Health Care Insurance Vesting and Unalterable Rights on the \_\_\_\_ day of \_\_\_\_, 2024

FOR THE CITY:

FOR THE UNION:

---

Bill Bazzi  
Mayor

---

Philip Hall  
President



MEMORANDUM OF AGREEMENT

between

**CITY OF DEARBORN HEIGHTS**

and

**DEARBORN HEIGHTS PROFESSIONAL FIRE FIGHTERS UNION  
IAFF LOCAL 1355**

WHEREAS, the Board of Trustees of the City of Dearborn Heights Police and Fire Retirement System ("Pension Board") has historically used the PBGC immediate rate as the interest rate for purposes of the Annuity Withdrawal Option; and

WHEREAS, the PBGC has determined that it will no longer calculate/publish the PBGC immediate rate effective January 1, 2021,

The City of Dearborn Heights ("City") and the Dearborn Heights Professional Fire Fighters Union, IAFF Local 1355 ("IAFF") HEREBY AGREE to the following:

- 1) Effective July 1, 2021, in place of the PBGC immediate rate, the Pension Board will utilize a new rate of interest that is as similar as possible to the previously-utilized PBGC immediate rate, which new rate of interest will be calculated and provided by the Retirement System's actuary consistent with the PBGC methodology previously used.
- 2) A copy of this signed Memorandum of Agreement shall be regarded as an addendum to the parties' collective bargaining agreement, and shall be provided to the Pension Board.

CITY OF DEARBORN HEIGHTS

UNION

Mayor

6/25/21

Date

City Clerk

6/24/21

Date

07/01/2021

Date

|                                |                      |
|--------------------------------|----------------------|
| Approved for<br>the Agenda of: | APPROVED             |
| 7/23/2024                      | Motion No.<br>24-349 |

9.A.



## Clerk's Office

TO: Honorable City Council Members

FROM: Lynne Zub-Senia

DATE: July 16, 2024

RE: Clerk Senia - Amendment to the Annual Publication: Amended Meetings Notice

The Clerk's Office requests City Council's authorization to publish the attached updated *Annual Publication: Amended Notice of Meetings* which reflects the amended meeting location of the **Act 345 - Police & Fire Pension Board**, as required under Public Act No. 267 Public Acts of 1976.

Thank you.

### Attachments:

1. Act 345 Pension - Meeting Relocation
2. 2024 Amended Meetings Notice - August 2024 Update



**POLICE AND FIRE  
PENSION BOARD - ACT 345**

June 27, 2024

RE: 345 Meeting Location Change

The following is a copy of the motion adopted by the Act #345 Pension Board at a regular meeting held on June 26, 2024:

24-06-122 Motion by Mahood, supported by Walsh to move the 345 Pension board and OPEB meetings to the Berywn center effective August 2024 and to inform City Clerk Senia to post the change.

Motion unanimously adopted

Sincerely,

John J. Riley II, Secretary

JJR/mw

cc: File

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

**NOTICE  
AMENDED MEETINGS NOTICE  
TO COMPLY WITH  
PUBLIC ACT NO. 267 OF 1976**

The following is a list of the dates of the City Council and Boards and Commission Meetings that occur on a regular basis in the City of Dearborn Heights. These meetings are subject to cancellation. All Special Meetings will be posted on the Bulletin Board within City Hall.

**CITY COUNCIL**

2<sup>nd</sup> and 4<sup>th</sup> Tuesday each Month - 6:00 p.m.

- Due to the Presidential Preference Primary Election being held February 27, 2024, the 2<sup>nd</sup> Meeting in February will be moved to Thursday, February 29, 2024
  - December 24, 2024 – Meeting Cancelled

**ACT 78 POLICE AND FIRE CIVIL SERVICE**

1<sup>st</sup> Monday each Month - 10:00 a.m.

**ACT 345 POLICE AND FIRE PENSION BOARD**

3<sup>rd</sup> Wednesday each Month - 4:15 p.m.  
Berwyn Senior Center

**ACT 345 POLICE AND FIRE HEALTH CARE BENEFIT TRUST BOARD**

3<sup>rd</sup> Wednesday at least once a quarter – immediately following Pension Board Meeting  
Berwyn Senior Center

**BOARD OF REVIEW**

March - 3<sup>rd</sup> Monday in March each year and on such date as may subsequently be required by law for the meeting of Board of Review in cities  
July – Tuesday following the 3<sup>rd</sup> Monday in July  
December – Tuesday following the 2<sup>nd</sup> Monday in December  
(Call Assessor's Office for confirmation of exact dates.)

**BROWNFIELD REDEVELOPMENT AUTHORITY\***

Justice Center – 2<sup>nd</sup> Floor Conference Room

**BUILDING BOARD OF APPEALS\***

**CIVIL SERVICE COMMISSION GENERAL GOVERNMENT**

3<sup>rd</sup> Wednesday each Month - 8:00 a.m.

**COMMISSION ON AGING**

2<sup>nd</sup> Monday each Month - 6:00 p.m. (with the exception of June, July & August)  
Canfield Community Center

**COMMISSION ON BUSINESS**

Meeting Dates/Time to be Determined

**COMMUNITY & CULTURAL RELATIONS COMMISSION**

1<sup>st</sup> Thursday Quarterly – 7:00 p.m.  
Caroline Kennedy Library, Youth Room



**ECORSE CREEK COMMISSION**

4<sup>th</sup> Wednesday each Month – 6:00 p.m.  
Administration Building for Westwood Community School District  
3335 S. Beech Daly Road

**GENERAL GOVERNMENT EMPLOYEES PENSION COMMITTEE**

4<sup>th</sup> Wednesday each Month - 4:15 p.m.  
Berwyn Senior Center

**GENERAL GOVERNMENT EMPLOYEES PENSION HEALTH CARE BENEFIT TRUST**

4<sup>th</sup> Wednesday at least once a quarter – immediately following Pension Board Meeting  
Berwyn Senior Center

**LIBRARY ADVISORY BOARD**

2<sup>nd</sup> Wednesday every other Month - 7:30 p.m.  
Rotating between Caroline Kennedy Library and John F. Kennedy Jr. Library  
1<sup>st</sup> Meeting in January at Caroline Kennedy Library

**LOCAL OFFICERS COMPENSATION COMMISSION**

Every Two Years in December (Odd Year)

**PLANNING COMMISSION\***

2<sup>nd</sup> Thursday each Month - 6:00 p.m.

**RECREATION COMMISSION**

1<sup>st</sup> Monday each Month - 6:00 p.m.  
Canfield Community Center

**TAX INCREMENT FINANCE AUTHORITY\***

2<sup>nd</sup> Wednesday each Month - 6:00 p.m.  
Justice Center - 2<sup>nd</sup> Floor Conference Room

**WATERSHED STEWARDS COMMISSION**

3<sup>rd</sup> Wednesday each Month – 7:00 p.m. (No December Meeting)  
Caroline Kennedy Library

**ZONING BOARD OF APPEALS\***

3<sup>rd</sup> Thursday each Month - 6:00 p.m.

All meetings are held at: Dearborn Heights City Hall  
6045 Fenton, Dearborn Heights, MI 48127  
Unless otherwise specified

\* If there is business to conduct

**LYNNE M. SENIA  
DEARBORN HEIGHTS CITY CLERK**

PUBLISH: December 13, 2023  
AMENDED: July 10, 2024  
AMENDED: August 1, 2024

|                                |            |
|--------------------------------|------------|
| Approved for<br>the Agenda of: | REMOVED    |
| 7/23/2024                      | Motion No. |

9.B.



## Clerk's Office

TO: Honorable City Council Members

FROM: Lynne Zub-Senia

DATE: July 16, 2024

RE: **REMOVED AT MEETING** ~~Clerk Senia -- Receive, Note and File -- 2023-2026 Dearborn Heights Public Employees Association TPOAM Collective Bargaining Agreement~~

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to receive, note and file the completed Collective Bargaining Agreement between the City and the Dearborn Heights Public Employees Association (DHPEA/TPOAM) that had been approved by City Council Motion 24-539.

### Attachments:

1. 11-28-23 Comm 23-539 Dearborn Heights Public Employees Association (DHPEA-TPOAM) Agreement
2. TPOAM CBA Word 2023 2026 FINAL



# City of Dearborn Heights

6045 FENTON • DEARBORN HEIGHTS, MICHIGAN 48127

**Lynne M. Senia**  
City Clerk

TO: Mayor Bazzi  
FROM: City Clerk Senia *ms*  
DATE: December 4, 2023  
RE: Dearborn Heights Public Employees Association (DHPEA/TPOAM) Agreement

The following is a copy of a motion adopted at the Regular Meeting of the Dearborn Heights City Council held on November 28, 2023:

**23-539** Motion by Councilman Baydoun, seconded by Councilman Abdel-Hak to approve the agreement between the City and the Dearborn Heights Public Employees Association (DHPEA/TPOAM), and authorize the Mayor and Clerk to sign the agreement on behalf of the City when a final version is provided, as outlined in 8-A. Per Mayor Bazzi communication dated November 21, 2023.

Ayes: Council Chairman Abdallah, Council Chair Pro Tem Baydoun, Councilman Abdel-Hak, Councilman Ahmad, Councilwoman Bryer, Councilman Constan.

Nayes: Councilman Wencel.

Absent: None.

Motion adopted

LMS/gs

cc: Treasurer  
Comptroller  
Human Resource  
Pension  
Cheryl Frank, DHPEA/TPOAM President  
Dave LaMontaine, TPOAM Business Agent  
File

**AGREEMENT**

**Between**

**CITY OF DEARBORN HEIGHTS**

**and**

**DEARBORN HEIGHTS PUBLIC EMPLOYEES ASSOCIATION**

**TPOAM**

**Effective 7/1/2023 through 6/30/2026**

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This Agreement is between the City of Dearborn Heights (hereinafter referred to as the "Employer" or "City") and the Dearborn Heights Public Employees Association (hereinafter referred to as the "Union").

**ARTICLE 1**  
**RECOGNITION**

Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the City does hereby recognize the Union as the sole and exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment for the term of this Agreement for Clerical I, Clerical II, Clerical III, General Laborer, Custodian, Meter Reader, Meter Reader Leader, Ordinance Officer, Ordinance Officer/Animal Control, Crib person, Sign man, Light Equipment Operator, Heavy Equipment Operator, General Labor Leader, and Mechanic and excluding all directors, supervisors, managers, coordinators, Police and Firemen, DPW Supervisors, accountants, and the following:

Secretaries - Mayor's Office (2)  
Assistant to Mayor - Mayor's Office (1)  
All Department Heads and Deputies  
Building - Office Manager (1)  
Human Resources Director (1)  
Community and Economic Development Employees  
Community Center Manager (2)  
Recreation Coordinator  
CETA, EEA, PSI and similar programs based upon source of funding  
Accountant (per letter 5-9-84 Re MERC Case No. C84A-23)  
Senior Citizens Coordinators (2) (per letter 5-9-84 re MERC Case C84A-23)  
Human Resource Specialist  
Court Employees  
Building Inspectors  
Appraisers (2)  
Executive Secretary - Police Department (per MERC Case No. UC99 G-25)  
Director of Libraries  
Confidential Secretary - Human Resources

**ARTICLE 2**  
**PURPOSE AND INTENT**

2.1: The general purpose of this Agreement is to set forth certain terms and conditions of employment, and to promote orderly and peaceful labor relations for the mutual interest of the City, its employees and the Union.

2.2: The parties recognize that the interest of the community and the job security of the employees depend upon the City's success in establishing and the Union's success in rendering proper services to the public.

2.3: To these ends, the City and the Union encourage to the fullest degree friendly and cooperative relations between the respective representatives at all levels among all employees.

**ARTICLE 3**  
**AID TO OTHER UNIONS**

3.1: The City agrees not to aid, promote or finance any other labor group or organization, which purports to engage in collective bargaining or to make any agreement with any such group or organization for the purpose of undermining the Union.

**ARTICLE 4**  
**UNION SECURITY AND CHECK-OFF**

4.1: Consistent with the requirements of the Michigan Public Employment Relations Act (PERA), as amended, and in accordance with the terms of this Article, each employee in the unit covered by this Agreement has the choice of whether or not to become a Union employee and pay employeeship dues. Financial support of the Union is not a condition of employment. For those employees who are Union employees and wish to pay dues via payroll deduction, the terms of this Article shall apply

4.2:

A. Upon receiving full time status, probationary employees shall tender an initiation fee of ten (10) dollars to the existing President or Executive Board officer of the local. This fee will be either check or money order form and written to DHPEA. Provided the above conditions in this article are met, the employee will be considered in good standing.

4.3: A. The Employer agrees to deduct from the pay of each employee from whom it receives a signed authorization to do so, all Union dues. Notwithstanding any provision of this Agreement or any authorization form, each employee's authorization to the Employer may be rescinded by the employee at any time, by written notice to the Employer's Human Resources Office and the Union.

The rescission will be implemented by the Employer within 30 days of the Employer's receipt of the notice. Should the employee wish to reactivate dues deductions under this Article, such a request will be processed in accordance with this Article upon receipt of a new authorization form signed by the employee. The parties further agree that all such deductions will be designated only as "Union Dues" on the employees' pay advice.

- B. Dues will be certified by the Secretary-Treasurer in accordance with the Constitution and By-Laws of the Union. So long as it is permitted by law, the Employer agrees to provide this check-off service without charge to the Union.

Such authorized deductions are to be deducted from the first payroll of the month and shall be remitted to the Secretary-Treasurer not later than the tenth (10<sup>th</sup>) day of the following month. All dues, representation fees, initiation fees and assessments, if any, so deducted will be forwarded to DHPEA.

- C. In the event that a refund is due any employee for any sums deducted from wages and paid to the Union, it shall be the responsibility of such employee to obtain appropriate refund from the Union.
- D. The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits or other forms of liability arising out of its deductions from an employee's pay of Union dues, representation fees, assessments and/or initiation fees. The Employer shall not be liable to the Union by reason of the requirements of this Agreement for the remittance or payment of any sum other than that constituting actual deductions made from wages earned by employees. The Union assumes full responsibility for the deductions so made, once they have been sent to the Union.
- E. The City shall not be liable for the remittance of payments of any 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 or the Union.



- 4.4. An employee who is a employee of and adherent to teachings of a bona fide religion, body or sect which has historically held conscientious objections to joining or supporting labor organizations shall not be required to join or financially support any labor organization as a condition of employment; such employee may, however, be required by the Union to pay sums equal to periodic dues and initiation fees to a non-religious charitable fund in lieu of such payment to the labor organization. The employee may choose from one of the following non-religious, tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code: 1. ACLU or 2. NAACP

**ARTICLE 5**  
**REPRESENTATION**

5.1: It is mutually agreed that for the purpose of handling grievances on its behalf, the Union will be represented by not more than one (1) President and five (5) District Stewards. Each district shall be represented by a Steward who shall be a regular seniority employee working in that district. The districts are as follows:

|              |                                             |
|--------------|---------------------------------------------|
| District #1: | City Hall and Fire Department Building      |
| District #2: | Highway Division                            |
| District #3: | Water Department                            |
| District #4: | Building Maintenance and Parks & Recreation |
| District #5: | Police Buildings                            |

5.2: The Union may appoint a temporary President to fill a vacancy caused by absence of five (5) days or more of the regular President or District Steward. The City shall be notified of any change by the Union in writing before the start of the working day.

5.3: Should it become necessary for the President or District Steward of that designated department to leave the Steward's place of work in order to investigate any or all grievances, the Steward shall request permission of the Supervisor immediately in charge of the Steward's worksite, who shall have authority to release said Steward and who shall not unreasonably withhold or delay permission. The Steward shall provide the Supervisor in charge with the name and location of the employee the Steward is going to see. The Steward shall proceed directly to and from the location identified to the person in charge and will notify that person upon returning to work. The privilege provided in this section is extended to Stewards with the understanding that such time will be devoted solely to the prompt handling of grievances and will not be abused or used as a work avoidance device.

5.4:

- A. The City will recognize a union negotiating committee of up to four (4) bargaining unit employees to be designated by the Union in writing before commencement of negotiations.
- B. The City will grant reasonable straight time hours off to the Union designated negotiating committee for the purpose of attending negotiating sessions with the City and will compensate employees of such bargaining committee for straight time hours (up to eight per session) for which such committee was otherwise scheduled to work but did not work due to negotiations.
- C. The City agrees that prior to negotiations commencing for a renewal agreement that the Union committee described in subsection (A) of this section will be granted reasonable time off to prepare for negotiations, not to exceed 12 total hours to be paid by the City for the entire committee collectively; to be split among committee employees by the Union. Straight time rate only.
- D. The President of the Local shall be able to attend meetings necessary for him or her to attend. These meetings may be in the Dearborn Heights Chapter or other Chapters of the Local. The Immediate Supervisor must be given prior notice of meetings and must be notified at the end of meetings. Rare meetings that require the whole day will not be charged as Union days.

5.5: All information requests by the Union will be submitted to the Human Resource Department who will respond.

5.6: During planned orientation of new employees, the Union shall be given an opportunity to introduce (or have introduced) one of its Local Representatives who may speak briefly to describe the Union's function, present the Collective Bargaining Agreement (CBA) and general interest in representing employees. Where no orientation is scheduled for new employees upon entry to the bargaining unit an equivalent opportunity shall be afforded to address new employees. One (1) Local Union Representative shall be released from duty without loss of pay to present the Union's function and supplemental materials.

**ARTICLE 6**  
**GRIEVANCES**

6.1:

- A. A grievance under this Agreement is a written dispute, claim or complaint arising under and during the term of this Agreement setting forth the following information:
  - (1) Article and Section of Agreement alleged violated, and
  - (2) Date of occurrence of each alleged violation, and
  - (3) Manner of alleged violation including the name, if applicable, of the management representative who allegedly violated the Agreement; and filed by either the Union or any employee in the bargaining unit of the City.
- B. Grievances are limited to matters of interpretation or application of express provisions of this 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.
- C. All grievances concerning discipline must be filed in writing within five (5) regular scheduled City Hall business days and all other grievances must be filed in writing within ten (10) City Hall business days after 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. The Union shall have the right to commence a grievance at the level of management causing such grievance.

6.2: The grievance procedure shall be as follows upon timely filing:

Step 1: The Union District Steward shall first attempt to resolve subject matter of the grievance with that employee's department supervisor. In the event that no satisfactory answer is received by the Union and employee, the employee shall have the right to file a grievance. If the District Steward responsible for Step 1 is absent, the President shall substitute for such absent District Steward.

Step 2: Within five (5) City Hall business days of receipt

of a written grievance, time stamped by the Department Head, the Department Head shall set up a meeting with the grievant and President to discuss the grievance. The Department Head will answer the grievance within five (5) City Hall business days of the meeting with the grievant and President of that department. If the grievant and President are not satisfied with the answer of the Department Head, the grievant and President may appeal to the Mayor or designated representative. The appeal must be received by the Mayor's office within ten (10) City Hall business days of the date of the Department Head's answer and it shall be time stamped by the Mayor's office.

Step 3: Within ten (10) City Hall business days of receipt of a time stamped appeal by the Mayor or designated representative(s), the City shall set up a meeting with the grievant, the President, and not more than one (1) Council 25 representative if requested by the Union. Within ten (10) City Hall business days of the meeting, the City shall answer the grievance.

Step 4:     **Arbitration**

- A.     If the matter is not settled at the third step, a request to move the matter forward to arbitration shall be filed by the Union within ten (10) City Hall business days of receipt of the City's answer. The grievance shall be decided by an Arbitrator selected from a list of five (5) Arbitrators mutually selected by the parties. A list of the selected Arbitrators shall be appended following the execution of this Agreement. If the parties are unable to agree, the parties will then, in each case, alternately strike two (2) names from the list. The Arbitrator remaining on the list will then hear the case. The Arbitrator selected by this method will be contacted within sixty (60) days of the date of the Notice of Intent to Arbitrate. The Arbitrator, so selected, will be requested to hear the grievance on his or her first available hearing date. Arbitration hearings will be conducted according to the American Arbitration Association's Arbitration Rules and Procedures in effect at the time of the Arbitration.
- B.     Either party may, with sixty (60) days' notice to the other party, remove an Arbitrator from the

list appended to this Agreement. The Arbitrator shall be allowed to render decisions in all cases which the Arbitrator may have heard prior to being released by the parties. If an Arbitrator is removed, the parties may agree upon a new Arbitrator to take the place of the previous Arbitrator.

6.3: Time limits specified hereinafter for movement of a grievance through the process shall be strictly adhered to and may be relaxed or extended only by mutual consent in writing by the City and Union. No meetings shall extend beyond the Steward or Alternate's regular hours of work unless mutually agreed upon by both parties. In the event of mutual agreement, there will be no overtime or regular rate of pay for the Steward and/or Alternate.

6.4: The City must be notified in writing prior to taking the case to arbitration which group of people has requested arbitration. It is also agreed by the City and Union that the purpose of arbitration is to settle grievances without resorting to work stoppages.

Employees who are witnesses for or against the Employer shall be called as needed and shall not lose time or pay for the time spent during their regular working hours in grievance procedure meetings held on City property.

6.5: The decision of the Arbitrator shall be final and binding on all parties. The Arbitrator may not add to, or subtract from, change or amend any of the terms of this agreement and shall only concern her/himself with questions concerning the issue or issues involved. Sixty (60) percent of all expenses of such impartial arbitrator shall be paid by the losing party in such arbitration.

6.6:

- A. The President or his/her designee, per Article 5, Section 2 shall have the authority to reach a binding settlement on all grievances.
- B. All offers to settle grievances, from the City, if accepted by the President or his/her designee per Article 5, Section 2 shall be binding on the City, the Union and the employee.
- C. All settlements shall be in written form and signed by the proper City Representative President or his/her designee, and the Mayor or his/her designee.

