



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: 5:30 p.m. CITY COUNCIL STUDY SESSION
- New Ordinance Officer Positions**

6:00 p.m. CITY COUNCIL REGULAR MEETING

Location: City Hall Council Chambers - 6045 Fenton

Date: Tuesday, September 10, 2024

Join Zoom Meeting

<https://us06web.zoom.us/j/87527688875?pwd=a4fiivfY3VyzNuvDSdEOKPtw0nLY3V.1>

Meeting ID: 875 2768 8875
Passcode: 691063

One tap mobile

+13052241968,,87527688875#,,,,*691063# US
+13092053325,,87527688875#,,,,*691063# US

Dial by your location

+1 301 715 8592 US (Washington DC)
+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)
+1 646 931 3860 US
+1 507 473 4847 US

+1 564 217 2000 US
+1 669 444 9171 US
+1 669 900 6833 US (San Jose)
+1 689 278 1000 US
+1 719 359 4580 US
+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)
+1 360 209 5623 US
+1 386 347 5053 US
+1 408 638 0968 US (San Jose)

Find your local number: <https://us06web.zoom.us/j/87527688875>

Persons who may wish to contact members of the City Council to provide input or to ask questions on any business that will come before the City Council at the meetings are to contact City Clerk Senia at 313-791-3434 or email at clerks@dearbornheightsmi.gov before 5:00 p.m. on the day of the meeting. 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

**ORDER OF BUSINESS SEPTEMBER 10, 2024
REGULAR MEETING OF THE DEARBORN HEIGHTS CITY COUNCIL**

1. **CALL OF MEMBERS**

2. **PLEDGE OF ALLEGIANCE**

A City Council - Resident Recognition

3. **AGENDA APPROVAL**

4. **APPROVAL OF MINUTES**

A Minutes from the Regular Meeting of August 27, 2024

5. **PUBLIC HEARINGS AND COMMENT ON AGENDA ITEMS**

6. **FUND TRANSFERS AND CURRENT CLAIMS**

A Claims and ACH/Wire Transfers 6-1 thru 6-35

7. **CONSIDERATION OF BIDS**

8. **REPORTS FROM MAYOR**

A Star International Academy Homecoming Parade 2024

9. **REPORTS FROM CITY OFFICIALS**

A Chief of Staff Hernandez & City Engineer Dib - HUD Fiscal Year 2024 Community Project Funding Grant Award

B Comptroller Shepard - Annual Financial Audit and Single Audit - Engagement Letter Renewal

C Library Director McCaffery - Purchase & Payment - Library Chairs

D Library Director McCaffery - Purchase & Payment - John F. Kennedy Jr. Library Carpet

E Library Director McCaffery - Library Technology Infrastructure Updates

F Parks & Recreation Director Sower - Weddel Park Play Structure Border Installation

G Parks & Recreation Director Sower - Central Park Improvements Intergovernmental Agreement - Amendment #1

H Parks & Recreation Director Sower - Canfield Center Marquee Sign - Change Order #1

10. **PETITIONS FROM CITIZENS**

11. **ORDINANCES AND RESOLUTIONS**

12. **COMMUNICATIONS**

13. **NEW BUSINESS**

A Business License Renewal - Rusted Crow Distillery

14. **MEMBERS OF THE PUBLIC**

A Comments from Council Members

B Announcements

C Public Comments

15. **ADJOURNMENT**

MINUTES AUGUST 27, 2024
REGULAR MEETING OF THE DEARBORN HEIGHTS CITY COUNCIL

Approved for
the Agenda of:

09-10-24

24-392 The meeting was called to order at 6:04 p.m. by Council Chairman Mo Baydoun.

Roll Call showed the following:

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

Absent: Councilwoman Nancy Bryer (arrived at 6:29 p.m.).

Also Present: City Clerk Senia, Mayor Bazzi, Treasurer Hicks-Clayton, City Engineer Dib, Comptroller Shepard, Fire Chief Brogan, Library Director McCaffery, Ordinance Enforcement & Animal Control Director Dishroon, Parks & Recreation Director Sower, Police Chief Swope.

The Pledge of Allegiance was led by Library Director McCaffery.

A presentation was given by *The Sons of the American Revolution* to honor Library Director McCaffery and present him with the Sons of the American Revolution Silver 250th Anniversary Medal for his efforts and assistance with the dedication ceremony for the grave of Major Thompson Maxwell.

24-393 Motion by Councilman Ahmad, seconded by Councilman Saab to approve the Amended Agenda for the Regular Meeting of August 27, 2024 as submitted, with the adjustment that Item 11-D from Mayor Bazzi – “Resolution Expressing Concern Regarding the Radioactive Waste Scheduled to Come to Wayne County, Michigan” be moved to Section 8 – Reports from Mayor, to be considered as a “receive, note and file”.