**ARTICLE 7**  
**DISCIPLINARY PROCEDURES**

7.1:

- A. The City and the Union agree that all disciplinary action taken against an employee shall be for just cause and subscribe to the general philosophy that the primary purpose of disciplinary action is to correct employee behavior or conduct, that the disciplinary action procedure should be progressive in nature, and that selection of discipline in any specific case should be appropriate based on the circumstances of the offense and the employee. The issuance of disciplinary action shall take place in a timely manner.
- B. Before the issuance of disciplinary action, the supervisor shall inform the employee and allow the employee to have Union representation. If the employee declines Union representation, he/she shall indicate so in writing and a copy shall be given to the Union.
- C. If the employee accepts Union representation, notification will be given to the employee and Union representative of any disciplinary action taken against said employee which may result in any official entries being added to the employee's personnel file. The employee and Union representative shall be given a copy of such official entry.
- D. In the case of a suspension or discharge, the employee will be allowed adequate time to discuss the suspension or discharge with his/her steward, and the Employer will make available an area where he/she may do so prior to leaving City property. Upon request, an appropriate management representative will discuss the suspension or discharge with the employee and his/her steward.
- E. Exceptions to this procedure would be where the suspended or discharged employee is absent without leave or the parties agree that such discussion would not be beneficial at that time.
- F. In the case of an oral reprimand, a notation sufficient to document the nature of the incident - including date and subject matter - shall be placed in the employee's personnel file.

7.2: Discipline is intended to be corrective and should follow a series of progressive steps to change the employee's unacceptable conduct or behavior.

- A. The following is a series of progressive steps which should be followed in the majority of cases:
  - 1. Oral Reprimand(s)
  - 2. Written Reprimand(s)
  - 3. Suspension(s)
  - 4. Discharge(s)
- B. These steps should give the employee notice that continued unacceptable conduct or behavior will result in more serious disciplinary action.
- C. In cases of more serious offenses, the first disciplinary action taken may begin with the written or suspension step; and, for the most serious offenses, it may be appropriate to impose suspension and/or discharge the employee on the first occasion of improper conduct without prior discipline.

7.3: Disciplinary action should be appropriate and take into account both the offense and the employee and should be based on the seriousness and the circumstances of the particular offense, and prior departmental action in comparable situations.

7.4: The City agrees promptly upon the discharge or discipline of an employee to notify in writing the President of the discharge or discipline.

7.5: The discharged or disciplined employee will be allowed to discuss the discharge or discipline with the President and the City will make available an area where such employee may do so before being required to leave the property of the City. Upon request, the City or its designated representative will discuss the discharge or discipline with the employee and the President.

7.6: Should the discharged or disciplined employee or the President consider the discharge to be improper, a grievance shall be presented in writing through the President to the Mayor or designee at Step 3 within five (5) regularly scheduled working days of the discharge or discipline. The Mayor or designated representative will review the discharge or discipline and provide an answer within five (5) regularly scheduled working days after receiving the grievance.

7.7: Such discharge and discipline shall be initiated within three (3) regularly scheduled working days of the occurrence of the cause of the discharge and discipline, or if the Employer did not have knowledge of said cause at the time of its happening, within three (3) regularly scheduled working days after the Employer becomes aware of the cause for discharge and discipline.

7.8: In the case of a possible discharge, the City shall have up to thirty (30) days to investigate the matter before discharging the employee, and at any time during said period, the City has the option to allow the employee to work. Provided further, the Union may request a special conference with the Mayor or designated representative prior to the employee being discharged. The exception to this paragraph shall be acts of violence or theft.

7.9: In imposing any discipline on a current charge, the Employer will not take into account any prior infractions which occurred more than two (2) years previously. Incidents involving workplace violence, sexual, ethnic, or other harassment, or workplace theft by an employee may be taken into account three (3) years after such incident.

7.10: The parties being mutually desirous of establishing a uniform program dealing with tardiness, hereby agree that late employees will be docked one-tenth of an hour for each six (6) minutes late or part thereof, however employees are not required to work during any docked period unless paid.

7.11: Personnel Records

- A. All employees within the bargaining unit shall have the right to review his/her personnel file every six (6) months if requested by the employee in writing to the Human Resources Department. Such requests shall be granted within five (5) working days of receipt of the written request and shall be scheduled during regular business hours at Dearborn Heights City Hall. An employee may review his/her file in the presence of the employee's steward.
- B. Employees shall be entitled to copies of materials in their personnel file, and to submit written statements explaining the employee's position if there is disagreement with any material in the file. The statement shall not exceed five (5) sheets of 8 ½ by 11-inch paper and shall only be included as long as the original information is part of the file.
- C. At all times, the confidentiality provisions of the State law shall govern this section.

**ARTICLE 8**  
**SENIORITY**

8.1: Seniority shall be determined and operated upon a city-wide basis. A new employee shall be regarded as probationary and shall not have seniority until after one hundred and eighty (180) days of



continuous employment in the City; if retained thereafter, such employee shall have seniority as of such employee's original date of hire. The City may transfer any probationary employee at any time. A probationary employee may be discharged by the City in its discretion without recourse to this Agreement.

8.2: The seniority of each employee who is employed in the City shall be determined in accordance with the last date of continuous employment as a full-time employee. If more than one employee is hired on the same day, seniority shall be determined by the person with the highest Civil Service test score having highest seniority. If scores are tied the person with the lowest last two (2) numbers of that person's social security number shall have the highest seniority.

8.3: Seniority lists will be brought up to date upon request by the Union not more often than every six (6) months but may be posted more often so that the employees may be acquainted with the current list if any hiring, layoffs, or quits have occurred within this time.

8.4: If a supervisory employee or other City employee has been promoted or transferred to a position excluded from this Agreement from a position covered by this Agreement, and such excluded employee is thereafter laid off or demoted, such excluded employee shall be eligible for a job in the bargaining unit covered by this in accordance with the following:

- A. If the excluded employee left the bargaining unit prior to July 1, 1976, such employee shall return to bargaining unit with all City seniority accumulated with the City from date of last hire through July 1, 1976, notwithstanding whether or not such employee's service was within or without of the bargaining unit.
- B. If the excluded employee left the bargaining unit on or after July 1, 1976, such employee shall return to the bargaining unit with such employee's bargaining unit seniority from date of last hire to the date of leaving the bargaining unit.
- C. It is the intent of the parties that bargaining unit seniority not be earned by employees outside the bargaining unit on and after July 1, 1976; provided, however, nothing in this Section shall affect an employee's seniority for purposes of earning fringe benefits offered on the basis of total City service such as vacations, longevity, etc.
- D. Employees returning to a bargaining unit shall return to the last department and job classification within the department held and at the wage rate of that job as provided for in the then current agreement.

- E. In the event an employee returning to the bargaining unit pursuant to Section IV, Subsection (D) of this article is not more senior than the current incumbent of the job to which such Section IV, Subsection (D) returnee is entitled, such returnee shall return by bumping in accordance with the returnee's Local 290 seniority.
- F. This Section shall not be construed to create a right of return to the bargaining unit where such right does not independently exist, nor shall this Section be construed to preclude a return to the bargaining unit as a new employee.

8.5: Seniority shall be lost upon the happening of any of the following events:

- A. If the employee quits.
- B. If the employee is discharged and the discharge is not reversed through the grievance procedure or decision of the Courts if the matter goes to Court.
- C. If the employee fails to report for work within five (5) days after notice to report has been sent to such employee's last known address by certified mail, according to the City records.
- D. If a settlement with the employee has been made for total disability.
- E. If the employee is laid off and thereafter continually laid off by the City for a period equal to the length of such employee's seniority under the contract at the time of the layoff, except when an employee has less than one (1) year's seniority, such employee will be retained on the call-back list for one (1) year.

8.6: No employee who has acquired seniority shall be transferred out of the division without his/her consent, provided that work is approved within his/her classification and/or unless mutually agreed to by the Union and the City. No new employee shall be hired to fill a position within this division, while a regular employee is laid off and qualified for the job.

8.7: Any employee who has been incapacitated at their regular work, due to injury or compensable disease while employed by the City may be employed in other work in the City which that employee can do, subject to the seniority provision of this Agreement.

8.8: The Pension board cannot set dates-of-hire for purpose of determining seniority or any benefit under this Agreement (except pension). The City agrees that for any persons for whom it is using a Pension Board date of hire for calculating vacations and longevity as of January 13, 1987, will be continued with that date, but no additional persons shall be added. The original date of hire of an employee means date of hire as a full-time employee.

8.9: Each employee shall provide the City with a current address and telephone number upon which the City shall be entitled to rely. Employees shall provide change in either address or telephone number on City forms to be filed with the Human Resources Department.

8.10: Bargaining Unit Employees will provide the social security numbers of spouses and dependents. The City agrees that it will only use social security numbers of spouses and dependents for health care purposes.

8.11: Section IX and Section X changes will be done during work hours as approved by Management.

8.12: Civil Service for Promotional Opportunities

- A. Promotional examinations shall be limited to current City employees who meet the minimum requirements listed in the class specification for the class being tested.
- B. Competitive examinations shall relate to those matters which fairly test the relative capacity and qualifications of the applicants. Competitive examinations, in accordance with the General Government Civil Service Commission, will include a written examination and an oral board. The written examination shall be weighted at fifty percent (50%) and the oral interview should be weighted at fifty percent (50%).
- C. For the written examination, it is agreed that the City of Dearborn Heights should utilize an outside vendor that can provide standardized, nationally validated selection material or can develop a promotional selection process specifically designed for the job being tested.
- D. Eligible employees must score seventy percent (70%) or higher on the written portion. Employees failing to score a minimum of seventy percent (70%) on the written portion shall be disqualified from the promotional process and shall not be allowed to participate in the oral interview.
- E. Eligible employees must have a combined score of seventy percent (70%) or higher to be eligible for promotion.

- F. After the written portion and oral portion have been scored and appropriately weighted, each eligible employee shall have 1/12 (one-twelfth) point for each month of service as a full-time employee with the City of Dearborn Heights, including probationary time, added to their overall score. There shall be no maximum cap for these seniority points.
- G. The eligibility list for promotions shall expire two (2) years from the date that it was established and certified by the Dearborn Heights Civil Service Commission.

**ARTICLE 9**  
**LAYOFF & RECALL**

9.1: Whenever it becomes necessary to reduce the working force in any department of City Service, the City shall lay off the affected employee(s) in accordance with these provisions:

- A. Notwithstanding the President's respective position on the seniority list, the President shall have top seniority for the purpose of lay off and rehire so long as there is work available which the President is able to perform.
- B. Employee(s) within the affected Department(s) may request in writing preferential layoff out of line of seniority. Said requests shall be granted in seniority order. If granted the City shall not contest the employee(s) eligibility for unemployment compensation. Employee(s) accepting voluntary layoff shall not be recalled until normal recall procedures apply. Nothing in this section shall be construed to constitute a waiver of such employee(s) recall rights.

All layoffs shall be governed first by seniority, second by ability, and third by desire unless specifically addressed in this contract. The City and the Union agree that adjustments to this article may occur. Therefore, whenever possible, the employee(s) scheduled for layoff may elect to either accept layoff, or bump, based on total bargaining unit seniority. For the purpose of bumping the bargaining unit has been divided into primary departments being: 1.) Clerical, 2.) DPW, and subsequently primary departments are further divided into specific groups by classification and pay scale\*.

9.2: Bumping Procedure

- 1. The **initial bump** will be to a less senior position within the employee's **specific group**. If the employee is not

senior enough to bump within their **specific group**, the employee may elect to bump a less senior employee within the employee's **primary department**.

2. The **second bump** an employee will then have is to bump the least senior employee in their **primary department**.
3. The **final bump** an employee will have is the ability to bump the least senior employee covered by this contract.
4. Should the City determine, the employee could not satisfactorily perform the job selected, after a trial period of not less than sixty (60) days, the grievance procedure may be applied.
5. If an employee elects to bump into a lower classification, said employee will retain their current wage rate for one (1) year from the date of bump.

**\*Specific groups pertaining to Clerical and DPW are outlined by classification and wage. See attachments [(D) and (E)].**

9.3: Persons on the payroll as of June 30, 1984, who elect to bump in accordance with the rights provided in this Agreement shall be paid at the unreduced rate of the job into which bumping as that rate exists at the time the bump is executed.

9.4:

- A. New hires after July 1, 1984, shall receive the new hire rate no matter what classification or method of achieving that classification until the new hire rate is specifically changed in this Agreement.
- B. New hires after July 1, 1984, who elect to bump in accordance with this Agreement shall be paid at the "new hire rate" of the classification into which they bump and at the new hire progression step rate of that classification which corresponds in time to the new hire progression step of the classification which the bumping unit employee is leaving.

9.5: Only City trained Water Department computer operators will be permitted to bump the Water Department unit employees whose current regularly assigned duties require computer operation. In the event of layoff, the City will be permitted to retain at least two (2) City trained Water Department computer operators on the basis of highest seniority, the remainder may be bumped in accordance with this Agreement, least senior Water Department computer operators first.

9.6: Employees who are scheduled for layoff, may elect in writing to pre-pay their share of premiums for health insurance for two (2) additional pay periods after layoff by having such premiums deducted from their last pay check. The City shall pay the City's share of premiums for health, dental, vision and life insurance for these two (2) pay periods.

9.7: Recall. When the working force is recalled after layoff, employees shall be recalled according to seniority as defined in Article 8. Notice of recall shall be sent to employee(s) at his/her last known address by registered mail. If an individual employee, within five (5) calendar days of notice, fails to return to the classification to which recalled, he/she shall be considered a quit. \*See Article 8, Sec. 5(E), pg. 13.

**ARTICLE 10**  
**TEMPORARY & PART-TIME**

10.1. Temporary employees are those employed for a regular work day and/or regular work week, but not for more than a period of one hundred and eighty (180) calendar days per year, per department except Recreation Department employees. All part-time or temporary employees in any department, except Recreation, shall be subject to this section and paragraph irrespective of funding source. Waivers and exceptions to this section and paragraph shall be made in emergency situations and those situations mutually agreed to by the Union and the City.

10.2:

- A. Under emergency situations, qualified laid off full-time employees will have the right to bump temporary or part-time Recreation Department employees. The bumped position will be a part-time position. The City and the Union will mutually agree to these bumping situations. Furthermore, in the event an employee selects layoff, the City will not contest the employee's eligibility for unemployment compensation. By choosing this option, this negates the employee's right to bump into part-time status.
- B. Except Recreation Department part-time employees, part-time employees are those employed for less than eight (8) hours a day or less than twenty-eight (28) hours a week. (In accordance with ACA) Qualified laid off full-time employees will be offered temporary or part-time positions pursuant to Articles 3 and 9 at the temporary or part-time rate before the City hires a temporary or part-time employee to fill a vacancy. If two (2) or more full-time laid-off employees are equally qualified pursuant to Article 8 and 9, the person

with the highest seniority will have first preference for Article 10 positions. If any layoffs occur, part-time and temporary employees must be released prior to full-time employees being laid off, with the exception of the Recreation Department.

- C. Part-time employees shall not be hired for more than one hundred and eighty (180) days and shall not be rehired for six (6) months thereafter. It is hereby further agreed that Recreation Instructors are excluded from the above limitations.
- D. Part-time and temporary employees shall not rank for overtime work when it will take such overtime work away from the regular full-time employees within that department. For the purpose of this Section, the Water Department, Highway Department, and Building & Maintenance Department shall be considered one department; provided further, this Section shall not be used to preclude the use of Building & Maintenance employees for special event overtime service.

10.3: The City will forward to the Union on a semi-annual basis a report of employees identified in City records as non-bargaining unit Temporary or Part-time employees by name, including date of hire and date of termination.

10.4: The City may maintain up to four (4) part-time (limited to twenty (20) hours per week) employees who will be utilized at the sole discretion of the City to engage in clerical and/or custodial roles. Such part-time employees shall be limited to twenty (20) hours per week, (in accordance with ACA ) shall not work or bid on Union positions until all provisions of Article 22 have been met, notwithstanding Article 10, Sections 1 and 2(B), which still remains in effect for part-timers in DPW, except Parks & Recreation.

## **ARTICLE 11**

### **BULLETIN BOARDS**

11.1: A suitable bulletin board, agreed upon by the Management and the Union, for the use of the Union shall be erected in a suitable location where employees check in. The bulletin board may be used by the Union to post the following type of notices:

- A. Notices of recreation and social affairs.
- B. Notices of Union elections, appointments and results of Union elections.

- C. Notices of Union hearings & meetings, provided that additional notices may be posted by mutual consent.

11.2: Seniority lists will be posted on this bulletin board.

11.3: Bulletin boards shall not be used by the Union or its employees for disseminating, posting, or distributing pamphlets or political matter of any kind whatsoever or for advertising.

11.4: If the Union so desires and if suitable space is available, the City shall furnish space to the Union for a locked cabinet where its records pertaining to its dealings with the City may be kept; the City takes no responsibility for the safety of the contents thereof.

**ARTICLE 12**  
**MISCELLANEOUS**

12.1:

- A. If for any reason there is insufficient work in an employee's classification to permit full-time employment, it shall be the policy of the City and the Union to hereby agree that the employees shall work at other classifications as assigned.
- B. In case of absences or emergency situations, the City shall have the right to assign by seniority, full-time employees to work outside the classification and pay the higher rate.

12.2: All of the following Department's employees (excluding clerical) must have a current Commercial Drivers License:

Highway  
Building and Maintenance  
Water  
Mechanics  
Meter / Repair

Any additional DHPEA employee who wishes to be on the auxiliary overtime call-in list must have a current Commercial Drivers License.

- A. The City will reimburse the cost of the required driving skills test and CDL group license and endorsements.
- B. Where a driving skills test is required, the employee will be permitted to utilize the appropriate city vehicle.
- C. An employee who drives a city vehicle and is made aware of having a restricted driving license, must notify the City



within five (5) City Hall business days of his or her restricted license status.

12.3: Pay periods shall be bi-weekly for all employees. Pay days will be on Fridays.

12.4: This Agreement shall be the sole and exclusive method for effectuating, administering, and enforcing of any of the rights, duties, and obligations contained within this Agreement. It is the intention of the parties, at the request of the Dearborn Heights Public Employees Association, that this Agreement supersede and replace the system administered by the Municipal Employee's Civil Service Commission in cases other than an individual's entry into the service of the City.

12.5: Whenever the word he or employee is used in this Agreement, it shall be deemed to include both male and female gender.

12.6: Whenever the word Steward is used in this Agreement, it shall be deemed to include the President.

12.7: As acceptance of the total proposed package, the City will be creating up to three (3) "floater" positions (name to be determined later). Up to two (2) positions may be created from already defined DHPEA employee job descriptions. The floater positions will be used for and from the clerical, animal control and jail guard positions. The clerical and the animal control and the clerical and the jail guard positions will not be combined. These positions will be determined through a job description evaluation that will include input from the employee, the department head, the Human Resource Director and the Mayor. At any time during the job description analysis, the Union will have the right to view and/or receive copies of any of the information compiled.

The wages of these floater positions have yet to be determined but will be reflected in the jobs and job descriptions that they are fulfilling.

- This article will be left as an open item if the contract is settled before the analysis and the negotiations of this item is agreed upon. The job description shall be completed by June 30, 2008. Upon completion, the revised job descriptions shall be presented to the Union. Any changes in wages, hours or conditions of employment will be negotiated with the Union.

12.8: Effective November 20, 2017, the City of Dearborn Heights agrees to pay any employee with eight (8) or more years of service an additional two percent (2%) on top of the employee's base wage for serving as Senior DHPEA Personnel. This pay will be effective upon ratification for 2017 and calculated on or before October 1<sup>st</sup> of each year thereafter.

12.9: Training Days for Clerical Staff. The City is mandating four (4) Fridays per year (excluding the months of December and July) for the purposes of providing training, skill development, learning new or deeper software application, as well as required topics of training such as sexual harassment training, workplace violence training, customer service training, etc. These days shall be paid at straight time for four (4) hours and time and half for four (4) hours. Training dates shall be set by January 1 for the preceding year.

**ARTICLE 13**  
**WORKING HOURS AND OVERTIME**

13.1: Effective, September 29, 2011, the standard work day and work week for clerical and custodial employees shall be four (4) days per week, Monday through Thursday, 8:00 a.m. to 5:00 p.m. They will be paid thirty-six (36) hours per week.

- A. Effective, September 29, 2011, the standard work day and work week for all other hourly employees shall be eight four (4) days per week, Monday through Thursday. They will be paid thirty-six (36) hours per week. The City may avail itself of an exception by having one mechanic and up to one code enforcement officers (part time or full time) who may be required to work either Tuesday through Friday or Wednesday through Saturday when notified in advance. The City may have one custodian position assigned to the Police Department and up to two(2) clerical positions assigned to the Police Department who may be required to work Tuesday through Friday. Selection shall be first by volunteers by high seniority and if there are no volunteers, the City will require by low seniority in grade.
- B. A mechanic working a Tuesday through Friday, or a Wednesday through Saturday schedule shall not be paid overtime for their regularly scheduled work hours.
- C. A Code Enforcement Officer working a Tuesday through Friday, or a Wednesday through Saturday schedule shall not be paid overtime for his or her regularly scheduled work hours.
- D. A general laborer, crew leader, light equipment operator or heavy equipment operator shall have a rotating work schedule for a six (6) month duration to consist of either a Monday through Thursday, or a Tuesday through Friday schedule. Work shifts shall be selected by position, then by seniority with the exception that new hires serving a probationary period shall be assigned by the City for the period of their

probation.

Employees shall submit their shift request one-hundred twenty (120) days in advance of the shift change. If an employee 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 the shift preference. Failure to do so will result in the employee being assigned a shift, regardless of seniority, but maintaining the same position (i.e., heavy equipment to heavy equipment, crew leader to crew leader, etc.)

The City shall notify the employees of the shift change as soon as possible but no later than ninety (90) days prior to the shift change. See the chart below:

| Shift Schedule   | Employee Request Due      | Notification to Employee Due | Implement Shift Change  |
|------------------|---------------------------|------------------------------|-------------------------|
| January to June  | September 1 <sup>st</sup> | September 15                 | January 2 <sup>nd</sup> |
| July to December | March 1                   | March 15                     | July 1 <sup>st</sup>    |

The City shall determine the number of positions needed for Monday through Thursday, and Tuesday through Friday for DPW. For July 1, 2024, the following shall be the crews beginning with July 1, 2024 and may be adjusted at each 6 month rotation period (see chart).

| Department             | Monday - Thursday                                                  | Tuesday - Friday                                                   |
|------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------|
| Highway                | (3) Heavy Equipment<br>(2) Light Equipment<br>(2) General Laborers | (2) Heavy Equipment<br>(3) Light Equipment<br>(2) General Laborers |
| Water                  | (2) Crew Leaders<br>(2) Heavy Equipment<br>(3) General Laborers    | (1) Crew Leader<br>(1) Heavy Equipment<br>(3) General Laborers     |
| Building & Maintenance | (1) Crew Leader<br>(1) Light Equipment<br>(3) General Laborers     | (1) Crew Leader<br>(3) General Laborers                            |

The Director of Human Resources, the Director of Department of Public Works, and two (2) union representatives shall meet and confer prior to a change in crew configuration.