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

Motion by Councilman Ahmad, seconded by Councilman Saab to approve the Amended Agenda for the Regular Meeting of August 27, 2024 as submitted, with the adjustment that Item 11-D from Mayor Bazzi – “Resolution Expressing Concern Regarding the Radioactive Waste Scheduled to Come to Wayne County, Michigan” be moved to Section 8 – Reports from Mayor, to be considered as a “receive, note and file”, and with the removal of Item 8-B from Mayor Bazzi - “Logistics Coordinator Position”.

Motion adopted

24-394 Motion by Councilman Saab, seconded by Councilman Constan to approve the Minutes for the Regular Meeting of August 13, 2024, as outlined in 4-A.

Motion adopted

Councilwoman Nancy Bryer arrived at 6:29 p.m.

24-395 Motion by Councilman Saab, seconded by Councilman Constan to approve Current Claims and ACH/Wire Transfers 6-1 through 6-50 as submitted.

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

Motion by Councilman Saab, seconded by Councilman Constan to approve Current Claims and ACH/Wire Transfers 6-1 through 6-50 as submitted, with the removal of 6-23 and 6-37.

1	AJAX MATERIALS CORPORATION	\$7,439.95
2	AMAZON CAPITAL SERVICES	\$11,877.44
3	ARTISTIC LANDSCAPING & LAWN	\$9,129.42
4	ARTISTIC LANDSCAPING & LAWN	\$3,897.89
5	BOWLES BROTHERS SERVICES	\$16,275.00

6	BOWLES BROTHERS SERVICES	\$4,480.00
7	CENTRAL WAYNE COUNTY SANITATION	\$6,595.00
8	CENTRAL WAYNE COUNTY SANITATION	\$3,354.77
9	CENTRAL WAYNE COUNTY SANITATION	\$53,759.59
10	CITY OF TAYLOR	\$3,914.40
11	CUMMINS SALES AND SERVICE	\$3,818.02
12	CUMMINS SALES AND SERVICE	\$4,119.14
13	DOMINION VOTING SYSTEMS, INC.	\$3,645.00
14	DOMINION VOTING SYSTEMS, INC.	\$4,000.00
15	DOWNRIVER UTILITY WASTEWATER AUTH	\$70,694.00
16	DUKE'S ROOT CONTROL INC.	\$4,751.38
17	DUKE'S ROOT CONTROL INC.	\$21,787.53
18	ENTERPRISE FM TRUST	\$4,381.53
19	ENTERPRISE FM TRUST	\$2,375.91
20	FERGUSON WATERWORKS #3386	\$5,869.20
21	HEALTHJOY, LLC	\$1,657.50
22	HOOPLA	\$1,736.36
23	IB ELECTRIC	\$7,000.00
24	MARK CHEVROLET	\$1,800.00
25	METRO AIRPORT TRUCK	\$4,877.20
26	MICHIGAN HUMANE SOCIETY	\$4,951.25
27	NEW IMAGE BUILDING SERVICES, LLC	\$2,852.01
28	NEW IMAGE BUILDING SERVICES, LLC	\$2,852.01
29	NONA AGENCY / NABIL NONA	\$2,785.63
30	O'REILLY RANCILIO P.C.	\$3,456.00
31	PERKINS LAW GROUP	\$2,175.00
32	PERKINS LAW GROUP	\$4,350.00
33	PERKINS LAW GROUP	\$4,950.00
34	PLANTE & MORAN PLLC	\$12,069.75
35	PLANTE & MORAN PLLC	\$16,679.25
36	PM TECHNOLOGIES	\$2,479.00
37	POWER-DMS, INC	\$9,535.27
38	PRIORITY WASTE LLC	\$213,465.28
39	R & R FIRE TRUCK REPAIR, INC.	\$1,455.88
40	R & R FIRE TRUCK REPAIR, INC.	\$2,792.55
41	RKA PETROLEUM COMPANIES, INC	\$2,245.79

42	SILVERSMITH DATA	\$3,600.00
43	SILVERSMITH DATA	\$3,600.00
44	THE ACCUMED GROUP	\$10,348.84
45	THE LIBRARY NETWORK	\$10,905.78
46	WAYNE COUNTY	\$201,692.50
47	WAYNE COUNTY	\$104,144.67
48	WINDER POLICE EQUIPMENT INC.	\$890.63
49	WINDER POLICE EQUIPMENT INC.	\$983.00
50	WINDER POLICE EQUIPMENT INC.	\$2,470.80

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

Nays: Councilwoman Bryer, Councilman Constan, Councilman Wencel.

Absent: None.

Motion adopted

24-396 Motion by Councilman Saab, seconded by Councilman Ahmad to award the bid for the School Pedestrian Crossing Project to PK Contracting in the amount of \$150,260.00 which represents the lowest bid plus 10%. In addition, authorize the Mayor and the City Clerk to sign the contract, as outlined in 7-A. Per City Engineer Dib communication dated August 20, 2024.

Motion unanimously adopted

24-397 Motion by Councilman Saab, seconded by Councilman Constan to award the bid for the 2024-2026 Street Pavement Program Contract to A & G Construction & Remodeling LLC in the amount of \$2,622,180.00 which represents the lowest bid plus 10%. In addition, authorize the Mayor and Clerk to sign the contract, and the Comptroller to return the bid bonds to the unsuccessful bidders, as outlined in 7-B. Per City Engineer Dib communication dated August 20, 2024.

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

Motion by Councilman Saab, seconded by Councilman Constan to refer to a study session Item 7-B – Bid Award – 2024-2026 Street Pavement Program Contract.

Motion unanimously adopted

24-398 Motion by Councilwoman Malinowski Maxwell, seconded by Councilman Saab to award the bid for the Asphalt Pavement Street Repair Program Contract to TrueNorth Asphalt LLC in the amount of \$524,594.40 which represents the lowest bid plus 10%. In addition, authorize the Mayor and Clerk to sign the contract, and the Comptroller to return the bid bonds to the unsuccessful bidders, as outlined in 7-C. Per City Engineer Dib communication dated August 20, 2024.

Motion unanimously adopted

24-399 Motion by Councilman Constan, seconded by Councilman Wencel to grant permission to Annapolis High School to hold their Annual Homecoming Parade on Friday, September 27, 2024 at 5:00 p.m. with staging to begin at 4:15 p.m. Police Chief Swope and Fire Chief Brogan have approved the route and will provide any services they may require, as outlined in 8-A. Per Mayor Bazzi communication dated August 20, 2024.

Motion unanimously adopted

- 24-400** Motion by Councilman Ahmad, seconded by Councilman Saab to receive, note and file the notification from Mayor Bazzi for the City's support of the Conference of Western Wayne (CWW) Resolution Expressing Concern Regarding the Radioactive Waste Scheduled to Come to Wayne County, Michigan, as outlined in 8-C. Per Mayor Bazzi communication dated August 26, 2024.

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

Motion by Councilman Ahmad, seconded by Councilman Saab to concur with the Conference of Western Wayne (CWW) Resolution Expressing Concern Regarding the Radioactive Waste Scheduled to Come to Wayne County, Michigan, as outlined in 8-C. Per Mayor Bazzi communication dated August 26, 2024.

Motion unanimously adopted

- 24-401** Motion by Councilman Saab, seconded by Councilman Ahmad to approve the request for Special Legal Counsel by Treasurer Hicks-Clayton, as outlined in 9-A. Per Treasurer Hicks-Clayton communication dated August 22, 2024.

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

Motion by Councilman Saab, seconded by Councilman Ahmad to approve the request for Special Legal Counsel by Treasurer Hicks-Clayton, as outlined in 9-A, and to specify the hourly rate not to exceed \$200.00 per hour, with a total retainer fee not to exceed \$5,000.00, only to be used for anything pertaining to Treasurer Hicks-Clayton within her capacity as City Treasurer. In addition, if the funds aren't used within five (5) months, the funds will be returned to the General Fund. Per Treasurer Hicks-Clayton communication dated August 22, 2024

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

Nays: Councilman Constan.

Absent: None.

Motion adopted

- 24-402** Motion by Councilman Constan, seconded by Councilwoman Bryer to approve the New National Opioids Settlement: Kroger Participation Package for the City. In addition, authorize Chief of Staff Hernandez to electronically execute the Participation Agreement on behalf of the City, as outlined in 9-B. Per Chief of Staff Hernandez communication dated August 21, 2024.

Motion unanimously adopted

- 24-403** Motion by Councilwoman Bryer, seconded by Councilman Saab to approve Change Order #1 to the 2023 Street Repair Program to include five (5) additional streets, as outlined in 9-C. Per City Engineer Dib communication dated August 20, 2024.

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

Motion by Councilwoman Bryer, seconded by Councilman Saab to approve Change Order #1 to the 2023 Street Repair Program to include five (5) additional streets, as outlined in 9-C. In addition, with the approval of this contract, the contractor is to fill any form work that is removed within three (3) weeks. Anything outside of the three (3) week period is a \$10,000.00 penalty per week, per occurrence, until it is complete. Per City Engineer Dib communication dated August 20, 2024.

Motion unanimously adopted

24-404 Motion by Councilman Ahmad, seconded by Councilwoman Malinowski Maxwell to authorize the Mayor and Clerk to sign the Western Wayne County Special Operations Team (WWCSOT) Contract which was previously approved by City Council on August 13, 2024 by Motion #24-385, as outlined in 9-D. Per Police Chief Swope communication dated August 20, 2024.

Motion unanimously adopted

24-405 Motion by Councilman Saab, seconded by Councilman Ahmad to adopt the Resolution to Address the Collection of Payments or Refunds Under or Over \$10.00, as outlined in 11-A. Per Treasurer Hicks-Clayton communication dated August 21, 2024.

Motion unanimously adopted

24-406 Motion by Councilman Saab, seconded by Councilman Ahmad to amend Motion 24-335 to exclude the requirement for GPS tracking on vehicles assigned to Dearborn Heights Fire Department inspectors and investigators who are authorized to take department vehicles home. This amendment aligns the policy with the existing exemption granted to investigative personnel of the Dearborn Heights Police Department under the original motion, as outlined in 11-B. Per Councilman Saab communication dated August 22, 2024.