13.2: The Employer may schedule overtime work and payment for such overtime work shall be in accordance with the following:

- A. All work performed in excess of the normal work day as defined above shall be paid at the rate of one and one-half (1 ½) times the normal rate up to sixteen (16) hours of continuous work and two (2) times the normal rate thereafter.
- B. All work performed on a Saturday shall be paid at the rate of one and one-half (1 ½) times the normal rate of pay up to sixteen (16) hours of continuous work and two (2) times the normal rate thereafter, and all work performed on a Sunday shall be paid at the rate of two (2) times the normal rate of pay.
- C. All work performed on a holiday shall be paid at the rate of two (2) times the normal rate plus holiday pay. After eight (8) hours, the rate of pay on holidays shall be three (3) times the normal rate of pay.

13.3: It shall be the policy of the City to work hourly employees thirty-six (36) hours per week.

13.4: Any employee called in for emergency work will be provided a minimum of four (4) hours pay. Employees will not be paid for more than one call-in pay in a twenty-four (24) hour period. The twenty-four-hour period to begin and end at midnight.

13.5: The starting time for hourly rated employees shall be as follows:

|                      |           |
|----------------------|-----------|
| Water                | 7:00 a.m. |
| Highway              | 7:00 a.m. |
| Building/Maintenance | 7:00 a.m. |
| Mechanics            | 7:00 a.m. |
| Meter/Repair         | 8:00 a.m. |

(Concurrence of starting time to 7:30 a.m. for summer months for Meter/Repair) Office Staff (All locations) 7:30 a.m./8:00 a.m.\*

**\*Staffing to be determined by City with emphasis on job tasks. Seniority preference where two (2) persons of the same classification/task assigned.**

13.6: All employees working a full duty shift shall be entitled to two (2) rest periods per shift, excluding a lunch period. These periods shall not exceed fifteen (15) minutes in length and take place in the area of assigned activity, with one (1) to be taken no earlier than two

(2) hours after the start of the full duty shift and one (1) to be taken after the scheduled lunch period. For each four (4) hour period of overtime, the employee shall be entitled to one (1) additional rest break of fifteen (15) minutes, to be exercised at the discretion of the employee. Abuse in break time will be subject to discipline as determined by the City, as per Article 7.

13.7:

- A. The Union recognizes the necessity to work overtime on occasion(s) and agrees to provide overtime lists to the City for the procurement of the necessary personnel.
- B. Overtime, within classification and by department, will be offered by means of the provided overtime lists, changing weekly by rotation. The District Steward shall be responsible for the creation of such lists and shall provide a copy to Management upon request.
- C. The City will use full-time employees by Department and classification for such overtime when available but reserves the right to go to other departments or to use part-time help if full-time employees refuse the overtime.
- D. The City will make an attempt to secure overtime on a voluntary basis, however, during emergencies (snow and ice removal, floods, water main breaks and sewer stoppages, removal of fallen trees, or similar emergencies), the City has the right to make a mandatory request for employees to report for the above listed emergencies after failing to secure volunteers for the overtime.
- E. If an employee refuses overtime on a day other than such employee's regularly scheduled work days, the City does not have to offer overtime to such employee until the employee returns to work for one complete regularly scheduled shift. Any employee who is off work due to illness, vacation, or other paid leave shall not be eligible to be called for overtime work until that employee returns to work and completes one full shift following such absence.
- F. An employee shall not work more than sixteen (16) continuous hours of time. If an employee works his or her normal scheduled shift and is released for at least four (4) hours before being called in to work an overtime shift, then the employee's clock will start upon starting his or her overtime shift. If an employee's overtime shift rolls over to his or her regularly scheduled shift, then the employee will be released when he or she reaches sixteen (16) hours of time

for at least an eight (8) hour rest period without loss of pay and will not be charged sick, vacation, personal or compensatory time. In cases of emergency where an employee is required to work more than sixteen (16) hours, he or she will be upgraded to two-times (2x) pay until he or she is released for at least an eight (8) hour rest period. See below for examples.

Ex 1. An employee who worked a normal shift of 7:00 a.m. to 3:30 p.m. on a Tuesday and is released at 3:30 p.m. and is then called in to work overtime at 7:30 p.m. and is not released before his or her shift start time on Wednesday, will be released from work for rest at 11:30 a.m. until the end of his or her shift without the loss of pay.

Ex 2. An employee who was called in to work overtime on a Saturday at 5:00 a.m. and who, due to an emergency is unable to be released at 9:00 p.m., will continue to work overtime at two-times (2x) pay until he or she is released for at least eight (8) hours of rest time.

13.8: Shift Differential:

- A. Afternoon Shift: \$0.15 extra per hour for hourly rated employees in all departments. Midnight Shift: \$0.25 extra per hour for hourly rated employees in all departments.
- B. Secretary serving on commissions, committees, etc.:
  - 1. \$40.00 initial meeting fee for meetings held after normal working hours. If meeting is held during normal working hours, this initial fee is waived.
  - 2. \$10.00 per hour fee for each additional hour or part thereof for meetings lasting beyond one hour.
  - 3. For commissions meeting during normal working hours, \$10.00 per hour or part thereof for meetings extending beyond normal working hours.
  - 4. Transcription of notes taken at meetings to be done during normal working hours at no additional fee.
- C. Effective November 20, 2017, the Council Secretary or the employee who is acting as the Council Secretary will be compensated four (4) hours of overtime for each day that he or she attends a City Council Meeting or Study Session. If there is a Study Session scheduled on the same day as a

regular City Council Meeting, then he or she will be compensated four (4) hours of overtime for that day. If on any day, the Study Session and/or Council Meeting should be longer than for (4) hours, then the Council Secretary will be compensated time and one-half his or her regular rate of pay each additional hour that he or she works over four (4) hours.

13.9: The City may provide make work projects to keep City employees working without regard to department, excluding vehicle painting; provided, make work projects are distributed fairly.

13.10: When an employee is asked to work in a higher classification for any part of a day, such employee will be paid the rate of higher classification for the day. Unless a special skill is required, the City will first ask down the seniority list by skill and ability and require up the seniority list by skill and ability; provided, this obligation shall exist only for classifications below the classification in which the upgraded work is to be performed.

**ARTICLE 14**  
**MANAGEMENT RIGHTS**

14.1: Except where limited by this contract and any supplement hereto:

- A. The authority to determine the items to be produced, establish schedules of production, determine the methods, processes, means and places of production, are solely and exclusively in the management.
- B. The parties recognize and agree that there are situations wherein it becomes necessary for City Supervisors to engage in bargaining unit work, and herein agree that Supervisors may engage in such work:
  - 1. To train or retrain bargaining unit employees.
  - 2. In situations where regularly scheduled employees fail to appear for during regular work hours providing all seniority rights have been exhausted.
  - 3. Regularly assigned to and in the Department of Parks and Recreation, provided that during non-regularly scheduled work hours no more than one (1) such Supervisor shall so engage.
- C. 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 by seniority.

- D. The City has the right to schedule overtime work as required, and the Union recognizes that many emergency situations can arise. The City has the responsibility in these duty assignments to provide equal compensation for equal work. In cases where an employee considers that these principles are not being observed such employee may seek redress through the grievance procedure.
- E. It is understood by the parties that every incidental duty connected with the assignments cannot always be specifically defined. Nevertheless, subject to the limitations of this Agreement the employees are expected to work these assignments.
- F. The following authority is conferred on City officials:
  - 1. The Charter responsibility of the Mayor as executive officer is for enforcing the laws of the State, City Charter, and Ordinances, recommending an annual budget of appropriations, and the efficient performance of all executive departments, among other executive responsibilities defined by the Charter.
  - 2. The Charter responsibility of the City Council as the legislative body is 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.
  - 3. The Charter responsibility of the City Council is establishing and amending a classification of positions plan, a compensation plan, an insurance and disability plan, and retirement plan.
  - 4. The Charter responsibilities of the City is determining the functions and organization of the respective departments or divisions.
  - 5. 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.

6. The responsibility for administering charter and ordinance provisions relating to the Retirement Plan and the Insurance and Disability Plan.

**ARTICLE 15**  
**SICK LEAVE**

15.1: After six (6) months, Union employees shall be entitled to six (6) sick leave days retroactive to their date of hire. Seniority employees shall be credited with one (1) sick leave day per month worked. A month worked is any month in which an employee actually works or is on approved vacation or paid holiday for sixteen (16) or more days. Employees may accumulate up to one hundred and fifty (150) days of unused sick leave days.

November 30th of each year shall be considered the year end. Credit for such sick leave will be compiled November 30th of each year and will be paid in the following manner:

Upon retirement, forced retirement (disability) or death, one hundred percent (100%) of accumulated sick leave days at the prevailing rate. For reasons other than the above, the employee will be paid one-half (½) of accumulated sick leave days upon severance of employment unless discharged for cause.

15.2: Employees shall have four (4) personal days per year not to be accumulated or charged to their sick leave days. These days shall be taken between July 1 and June 30 of each year and shall be scheduled by the employee with at least twenty-four (24) hours advance notice to the City except in employee proven emergency. New employees shall be credited with four (4) personal days on the July 1st next following their date of hire no matter when that date of hire occurs. Personal days do not accumulate, are not charged to sick leave days, and shall be scheduled by the employee with at least twenty-four (24) hours advance notice to the City except in employee proven emergency.

15.3: Any employee injured on the job and the attending physician determines it is in the best interest of the employee not to return to work immediately, the employee shall be paid for a full day's work.

15.4: Should an employee's period of illness extend so that employee's accumulated sick leave days are used up, the employee may make a written request to be paid any vacation time that may be due the employee. The employee will not be required to use vacation time.

15.5: All City employees in the bargaining unit who are injured or become ill in the line of duty as defined by the Worker's Compensation Law shall be carried on the City payroll at no loss of take-home pay for such employee's classification for a period not to exceed one (1) year from date of injury. The employee shall continue to earn vacation leave, longevity pay, hospitalization, life insurance, seniority rights and sick days.

All monies received by the employee from Worker's Compensation or insurance paid for by the City shall be returned in its entirety to the City during the above period.

In the event that such an employee receives disability benefits from any source such as U.S. Social Security Administration or Pension Plan, retroactive or otherwise, the employee shall be liable to reimburse the City for any amounts paid by the City to supplement Worker's Compensation benefits for the period covered by the disability benefits.

15.6:

- A. An employee whose illness extends beyond five (5) working days shall be required to furnish the Employer with a medical analysis, setting forth the nature of the medical condition (not a conclusive statement) and the anticipated prognosis including the ability and anticipated time when the employee will return to work. Also, said employee will be required to set an appointment through the Human Resources Department 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 and will forfeit any and all wages until the City physician has approved that employee to return to the job site. The City will work in full cooperation in scheduling the City physician's appointment, at the earliest time available, in an effort to avoid any loss of wages to the employee.
- B. Employees shall be allowed to use sick time for the reasons enumerated in Michigan's Paid Medical Leave Act, MCL 408.961, et seq., including for the employees' family member's mental or physical illness, injury or health condition; medical diagnosis, care, or treatment of the family member's mental or physical illness, injury or health condition; or preventative medical care for a family member of the eligible employee. In order to use sick time for these purposes, the employee must provide written documentation from the family

member's healthcare provider certifying the family member's treatment within three (3) days of the absence.

For purposes of this section, "family member" means (i) A biological, adopted or foster child, stepchild or legal ward, or a child to whom the eligible employee stands loco parentis; (ii) a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an eligible employee or an eligible employee's spouse or an individual who stood in loco parentis when the eligible employee was a minor child; (iii) an individual to whom the eligible employee is legally married under the laws of any state; (iv) a grandparent; (v) grandchild; (vi) a biological, foster, or adopted sibling.

Sick leave shall be used for personal illness of the employee. Abuse of sick leave may result in disciplinary action by the City.

- C. An employee who takes sick leave shall not be entitled to be called for overtime work until such employee has returned to and worked a full day.
- D. The employee shall notify a Supervisor or Designee in their department, prior to their scheduled reporting time, if such employee is to be off sick.

15.7: An employee with one hundred and fifty (150) sick leave days (or contractual maximum for that employee) in that employee's bank on December 31 of any year will, on February 15 of the next year, be paid the excess sick days above one hundred and fifty (150) (or contractual maximum for that employee) at a rate of  $\frac{1}{2}$  day's pay for each sick day up to twelve (12) sick days. (Example: Twelve (12) sick days = Six (6) days' pay).

15.8: Employees will not be allowed to reduce their bank below seventy-five (75) days using the buy out program.

15.9: As of the ratification of this agreement, each employee in the bargaining unit will be allowed to use ten (10) sick days per year for the purpose of illness. These ten (10) sick days can be used throughout the course of the annual year without penalty or incidence. When the employee uses more than ten (10) sick days annually, said employee will not be able to use any remaining "banked" sick days without the following verified reasons:

- 1. Written proof of hospitalization or emergency illness;
- 2. Order to appear in District, Circuit, or Federal court;

3. Outpatient surgery or hospital-administered, freestanding outpatient surgical center;
4. On-the-job injury.

If employees meet these criteria, no "incident" shall be charged to them, nor shall this day be charged against the employee's ten (10) "allowed" sick days per year, if the employee supplies the employer with prior documentation of one of the above four reasons at least ten (10) days in advance. The only exceptions to this rule are emergency situations and contractually approved absences such as bereavement leave, Article 16, Section 7 sick days used as part of bereavement leave, personal days and disciplinary suspensions. Employees who fail to comply with the above requirements will be charged with an "incident". When an employee reaches his or her ninth (9) allowed sick day, the employee will receive a conference with the City to allow the City to remind the employee of this policy and its disciplinary implications. Any employee who exceeds the ten (10) allowed sick days (excluding approved leaves) or has a pattern of absenteeism will be subject to the City's "no fault" attendance policy explained as follows.

An incidence of absence shall be calculated as follows.

One (1) day = 1 incident

Discipline for the accumulation of an absence incidence shall be imposed as follows.

- 1 incident - 1 day suspension and city conference
- 2 incidents - 3 day suspension
- 3 incidents - 10 day suspension
- 4 incidents - Discharge or additional discipline.

When an employee has one (1) absence incident, the employee will receive a conference with the City in which the City will provide the employee an opportunity to explain their absence. The person will be given an opportunity to provide a credible written medical opinion (not a conclusory statement) by a medical doctor or doctor of osteopathy as a medical explanation for such incident. This conference will also allow the City to once again explain this policy and its disciplinary implications in case of continued incidents. At this conference the City will either enforce or adjust the "no fault" incident policy at the City's sole discretion.

Discipline for the accumulation of a **tardy** shall be imposed as follows:

- 3 tardies - verbal warning
- 5 tardies - written warning
- 8 tardies - 1 day suspension

|                 |   |                   |
|-----------------|---|-------------------|
| 10 tardies      | - | 5 day suspension  |
| 12 tardies      | - | 10 day suspension |
| Over 12 tardies | - | discharge         |

All incidents of absence or tardies shall be counted in a consecutive twelve (12) month period beginning July 1 and ending June 30.

15.10: The City and the Union agree that an Employee shall be allowed to transfer up to five (5) vacation days into his or her sick time bank on or before December 31, 2011, and each year thereafter. Employees hired after November 28, 2023, shall not be allowed to transfer vacation days.

**ARTICLE 16**  
**LEAVES OF ABSENCE WITHOUT PAY**

(see also Article 29 for FMLA and ADA)

16.1: Written leaves of absence for a specified purpose and period of time may be granted employees without loss of seniority.

16.2:

- A. Medical leaves shall be granted for a period of up to six (6) months from duties, upon a medical analysis, setting forth the nature of the medical condition (not a conclusive statement) and the anticipated prognosis including the ability and anticipated time when the employee will be able to return to work after the period of absence from a fully qualified physician (M.D. or D.O.). The City shall have the right to require a physical examination each week during the disability if it desires.
- B. Any employee taking a leave will pay health care premiums to the City for all the time the employee is on leave beyond twelve (12) weeks unless for illness or injury. The only exception to this provision is a bargaining unit employee seeking other employment while on approved leave of absence. A bargaining unit employee on such leave will reimburse the City for all health care premiums starting with the next premium due.

16.3: The City recognizes and agrees that it shall provide "forms" upon which the City employee may request a leave of absence. Forms must be obtained from the Human Resource Department. 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 request within ten (10) days of receipt of the request.

16.4: Whenever an employee shall become pregnant, she shall furnish the City with a certificate from her physician stating the approximate date of delivery, the nature of the work she may do, and the length of time she may continue to work.

A. She shall be permitted to continue to work in accordance with her physician's recommendation, providing the employer has suitable work available. Sick leave days may be used for the time her physician has recommended the employee to be off the job.

B. A maternity leave of absence shall be handled in the same manner as a medical leave of absence.

16.5: Employees of the Union elected or selected by the Union to do work which takes them from their employment with the City shall, at the written request of the Union, receive temporary leaves of absence without pay for periods not to exceed two (2) years, and not to exceed two (2) persons. Leaves exceeding sixty (60) days shall be without pay and/or benefits.

16.6: Convention time to be allotted according to policy adopted by the Human Resource Department with Union input, that two (2) elected delegates of the Union be authorized up to five (5) days off with pay to attend a Union convention annually or conference at which their participation is requested.

16.7: All employees shall be entitled to five (5) workdays per funeral to make preparation for the bereavement of an immediate family employee of the employee's family within three hundred (300) miles of the City of Dearborn Heights.

An immediate employee of the family for this purpose shall be deemed a spouse, children, parents, parents-in-law, grandparents, brothers, sisters, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, foster parents, stepfather, stepmother, step-brothers, step-sisters, step-children, grandchildren, and significant other (Definition being, living in the same household even if not related by blood or marriage). Designation of significant other must be made to the Human Resource Department six (6) months prior to requested leave. One (1) additional work day for travel will be given for funerals more than three hundred (300) miles away. Any additional necessary funeral time shall be charged against accumulated sick leave time. The additional time is subject to the approval of the Department Head and the Department Head's refusal to grant the extension is subject to the grievance procedure of this contract. A photocopy or copy of a certified death certificate - or a document signed by a licensed funeral director on funeral home letterhead stating the date of the funeral service, the employee in attendance, or other appropriate documentation and their relationship

to the deceased - must be provided to the City by the employee upon their return to work in order for any funeral leave to be granted. Sick time used for the bereavement of aunts and uncles will not be charged as a sick day incident.

**ARTICLE 17**  
**HOLIDAYS**

17.1: Employees will have the following holidays off with pay.

|                                     |                        |
|-------------------------------------|------------------------|
| New Year's Day                      | Veterans' Day          |
| Martin Luther King Jr. Day          | Thanksgiving Day       |
| Memorial Day                        | Christmas Eve Day      |
| Juneteenth (June 19 <sup>th</sup> ) | Christmas Day          |
| 4 <sup>th</sup> of July             | Employee's Birthday*   |
| Labor Day                           | One Floating Holiday** |

\*Employee's birthday holiday may be taken within one (1) week prior or subsequent to the employee's birthday provided the employee gives the City seven (7) days prior notice.

\*\*Employee may use his or her Floating Holiday within seven (7) days of any "**holiday**" provided he or she obtains his or her supervisor's approval seven (7) days prior to the date that he or she will be using the benefit. For the purpose of this article, the term holiday refers to traditional federal holidays, as well as non-traditional holidays.

See Appendix E for a chart of holiday dates for 2024, 2025 and 2026 calendar years.

17.2: The City shall pay holiday premium pay as per Working Hours and Overtime Article 13, Section 2, (C) only on the day given off by the Employer as the holiday.

17.3: If the holiday falls on Saturday, the employee shall have the Friday prior to the holiday off with pay. If the holiday falls on Sunday, the employee shall have the following Monday off with pay.

For those employees on a Tuesday through Friday workweek, a special provision shall apply; if the holiday falls on Sunday or Monday, the employee shall have the following Tuesday off with pay. If the holiday falls on Friday or Saturday, the employee shall, during the week of that holiday, work Monday through Thursday.

For the calendar year of 2026, the Christmas Eve holiday shall be taken on Wednesday, December 23 and the Christmas Day holiday shall be taken on Thursday December 24, 2026. (see Appendix A)

17.4: Seniority employees shall be paid one (1) straight time work day for that employee for all contract holidays. Holidays will be paid at eight (8) hours per day regardless of the day of the week upon which the day may fall.

17.5: To be eligible for holiday pay, an employee must work all scheduled straight time work hours on the work day immediately preceding and following the contract holiday unless on a management previously approved personal day, vacation day, or a sick day confirmed by management's choice of physician or clinic, or unless the holiday falls during a period of illness which has been confirmed by a physician or clinic and extends for a period of ten (10) consecutive workings days excluding holidays.

17.6: Effective July 1, 2022, employees will be paid for two religious observance days of their election. These days will be paid out at the employee's straight time hourly rate. Employees will be required to select their religious observance days at least 60 days in advance of the day they are observing as a religious holiday. It is understood religious observance days are non-accumulative and not eligible for pay-out upon resignation, retirement or termination.

**ARTICLE 18**  
**VACATIONS**

18.1: Employees will receive paid vacation time off on the following basis, effective January 1<sup>st</sup>.

As of November 23, 2023, the following vacation schedule shall be implemented:

| <b>Years of Service as of January 1</b> | <b>Days Available</b>                                                      |
|-----------------------------------------|----------------------------------------------------------------------------|
| Less than 1 year                        | 3 working days combined with Section 5                                     |
| After 1 year of Service                 | 12 Days                                                                    |
| After 2 years of Service                | 16 Days                                                                    |
| After 5 years of Service                | 21 Days                                                                    |
| After 10 years of Service               | 24 Days                                                                    |
| After 12 years of Service               | 26 days                                                                    |
| After 15 years of Service               | 1 additional day for each year of service after 15 years capped at 31 days |



Employees working less than one full year will have the vacation time prorated based on January 1 to December 31 calendar year.