Motion unanimously adopted

24-407 Motion by Councilman Saab, seconded by Councilman Ahmad to table Item 11-C. Per Councilman Saab communication dated August 27, 2024.

Motion unanimously adopted

24-408 Motion by Councilman Saab, seconded by Councilman Constan to approve the temporary food truck/tent/cart license renewal application for Hot Wheels Grill, as outlined in 13-A.

Motion unanimously adopted

24-409 Motion by Councilman Saab, seconded by Councilman Ahmad to approve the temporary food truck/tent/cart license renewal application for El-Sayed Meats on the Go, as outlined in 13-B.

Motion unanimously adopted

24-410 Motion by Councilwoman Malinowski Maxwell, seconded by Councilman Saab to adjourn the Dearborn Heights City Council Regular Meeting.

Motion unanimously adopted

The meeting adjourned at 9:10 p.m.

LYNNE M. SENIA
CITY CLERK

MO BAYDOUN
COUNCIL CHAIRMAN

GEORGANNE SEMENIUK
COUNCIL SECRETARY

Claims 9/10/2024		
Inv Ref#	Vendor	Inv Amt
1	BOUND TREE MEDICAL, LLC	\$ 2,981.21
2	BOWLES BROTHERS SERVICES	\$ 11,395.00
3	BRYX	\$ 6,000.00
4	DORNBOS SIGN INC	\$ 2,132.38
5	DOWNRIVER UTILITY WASTEWATER AUTH	\$ 646,587.07
6	DUKE'S ROOT CONTROL INC.	\$ 2,858.65
7	DUKE'S ROOT CONTROL INC.	\$ 17,552.15
8	ELECTION SOURCE	\$ 12,394.50
9	GUARDIAN ENVIRONMENTAL SERVICES INC	\$ 2,035.40
10	HEALTHJOY, LLC	\$ 1,683.50
11	IB ELECTRIC	\$ 7,000.00
12	JARIR BOOKSTORE	\$ 1,364.50
13	JARIR BOOKSTORE	\$ 1,499.66
14	MACQUEEN	\$ 2,046.00
15	MACQUEEN	\$ 2,735.10
16	MACQUEEN	\$ 2,636.22
17	MAGIC BUS BAND LLC	\$ 1,500.00
18	NAVIGATE360, LLC	\$ 2,247.00
19	OCCMED CONNECT	\$ 2,570.00
20	OGLETREE DEAKINS	\$ 5,170.00
21	PLANTE MORAN	\$ 25,400.00
22	PLANTE MORAN	\$ 25,400.00
23	POWER DMS, INC	\$ 9,535.27
24	R & R FIRE TRUCK REPAIR, INC.	\$ 1,737.70
25	R & R FIRE TRUCK REPAIR, INC.	\$ 7,401.55
26	R & R FIRE TRUCK REPAIR, INC.	\$ 1,530.74
27	SCHENK & BRUETSCH PLC	\$ 1,997.35
28	SCHENK & BRUETSCH PLC	\$ 3,407.50
29	STAPLES	\$ 2,574.46
30	SYSTEMP CORPORATION	\$ 2,835.00
31	SYSTEMP CORPORATION	\$ 2,007.24
32	TELEFLEX LLC	\$ 1,863.34
33	WAYNE COUNTY	\$ 476,294.79
34	WAYNE COUNTY	\$ 4,200.00
35	WOLVERINE TRUCK SALES INC.	\$ 7,969.32
# of Invoices:	35 # Due: 35 Totals:	\$ 1,308,542.60



Correspondence Address:
5000 Tuttle Crossing Blvd
Dublin, OH 43016
PHONE: (800) 533-0523
FAX: (800) 257-5713
www.boundtree.com

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

Invoice

Invoice	85449069
Date	08/13/2024
Page	1 of 1
Account #	101332

TIN# 31-1739487

Customer DEA License No:

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

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

PO Number	Sales Order Number	Account Manager	Shipping Method	Ship Date	Payment Terms		
	105504672	W WAITE	NO FRT	08/13/2024	NET 30		
Item #	Description	Ordered	Shipped	B/O	Unit Price	UOM	Ext Price

THE FOLLOWING ITEMS SHIPPED FROM:							
13							
1033 COLLINS RD							
SUITE A							
GREENWOOD, IN 46143							
BTM Distributor License No: 5306007111							