For employees hired after January 1, 2024 the following vacation schedule shall be implemented with length of service determined from the year of entering the bargaining unit.

| <b>Years of Service as of January 1</b> | <b>Days Available</b> |
|-----------------------------------------|-----------------------|
| After one (1) year                      | 10 days               |
| After three (3) years                   | 12 days               |
| After five (5) years                    | 15 days               |
| After fifteen (15) years                | 20 days               |
| After twenty (20) years                 | 25 days               |

18.2: Employees shall be entitled to choose a split vacation or take their entire vacation on a seniority basis. Vacation schedules shall be arranged so they do not interfere with the efficient operation of the department. Vacation schedules shall be prepared and submitted for approval by the 1st day of April each year, with the exceptions as listed below:

For all positions in Department of Public Works which bid for a 6-month schedule assignment of Monday through Thursday or Tuesday through Friday, vacation schedule shall be prepared and submitted for approval as follows:

For January through June, employees shall submit their vacation schedule no later than the 1st day of October of each year. Approved vacation schedule will be posted no later than October 31. Employees who have not submitted their vacation schedule by October 1 will be given vacations on the basis of remaining time available, according to seniority.

For July through December, employees shall submit their vacation schedule no later than the 1st day of April. Approved vacation schedule will be posted no later than April 30. Employees who have not submitted their vacation schedule by April 1 will be given vacations on the basis of remaining time available, according to seniority.

18.3: Vacation period is from January 1st through December 31st. An employee's vacation pay will be based on the employee's regular normal work week. If a holiday falls within an employee's vacation, such employee will be given an extra day's vacation.

18.4: Approved vacation schedules will be posted no later than April 30, (except for DPW employees as stated in Section 2 above). No changes are permitted unless sickness, death or some other condition occurs beyond the control of employee. However, within the framework of maintaining sufficient skills and numbers of employees, consideration

will be given to requests to exchange vacations between employees with the same position. Employees who have not submitted their vacation request by May 1st will be given vacations on the basis of remaining time available, according to seniority. Employees desiring a vacation for the period January 1 through April 29 shall request same in the vacation request period immediately preceding the January 1 through April 29 period desired.

18.5: Effective January 1, 2001, employees who have less than one (1) year of service on January 1st of any year shall receive a pro-rated vacation to be used in that calendar year. Proration shall be one (1) vacation day for every month worked for a maximum of five (5) days in addition to the three (3) days as written in the above table.

18.6: On or before December 31, 2022, and each year after, Employees shall have up to seventy-two (72) hours of unused vacation time paid out provided that he or she has at least seventy-two (72) hours of unused time.

**ARTICLE 19**  
**INSURANCE**

19.1: City shall maintain, for each employee, life insurance coverage of Fifty Thousand Dollars (\$50,000) term life insurance coverage with an additional coverage of Fifty Thousand Dollars (\$50,000) for accidental death and for dis employment. The City shall pay the premium cost for insurance coverage.

Employees who retire from the DHPEA bargaining unit after July 1, 2001, shall receive a fifteen-thousand-dollar (\$15,000) life insurance benefit payable to a beneficiary designated by the retired employee. The City shall pay the premium cost for such insurance coverage.

19.2: Effective January 1, 2018, The City will provide full-time employees the ability to select health insurance coverage from at least four (4) PPO options. At least one of these options will be a PPO with in-network benefits including: a deductible of \$100 single, \$200 family; plan-paid coinsurance of 90%; coinsurance annual maximum of \$500 single, \$1,000 family; office visit copay of \$20; emergency room copay of \$150; and prescription drug copays of \$10 generic, \$40 brand formulary, and \$80 brand non-formulary. Mail order prescriptions will require two copays for a 90-day supply of medication.

- A. One of the four (4) PPO options will also be a Health Savings Account qualified plan.
- B. The City is responsible for the design of the medical plan options not specified in Article XIX with the objective of giving employees a range of options that yield lower payroll

deductions.

- C. All active employees 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 repealed, the City and the Union agree to open up the contract for negotiations as to health care, only. It is the intent of the City to adopt the hard cap starting January 1, 2018. If the City opts out of PA 152, an affected DHPEA employee will not pay more than five percent (5%) of his or her base wage.
- D. In the event a permanent full-time employee elects to waive coverage under the City's healthcare plan, they shall be compensated at a rate of \$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. Any increase in the coverage waiver compensation rate (above) shall result in a proportional increase in the compensation offered for employees who are covered by alternate plan with the city. (E.G. if the \$2,500.00 amount goes up, the \$1,250 will rise proportionally.)

19.3: The City will maintain a dental plan providing the following benefit level:

- A. Class I (preventative) - 100% (\$2,500 annual maximum on Class I, II, and III)
- B. Class II (restorative) - 80% (\$2,500 annual maximum on Class I, II, and III)
- C. Class III (major) - 80% (\$2,500 annual maximum on Class I, II, and III)
- D. Class IV (orthodontics) - 75% (\$5,000 lifetime maximum)

19.4: The City will maintain a vision insurance plan that is the same 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.

- A. The City will provide the same vision insurance as current bargaining unit employees or a substantially equivalent program to those retiring as of July 1, 2003, and after.

19.5: The City shall procure and maintain at its own expense an

insurance policy providing for each employee for non-duty sickness or accidents, weekly benefits for twenty-six (26) weeks. The weekly short-term disability (STD) benefit level shall be sixty percent (60%) of the employee's weekly base salary (up to five hundred dollars (\$500) per week maximum). STD may only be used when an employee has a continuous, incapacitating serious health condition as certified by a physician. STD cannot be used for an intermittent leave or to care for a family employee. Benefits begin on the eighth (8th) day of non-occupational injury or sicknesses after accumulated sick time and PTO has been exhausted. Medical leaves resulting from an employee's pregnancy shall entitle employees to paid leave for up to six (6) weeks in the case of a normal delivery, and up to eight (8) weeks for a Caesarean Section, or the length of time determined to be medically necessary as certified by the employee's physician. An employee is not eligible for holidays which may occur while he/she is receiving short-term disability payments. Additional sick leave and paid time off are not accrued during periods of short-term disability.

- A. To be eligible for either sickness or accident benefits, an employee must have the following.
  - 1. Achieved seniority and be working full time.
  - 2. Become wholly and continuously disabled.
  - 3. Be under a doctor's care and furnish evidence of same upon request.
  - 4. Furnish the insurer with satisfactory proof of disability upon request.
- B. The employee shall not be eligible for sickness and accident benefits while that employee is:
  - 1. Eligible for unemployment benefits under any unemployment compensation law, or
  - 2. On layoff, or
  - 3. On leave of absence, or
  - 4. Has quit their employment, or
  - 5. Been discharged for cause, or
  - 6. Is receiving Worker's Disability Compensation Act Benefits, or
  - 7. Has accumulated unused sick days.

19.6: Benefits for otherwise eligible new employees shall become effective on the first day following such employee's ninetieth (90) calendar day from date of hire.

A. Subject to COBRA requirements then existing, when employment is interrupted by layoff, discharge, quit, strike, leave of absence other than maternity leave, all insurance coverage continues for thirty (30) days or until the next premium is due.

1. In the event any employee fails or refuses to make timely payments of employee contributed sums necessary to maintain any insurance coverage, such employee's coverage shall be terminated.

19.7: The City will provide retiree health benefits to employees who have at least twenty-five (25) year of service with the City and who are at least fifty-five (55) years of age at the time of retirement. Retiree health benefits shall consist of medical, dental and vision benefits. The retiree health benefits plan may be adjusted annually to ensure they are the same benefits being offered to then-current DHPEA bargaining unit employees.

Employees who have at least fifteen (15) years of service in the City, including purchased service, are at least fifty-five (55) year of age, and are eligible to retire, shall be eligible for retiree health insurance.

For employees retiring on or after July 1, 2023, cost sharing towards health benefits will be 1.5% of Base Pension which will be paid to the City annually or, if permitted, be deducted from the monthly pension check.

For Employees retiring on or after January 1, 2018, cost sharing towards health benefits will be five percent (5%) of base pension which will be paid to the City annually or, if permitted, be deducted from the monthly pension check. Upon becoming Medicare eligible, the retiree's cost sharing will be reduced to one and one-half percent (1.5%) of base pension.

A. Healthcare benefits and insurance premium cost share levels at the time of retirement shall be the same as the DHPEA employee had at the time of retirement until reaching Medicare age.

B. Upon Medicare eligibility, retirees must enroll in Medicare Part A and Part 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.

- C. In the event an 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 \$1,250.00.
- D. Employees who retire after July 1, 2024, will not be eligible to receive a cash-in-lieu of electing retiree health benefits.

**ARTICLE 20**  
**LONGEVITY**

20.1: The City will pay longevity on the following basis effective July 1, 2000.

| ON PAYROLL JUNE 30,1985<br>OR BEFORE |                        | HIRE ON OR AFTER<br>JULY 1, 1985 |         |
|--------------------------------------|------------------------|----------------------------------|---------|
| 2%                                   | after 5 years service  | 5 years                          | \$750   |
| 3%                                   | after 8 years service  | 8 years                          | \$900   |
| 4%                                   | after 10 years service | 10 years                         | \$1,050 |
| 5%                                   | after 12 years service | 15 years                         | \$1,200 |
| 6%                                   | after 15 years service | 20 years                         | \$1,400 |
| 6.5%                                 | after 17 years service | 25 years                         | \$2,000 |
| 7%                                   | after 20 years service |                                  |         |

20.2: Longevity will be paid in the month of December of each year. Employees who are off the payroll of the City of Dearborn Heights for a period of two (2) months or more in a calendar year shall have their longevity payments reduced by 1/12 for that year for each full month they are off the payroll.

20.3: Employees who are on paid leaves of absence or Worker's Compensation shall be considered as on the payroll.

20.4: Employees returning from unpaid leaves of absence which are of a duration in excess of sixty (60) calendar days in one (1) year shall be required to work sixty (60) calendar days before receiving their

longevity payment. Employees who are not on the payroll during the month of December shall receive their longevity pay within thirty (30) calendar days after returning to the job if the employee was off the payroll less than sixty (60) calendar days or more shall receive their longevity pay within five (5) work days following the sixty (60) calendar days required on the payroll period.

20.5: Longevity will be pro-rated if the person dies during or retires from City service. Longevity will not be paid if a person quits or is discharged from City employment.

**ARTICLE 21**  
**WAGES & BENEFITS**

21.1:

- A. Effective November 22, 2023, a three dollar (\$3.00) an hour increase shall be applied to the 100% of senior employee rate for each position. (see Appendix B)
- B. Effective July 1, 2024 through June 30, 2025, all members of the bargaining unit will receive a one percent (1%) increase on base pay. (see Appendix C)
- C. Effective July 1, 2025 through June 30, 2026, all members of the bargaining unit will receive a one percent (1%) increase on base pay. (see Appendix D).
- D. New Hire Salary Program: The past provision of employees hired after June 30, 1984, pay being based on percentage of the 1987 pay scale, shall be discontinued. Effective July 1, 1994, pay for employees hired after June 30, 1984, shall be based on the current senior rate in effect. The identified new hire schedule shall be as follows:

|         |                                              |
|---------|----------------------------------------------|
| Hire    | 75%                                          |
| 1 year  | 80%                                          |
| 2 years | 85%                                          |
| 3 years | 90%                                          |
| 4 years | 95%                                          |
| 5 years | 100% of senior employee rate then in effect. |
- E. Nothing in this section shall be construed by either party as a requirement for any employee to re-pay the city for any compensation previously received.

21.2: PREMIUM PAY

- A. Mechanic Premium of \$0.30 plus \$0.05 per State certification to a maximum of five (5) state certifications.

|               |                |          |
|---------------|----------------|----------|
| Mechanic with | 3 Certificates | \$25.397 |
|               | 4 Certificates | \$26.397 |
|               | 5 Certificates | \$27.397 |

The parties further agree that Article 21(B) of the current CBA shall not apply to Mechanics hired with three (3) or more certificates. It is further understood and agreed by the City and the Union that during the term of this Agreement that all employees hired into the classification of Mechanic: shall have no less than three (3) certificates. This agreement will not displace any employees who may already be in this classification with less than three (3) certificates. The pay rate for said employees shall be consistent with the 2016-2021 collective bargaining agreement.

- B. Effective November 23, 2023, all Building Maintenance employees, Water Department Meter Reader Leader and Meter Readers shall be compensated an additional seventy-five cents (\$.75) per hour added to his or her base pay for Hazard pay. If a Building and Maintenance Employee cuts grass along the median on Telegraph Road, then he or she will be upgraded an additional twenty-five cents (\$0.25) per hour added to his or her base pay only while he or she completed his or her assignment on Telegraph Road.
- C. Effective November 23, 2023, all Highway employees, Mechanics, Water Department Crew Leaders, Water Department Heavy Equipment Operators and Water Department Laborers shall be compensated an additional seventy-five cents (\$.75) per hour added to his or her base pay for Hazard Pay.
- D. Effective November 23, 2023, all Ordinance Officers shall be compensated an additional thirty cents (\$.30) per hour added to his or her base pay for Hazard pay.
- E. Effective November 23, 2023, all Ordinance Officers who become successfully certified in Animal Control will be compensated an additional seventy-five cents (\$.75) per hour.
- F. Effective November 20, 2017, all employees who successfully obtain and maintain a pesticide applicator certification shall be compensated with an additional ten cents (\$0.10) per hour added to his or her base pay. All employees who obtain and maintain a State of Michigan S-1 License shall be



compensated with an additional fifteen cents (\$0.15) per hour added to his or her base pay.

- G. Effective November 23, 2023, all employees assigned to DPW (excluding clerical, meter repair, meter reader) who become certified in the following categories shall be compensated an additional ten cents (\$.10) per hour per certification added to his or her base pay: Hi-lo, Back-ho, Loader, High Ranger, Vactor, Sweeper and Man-lift. Certifications shall have an expiration date and employees will need to recertify upon expiration to be compensated the additional pay.

**21.3:** Certification Training for Clerical Staff

The City shall create a track for clerical staff to increase their skill and content knowledge in a wide variety of topics related to technical and computer skills such as Microsoft 365, BS&A software, or equivalent training. Employees who successfully obtain and maintain a certification shall be compensated with an additional twenty-five cents (\$.25) per hour, per certification, added to his or her base pay. Employees shall not earn more than five (5) certifications.

The employee's wage shall be adjusted the first pay period following the completion of each certification.

The employee can choose a certification track to pursue. This may be completed during normal work hours but shall not be allowed to interfere, delay or disrupt the completion of normal work tasks. Employees may choose to obtain certifications outside of normal work hours and such time shall not be compensated.

Upon completion of the certification program, the employee will be eligible for an increase in pay while holding the certificate. Certificated programs will be required to be renewed periodically, between one and two years. An employee who holds a certificate may be assigned to short-term project work using the certification skill(s), whose duration may be three (3) to eight (8) workdays. Such work shall be within the classification of the position.

The certification tracks and their duration shall be determined by the City. The City retains the right to change or modify the certification tracks to align with changing technical and computer needs.

**ARTICLE 22**  
**FILLING OF VACANCIES**

22.1:

- A. For the purpose of promotion and transfer to bargaining unit vacancies, the senior qualified employee shall be selected in accordance with this Article.
- B.
  - 1. The City shall post vacancies which it designates to be filled for five (5) consecutive City Hall business days during which period, seniority employees will have an opportunity to register their interest.
  - 2. There shall be separate postings by classification, title, and department and the posting shall designate the number of vacancies, the shift and rate of pay.
  - 3. A posting shall be presumed to meet the posting obligation until the number of vacancies identified in the posting are filled; provided a posting shall expire twelve (12) months after removal for entry level positions (Laborer and Clerk Typist) and ninety (90) days after removal for positions above entry level.
  - 4. Classification titles posted on or after July 1, 1987, will be filled from the bargaining unit within thirty (30) days following the close of posting.

22.2: The filling of vacancy by promotion.

- A. A promotion shall be to a higher paying position.
- B. The seniority employee who is promoted shall be given a fifteen (15) work day trial period to determine the following.
  - 1. The employee's ability to perform the job.
  - 2. The employee's desire to remain on the job.
- C. During the fifteen (15) day trial period, the employee who has been promoted to a new position can revert to the employee's former classification before the expiration of the fifteen (15) day trial period.
- D. If the employee is disqualified during the trial period in the new position, notice and reasons will be submitted to the Union and employee, and the vacancy caused by the disqualification will be treated the same as any other

vacancy. If the employee is not satisfied with the reasons for denial, it then becomes a subject for the grievance procedure.

- E. Probationary employees are subject to Article 8, Section 1.

22.3:

- A. An employee that accepts a lateral or downward transfer shall be required to remain in the position for a minimum of twelve (12) calendar months without any option of the employee to revert to another classification unless there are no other internal applicants pursuant to this contract for vacancies in such classification.
- B. An employee that accepts a new classification or position will be paid the rate of that classification.
- C. Pay determinations in this Article apply to employees on payroll of City on or before June 30, 1984, unless specified to the contrary.
- D. Salary for persons on payroll on or before June 30, 1984, will be based on rate for that classification for persons on payroll on or before June 30, 1984.
- E. New hires will be paid in accordance with the "New Hires Salary Program" (Article 21, Section 1, B); provided that their pay will be at the new hire step rate of the classification they are entering which corresponds in time to the new hire step of the classification which such unit employee is leaving.
- F. 1. A lateral transfer is a transfer to a position paying the same base annual salary as the salary the requesting employee is receiving at the time the request is made.
2. A downward transfer is a transfer to a position paying less in base annual salary than the employee is receiving at the time the request is made.
3. Persons accepting a lateral or downward transfer shall have five (5) consecutive work days as trial period in which to decide. The City shall have fifteen (15) consecutive work days to determine employee's ability and desire with respect to the position.
4. Persons accepting a lateral or downward transfer from a frozen position who desire to return to their previous

position during the trial period shall make up time spent out of the position plus ninety (90) additional calendar days unless disqualified.

5. Persons disqualified during the trial period in the new position may grieve such disqualification pursuant to the contract grievance procedure.

22.4:

- A. Pending selection in accordance with this Article, the City may fill a promotional vacancy with a temporary appointment not to exceed thirty (30) days.
- B. Bargaining unit employees on an approved leave of absence shall not be considered a vacancy and the City shall be permitted to hold such job open utilizing temporary help for a period not to exceed the length of the approved leave of absence. Such temporary help shall not be subject to the provisions of this Agreement. (The only exception to this provision is a bargaining unit employee seeking other employment while on an approved leave of absence. Said employee will be given thirty (30) days in which to return to that employee's last held position with the City.)

### **ARTICLE 23** **SPECIAL CONFERENCES**

23.1: Special conferences for important matters will be arranged at a mutually agreed upon time between the President and the designated representatives of the City upon the request of either party. Such meetings shall involve not more than two (2) representatives of the Union. Arrangements for such Special Conferences shall be made in advance, and an agenda of matter to be taken up at the meetings shall be presented at the time the Conference is requested.

Matters taken up in Special Conferences shall be confined to those included in the agenda. These meetings may also be attended by a representative of the Council or a representative of the International Union. Union representatives attending a Special Conference during straight time work hours shall not suffer loss of income.

It is the intent of the parties that they work toward holding the Conferences within ten (10) City Hall business days after receipt of notice.

**ARTICLE 24**  
**NO STRIKE - NO LOCKOUT**

24.1: The City will not lock out employees during the term of this Agreement.

24.2: During the term of this Agreement, the Union will not cause or permit its employees to cause, nor will any employee of the bargaining unit take part in a strike.

**ARTICLE 25**  
**EMPLOYEE ASSISTANCE PROGRAM**

25.1: This program is designed as a cooperative effort between labor and management to provide assistance to employees with personal problems. The ultimate decision of whether to seek professional treatment resides with the employee. The function of the program is to aid the employee in making that decision. The program will be implemented in the following manner:

- A. The Program is implemented only if the employee's personal problems impact upon job performance.
- B. Identification of employees with personal problems should be based on evidence of job performance, objective indication of impairment and self-referral. Once identified, the employee may be referred to designated Union or Management representatives.
- C. One Union and one Management representative, after assessing the problem and determining that assistance may be appropriate, will consult with the employee about the nature of the employee's problems and the availability of treatment. The Program does not provide treatment. The Committee employees profess no diagnostic skill. Employees are referred to appropriate treatment centers for professional assistance and treatment.
- D. Discussions between the employee and the labor management representative concerning an employee's treatment for alcoholism, drugs (controlled substances), or medically verified psychological problems, are to be strictly confidential. Any records concerning these subjects are to be maintained separate from personnel and other files.
- E. The decision to undertake treatment is the responsibility of the employee. The role of the Program is to consult and

advise, with the decision to go or not to go to treatment left up to the individual employee.

- F. When a leave of absence is determined to be medically necessary for treatment, medical leave of absence may be sought in accordance with the collective bargaining agreement.

**ARTICLE 26**  
**RETIREMENT**

26.1: The employees shall be entitled to the same retirement benefits that are currently in effect or negotiated with the City:

**NORMAL RETIREMENT BENEFIT**

- A. With respect to benefits payable on or after July 1, 1981, one and three-quarters (1 3/4) percent of the employee's average monthly compensation multiplied by the number of that employee's years of credited service.
- B. On and after July 1, 1982, two (2) percent of the employee's average monthly compensation.
- C. On and after July 1, 1983, two and one-quarter (2 1/4) percent of the employee's average monthly compensation.
  - 1. Notwithstanding anything in this Agreement to the contrary, persons hired on or after July 1, 1987 shall be eligible upon retirement to a benefit calculated at two (2) percent of the employee's average monthly compensation.
  - 2. Subject to section C(1) above, employees retiring July 1, 1984 and thereafter, with vested pension benefits, will have the computation factor increased by one-fourth of one percent from 2.25% in effect on June 30, 1984 to 2.50%.
  - 3. Subject to section C(1) above, employees hired on or after July 1, 1987 who retire July 1, 2000, and thereafter, with vested pension benefits, will have the computation factor increased by one-half of one percent from 2.00% in effect on June 30, 2000, to 2.50%.
  - 4. Final Average Compensation (FAC), used for determining average monthly pension compensation, shall be based on the employee's best three (3) out of all years of service

for employees retiring October 1, 2011, and thereafter. For employees hired on or after July 1, 2022, the Final Average Compensation (FAC) used for determining average monthly pension compensation shall be calculated using the employee's highest three (3) consecutive years of earnings from the employee's last ten (10) years of employment earnings excluding overtime and other fringe benefits.

5. Lump-Sum Payouts: Upon leaving City service, lump sum payouts will be as follows.
  - a. 33-1/3% upon termination and 33-1/3% on the next 2 annual anniversaries of such termination.
  - b. The City will pay interest on a declining balance method at the passbook interest rate of the City depository on date of retirement with a minimum rate of 2%.
  - c. Subject to the above, the City shall have the option of paying in full, at any time following employment termination, amounts of \$10,000 or less without interest penalty.
6. **Surviving Spouse's Benefit.** Upon the death of a City employee who has completed at least ten (10) years of credited service under the retirement plan for employees of the City, and who is survived by a legal wedded spouse to whom that employee has been married continuously during the one (1) year period ending on that employee's date of death, the City retirement plan shall provide a monthly surviving spouse's benefit for the lifetime of the spouse with payment of the benefit commencing on the first day of the month following the month of the employee's death. The surviving spouse shall not receive retiree health insurance benefits, unless the deceased employee was eligible to retire under the Normal or Early retirement provisions of the retirement plan on the day before the day of that employee's death. The amount of the monthly surviving spouse benefit shall be based on the employee's Credited Service on that employee's date of death and shall be determined in accordance with the surviving spouse benefit provisions of the retirement plan (i.e., benefit percentage, early retirement percentage, survivor percentage, etc.) As if the employee had retired on the day prior to the day of that employee's death provided that in the event that the employee dies prior to attaining age fifty-five

(55), the benefit shall be determined as if the employee had attained age fifty-five (55) on the day prior to the day of that employee's death. Effective on July 11, 2011, for all employees with twenty-five (25) or more years of service who have not yet reached the age of fifty five (55), the surviving spouse benefit will be sixty percent (60%) of the employees' pension with the rate reduction to be calculated at one-half percent (0.5%) per month between the employees age and age fifty five (55). For all employees with fifteen (15) or more years of service who are fifty (50) years of age or older, the surviving spouse health care benefit will be the normal retirement benefit.

- D. Effective July 1, 2008, the normal retirement minimum age will be fifty-five (55) with twenty-five (25) years of service credit. Effective on July 11, 2011, for all employees with twenty-five (25) or more years of service who have not yet reached the age of fifty-five (55), voluntary retirement will be offered with a rate reduction of one-half percent (0.5%) per month between the employees age and age fifty-five (55). This provision will not be offered to employees who are terminated with cause. Employees who are terminated with cause will have retirement benefits offered to them as stated in the Ordinance and will receive a rate reduction of one-half (0.5%) per month between the employees' age and age sixty-two (62).
- E. Effective January 1, 2008, employees with thirty (30) years of service credit shall receive an additional one percent (1%) per year credited annually from that employee's thirtieth (30th) credited year of service to that employee's thirty-fifth (35th ) credited year of service.
- F. Effective July 1, 2017, employees who have attained the age of fifty-five (55) and who have at least thirty (30) years of credited service shall be eligible for an in-service distribution of his or her pension benefits while he or she continues employment. Employees wishing to elect this option must notify the pension board in writing.  
  
Upon electing this option, the employee understands that his or her pension benefit is frozen and cannot be modified in any way.
- G. The City and the Union agree that any Employee who is employed by the City of Dearborn Heights on or before December 31, 2017, shall be entitled to purchase up to forty-eight (48)



total months of previous service time under the following guidelines. Employees will not be eligible to purchase more than a total of forty-eight (48) months including any combination or prior service purchase.

Any employee who is employed by the City of Dearborn Heights on or before December 31, 2017, shall be entitled to purchase up to twelve (12) months of prior "other" service time at a rate of eleven percent (11%) of that Employee's base annual wage provided that employee has elected to purchase this time on or before December 31, 2018.

Any employee who is employed by the City of Dearborn Heights on or before December 31, 2017, shall be entitled to purchase up to twelve (12) months of prior "other" service time at a rate of twelve percent (12%) of that Employee's base annual wage provided that employee has elected to purchase this time on or before December 31, 2018.

Any employee who is employed by the City of Dearborn Heights on or before December 31, 2017, shall be entitled to purchase up to twelve (12) months of prior "other" service time at a rate of thirteen percent (13%) of that Employee's base annual wage provided that employee has elected to purchase this time on or before December 31, 2018.

Any employee who is employed by the City of Dearborn Heights on or before December 31, 2017, shall be entitled to purchase up to twelve (12) months of prior "other" service time at a rate of fourteen percent (14%) of that Employee's base annual wage provided that employee has elected to purchase this time on or before December 31, 2018.

- H. An employee may roll up to one hundred (100) hours overtime at time and half ( $1 \frac{1}{2}$ ) into his or her final average compensation.

**ARTICLE 27**  
**SAFETY**

**27.1: Safety of Vehicles**

- A. If a vehicle should be determined as defective and unsafe for use during any tour of duty, the Employee shall cause same to be parked and the vehicle shall remain parked until properly cleared by the Garage Superintendent on duty as fit for road service; provided, that the employees utilizing equipment will report all alleged equipment defects upon mutually

agreed form, in triplicate, provided by the City, in writing, not later than the end of their shift; provided further, that in the event any employee refuses to utilize a vehicle, such employee shall provide detailed safety objections in writing. It is understood and agreed that claims of safety defects shall not be utilized as a work avoidance device.

- B. All injuries, vehicle or equipment accidents, shall be reported immediately in accordance with published D.P.W. Policies and Procedures. The police will investigate and file a report identifying how such accident could have been avoided and who was at fault. In the event the police report shows negligence on the part of the employee placing such employee at fault, such employee may be subject to discipline.
- C. When an automobile accident happens, the employee must first notify their supervisor. Second, call the office for a police car if during working hours, or go to a phone and notify the Police Department. After the Police reports are taken, the driver of the vehicle must get the other driver's name, address, phone number, license number, and make of vehicle. The driver must then go to the office and make out an incident report. The incident report must be made before the end of their shift, as long as there are no injuries preventing said employee from making out the report. The report is then turned over to the employee's supervisor who then in turn, turns it over to the Office Manager for typing. The report should then be sent up to the Comptroller's Office within twenty-four (24) hours of incident.

27.2: Safe Work Practices. The parties being desirous of promoting safe work practices hereby agree that employee shall not operate city equipment while under the influence of intoxicating beverages or controlled substances, nor shall City equipment or vehicles be used to transport such items. The parties further agree that employees shall not be permitted to start work if they are under the influence of intoxicants or controlled substances.

27.3: Injuries. When a bodily injury occurs, the employee must first call for a rescue if the injury is serious, if not, notify their Supervisor first. The Supervisor at this time will assess the nature of the injury. If the employee is not seriously injured, the Supervisor will call the office to see if the City doctor is in and an appointment is made immediately for the employee. If the nature of the injury is serious, the employee is either transported to a hospital by rescue or by a Supervisor. If the employee is physically able, the employee will make out that employee's incident report immediately after returning from seeing the doctor. If the employee is unable to make out a report, the Supervisor in charge of the employee will make out the report. The

Supervisor will then turn over the report to the Office Manager for typing. The report should then be sent up to the Comptroller's Office within twenty-four (24) hours of incident or injury.

- A. The President, or his or her designee, shall attend any meeting of the Dearborn Heights Safety Committee as may be requested by the Human Resource Director.

**ARTICLE 28**  
**UNIFORMS**

28.1:

- A. The City will provide uniforms for the employees assigned to the Department of Public Works in the following positions: General Laborer, Crew Leader, Light Equipment Operator, Heavy Equipment Operator, Meter Reader, Meter Leader Reader, Custodian, Mechanic. The uniforms shall consist of 10 pairs of pants and 10 shirts for each employee. A weekly rotation of 5 clean sets of pants/shirts shall be provided. Shirts may be a combination of long-sleeve and short-sleeve.

The City will provide one-high-visibility jacket per year to employees in the following positions: general laborer, crew leader, light equipment operation, heavy equipment operator.

The City will provide a vendor to the worksite for the purchase of new boots and allow up to three hundred dollars (\$300.00) per pair on an annual basis to employees in the following positions: General Laborer, Crew Leader, Light Equipment Operator, Heavy Equipment Operator, Custodian.

Employees may choose to purchase a pair of boots which cost more than three-hundred dollars (\$300.00) per pair and shall be responsible to pay the difference. New employees shall receive a new pair of boots after ninety (90) days of employment.

- B. Uniforms shall be worn by bargaining unit employees, without exception, on all working days, and on City business only.
- C. The City will furnish gloves where necessary, and worn-out gloves shall be turned in prior to the issuance of new gloves.
- D. The laundering and maintenance of uniforms shall be the responsibility of the employee.
- E. Foul weather gear shall be made available by the City to

necessary personnel in the Department of Public Works and Building Maintenance/Parks employees.

- F. Safety shoes shall be required to be worn by employees assigned to the Department of Public Works and Building Maintenance/Parks Department, except for clerical staff.
- G. A committee of the Department of Public Works Director and one (1) employee to be designated by the Union shall review disputes as to whether or not employees' uniforms are in need of replacement.

**ARTICLE 29**  
**FAMILY AND MEDICAL LEAVE ACT AND**  
**AMERICANS WITH DISABILITIES ACT, CDL LANGUAGE**

29.1: Americans With Disabilities Act (ADA). 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 for under the ADA. They agree to meet as necessary during the term of this agreement to discuss any specific problems which may arise in complying with the ADA.

29.2: Family and Medical Leave Act (FMLA).

- A. The City and the Union shall comply with the Family Medical Leave Act (FMLA) and the regulations implementing that, 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.
- B. Unpaid FMLA leave will not be granted until all paid time off to which an employee can be charged for FMLA leave is exhausted, with the exception of earned vacation time which will not be charged for FMLA leave, said time to be retained by the employee pursuant to the contract.
- C. 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 the leave in accordance with FMLA regulations.
- D. Employees shall also remain entitled to all other benefits to which they are entitled under this agreement.

29.3: Commercial Drivers license (CDL). This contract shall be in compliance with the state and federal commercial drivers' license (CDL) laws and regulations. Employees covered by this contract shall be entitled to all rights as contained within the contract. The City and the Union shall comply with their obligations under all CDL laws and regulations. They agree to meet as necessary during the term of this agreement to discuss any specific problems which may arise in complying with state and federal CDL laws and regulations.

**ARTICLE 30**  
**TUITION REIMBURSEMENT**

30.1: The City shall reimburse employees for the full cost of tuition for courses relating to the employee's work, to be determined by the Mayor's Office and the relevant Department Head. The employee must receive a letter grade of "C" or better for the course to be eligible for reimbursement.

- A. Effective July 1, 2017, Employees wishing to take courses eligible for reimbursement must notify his or her Department Head in writing no later than January 31<sup>st</sup> of the previous budget year.
- B. Effective July 1, 2017, Employees will not be entitled to tuition reimbursement five (5) years before he or she is eligible to a normal retirement benefit.

**ARTICLE 31**  
**TERM OF AGREEMENT**

31.1: This Agreement shall become effective July 1, 2023 and will remain in full force and effect until June 30, 2026 whereupon it will terminate unless extended by the parties. Either party may give notice not less than sixty (60) days prior to expiration date of its intent to request negotiations for renewal or modification of this Agreement. This Agreement signed this \_\_\_\_ day of \_\_\_\_\_ shall remain in effect through and until 11:59 P.M., June 30, 2026.

**DEARBORN HEIGHTS PUBLIC  
EMPLOYEES ASSOCIATION  
TPOAM**

**CITY OF DEARBORN HEIGHTS**

By: \_\_\_\_\_  
Cheryl Frank  
President, DHPEA, TPOAM

By: \_\_\_\_\_  
Bill Bazzi  
Mayor

By: \_\_\_\_\_  
David LaMontaine  
Business Agent, TPOAM

By: \_\_\_\_\_  
Lynne M. Senia  
City Clerk

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX A**

**Holiday Schedules**

| <b>Holiday</b>          | <b>2024</b>      | <b>2025</b>       | <b>2026</b>       |
|-------------------------|------------------|-------------------|-------------------|
| New Year Day            | Monday, Jan 1    | Wednesday, Jan 1  | Thursday, Jan 1   |
| Martin Luther King, Jr. | Monday, Jan 15   | Monday, Jan 20    | Monday, Jan 19    |
| Memorial Day            | Monday, May 27   | Monday, May 26    | Monday, May 25    |
| Juneteenth              | Wed, June 19     | Thursday, June 19 | Friday, June 19th |
| July 4th                | Thursday, July 4 | Friday, July 4    | Saturday, July 4  |
| Labor Day               | Monday, Sept 2   | Monday, Sept 1    | Monday, Sept 7    |
| Veteran's Day           | Monday, Nov 11   | Tuesday, Nov 11   | Wed, Nov 11       |
| Thanksgiving Day        | Thursday, Nov 28 | Thursday, Nov 27  | Thursday, Nov 26  |
| Christmas Eve Day       | Tuesday, Dec 24  | Wednesday, Dec 24 | Thursday, Dec 24  |
| Christmas Day           | Wed, Dec 25      | Thursday, Dec 25  | Friday, Dec 25    |

**Note** for December 24, 2026, the Christmas Eve holiday will be applied to Wednesday, December 23, 2026. The Christmas Day holiday, December 25, 2026 will be applied to Thursday, December 24, 2026.

**APPENDIX B**  
**2023-2024 PAY SCHEDULE**

| Position                      | Cert/<br>Shift | Hazard<br>Pay | Hire<br>75%            | 1 Year<br>80%          | 2 Years<br>85%         | 3 Years<br>90%         | 4 Years<br>95%         | 5 Years<br>100%        | 8 Years<br>2%          |
|-------------------------------|----------------|---------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Ordinance                     |                | \$0.30        | \$18.47<br>\$34,566.48 | \$19.70<br>\$36,870.91 | \$20.93<br>\$39,175.34 | \$22.16<br>\$41,479.78 | \$23.39<br>\$43,784.21 | \$24.62<br>\$46,088.64 | \$25.11<br>\$47,010.41 |
| Ordinance +ACO                | \$0.75         | \$0.30        | \$19.03<br>\$35,619.48 | \$20.30<br>\$37,994.11 | \$21.56<br>\$40,368.74 | \$22.83<br>\$42,743.38 | \$24.10<br>\$45,118.01 | \$25.37<br>\$47,492.64 | \$25.88<br>\$48,442.49 |
| Ordinance +Pesticide          | \$0.10         | \$0.30        | \$18.54<br>\$34,706.88 | \$19.78<br>\$37,020.67 | \$21.01<br>\$39,334.46 | \$22.25<br>\$41,648.26 | \$23.48<br>\$43,962.05 | \$24.72<br>\$46,275.84 | \$25.21<br>\$47,201.36 |
| Ordinance +ACO/Pesticide      | \$0.85         | \$0.30        | \$19.10<br>\$35,759.88 | \$20.38<br>\$38,143.87 | \$21.65<br>\$40,527.86 | \$22.92<br>\$42,911.86 | \$24.20<br>\$45,295.85 | \$25.47<br>\$47,679.84 | \$25.98<br>\$48,633.44 |
| Crew Leader                   |                | \$0.75        | \$19.49<br>\$36,489.96 | \$20.79<br>\$38,922.62 | \$22.09<br>\$41,355.29 | \$23.39<br>\$43,787.95 | \$24.69<br>\$46,220.62 | \$25.99<br>\$48,653.28 | \$26.51<br>\$49,626.35 |
| Cribman                       |                | \$0.75        | \$19.49<br>\$36,489.96 | \$20.79<br>\$38,922.62 | \$22.09<br>\$41,355.29 | \$23.39<br>\$43,787.95 | \$24.69<br>\$46,220.62 | \$25.99<br>\$48,653.28 | \$26.51<br>\$49,626.35 |
| Heavy Equipment               |                | \$0.75        | \$19.49<br>\$36,489.96 | \$20.79<br>\$38,922.62 | \$22.09<br>\$41,355.29 | \$23.39<br>\$43,787.95 | \$24.69<br>\$46,220.62 | \$25.99<br>\$48,653.28 | \$26.51<br>\$49,626.35 |
| Light Equipment               |                | \$0.75        | \$18.89<br>\$35,366.76 | \$20.15<br>\$37,724.54 | \$21.41<br>\$40,082.33 | \$22.67<br>\$42,440.11 | \$23.93<br>\$44,797.90 | \$25.19<br>\$47,155.68 | \$25.69<br>\$48,098.79 |
| General Laborer               |                | \$0.75        | \$18.53<br>\$34,678.80 | \$19.76<br>\$36,990.72 | \$21.00<br>\$39,302.64 | \$22.23<br>\$41,614.56 | \$23.47<br>\$43,926.48 | \$24.70<br>\$46,238.40 | \$25.19<br>\$47,163.17 |
| B&M Laborer                   |                | \$0.75        | \$18.53<br>\$34,678.80 | \$19.76<br>\$36,990.72 | \$21.00<br>\$39,302.64 | \$22.23<br>\$41,614.56 | \$23.47<br>\$43,926.48 | \$24.70<br>\$46,238.40 | \$25.19<br>\$47,163.17 |
| Sign Man                      |                | \$0.75        | \$19.17<br>\$35,886.24 | \$20.45<br>\$38,278.66 | \$21.73<br>\$40,671.07 | \$23.00<br>\$43,063.49 | \$24.28<br>\$45,455.90 | \$25.56<br>\$47,848.32 | \$26.07<br>\$48,805.29 |
| Meter Repair Leader           |                | \$0.75        | \$19.49<br>\$36,489.96 | \$20.79<br>\$38,922.62 | \$22.09<br>\$41,355.29 | \$23.39<br>\$43,787.95 | \$24.69<br>\$46,220.62 | \$25.99<br>\$48,653.28 | \$26.51<br>\$49,626.35 |
| Meter Reader                  |                | \$0.75        | \$18.70<br>\$35,001.72 | \$19.94<br>\$37,335.17 | \$21.19<br>\$39,668.62 | \$22.44<br>\$42,002.06 | \$23.68<br>\$44,335.51 | \$24.93<br>\$46,668.96 | \$25.43<br>\$47,602.34 |
| Custodian                     |                | \$0.75        | \$18.51<br>\$34,650.72 | \$19.74<br>\$36,960.77 | \$20.98<br>\$39,270.82 | \$22.21<br>\$41,580.86 | \$23.45<br>\$43,890.91 | \$24.68<br>\$46,200.96 | \$25.17<br>\$47,124.98 |
| Custodian w/ Shift<br>Premium | \$0.15         | \$0.75        | \$18.62<br>\$34,861.32 | \$19.86<br>\$37,185.41 | \$21.11<br>\$39,509.50 | \$22.35<br>\$41,833.58 | \$23.59<br>\$44,157.67 | \$24.83<br>\$46,481.76 | \$25.33<br>\$47,411.40 |

|                         |  |        |  |  |  |  |  |                        |                        |
|-------------------------|--|--------|--|--|--|--|--|------------------------|------------------------|
| Mechanic No Cert        |  | \$0.75 |  |  |  |  |  |                        |                        |
| Mechanic 3 Certificates |  | \$0.75 |  |  |  |  |  | \$28.90<br>\$54,100.80 | \$29.48<br>\$55,182.82 |
| Mechanic 4 Certificates |  | \$0.75 |  |  |  |  |  | \$29.91<br>\$55,991.52 | \$30.51<br>\$57,111.35 |
| Mechanic 5 Certificates |  | \$0.75 |  |  |  |  |  | \$30.92<br>\$57,882.24 | \$31.54<br>\$59,039.88 |

|         |  |  |                        |                        |                        |                        |                        |                        |                        |
|---------|--|--|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Clerk 1 |  |  | \$17.81<br>\$33,345.00 | \$19.00<br>\$35,568.00 | \$20.19<br>\$37,791.00 | \$21.38<br>\$40,014.00 | \$22.56<br>\$42,237.00 | \$23.75<br>\$44,460.00 | \$24.23<br>\$45,349.20 |
| Clerk 2 |  |  | \$18.14<br>\$33,962.76 | \$19.35<br>\$36,226.94 | \$20.56<br>\$38,491.13 | \$21.77<br>\$40,755.31 | \$22.98<br>\$43,019.50 | \$24.19<br>\$45,283.68 | \$24.67<br>\$46,189.35 |
| Clerk 3 |  |  | \$18.62<br>\$34,861.32 | \$19.86<br>\$37,185.41 | \$21.11<br>\$39,509.50 | \$22.35<br>\$41,833.58 | \$23.59<br>\$44,157.67 | \$24.83<br>\$46,481.76 | \$25.33<br>\$47,411.40 |