670273-KIT	Curaplex Capnography ETCO2 Sampling Lines with	4	4	0	\$81.99	PK	\$327.96
560-038-B	Airway Adapter Multipack (includes 10 #301-5107ET)						
15014	OXYGEN REGULATOR GASKET, BRASS	10	10	0	\$0.89	EA	\$8.90
	Oxygen Regulator, Genstar, CGA870, All Brass, 1	3	3	0	\$47.44	EA	\$142.32
	DISS, 1 Hose Barb, 0-25 LPM						
2442-BVM300	Curaplex BVM, Infant, Mask Size 2, Universal	6	6	0	\$10.91	EA	\$65.46
	Connector, 7FT O2 Tubing, Pop-Off Valve 1/EA 10/EA						
	CS						
2442-BVM550	Curaplex BVM, Child, Mask Size 3, Universal	6	6	0	\$10.91	EA	\$65.46
	Connector, 7FT O2 Tubing, Pop-Off Valve 1/EA						
	10EA/CS						
2146-03236	MAC 3 Non Hyper Angulated Blade	15	15	0	\$48.99	EA	\$734.85
1212-12110	Curaplex Abdominal Combine Dressing, Sterile, 5 in x	1	1	0	\$68.48	CS	\$68.48
	9 in, 25/BX 16BX/CS						
230005	Electrodes, BlueSensor SP, Medium Size,	1	1	0	\$648.00	CS	\$648.00
	Pediatric/Adult 10/PK 200PK/CS						
715-PM65DCA	Aspirator unit, Easy Go, portable, vacuum rg 2-21 in.	2	2	0	\$459.89	EA	\$919.78
	Hg, rechargeable battery, 800cc canister, case						
Tracking Numbers:							
409617328159							
409617328218							
409617328229							
409617328722							
Note: * Indicates taxable item							

AUG 22 2024

Correspondence and inquiries can be sent to:
5000 Tuttle Crossing Blvd
Dublin, OH 43016

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

[Handwritten signature]

Merchandise	2,981.21
Misc	0.00
Tax	0.00
Freight	0.00
Trade Discount	0.00
Deposit	0.00
Total	2,981.21

INVOICE

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

willybowles@msn.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.: 1320
Terms: Net 30
Invoice date: 08/20/2024
Due date: 09/19/2024

Water Department
Supplies

#	Date	Product or service	Description	Qty	Rate	Amount
1.	08/12/2024	SAND	Ticket 6091- Semi load of sand delivered to DPW	35	\$13.00	\$455.00
2.	08/12/2024	SAND	Ticket 6092- Semi load of sand delivered to DPW	35	\$13.00	\$455.00
3.	08/12/2024	SAND	Ticket 6093- Semi load of sand delivered to DPW	35	\$13.00	\$455.00
4.	08/14/2024	6A	Ticket 6251- Semi load of 6A delivered to DPW	35	\$26.00	\$910.00
5.	08/15/2024	6A	Ticket 6095- Train load of 6A delivered to DPW	50	\$26.00	\$1,300.00
6.	08/15/2024	6A	Ticket 6096- Train load of 6A delivered to DPW	50	\$26.00	\$1,300.00
7.	08/15/2024	6A	Ticket 6097- Train load of 6A delivered to DPW	50	\$26.00	\$1,300.00
8.	08/15/2024	6A	Ticket 6098- Train load of 6A delivered to DPW	50	\$26.00	\$1,300.00
9.	08/14/2024	TOPSOIL	Ticket 6094- Semi load of topsoil delivered to DPW	35	\$20.00	\$700.00
10.	08/20/2024	TOPSOIL	Ticket 6100- Semi load of topsoil delivered to DPW	35	\$20.00	\$700.00

11.	08/20/2024	TOPSOIL	Ticket 6101- Semi load of topsoil delivered to DPW	35	\$20.00	\$700.00
12.	08/21/2024	SAND	Ticket 6252- Semi load of sand delivered to DPW	35	\$13.00	\$455.00
13.	08/21/2024	SAND	Ticket 6253- Semi load of sand delivered to DPW	35	\$13.00	\$455.00
14.	08/26/2024	SAND	Ticket 6119- Semi load of sand delivered to DPW	35	\$13.00	\$455.00
15.	08/26/2024	SAND	Ticket 6120- Semi load of sand delivered to DPW	35	\$13.00	\$455.00

Total

\$11,395.00

Ways to pay

PayPal VENDOR

Pay invoice

[Signature]
8/28/24

Bowles Brothers Services
22196 Merriman Road
New Boston MI 48164

View invoice online

Scan code or go to the link below to view the invoice online

[View invoice](#)



total Due
\$ 11,395.00

Account # 592-537-791,000

Invoice

**BRYX**

Emergency Response, Simplified.®

Invoice number 97F529FE-0003**Date of issue** June 1, 2024**Date due** July 1, 2024**BRYX INC**

59 Halstead Street

Rochester, New York 14610

United States

+1 216-374-4761

brian.bush@bryx.com

Bill to

Dearborn Hts FD, MI

kmaroncelli@ci.dearborn-

heights.mi.us

\$6,000.00 USD due July 1, 2024[Pay online](#)

Description	Qty	Unit price	Amount
Bryx Station Service & Maintenance Jun 1, 2024 – Jun 1, 2025	6,000	\$1.00	\$6,000.00
Bryx Station Alerting Subscription Jun 1, 2024 – Jun 1, 2025	1	\$0.00	\$0.00
Subtotal			\$6,000.00
Customer is tax exempt			
Total			\$6,000.00
Amount due			\$6,000.00 USD

If remitting your payment by check, please make your check payable to BRYX, reference your invoice number on your check, and mail to: BRYX, 59 Halstead Street, Rochester, NY, 14610. A late charge of 1.5% of any past due balance will be added to an outstanding account that is past due and will be charged monthly. A 1% early pay discount may be applied to any invoice paid in full within 10 days of the invoice date.