**APPENDIX C**  
**2024-2025 PAY SCHEDULE**

| Postion                    | Cert/<br>Shift | Hazard<br>Pay | Hire<br>75%            | 1 Year<br>80%          | 2 Years<br>85%         | 3 Years<br>90%         | 4 Years<br>95%         | 5 Years<br>100%        | 8 Years<br>2%          |
|----------------------------|----------------|---------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Ordinance                  |                | \$0.30        | \$18.65<br>\$34,907.93 | \$19.89<br>\$37,235.13 | \$21.13<br>\$39,562.32 | \$22.38<br>\$41,889.52 | \$23.62<br>\$44,216.71 | \$24.86<br>\$46,543.91 | \$25.36<br>\$47,474.79 |
| Ordinance +ACO             | \$0.75         | \$0.30        | \$19.21<br>\$35,960.93 | \$20.49<br>\$38,358.33 | \$21.77<br>\$40,755.72 | \$23.05<br>\$43,153.12 | \$24.33<br>\$45,550.51 | \$25.61<br>\$47,947.91 | \$26.13<br>\$48,906.87 |
| Ordinance +Pesticide       | \$0.10         | \$0.30        | \$18.72<br>\$35,048.33 | \$19.97<br>\$37,384.89 | \$21.22<br>\$39,721.44 | \$22.47<br>\$42,058.00 | \$23.72<br>\$44,394.55 | \$24.96<br>\$46,731.11 | \$25.46<br>\$47,665.73 |
| Ordinance +ACO/Pesticide   | \$0.85         | \$0.30        | \$19.28<br>\$36,101.33 | \$20.57<br>\$38,508.09 | \$21.86<br>\$40,914.84 | \$23.14<br>\$43,321.60 | \$24.43<br>\$45,728.35 | \$25.71<br>\$48,135.11 | \$26.23<br>\$49,097.81 |
| Crew Leader                |                | \$0.75        | \$19.68<br>\$36,844.33 | \$20.99<br>\$39,300.62 | \$22.31<br>\$41,756.91 | \$23.62<br>\$44,213.20 | \$24.93<br>\$46,669.48 | \$26.24<br>\$49,125.77 | \$26.77<br>\$50,108.29 |
| Cribman                    |                | \$0.75        | \$19.68<br>\$36,844.33 | \$20.99<br>\$39,300.62 | \$22.31<br>\$41,756.91 | \$23.62<br>\$44,213.20 | \$24.93<br>\$46,669.48 | \$26.24<br>\$49,125.77 | \$26.77<br>\$50,108.29 |
| Heavy Equipment            |                | \$0.75        | \$19.68<br>\$36,844.33 | \$20.99<br>\$39,300.62 | \$22.31<br>\$41,756.91 | \$23.62<br>\$44,213.20 | \$24.93<br>\$46,669.48 | \$26.24<br>\$49,125.77 | \$26.77<br>\$50,108.29 |
| Light Equipment            |                | \$0.75        | \$19.08<br>\$35,709.90 | \$20.35<br>\$38,090.56 | \$21.62<br>\$40,471.22 | \$22.89<br>\$42,851.88 | \$24.16<br>\$45,232.54 | \$25.43<br>\$47,613.20 | \$25.94<br>\$48,565.46 |
| General Laborer            |                | \$0.75        | \$18.70<br>\$35,015.06 | \$19.95<br>\$37,349.40 | \$21.20<br>\$39,683.73 | \$22.45<br>\$42,018.07 | \$23.69<br>\$44,352.41 | \$24.94<br>\$46,686.74 | \$25.44<br>\$47,620.48 |
| B&M Laborer                |                | \$0.75        | \$18.70<br>\$35,015.06 | \$19.95<br>\$37,349.40 | \$21.20<br>\$39,683.73 | \$22.45<br>\$42,018.07 | \$23.69<br>\$44,352.41 | \$24.94<br>\$46,686.74 | \$25.44<br>\$47,620.48 |
| Sign Man                   |                | \$0.75        | \$19.36<br>\$36,234.57 | \$20.65<br>\$38,650.21 | \$21.94<br>\$41,065.85 | \$23.23<br>\$43,481.49 | \$24.52<br>\$45,897.13 | \$25.81<br>\$48,312.76 | \$26.32<br>\$49,279.02 |
| Meter Repair Leader        |                | \$0.75        | \$19.68<br>\$36,844.33 | \$20.99<br>\$39,300.62 | \$22.31<br>\$41,756.91 | \$23.62<br>\$44,213.20 | \$24.93<br>\$46,669.48 | \$26.24<br>\$49,125.77 | \$26.77<br>\$50,108.29 |
| Meter Reader               |                | \$0.75        | \$18.88<br>\$35,341.21 | \$20.14<br>\$37,697.29 | \$21.40<br>\$40,053.37 | \$22.65<br>\$42,409.45 | \$23.91<br>\$44,765.53 | \$25.17<br>\$47,121.61 | \$25.68<br>\$48,064.04 |
| Custodian                  |                | \$0.75        | \$18.69<br>\$34,986.70 | \$19.94<br>\$37,319.14 | \$21.18<br>\$39,651.59 | \$22.43<br>\$41,984.04 | \$23.67<br>\$44,316.48 | \$24.92<br>\$46,648.93 | \$25.42<br>\$47,581.91 |
| Custodian w/ Shift Premium | \$0.15         | \$0.75        | \$18.80<br>\$35,197.30 | \$20.06<br>\$37,543.78 | \$21.31<br>\$39,890.27 | \$22.56<br>\$42,236.76 | \$23.82<br>\$44,583.24 | \$25.07<br>\$46,929.73 | \$25.57<br>\$47,868.32 |

|                         |  |        |  |  |  |  |  |                        |                        |
|-------------------------|--|--------|--|--|--|--|--|------------------------|------------------------|
| Mechanic No Cert        |  | \$0.75 |  |  |  |  |  |                        |                        |
| Mechanic 3 Certificates |  | \$0.75 |  |  |  |  |  | \$29.18<br>\$54,627.77 | \$29.77<br>\$55,720.32 |
| Mechanic 4 Certificates |  | \$0.75 |  |  |  |  |  | \$30.20<br>\$56,537.40 | \$30.81<br>\$57,668.14 |
| Mechanic 5 Certificates |  | \$0.75 |  |  |  |  |  | \$31.22<br>\$58,447.02 | \$31.85<br>\$59,615.96 |

|         |  |  |                        |                        |                        |                        |                        |                        |                        |
|---------|--|--|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Clerk 1 |  |  | \$17.99<br>\$33,678.45 | \$19.19<br>\$35,923.68 | \$20.39<br>\$38,168.91 | \$21.59<br>\$40,414.14 | \$22.79<br>\$42,659.37 | \$23.99<br>\$44,904.60 | \$24.47<br>\$45,802.69 |
| Clerk 2 |  |  | \$18.32<br>\$34,302.39 | \$19.55<br>\$36,589.21 | \$20.77<br>\$38,876.04 | \$21.99<br>\$41,162.87 | \$23.21<br>\$43,449.69 | \$24.43<br>\$45,736.52 | \$24.92<br>\$46,651.25 |
| Clerk 3 |  |  | \$18.81<br>\$35,209.93 | \$20.06<br>\$37,557.26 | \$21.32<br>\$39,904.59 | \$22.57<br>\$42,251.92 | \$23.82<br>\$44,599.25 | \$25.08<br>\$46,946.58 | \$25.58<br>\$47,885.51 |

**APPENDIX D**  
**2025-2026 PAY SCHEDULE**

| Postion                    | Cert/<br>Shift | Hazard<br>Pay | Hire<br>75%            | 1 Year<br>80%          | 2 Years<br>85%         | 3 Years<br>90%         | 4 Years<br>95%         | 5 Years<br>100%        | 8 Years<br>2%          |
|----------------------------|----------------|---------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Ordinance                  |                | \$0.30        | \$18.83<br>\$35,252.80 | \$20.09<br>\$37,602.99 | \$21.34<br>\$39,953.17 | \$22.60<br>\$42,303.36 | \$23.85<br>\$44,653.55 | \$25.11<br>\$47,003.73 | \$25.61<br>\$47,943.81 |
| Ordinance +ACO             | \$0.75         | \$0.30        | \$19.39<br>\$36,305.80 | \$20.69<br>\$38,726.19 | \$21.98<br>\$41,146.57 | \$23.27<br>\$43,566.96 | \$24.57<br>\$45,987.35 | \$25.86<br>\$48,407.73 | \$26.38<br>\$49,375.89 |
| Ordinance +Pesticide       | \$0.10         | \$0.30        | \$18.91<br>\$35,393.20 | \$20.17<br>\$37,752.75 | \$21.43<br>\$40,112.29 | \$22.69<br>\$42,471.84 | \$23.95<br>\$44,831.39 | \$25.21<br>\$47,190.93 | \$25.71<br>\$48,134.75 |
| Ordinance +ACO/Pesticide   | \$0.85         | \$0.30        | \$19.47<br>\$36,446.20 | \$20.77<br>\$38,875.95 | \$22.07<br>\$41,305.69 | \$23.36<br>\$43,735.44 | \$24.66<br>\$46,165.19 | \$25.96<br>\$48,594.93 | \$26.48<br>\$49,566.83 |
| Crew Leader                |                | \$0.75        | \$19.87<br>\$37,202.24 | \$21.20<br>\$39,682.39 | \$22.52<br>\$42,162.54 | \$23.85<br>\$44,642.69 | \$25.17<br>\$47,122.84 | \$26.50<br>\$49,602.99 | \$27.03<br>\$50,595.05 |
| Cribman                    |                | \$0.75        | \$19.87<br>\$37,202.24 | \$21.20<br>\$39,682.39 | \$22.52<br>\$42,162.54 | \$23.85<br>\$44,642.69 | \$25.17<br>\$47,122.84 | \$26.50<br>\$49,602.99 | \$27.03<br>\$50,595.05 |
| Heavy Equipment            |                | \$0.75        | \$19.87<br>\$37,202.24 | \$21.20<br>\$39,682.39 | \$22.52<br>\$42,162.54 | ibh<br>#VALUE!         | \$25.17<br>\$47,122.84 | \$26.50<br>\$49,602.99 | \$27.03<br>\$50,595.05 |
| Light Equipment            |                | \$0.75        | \$19.26<br>\$36,056.47 | \$20.54<br>\$38,460.23 | \$21.83<br>\$40,864.00 | \$23.11<br>\$43,267.76 | \$24.40<br>\$45,671.52 | \$25.68<br>\$48,075.29 | \$26.19<br>\$49,036.79 |
| General Laborer            |                | \$0.75        | \$18.89<br>\$35,354.68 | \$20.15<br>\$37,711.66 | \$21.40<br>\$40,068.64 | \$22.66<br>\$42,425.61 | \$23.92<br>\$44,782.59 | \$25.18<br>\$47,139.57 | \$25.69<br>\$48,082.36 |
| B&M Laborer                |                | \$0.75        | \$18.89<br>\$35,354.68 | \$20.15<br>\$37,711.66 | \$21.40<br>\$40,068.64 | \$22.66<br>\$42,425.61 | \$23.92<br>\$44,782.59 | \$25.18<br>\$47,139.57 | \$25.69<br>\$48,082.36 |
| Sign Man                   |                | \$0.75        | \$19.54<br>\$36,586.39 | \$20.85<br>\$39,025.48 | \$22.15<br>\$41,464.57 | \$23.45<br>\$43,903.67 | \$24.76<br>\$46,342.76 | \$26.06<br>\$48,781.85 | \$26.58<br>\$49,757.49 |
| Meter Repair Leader        |                | \$0.75        | \$19.87<br>\$37,202.24 | \$21.20<br>\$39,682.39 | \$22.52<br>\$42,162.54 | \$23.85<br>\$44,642.69 | \$25.17<br>\$47,122.84 | \$26.50<br>\$49,602.99 | \$27.03<br>\$50,595.05 |
| Meter Reader               |                | \$0.75        | \$19.06<br>\$35,684.09 | \$20.33<br>\$38,063.03 | \$21.60<br>\$40,441.97 | \$22.87<br>\$42,820.91 | \$24.15<br>\$45,199.85 | \$25.42<br>\$47,578.79 | \$25.92<br>\$48,530.36 |
| Custodian                  |                | \$0.75        | \$18.87<br>\$35,326.03 | \$20.13<br>\$37,681.10 | \$21.39<br>\$40,036.17 | \$22.64<br>\$42,391.24 | \$23.90<br>\$44,746.31 | \$25.16<br>\$47,101.38 | \$25.66<br>\$48,043.41 |
| Custodian w/ Shift Premium | \$0.15         | \$0.75        | \$18.98<br>\$35,538.74 | \$20.25<br>\$37,907.99 | \$21.52<br>\$40,277.24 | \$22.78<br>\$42,646.49 | \$24.05<br>\$45,015.74 | \$25.31<br>\$47,384.99 | \$25.82<br>\$48,332.69 |

|                         |  |        |  |  |  |  |  |                        |                        |
|-------------------------|--|--------|--|--|--|--|--|------------------------|------------------------|
| Mechanic No Cert        |  | \$0.75 |  |  |  |  |  |                        |                        |
| Mechanic 3 Certificates |  | \$0.75 |  |  |  |  |  | \$29.47<br>\$55,160.01 | \$30.06<br>\$56,263.21 |
| Mechanic 4 Certificates |  | \$0.75 |  |  |  |  |  | \$30.50<br>\$57,088.73 | \$31.11<br>\$58,230.50 |
| Mechanic 5 Certificates |  | \$0.75 |  |  |  |  |  | \$31.53<br>\$59,017.45 | \$32.16<br>\$60,197.80 |

|         |  |  |                        |                        |                        |                        |                        |                        |                        |
|---------|--|--|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Clerk 1 |  |  | \$18.17<br>\$34,015.23 | \$19.38<br>\$36,282.92 | \$20.59<br>\$38,550.60 | \$21.80<br>\$40,818.28 | \$23.02<br>\$43,085.96 | \$24.23<br>\$45,353.65 | \$24.71<br>\$46,260.72 |
| Clerk 2 |  |  | \$18.51<br>\$34,645.41 | \$19.74<br>\$36,955.11 | \$20.97<br>\$39,264.80 | \$22.21<br>\$41,574.49 | \$23.44<br>\$43,884.19 | \$24.23<br>\$46,193.88 | \$24.71<br>\$47,117.76 |
| Clerk 3 |  |  | \$19.00<br>\$35,562.03 | \$20.26<br>\$37,932.83 | \$21.53<br>\$40,303.64 | \$22.80<br>\$42,674.44 | \$24.06<br>\$45,045.24 | \$25.33<br>\$47,416.04 | \$25.84<br>\$48,364.36 |

**APPENDIX E**

**LIST OF ARBITRATORS**

Pursuant to Article VI, Section II of the 2000-2003 Collective Bargaining Agreement, the list of Arbitrators agreed to by the parties are the following:

Michael Long

**APPENDIX F**

CITY OF DEARBORN HEIGHTS

| Union Date | Last Name   | First Name  | Dept                          | DOH        | Rehire     | Job Title       |
|------------|-------------|-------------|-------------------------------|------------|------------|-----------------|
| 1/22/2001  | Farkas      | Christie    | 902 WATER TRAN & DISTRIBUTION | 01/22/2001 |            | Clerical 1      |
| 6/16/2014  | Ramos       | Sally       | 215 CLERKS OFFICE+D37         | 06/16/2014 |            | Clerical 1      |
| 1/20/2015  | Watt        | Tamara      | 690 RECREATION DEPARTMENT     | 01/20/2015 |            | Clerical 1      |
| 3/21/2016  | Covell      | Elizabeth   | 370 BUILDING AND ENGINEERING  | 03/21/2016 |            | Clerical 1      |
| 3/19/2018  | Bywalec     | Susan       | 370 BUILDING AND ENGINEERING  | 03/19/2018 |            | Clerical 1      |
| 10/15/2018 | Camilleri   | Josephine   | 370 BUILDING AND ENGINEERING  | 03/20/2017 |            | Clerical 1      |
| 12/16/1996 | Buchman     | Nicole      | 440 DPW-HIGHWAY DEPARTMENT    | 12/16/1996 |            | Clerical 2      |
| 3/6/2000   | Mandell     | Darla       | 302 POLICE DEPARTMENT         | 03/06/2000 |            | Clerical 3      |
| 4/11/2011  | Payne       | Michelle    | 302 POLICE DEPARTMENT         | 02/23/1998 |            | Clerical 3      |
| 7/2/2012   | Frank       | Cheryl      | 690 RECREATION DEPARTMENT     | 11/02/1999 |            | Clerical 3      |
| 6/4/2014   | Bianchi     | Michelle    | ORDINANCE                     | 06/04/2014 |            | Clerical 2      |
| 12/17/2014 | Wall        | Sheila      | Water Supervisor & Clerical   | 12/17/2014 |            | Clerical 2      |
| 8/24/2015  | Bell        | Janice      | COMPTROLLER                   | 08/24/2015 |            | Clerical 2      |
| 10/2/2017  | McCaffery   | Lisa        | COMPTROLLER                   | 10/02/2017 | 10/02/2017 | Clerical 2      |
| 6/17/2020  | Harper      | Pamela      | 901 WATER ADMIN & GENERAL     | 09/06/2005 | 06/17/2020 | Clerical 2      |
| 12/1/2021  | Noureddin   | Nadia       | 253 TREASURERS OFFICE         | 09/06/2018 | 06/30/2021 | Clerical 2      |
| 12/12/2022 | Fakhouri    | Madlyn      | 253 TREASURERS OFFICE         | 12/12/2022 |            | Clerical 2      |
| 12/19/2022 | Pasciolla   | Katie       | 253 TREASURERS OFFICE         | 12/19/2022 |            | Clerical 2      |
| 7/14/2014  | Provenzano  | Marry       | ORDINANCE                     | 07/14/2014 |            | Clerical 2      |
| 7/16/1990  | Maroncelli  | Kimberley   | 337 FIRE DEPARTMENT           | 07/16/1990 |            | Clerical 3      |
| 2/15/1993  | Paul        | Mathew      | COMPTROLLER                   | 02/15/1993 |            | Clerical 3      |
| 1/3/2017   | Semeniuk    | Georganne   | 215 CLERKS OFFICE+D37         | 01/03/2017 |            | Clerical 3      |
|            |             |             |                               |            |            |                 |
| 11/2/1998  | Klann       | Audrey      | 265 BUILDING MAINTENANCE      | 11/02/1998 |            | Custodian       |
| 3/27/2012  | Havlena     | Michael     | 302 POLICE DEPARTMENT         | 03/07/2012 |            | Custodian       |
| 4/25/2022  | Milewski    | Keith       | 302 POLICE DEPARTMENT         | 04/25/2022 |            | Custodian       |
|            |             |             |                               |            |            |                 |
| 10/10/2022 | Stevens     | Christopher | 902 WATER TRAN & DISTRIBUTION | 10/10/2022 |            | General Laborer |
| 3/13/2023  | Fletcher    | Scott       | 265 BUILDING MAINTENANCE      | 03/13/2023 |            | General Laborer |
| 2/21/2000  | Russ        | Mark        | 902 WATER TRAN & DISTRIBUTION | 02/21/2000 |            | General Laborer |
| 4/2/2012   | Walentowicz | Marc        | 265 BUILDING MAINTENANCE      | 10/29/2001 |            | General Laborer |
| 2/8/2016   | Winnie      | Matthew     | 902 WATER TRAN & DISTRIBUTION | 02/08/2016 |            | General Laborer |
| 10/24/2016 | Harris      | Lawrence    | 902 WATER TRAN &              | 10/24/2016 |            | General         |

|            |               |           |                               |            |            |                          |
|------------|---------------|-----------|-------------------------------|------------|------------|--------------------------|
|            |               |           | DISTRIBUTION                  |            |            | Laborer                  |
| 7/24/2017  | Stuart        | Anthony   | 265 BUILDING MAINTENANCE      | 07/24/2017 |            | General Laborer          |
| 2/10/2020  | Huynh         | Vien      | 441 DPW-HIGHWAY DEPARTMENT    | 05/22/2019 |            | General Laborer          |
| 1/4/2021   | Peppers       | Valentine | 265 BUILDING MAINTENANCE      | 04/25/2013 |            | General Laborer          |
| 9/7/1993   | Laslo Jr.     | John      | 902 WATER TRAN & DISTRIBUTION | 09/07/1993 |            | Heavy equipment          |
| 8/17/2009  | Spehar        | Paul      | 902 WATER TRAN & DISTRIBUTION | 08/17/2009 |            | Heavy equipment          |
| 8/1/2011   | Dombrowski    | Jesse     | 902 WATER TRAN & DISTRIBUTION | 05/13/2009 |            | Heavy equipment          |
| 8/26/2013  | Collins       | William   | 441 DPW-HIGHWAY DEPARTMENT    | 08/26/2013 |            | Heavy equipment          |
| 2/17/2014  | Kupchick      | Kenneth   | 441 DPW-HIGHWAY DEPARTMENT    | 02/17/2014 |            | Heavy equipment          |
| 9/21/2015  | Craft Jr.     | Ben       | 441 DPW-HIGHWAY DEPARTMENT    | 09/21/2015 |            | Heavy equipment          |
| 1/25/2016  | Roberts       | Gerald    | 441 DPW-HIGHWAY DEPARTMENT    | 01/25/2016 |            | Heavy equipment          |
| 3/27/1989  | Kennedy       | Carl      | 902 WATER TRAN & DISTRIBUTION | 03/27/1989 |            | Leader                   |
| 6/27/2001  | Rockensuess   | Christon  | 265 BUILDING MAINTENANCE      | 06/27/2001 |            | Leader                   |
| 3/27/2006  | Foley         | Richard   | 265 BUILDING MAINTENANCE      | 03/27/2006 |            | Leader                   |
| 2/25/2013  | Jackson       | David     | 902 WATER TRAN & DISTRIBUTION | 02/25/2013 |            | Leader                   |
| 12/8/2008  | Armstrong     | James     | 265 BUILDING MAINTENANCE      | 12/08/2008 |            | Light Equipment          |
| 1/20/2015  | Watt          | Daniel    | 441 DPW-HIGHWAY DEPARTMENT    | 01/20/2015 |            | Light Equipment          |
| 10/24/2016 | Sabatini      | Joseph    | 441 DPW-HIGHWAY DEPARTMENT    | 10/24/2016 |            | Light Equipment          |
| 7/24/2017  | Zain          | Wesley    | 441 DPW-HIGHWAY DEPARTMENT    | 07/24/2017 |            | Light Equipment          |
| 12/10/2018 | Pugh-Haggins  | Keir      | 441 DPW-HIGHWAY DEPARTMENT    | 12/10/2018 |            | Light Equipment Operator |
| 12/1/2014  | Ray           | Glen      | 902 WATER TRAN & DISTRIBUTION | 12/01/2014 |            | Mechanic                 |
| 3/16/2020  | Brozek        | Andrew    | 902 WATER TRAN & DISTRIBUTION | 10/11/2019 |            | Meter Reader             |
| 7/18/2011  | Rodriguez Jr. | Rodrigo   | 902 WATER TRAN & DISTRIBUTION | 07/18/2011 |            | Meter Repair             |
| 2/9/2015   | Bunker        | Floyd     | ORDINANCE                     | 02/09/2015 |            | ORDINANCE                |
| 10/24/2016 | Bunker        | Robert    | ORDINANCE                     | 10/24/2016 |            | ORDINANCE                |
| 10/29/2018 | Ortmann       | Russell   | ORDINANCE                     | 09/18/2017 | 10/29/2018 | Ordinance                |
| 7/21/2021  | Abbott        | Kevin     | ORDINANCE                     | 06/18/2019 | 10/27/2020 | Ordinance                |
| 10/31/2022 | Bunker        | Elizabeth | ORDINANCE                     | 09/07/2021 | 09/19/2022 | ORDINANCE                |

|                                |                      |
|--------------------------------|----------------------|
| Approved for<br>the Agenda of: | APPROVED             |
| 7/23/2024                      | Motion No.<br>24-350 |

9.C.



## Fire Department

TO: Honorable Mayor Bill Bazzi  
Honorable City Council Members

FROM: David Brogan, Fire Chief

DATE: July 16, 2024

RE: Fire Chief Brogan - Purchase & Payment - Self-Contained Breathing Apparatus (SCBA) Equipment

I am requesting approval to purchase a replacement compressor from Pressure Vessel Testing at a cost of \$22,572.00, to be paid from the repair and maintenance budget (101-335-932.000) upon receipt.

Pressure Vessel Testing is offering us the compressor at their cost price, which is the most competitive rate available. The next closest quote we received was \$33,467. By purchasing from Pressure Vessel Testing, we will save \$10,895.00.

This compressor is crucial for our operations, as we use it to fill our SCBA bottles at the south end fire station.

Additionally, we plan to recover some of this expense by selling our old fire truck, with proceeds to be directed back into our repair and maintenance budget.

Thank you for your consideration.

### Attachments:

1. Compressor quotes

**PRESSURE VESSEL TESTING**

34740 S. GRATTOT AVE  
CLINTON TWP. MI 48035  
586-791-3111 PH  
586-791-8668 FX

**"AT PVT WE HANDLE THE PRESSURE"**  
**DOT FFA AND NFPA APPROVED**  
**VETERAN OWNED BUSINESS**  
**[bruno@pressurevesseltesting.com](mailto:bruno@pressurevesseltesting.com)**

**Quote**

Date

Quote #

5/22/2024

DHFD22524

**CUSTOMER**

DEARBORN HTS  
1999 N BEECH DALY  
DEARBORN HTS MI 48127

| Item          | Description                                                                                                                                                                                                                      | Qty | RATE         | AMOUNT      |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------|-------------|
| SILENT HD 400 | 6000 PSI 14.1 CFM BELOW 70 DB 4 STAGE W/EXTRA INTERCOOLERS PRESSURE OIL PUMP AUTO-STOP AUTO DRAIN 10 HP 3PH 2 FILTERS FILTER 1 MOLECULAR SIEVE FILTER 2 W/CO AND DUE POINT MONITOR MOLECULAR SIEVE/ACTIVATED CARBON AND CATALYST |     | 27,590.00    | 27,590.00   |
| DISCOUNT      | DISCOUNT                                                                                                                                                                                                                         | 1   | -20.00%      | -5,518.00   |
| SHIPPING      | SHIPPING                                                                                                                                                                                                                         |     | 500.00       | 500.00      |
| TRADE IN      | INSTALLATION N/C<br>OLD COMPRESSOR IS OBSOLETE                                                                                                                                                                                   | 1   | 0.00         | 0.00        |
|               |                                                                                                                                                                                                                                  |     | <b>Total</b> | \$22,572.00 |



**MACQUEEN™**

MacQueen

350 Austin Circle

Delafield, WI 53018

(262) 646-5911

Fax: (262) 646-5912

**Ship To:** DEARBORN HEIGHTS FIRE DEPT CITY HALL  
ATTN:GARY SPISZ  
6045 FENTON  
DEARBORN HEIGHTS , MI 48127

**Invoice To:** CITY OF DEARBORN HEIGHTS  
6045 FENTON  
CITY HALL  
DEARBORN HTS MI 48127

Attention: GARY SPISZ

|                              |                                |                          |
|------------------------------|--------------------------------|--------------------------|
| Branch<br>16 - DELAFIELD, WI |                                |                          |
| Date<br>06/20/2024           | Time<br>11:48:46 (O)           | Page<br>1                |
| Account No<br>DEARB001       | Phone No<br>3137913400         | Est No 01<br>023397      |
| Ship Via<br>BEST WAY         | Purchase Order<br>ARCTIC QUOTE |                          |
| Tax ID No<br>38-1712300      |                                |                          |
|                              |                                | Salesperson<br>394 / 427 |

QUOTE EXPIRY DATE: 07/20/2024

**PARTS ESTIMATE - NOT AN INVOICE**

| Part# | Description | U | Qty | Price | Amount |
|-------|-------------|---|-----|-------|--------|
|-------|-------------|---|-----|-------|--------|

**\*\*FREIGHT IS INCLUDED IN COMPRESSOR COST\*\***

Reference Number: 023397\_ARCTIC QUOTE

|                                                                                                                                                                                                                                                                                            |                 |  |   |          |          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--|---|----------|----------|
| C-E4-10-A6-E1C                                                                                                                                                                                                                                                                             | ARCTIC 6000PSI  |  | 1 | 30238.00 | 30238.00 |
| E4-10A6E1 WITH CO MONITOR, 4 STAGE,<br>6000 PS, 10 HP,14 CFM , SINGLE PHASE<br>ELECTRIC MOTOR, SOUND SUPPRESSING<br>CABINET. INCLUDES FILTER SYSTEM TO<br>PROCESS 24,000 CU FT., MAGNETIC<br>STARTER, AUTO DRAIN SYSTEM, GAUGE<br>PANEL, HIGH PRESSURE SWITCH AND<br>ELECTRONIC CO MONITOR |                 |  |   |          |          |
| COMPRESSOR SETUP KIT                                                                                                                                                                                                                                                                       | IN-SRVC & AIR   |  | 1 | N/A      | N/A      |
| COMPRESSOR IN-SERVICE SETUP AND FIRST<br>AIR SAMPLE - ELECTRICAL AND PLUMBING<br>(FRESH AIR INTAKE) ARE THE<br>RESPONSIBILITY OF THE OWNER<br>(FILL STATION AND COMPRESSOR)                                                                                                                |                 |  |   |          |          |
| A-S5000                                                                                                                                                                                                                                                                                    | ARCTIC LOW OIL  |  | 1 | N/A      | N/A      |
| ARCTIC LOW OIL SWITCH                                                                                                                                                                                                                                                                      |                 |  |   |          |          |
| EXD-ACE-SILVER                                                                                                                                                                                                                                                                             | ARCTIC ACE SILV |  | 1 | 847.35   | 847.35   |
| ARCTIC ACE SILVER EXTENDED<br>WARRANTY- 5 YEAR OR 1000 HOURS                                                                                                                                                                                                                               |                 |  |   |          |          |
| EXD-ACE-GOLD                                                                                                                                                                                                                                                                               | ARCTIC ACE GOLD |  | 1 | 2382.10  | 2382.10  |
| ARCTIC ACE GOLD EXTENDED<br>WARRANTY- 5 YEAR OR 1000 HOURS                                                                                                                                                                                                                                 |                 |  |   |          |          |

Subtotal: 33467.45

Tax: .00

TOTAL: 33467.45

Authorization: \_\_\_\_\_

VisitUsOnline  
www.macqueengroup.com



|                                |                      |
|--------------------------------|----------------------|
| Approved for<br>the Agenda of: | APPROVED             |
| 7/23/2024                      | Motion No.<br>24-351 |

11.A.



## Treasurer's Office

TO: Honorable City Council Members

FROM: Lisa Hicks-Clayton, Treasurer

DATE: July 16, 2024

RE: Treasurer Hicks-Clayton - Resolution Establishing a City Donation Policy

***SEE ATTACHED***

### **Attachments:**

1. City of Dearborn Heights- Donation Policy Resolution



**Lisa Hicks-Clayton**  
Treasurer

## Treasurer's Office

June 25, 2024

Dear Honorable City Council Members,

I am bringing to the Honorable City Council's attention the need for the City of Dearborn Heights to have an established Donation Policy per the Michigan Community Foundations Act, Public Act 38 of 2017, provides MCL 123.905 (1) that a municipality may receive and own a donation that is made for public purpose.

I am requesting the City Council review and adopt the attached Resolution for the Donation Policy.

Please feel free to contact me anytime with questions and your concerns at (313) 791-3417. Thank you for your time and consideration for this item.

Respectfully,

Lisa A. Hicks-Clayton  
City of Dearborn Heights  
City Treasurer, ACPFIM, MiCPT

**STATE OF MICHIGAN  
COUNTY OF WAYNE  
CITY OF DEARBORN HEIGHTS**

**RESOLUTION**

**WHEREAS**, on certain occasions, corporations, foundations, other entities or private persons want to make donations, contributions, and/or gifts of cash, equipment and/or other property or services (hereinafter all referred to as “donation” or “donations”) to the City of Dearborn Heights directly or through its employees, agents and/or representatives (hereinafter referred to collectively as the “City”); and

**WHEREAS**, the Michigan Community Foundations Act, Public Act 38 of 2017, provides at MCL 123.905(1) that a municipality, such as the City of Dearborn Heights, may receive, own, and enjoy a donation that is made for public purpose, but the City is not obligated to accept a donation; and

**WHEREAS**, while the City of Dearborn Heights commissions and the City are appreciative of corporations, foundations, other entities or private persons offering donations to the City, the City adheres to the highest code of ethical standards, including Ethics and Conduct, and Conflicts of Interest of the City of Dearborn Heights Personnel Policies Manual. The City will reject any donation which is not given for public purpose or which gives the appearance of an improper or unethical purpose or which creates a potential conflict of interest with the proposed donor and the City or its employees, agents, an/or representatives; and

**WHEREAS**, in furtherance of the City adhering to the highest code of ethical standards with respect to accepting and receiving any donations from donors and to foster transparency and implement best practices with respect to the City’s receipt of donations from donors, the City in accepting and/or rejecting donations from donors.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City of Dearborn Heights as follows:

- (1) Any donations to the City of any kind having an objective monetary value of \$1,000.00 or less may only be accepted by the City if said donations are for public purposes and are approved for acceptance and receipt by the Mayor. In the event that the Mayo is uncertain whether a proposed donation having a value of \$1,000.00 or less is for a public purpose and/or the Mayor has any other concerns regarding whether the City should accept the donation having a value of \$1,000.00 or less, the Mayor may forward the issue of whether the City should accept said donation to the commission and the commission shall make the decision as to whether to accept the proposed donation.
- (2) Any proposed donations to the City of any kind having an objective monetary value in excess of \$1,000.00, or whose objective monetary value cannot be determined, or those proposed donations to the City having a value of \$1,000.00 or less have been referred to a City commission by the Mayor, may only be accepted by the City if they

are for public purpose and are approved for acceptance and receipt by a majority of the members of the City commission at a public meeting, with the City commission having no obligation to accept any such proposed donations to the City.

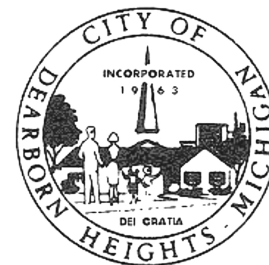
- (3) In reviewing a proposed donation to the City, the Mayor or the commission shall consider, among other factors, whether the proposed donation will require any future expenditures by the City, such as maintenance, insurance and/or other costs.

# BUSINESS LICENSE RENEWAL APPLICATION

NO. BL-23-000012883

## City of Dearborn Heights

6045 Fenton, Dearborn Heights, MI 48127  
(313)791-3430



### THE FOLLOWING LICENSE(S):

CABARET B-COUNCIL APPROVAL N/C  
MECH AMUSEMENT DEVICE 25.00 EA  
JUKE BOX-MUSICAL DEVICES 10.00  
VENDOR MACHINE \$10 EA  
PENALTY

### BUSINESS

DEARBORN HTS MOOSE LODGE  
27225 WARREN  
DEARBORN HEIGHTS, MI 48127

**13-A**

Approved for  
the Agenda of:

07-23-24

**TOTAL \$87.50**

**CURRENT LICENSE EXPIRES ON: June 18, 2024**

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.

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 delinquent on your water bill in the amount of \$ 0  
and must pay this amount in full before renewing your license.
- ☐ At the present time you are delinquent on your personal property taxes in the amount of \$ 0  
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 MUNICIPAL 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](mailto:clerks@dearbornheightsmi.gov)

DEARBORN HTS MOOSE LODGE  
27225 WARREN  
DEARBORN HEIGHTS, MI 48127

CITY OF DEARBORN HEIGHTS  
6045 FENTON  
DEARBORN HEIGHTS, MI 48127  
Phone : 313-791-3410

Received From: DEARBORN HTS MOOSE LODGE  
Date: 07/15/2024 Time: 9:05:33 AM  
Posting Date: 07/15/2024  
Receipt: 1100669  
Cashier: mouredin

| ITEM REFERENCE                    | AMOUNT  |
|-----------------------------------|---------|
| BL BUSINESS LICENSING<br>00014509 | \$87.50 |
| TOTAL                             | \$87.50 |
| CHECKS 5643                       | \$87.50 |
| Total Tendered:                   | \$87.50 |
| Change:                           | \$0.00  |

|            |                 |                  |                   |                  |
|------------|-----------------|------------------|-------------------|------------------|
| Invoice #: | License #:      | License Type:    | Application Date: | Expiration Date: |
| 00014509   | BL-24-000013823 | BUSINESS LICENSE | 07/15/2024        | 06/18/2025       |

| Fee Items                      | Amount  |
|--------------------------------|---------|
| CABARET B-COUNCIL APPROVAL N/C | \$0.00  |
| MECH AMUSEMENT DEVICE 25.00 EA | \$50.00 |
| JUKE BOX-MUSICAL DEVICES 10.00 | \$10.00 |
| VENDOR MACHINE \$10 EA         | \$10.00 |
| PENALTY                        | \$17.50 |

PAID  
CITY OF DEARBORN HEIGHTS

JUL 15 2024

BY NN CK # \_\_\_\_\_

DEARBORN HTS MOOSE LODGE  
DEARBORN HEIGHTS, MI 48127

Billing/Invoice Date: 07/15/2024  
Total Due: \$87.50



# CITY OF DEARBORN HEIGHTS

## APPLICATION FOR TEMPORARY

### FOOD TRUCK/TENT/CART LICENSE APPLICATION

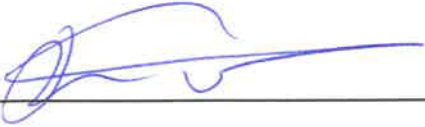
NAME OF APPLICANT Ali Assaad.BUSINESS NAME Solid Oak Eatery PHONE # 313 787 0656LOCATION WITHIN THE CITY (ADDRESS & ZIP CODE) 21916 Van born Dearborn heights 4825TYPE OF VEHICLE TO BE USED Trailer. VEHICLE PLATE # \_\_\_\_\_  
(if applicable) (if applicable)

HAS THE ABOVE PERSON EVER BEEN CONVICTED OF:

A FELONY: YES \_\_\_\_\_ NO X A MISDEMEANOR: YES \_\_\_\_\_ NO X

IF YES, BRIEFLY STATE REASON (S) \_\_\_\_\_

The applicant voluntarily and knowingly is signing this application with full admission and acknowledgment that operating the food truck and/or tent is not in violation of any terms or conditions of probation or parole, if applicable, and is signing under pains and penalties of perjury.

SIGNATURE: DATE: 7-18-24**FOR CLERK'S OFFICE USE ONLY**

BACKGROUND CHECK:

APPROVED BY: G. Semenich DISSAPPROVED BY: \_\_\_\_\_DATE: 7-18-24 DEPARTMENT REMARKS: \_\_\_\_\_**PLEASE SEE NEXT PAGE FOR ADDITIONAL REQUIREMENTS**

6045 FENTON  
DEARBORN HEIGHTS, MI 48127  
Phone : 313-791-3410

Received From: SOLID OAK EATERY  
ALI ASSAAD

Date: 07/18/2024 Time: 10:11:20 AM  
Posting Date: 07/18/2024  
Receipt: 1101733  
Cashier: nnouredin

| ITEM REFERENCE                    | AMOUNT   |
|-----------------------------------|----------|
| BL BUSINESS LICENSING<br>00014524 | \$150.00 |
| TOTAL                             | \$150.00 |
| CASH COMERICA                     | \$150.00 |
| Total Tendered:                   | \$150.00 |
| Change:                           | \$0.00   |

SOLID OAK EATERY

| Invoice #: | License #:      | License Type:    | Application Date: | Expiration Date: |
|------------|-----------------|------------------|-------------------|------------------|
| 00014524   | BL-24-000013838 | BUSINESS LICENSE | 07/18/2024        | 01/19/2025       |

| Fee Items                          | Amount   |
|------------------------------------|----------|
| TRANSIENT MERCHANT 180 DAYS 150.00 | \$150.00 |

PAID

CITY OF DEARBORN HEIGHTS

JUL 18 2024

3Y \_\_\_\_\_ CK # \_\_\_\_\_

Billing/Invoice Date: 07/18/2024

Total Due: \$150.00







ICHAT

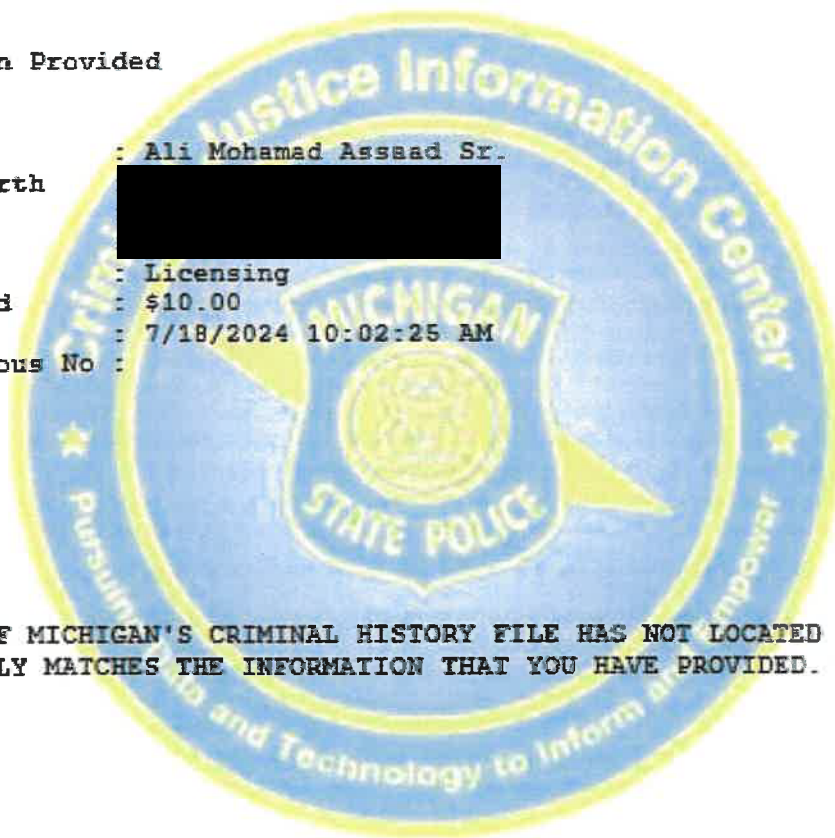
INTERNET CRIMINAL HISTORY ACCESS TOOL

BOUGHT TO YOU BY



Information Provided

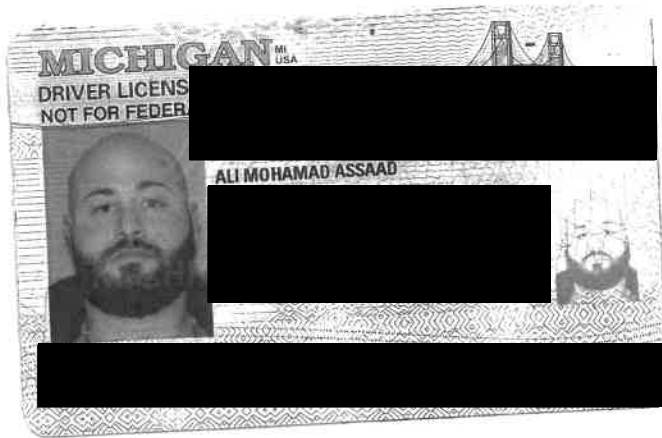
Name : Ali Mohamad Assaad Sr.  
Date of Birth : [REDACTED]  
Gender : [REDACTED]  
Race : [REDACTED]  
Reason : Licensing  
Amount Paid : \$10.00  
Order Date : 7/18/2024 10:02:25 AM  
Miscellaneous No :



A SEARCH OF MICHIGAN'S CRIMINAL HISTORY FILE HAS NOT LOCATED A CRIMINAL RECORD THAT EXACTLY MATCHES THE INFORMATION THAT YOU HAVE PROVIDED.

DATE PRINTED:7/18/2024

Page 1



## CITY OF DEARBORN HEIGHTS / ELECTRICAL PERMIT APPLICATION

Department of Building and Engineering

6045 Fenton Ave., Dearborn Heights, MI 48127

PHONE #: 313-791-3470 / building.dept@dearbornheightsmi.gov

7-11-24

CWO

Applicant is: CONTRACTOR

OR HOMEOWNER

Address of Work:

21916 Van Born

Homeowner:

Contractor Business Name:

Solid Oak Eatery

Licenseholder / Applicant Name:

Ali Assad

DATE:

7/19/24

EMAIL:

PHONE #

PHONE #

SIGNATURE:

| FIXTURES                                         |         |     | FIXTURES |                                            |       |
|--------------------------------------------------|---------|-----|----------|--------------------------------------------|-------|
| BASE FEE                                         | FEE     | NO. | TOTAL    |                                            |       |
| 100 AMP SERVICE                                  | \$60.00 | 1   | \$60.00  | GENERATOR : INCLUDE KW                     | \$35  |
| 101 TO 200 AMP SERVICE                           | \$40    |     |          | LOW VOLTAGE / ALARM INSTALLATION           | \$50  |
| OVER 200 AMP PRIMARY SERVICE                     | \$60    |     |          | MINOR WIRING                               | \$30  |
| 1 - 25 LIGHT FIXTURES / SOCKETS                  | \$70    |     |          | MOTORS / FRACTIONAL H.P.                   | \$30  |
| ADDITIONAL SET OF LIGHT FIXTURES / SOCKETS       | \$35    |     |          | NEON LIGHTS (PER 25')                      | \$30  |
| AC / IAC / FURNACE ( CIRCLE ONE)                 | \$25    |     |          | POOL / SPA                                 | \$30  |
| ADDITIONAL INSPECTIONS                           | \$30    |     |          | SERVICE CABLE: TOP - BOTTOM - RISE - METER | \$40  |
| CARNIVAL / FESTIVAL / OUTDOOR EVENT / FOOD TRUCK | \$50    |     |          | SIGN CONNECTION (EACH SIGN)                | \$40  |
| CIRCUITS                                         | \$120   | 1   | 120      | SOLAR PANEL SERVICE                        | \$50  |
| DISHWASHER                                       | \$20    |     |          | SPACE HEAT / RANGES / OVEN (EACH)          | \$20  |
| ELECTRIC CAR CHARGER                             | \$20    |     |          | TEMP SERVICE WITH ROUGH INSPECTION         | \$50  |
| FIRE ALARMS ( COMMERCIAL - PER 5)                | \$35    |     |          | WATER HEATER                               | \$30  |
| GARBAGE DISPOSAL                                 | \$65    |     |          |                                            |       |
|                                                  | \$20    |     |          | TOTAL PERMIT FEE:                          | \$180 |

Section 23A of the State Construction Code Act of 1972, Act No. 230 of the Public Act of 1972, being Section 125.1523A of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential structure. Violators of Sec. 23A are subject to civil fines.