Pay with ACH or wire transfer

Bank transfers, also known as ACH payments, can take up to five business days. To pay via ACH, transfer funds using the following bank information.

Bank name WELLS FARGO BANK, N.A.**Routing number** 121000248**Account number** 40630169398422603**SWIFT code** WFBUIUS6S**AUG 21 2024**

O.K. to pay
(335-818)
Dish

Dornbos Sign, Inc.

619 W. Harris

Charlotte MI 48813
United States

Phone 517-543-4000

Fax 517-543-4044

INVOICE

Invoice Number:	INV77571
Invoice Date:	8/15/2024
Terms:	NET 30
Due Date:	9/14/2024
Amount Due:	\$2,132.38

BILL TO DEARBORN HEIGHTS DPW EMAIL INVOICE lparker@dearbornheightsmi.gov Attn: Frank Polsineli	SHIP TO DEARBORN HEIGHTS DPW 24600 VAN BORN DEARBORN HEIGHTS MI 48125 USA-D Attn: Frank Polsineli Ship Via: UPS PPD & ADD
---	--

YOUR ORDER NO.	DESCRIPTION	Highway Department
	DEARBORN HEIGHTS DPW	

Item ID/Description	Quantity	UM	Disc%	Price	Amount
RG-NS-18X50 1177	1	EA		\$362.25	\$362.25
GREEN EC 1177, 18 X 50 YD ROLL (CUSTOMER ROLLS)					
CB-24X06 FW2 HIP	15	EA		\$10.60	\$159.00
24X6 FLAT COVERED BLANK WHITE HIP D/F RC NH					
CB-30X06 FW2 HIP	15	EA		\$15.20	\$228.00
30X6 FLAT COVERED BLANK WHITE HIP D/F RC NH					
S-R1-4 18X6 HIP	100	EA		\$13.05	\$1,305.00
ALL WAY W/R HIP					

Account # 101-440-787,000

8/19/24

Subtotal:	\$2,054.25
Freight	\$78.13
Sales Tax:	\$0.00
Total:	\$2,132.38

Allen Park
Belleville
Brownstown Twp.
Dearborn Heights
Ecorse
Lincoln Park

Downriver Utility Wastewater Authority

25605 Northline Road • Taylor, Michigan 48180

River Rouge
Riverview
Romulus
Southgate
Taylor
Van Buren Twp.
Wyandotte

COMPUTATION OF MONTHLY WASTEWATER DISPOSAL CHARGES

Rate Year 2021-22

MUNICIPALITY NAME:

City of Dearborn Heights

BILLING PERIOD:

March 2023 - July 2024

MCF

A Total consumption units from "MASTER METER INVOICE"

A MASTER METER is the water purchased from Detroit as metered through a MASTER METER as opposed to the SUM OF INDIVIDUAL METERS.

N/A

B ADDITIONS: WATER FROM UNMETERED SOURCES

1 Water Purchased from other MUNICIPALITIES

0 - MCF X 110% 0 -

When water is purchased from sources other than Detroit, this quantity of water shall represent the total volume provided by those other municipal sources.

2 Total consumption units from INDIVIDUAL WATER METERS

★

67954.50 MCF X 110% 74749.95

ONLY USED if the Master Meter invoice is not used as the basis of computation of this billing. This quantity shall represent the sum of all individual water meter consumption for all residences and establishments that discharge wastewater to the DOWNRIVER SEWAGE DISPOSAL SYSTEM.

★ See Report From BS&A Attached

3 Other Metered Sources

0 - MCF X 110% 0 -

This quantity represents the sum of all water from metered sources that is not supplied by a municipal water supply system. This includes wastewater from ground water, surface water, residual industrial process water discharge into the system under an IPP permit. Do not include well water, which is reported under "FLAT RATE USER CHARGE". Submit details of these sources, indicating name of customer(s), and quantity discharged by each customer.

Subtotal Water Additions (B1 + B2 + B3)

74749.95

C DEDUCTIONS: Water purchased from Detroit but wastewater is not discharged to the Downriver Sewage Disposal System.

1 INDIVIDUAL WATER METERS FOR MUNICIPALITIES

0 MCF X 110% 0 -

This quantity represents the sum of all water meters for water sold to other municipalities that do not use your sewer service. Submit details of water sold to other municipalities (municipality name, meter numbers and quantity of total water consumption for each meter).

2 UNSEWERED CONNECTIONS FOR INDIVIDUAL RESIDENCES AND BUSINESSES

0 MCF X 110% 0 -

This quantity represents the sum of all individual water meters for water sold to individual residences or business establishments that do not receive sewer service because sewers are not available and/or because they are using septic tank systems. Submit summary total and indicate the source of your data.