\*\*ALL PERMITS MAILED IN BY CONTRACTORS MUST INCLUDE A SELF-ADDRESSED STAMPED ENVELOPE FOR THE PERMIT TO BE MAILED TO YOU.

\$75 FEE: MISSED INSPECTION / RE-INSPECTION / ADDTL INSPECTION AFTER PERMIT ISSUED

EFFECTIVE: 12/1/2023

# CITY OF DEARBORN HEIGHTS

Department of Building and Engineering  
6045 Fenton • Dearborn Heights, MI 48127  
313-791-3470

DATE 7/10/24 CLERK SB

NAME Ali ASSAAD

| QUAN.    | DESCRIPTION / ADDRESS                                                                              | AMOUNT     |
|----------|----------------------------------------------------------------------------------------------------|------------|
|          | BUILDING                                                                                           |            |
|          | PLUMBING                                                                                           |            |
| <u>1</u> | ELECTRICAL <u>food truck</u>                                                                       | <u>180</u> |
|          | HEATING                                                                                            |            |
|          | REFRIG.                                                                                            |            |
|          | SIGN                                                                                               |            |
|          | DEMO                                                                                               |            |
|          | UTILITY / DISRUPT.                                                                                 |            |
|          | FIRE SUPPRESS.                                                                                     |            |
|          | FOOD TRUCK                                                                                         |            |
|          | SIDEWALK / CURB / APPR.                                                                            |            |
|          | PLAN REVIEW <input type="checkbox"/> REGIS. <input type="checkbox"/>                               |            |
|          | PC <input type="checkbox"/> ZBA <input type="checkbox"/> DEMO <input type="checkbox"/>             |            |
|          | MISC. RENTAL REGIS.                                                                                |            |
|          | C/O: RES. <input type="checkbox"/> COMM'L <input type="checkbox"/> RENTAL <input type="checkbox"/> |            |
|          | VACANT OCCUPIED                                                                                    |            |
|          | DATE TIME                                                                                          |            |
|          | JOB ADDRESS: <u>21916 Van Born</u>                                                                 |            |

No. **225296**

CITY OF DEARBORN HEIGHTS  
Date Entered 07/10/2024 8:41:40 AM  
Posting Date: 07/10/2024  
Ref BUILDING DEPT RECEIPTS  
Receipt 1099952  
Amount \$180.00

180

CITY OF DEARBORN HEIGHTS

DEPARTMENT OF BUILDING and ENGINEERING

6045 Fenton — Dearborn Heights, MI 48127 — 277-7306

BOND APPLICATION

No. 5432

DATE 12/12/23

LOCATION 21916 Van Born

LOT NO. & SUBDIVISION Solid Oak Eatery

NAME Ali Issaoui

ADDRESS

TYPE OF BOND Clean Up Bond

AMOUNT OF BOND \$ 500

BOND WILL BE FORFEITED (2) YEARS FROM DATE OF ISSUE IF ITEMS OUTSTANDING.

PAID RECEIPT NO. 107  
CITY OF DEARBORN HEIGHTS

DISPOSITION OF BOND AS FOLLOWS:

DEC 12 2023

BY CK #

DIRECTOR OF PUBLIC WORKS

CLERK

PERMITTEE

FORM NO. 49-1019

ORIGINAL



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/10/2024

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 rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                               |  |                                                                                                                                   |  |
|---------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br>Great Lakes Independent Insurance Agency, Inc.<br>36 W Flint St<br><br>Lake Orion MI 48362 |  | <b>CONTACT NAME:</b><br><b>PHONE (A/C, No, Ext):</b> 248-393-2400<br><b>FAX (A/C, No):</b> 248-693-5155<br><b>E-MAIL ADDRESS:</b> |  |
|                                                                                                               |  | <b>INSURER(S) AFFORDING COVERAGE</b>                                                                                              |  |
|                                                                                                               |  | <b>INSURER A:</b> Auto Owners - Commercial Food Trailer                                                                           |  |
|                                                                                                               |  | <b>INSURER B:</b> Auto Owners - Business Insurance                                                                                |  |
|                                                                                                               |  | <b>INSURER C:</b>                                                                                                                 |  |
|                                                                                                               |  | <b>INSURER D:</b>                                                                                                                 |  |
|                                                                                                               |  | <b>INSURER E:</b>                                                                                                                 |  |
|                                                                                                               |  | <b>INSURER F:</b>                                                                                                                 |  |

**COVERAGES****CERTIFICATE NUMBER:** 20240710172358226**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 SUBR INSD WVD                                    | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                               |
|----------|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------|-------------------------|-------------------------|----------------------------------------------------------------------|
| B        | COMMERCIAL GENERAL LIABILITY                                                                                                  |                                                       |               |                         |                         |                                                                      |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                                                |                                                       | 04862309      | 11/24/2023              | 11/24/2024              | EACH OCCURRENCE \$ 1,000,000                                         |
|          |                                                                                                                               |                                                       |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000                 |
|          |                                                                                                                               |                                                       |               |                         |                         | MED EXP (Any one person) \$ 10,000                                   |
| A        | GEN'L AGGREGATE LIMIT APPLIES PER:                                                                                            |                                                       |               |                         |                         | PERSONAL & ADV INJURY \$ 1,000,000                                   |
|          | <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC           |                                                       |               |                         |                         | GENERAL AGGREGATE \$ 2,000,000                                       |
|          | OTHER:                                                                                                                        |                                                       |               |                         |                         | PRODUCTS - COMP/OP AGG \$ 2,000,000                                  |
|          |                                                                                                                               |                                                       |               |                         |                         | \$                                                                   |
| A        | AUTOMOBILE LIABILITY                                                                                                          |                                                       |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000                     |
|          | ANY AUTO                                                                                                                      |                                                       | 5486230900    | 11-25-2023              | 11-25-2024              | BODILY INJURY (Per person) \$                                        |
|          | <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY |                                                       |               |                         |                         | BODILY INJURY (Per accident) \$                                      |
|          | <input type="checkbox"/> HIRED AUTOS ONLY                                                                                     |                                                       |               |                         |                         | PROPERTY DAMAGE (Per accident) \$                                    |
|          | UMBRELLA LIAB                                                                                                                 |                                                       |               |                         |                         | \$                                                                   |
|          | <input type="checkbox"/> EXCESS LIAB                                                                                          |                                                       |               |                         |                         | EACH OCCURRENCE \$                                                   |
|          | <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                                                            |                                                       |               |                         |                         | AGGREGATE \$                                                         |
|          |                                                                                                                               |                                                       |               |                         |                         | \$                                                                   |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY                                                                                 |                                                       |               |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                                                   | <input type="checkbox"/> Y <input type="checkbox"/> N | N/A           |                         |                         | E.L. EACH ACCIDENT \$                                                |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below                                                                        |                                                       |               |                         |                         | E.L. DISEASE - EA EMPLOYEE \$                                        |
|          |                                                                                                                               |                                                       |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$                                       |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

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

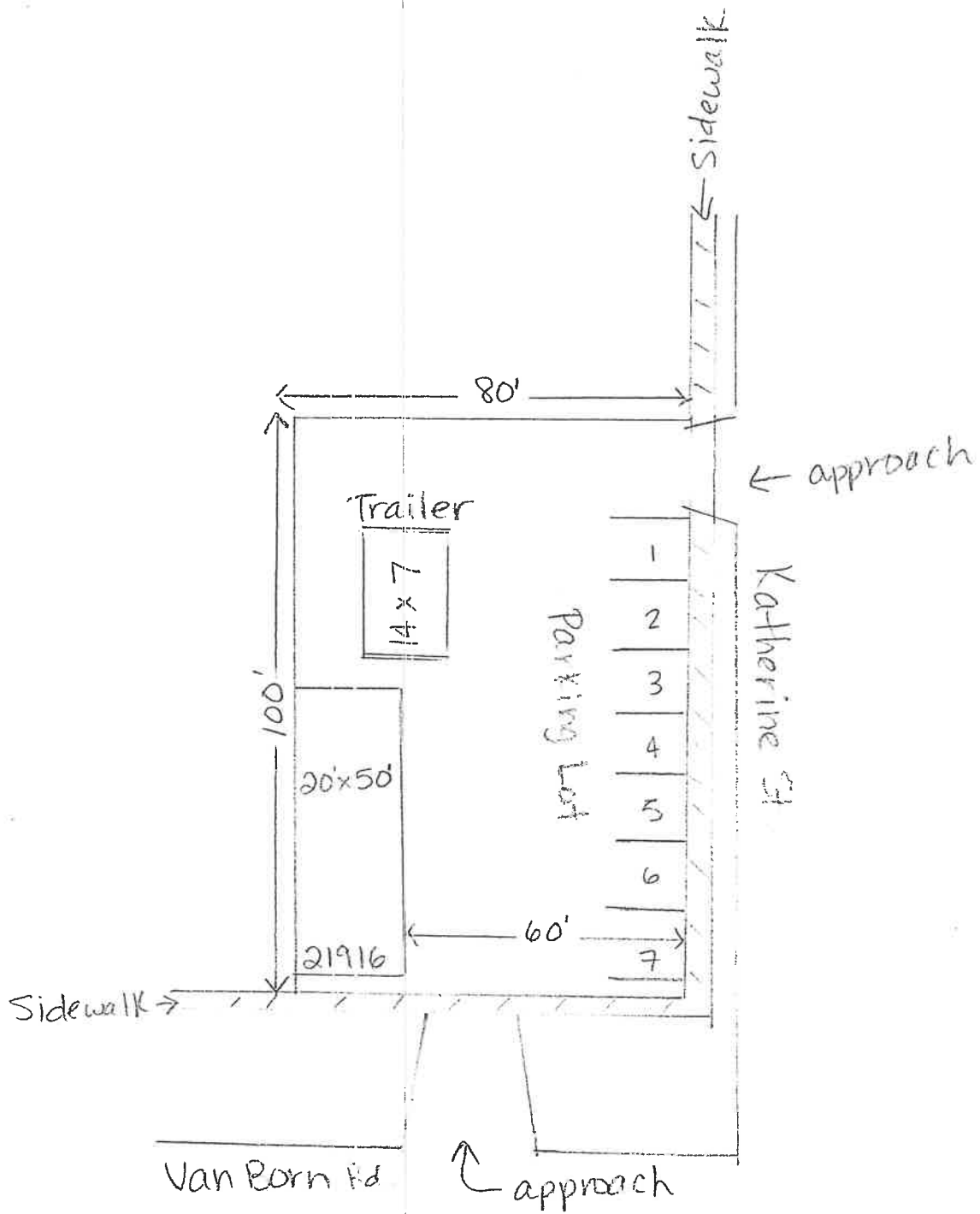
*Sandie Vermilya*

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21916 Van Born



7 parking spots



## FOOD ESTABLISHMENT INSPECTION REPORT

Based on an evaluation this day, the items marked below are violations of the Michigan Food Law. Violations cited in this report shall be corrected within the time frames specified below, but within a period not to exceed 10 calendar days for priority or priority foundation items (§8-405.11) or 90 days for core items (§8-406.11). Failure to comply with this notice may result in license suspension and/or other legal action. You have the right to appeal any violations listed.

**SOLID OAK EATERY**

**SST 4882 PR23-060 08/16/2023 05:00 pm**

**Person In Charge (PIC): Ali Assaad**

**Establishment Phone: 313-544-8724**

### INSPECTION TYPE:

Follow-up

| Violation Category / Repeat | Violation Description/Remarks/Correction Schedule | Correct By | Corrected |
|-----------------------------|---------------------------------------------------|------------|-----------|
|-----------------------------|---------------------------------------------------|------------|-----------|

#### UnCorrected

|                                |                                                                                                                                      |          |  |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------|--|
| 6-202.15<br>Core<br>Restaurant | Outer openings of a FOOD ESTABLISHMENT shall be protected against the entry of insects and rodents. Unless otherwise allowed by law. | 11/07/23 |  |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------|--|

**Item(s):** Outer opening(s)  
**Location:** Restaurant  
**Problem(s):** Not self-closing  
**Correction(s):** Provide self-closure.

|            |                                                                                                                                                                                                                                                                                       |  |  |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 08/16/2023 | OBSERVED THAT THE DOOR TO THE FOOD TRAILER IS SELF-CLOSING THROUGH A SUBMITTED VIDEO. THE SERVICE WINDOWS STILL NEED TO BE SELF CLOSING. THIS MAY BE ACCOMPLISHED THROUGH MAGNETIC SCREENS OR A SPRING MECHANISM. PROVIDE SELF-CLOSING SERVICE WINDOWS TO PROTECT AGAINST PEST ENTRY. |  |  |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

|                  |                                                         |          |  |
|------------------|---------------------------------------------------------|----------|--|
| 6-501.11<br>Core | PHYSICAL FACILITIES shall be maintained in good repair. | 11/07/23 |  |
|------------------|---------------------------------------------------------|----------|--|

**Item(s):** Physical facilities  
**Location:** Restaurant  
**Problem(s):** In poor repair  
**Correction(s):** Repair/replace.

|            |                                                                                                                                                         |  |  |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 08/16/2023 | THE REPAIRING OF THE HOLES IN THE WALL WAS NOT CLEARLY SEEN IN THE SUBMITTED PICTURES. VERIFICATION OF REPAIRS WILL BE CONDUCTED AT ROUTINE INSPECTION. |  |  |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

#### Corrected

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          |          |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| 4-302.12<br>Priority<br>Restaurant | (A) FOOD TEMPERATURE MEASURING DEVICES shall be provided and readily accessible for use in ensuring attainment and maintenance of FOOD temperatures as specified under Chapter 3. (Pf)<br>(B) A TEMPERATURE MEASURING DEVICE with a suitable small-diameter probe that is designed to measure the temperature of thin masses shall be provided and readily accessible to accurately measure the temperature in thin FOODS such as MEAT patties and FISH filets. (Pf) | 08/19/23 | 08/16/23 |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|

**Item(s):** Food thermometer(s)

08/16/2023  
08/16/2023

| Critical /<br>Non-crit | Repeat | Violation Description/Remarks/Correction Schedule | Correct By | Corrected |
|------------------------|--------|---------------------------------------------------|------------|-----------|
|------------------------|--------|---------------------------------------------------|------------|-----------|

**Location:** Restaurant

**Problem(s):** Not provided

**Correction(s):** Provide.

08/16/2023 PROOF A DIGITAL FOOD THERMOMETER HAS BEEN PROVIDED THROUGH AN EMAILED PICTURE.(SEE ATTACHMENT).  
CORRECTED.

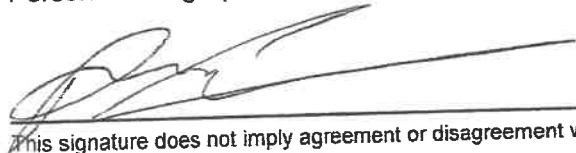
**Closing Comments:**

THIS FOOD TRAILER IS APPROVED FOR OPERATION.

CORE VIOLATION CORRECTIONS WILL BE VERIFIED AT THE FIRST PAID INSPECTION.  
PLEASE NOTE: Inspection reports are public record under Freedom of information Act (FOIA) Public Act 442 of 1976, as amended. Inspection Reports for restaurants can also be seen at <http://swordsolutions.com>. This information can be accessed by the general public.

**Approved**

Person in charge (Name and Title)



This signature does not imply agreement or disagreement with any violation noted.

Inspected By (Name and Title)



WILMA JACKSON

Time: \_\_\_\_\_

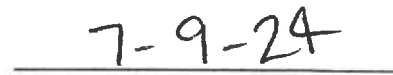
July 9, 2024

To Whom It May Concern:

I, Naim Assaad, the owner of the property at 21916 Van Born Rd give permission to Ali Assaad to park his food truck on the property.



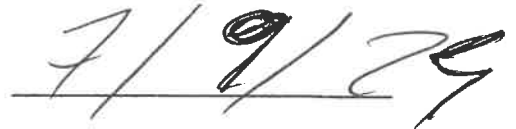
Naim Assaad



Date



Ali Assaad



Date

# CITY OF DEARBORN HEIGHTS APPLICATION FOR TEMPORARY FOOD TRUCK/TENT/CART LICENSE APPLICATION

NAME OF APPLICANT ALI KHREISBUSINESS NAME A1 DOGS & BURGERS PHONE # 313-888-2087LOCATION WITHIN THE CITY (ADDRESS & ZIP CODE) 5624 N TELEGRAPH RDTYPE OF VEHICLE TO BE USED TRAILER VEHICLE PLATE # E649789  
(if applicable) (if applicable)

HAS THE ABOVE PERSON EVER BEEN CONVICTED OF:

A FELONY: YES \_\_\_\_\_ NO X A MISDEMEANOR: YES \_\_\_\_\_ NO X

IF YES, BRIEFLY STATE REASON (S) \_\_\_\_\_

The applicant voluntarily and knowingly is signing this application with full admission and acknowledgment that operating the food truck and/or tent is not in violation of any terms or conditions of probation or parole, if applicable, and is signing under pains and penalties of perjury.

SIGNATURE: DATE: JUL 10 PM 12:43**FOR CLERK'S OFFICE USE ONLY**

BACKGROUND CHECK:

APPROVED BY: G. Semenish DISSAPPROVED BY: \_\_\_\_\_DATE: 7-10-24 DEPARTMENT REMARKS: \_\_\_\_\_**PLEASE SEE NEXT PAGE FOR ADDITIONAL REQUIREMENTS**

CITY OF DEARBORN HEIGHTS  
6045 FENTON  
DEARBORN HEIGHTS, MI 48127  
Phone : 313-791-3410

Received From: A1 DOGS & BURGERS  
AHMED AMMAR & ALI KHRIS  
Date: 07/10/2024 Time: 12:19:37 PM  
Posting Date: 07/10/2024  
Receipt: 1100083  
Cashier: mnoureddin

| ITEM REFERENCE                    | AMOUNT   |
|-----------------------------------|----------|
| BL BUSINESS LICENSING<br>00014499 | \$150.00 |
| SUB-TOTAL                         | \$150.00 |
| Total Tendered:                   | \$150.00 |
| ORDER #: 158972670                |          |
| Credit Card Type Visa             |          |
| CC Processing Fee                 | \$4.50   |
| GENERAL FUND CC XXXXXXXXXXXX6790  |          |
| Grand Total:                      | \$154.50 |
| Change:                           | \$0.00   |

Signature

Invoice #:  
00014499

License #:  
BL-24-000013813

License Type:  
BUSINESS LICENSE

Application Date:  
07/10/2024

Expiration Date:  
01/19/2025

| Fee Items                          | Amount   |
|------------------------------------|----------|
| TRANSIENT MERCHANT 180 DAYS 150.00 | \$150.00 |

PAID

CITY OF DEARBORN HEIGHTS

JUL 10 2024

BY NN CK # \_\_\_\_\_

Billing/Invoice Date: 07/10/2024  
Total Due: \$150.00

A1 DOGS & BURGERS





ICHAT

INTERNET CRIMINAL HISTORY ACCESS TOOL

BROUGHT TO YOU BY



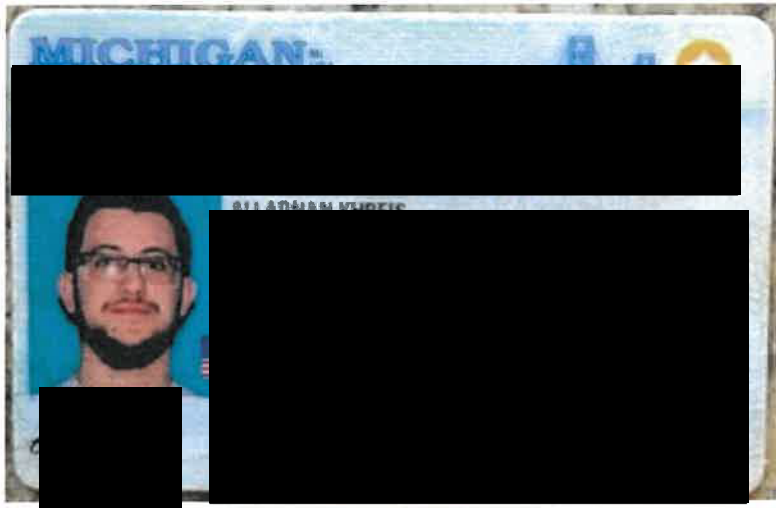
### Information Provided

Name : Ali Khreis  
Date of Birth : [REDACTED]  
Gender : [REDACTED]  
Race : [REDACTED]  
Reason : Licensing  
Amount Paid : \$10.00  
Order Date : 7/11/2024 11:49:40 AM  
Miscellaneous No : [REDACTED]

A SEARCH OF MICHIGAN'S CRIMINAL HISTORY FILE HAS NOT LOCATED A CRIMINAL RECORD THAT EXACTLY MATCHES THE INFORMATION THAT YOU HAVE PROVIDED.

DATE PRINTED: 7/11/2024

Page 1



**The remaining  
paperwork for  
A1 Dogs & Burgers  
will be published  
when provided to  
the Clerk's Office.**