Subtotal Water Deductions (C1 + C2)

0 - 0 -

D EXEMPTIONS: Industrial Users having Exemption Permits

0 MCF X 0.90 0 - 0 -

Submit detailed list, indicating the exemption number and quantity for each meter exempted.

TOTAL ADJUSTED SEWERED WATER CONSUMPTION (A+B-C-D) in MCF

74749.95

Allen Park Belleville Brownstown Twp. Dearborn Heights Ecorse Lincoln Park	Downriver Utility Wastewater Authority 25605 Northline Road • Taylor, Michigan 48180	River Rouge Riverview Romulus Southgate Taylor Van Buren Twp. Wyandotte
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COMPUTATION OF MONTHLY WASTEWATER DISPOSAL CHARGES

Rate Year 2021-22

MUNICIPALITY NAME:

BILLING PERIOD:

March 2023 - July 2024

CHARGES

E WASTEWATER DISPOSAL CHARGES

Total Adjusted Sewered Water Consumption

74749.95

MCF X

\$

8.65

\$ 646,587.07

F FLAT RATE USER CHARGES

Units

0

Units X

\$10.90

\$ 0

Enter number of flat rate customers whose source of water is well water and who discharge wastewater to the Downriver Sewage Disposal System.

Rate = \$130.74 per year
= \$10.90 per month

G NONRESIDENT USER FEES

1 Metered Water Consumption

0

MCF X

\$1.53

\$ 0

For the purpose of this fee, a residential unit shall be defined as any structure designed and used for year-round habitation where average occupancy by the same person(s) was longer than 2 consecutive months during the previous year. Non-residential units will include any sewerage premises that do not meet the above description.

2 Other metered water sources

0

MCF X

\$1.53

\$ 0

This total should equal the amount reported under B3 above.

G PENALTY ON LATE PAYMENT

1%

0

(NOTE: Report and payments are due within 45 days from end of the month of Service. Late payment is subject to a penalty of 1% per month from due date).

TOTAL AMOUNT DUE (E+F+G)

\$ 646,587.07

Municipal Representative Shannon Shepard Date: 8/29/2024

MAKE CHECKS PAYABLE TO: DOWNRIVER UTILITY WASTEWATER AUTHORITY

Please send remittance and the signed original of this form plus supporting documentation to:

DUWA / Doug Drysdale, 14100 Civic Park Drive, Riverview, MI 48193

DEFINITION OF ACRONYMS

MCF

Thousand cubic feet

IPP

Industrial Pretreatment Program

NOTE: One Cubic Foot = 7.4805 Gallons

To convert gallons to cubic feet, multiply the total gallons by 0.13368

For Rates Effective – July 1, 2021

\$ 38,034.53 (JULY 24) 2024 - 2025 BUDGET
 \$ 608,552.54 2023 - 2024 BUDGET
 \$ 646,587.07 (MARCH 23 - JUNE 24)

592-537-929-000

8/26/2024

Meter Usage by Class and Meter Size

Sunday, August 25, 2024

1/1

Class:

Meter Size:	2	Usage:	143
		Usage:	143

Class: C

Meter Size:		Usage:	58
Meter Size:	1	Usage:	475
Meter Size:	2	Usage:	7619
Meter Size:	3	Usage:	9882
Meter Size:	4	Usage:	42491
Meter Size:	5	Usage:	9591
Meter Size:	6	Usage:	6
Meter Size:	7	Usage:	58
		Usage:	70180

Class: R

Meter Size:		Usage:	2457
Meter Size:	1	Usage:	3141
Meter Size:	2	Usage:	592414
Meter Size:	3	Usage:	11210
		Usage:	609222

Report Total:

679545

Report Generated: 8/25/2024 11:59 AM

Report Options: Posted From: 3/1/2023 To: 7/31/2024

Advanced Filter: (Account.marked & 2 = 2)

Calculation Below

Total Usage (Units): 679545

Unit Measurement: 100 Cubic Feet (1/10 of an MCF)

Conversion to MCF: $679545 / 10 = 67954.50$ MCF



INVOICE

Document Number	Document Date	Page
26958	07/31/2024	1/1

Customer No.	Contact / Phone / Email
C-018153	LEonard PARKER 313-791-6009 lparker@ci.dearborn-heights.mi.

Duke's Job Number	PO Number
2981	

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: July 22 - July 28, 2024

Job Details

CCTV-2304-Dearborn Heights ER-2412

Description	Quantity	UoM	Price	Total
10" CCTV Only	478.2		\$ 0.75	\$ 358.65
Emergency Response - Cleaning	5		\$ 250.00	\$ 1,250.00
Emergency Response - CCTV	5		\$ 250.00	\$ 1,250.00

Invoice Subtotal: **\$ 2,858.65**

Total Before Tax: **\$ 2,858.65**

Total Tax Amount: **\$ 0.00**

Total Amount: \$ 2,858.65

Balance Due: \$ 2,858.65

Account # 592-540-818,030

Signature 8/20/24

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
27352

Document Date
08/21/2024

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: Aug 5 - Aug 11, 2024

Job Details

CCTV-2304-Dearborn Heights ER-2412

Description	Quantity	UoM	Price	Total
12" CCTV Only	131.6		\$ 0.75	\$ 98.70
15" CCTV Only	604.6		\$ 0.75	\$ 453.45
Emergency Response - Cleaning	34		\$ 250.00	\$ 8,500.00
Emergency Response - CCTV	34		\$ 250.00	\$ 8,500.00

Invoice Subtotal: **\$ 17,552.15**

Total Before Tax: **\$ 17,552.15**

Total Tax Amount: **\$ 0.00**

Total Amount: \$ 17,552.15

Balance Due: \$ 17,552.15

Account # 592-540-818,030

John Di 8/21/24

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



4615 Danvers Drive SE
Grand Rapids, MI 49512

August 6th, 2024
Election

INVOICE

DATE	INVOICE #
8/28/2024	24-12510

BILL TO
City of Dearborn Heights Dana Flamont 6045 Fenton St Dearborn Heights, MI 48127

SHIP TO
City of Dearborn Heights Dana Flamont 6045 Fenton St Dearborn Heights, MI 48127

**PLEASE REMIT PAYMENT BY
CHECK OR CREDIT CARD TO:**

**ElectionSource
4615 Danvers DR SE
Grand Rapids, MI 49512**

P.O. NO.	TERMS	ASSOCIATE
	Net 30	OS

DUE DATE
9/27/2024

DESCRIPTION	QTY	U/M	RATE	AMOUNT
Full Service Testing for ICP Includes creation of State of Michigan Test Chart, Ballot Test Deck Creation & On-Site Testing.	1		286.00	286.00
Additional Ballot Style full Service testing for ICP. Includes creation of State of Michigan Test Chart, Ballot Test Deck Creation & On-Site Testing	27		148.50	4,009.50
Full Service Testing for the ICX ADA System, Includes Ballot Test Deck Creation & On-Site Testing, Touch Screen Calibration and Program Verification.	1		198.00	198.00
Additional Ballot Style full Service testing for the ICX ADA System. Includes Ballot Test Deck Creation & On-Site Testing, Touch Screen Calibration and Program Verification.	27		132.00	3,564.00
Full Service On-Site Testing of AV Machines, per Ballot Style	28		77.00	2,156.00
Full Service Testing for ICP for Early Voting	28		77.00	2,156.00
Fuel Surcharge per Testing Location	1		25.00	25.00
Approved for Payment Lynne M. Lavin 101-190-818.000 8/29/24				

Credit Card Type: ☐ MC ☐ VISA ☐ American Express ☐ Discover	Payments/Credits	\$0.00
Name on Credit Card: _____	Balance Due	\$12,394.50
Credit Card Number: _____	Total	\$12,394.50
Expiration Date: ____/____/____ CID Number: _____ (Last 3 digits on back of card)		
Zip Code _____ (For billing address of card)		

****A 3.5% CREDIT CARD TRANSACTION FEE WILL BE ADDED TO TOTAL OF INVOICE FOR CC PAYMENTS****

Visit WWW.ELECTIONSOURCE.COM for all our current products and specials!

**Guardian Environmental Services, Inc.**

34400 Glendale Street
Livonia, MI 48150

Phone: (734) 513-9500 Fax: (734) 513-9560
www.gesmechanicalservices.com

* Please remit all payments to the above address

INVOICE

Invoice No.: **62318**
Invoice Date: **08/12/2024**
Client: **DE0100**
Site: **24590GEORG**
Page: **1 of 3**

City of Dearborn Heights
Emailed To:
mpaul@dearbornheightsmi.gov

Service Location
Caroline Kennedy Library
24590 GEORGE STREET
DEARBORN HEIGHTS MI 48127

Work Order Id: **77781**
Completion Date: **07/15/2024**

P.O. #:
Job Id: **SVC-24590GEORG**

Work Performed:

Look at RTU 3 VFD and AHU 1 keeps shutting off.

Please see the attached work order for services performed.

Labor Charges**Ext'd Price**

Standard Regular	07/08/2024	HRS.	5.50	@	\$140.0000	\$770.00
Standard Regular	07/11/2024	HRS.	8.00	@	\$140.0000	\$1,120.00

Labor Subtotal**\$1,890.00****Mat/Oth/Sub Charges****Ext'd Price**

Other Charges	\$32.00
Expendables	\$113.40

INVOICE TOTAL \$2,035.40**DUE UPON RECEIPT****O.K. for payment**

738-738-931,000 JhD: 8/13/24

We accept payments by MasterCard and VISA



Master Temperature Controls, Inc.
 34400 Glendale Street
 Livonia, MI 48150
 Phone: (734) 513-9170 Fax: (734) 513-9560
 www.gesmechanicalservices.com/mtc

Work Order # 77781 Details	
Call Type	Service
Caller	Chris
Date Created	2024-07-15
Purchase Order	
Job #	SVC-24590GEORG
Date Completed	Jul 15, 2024 - 8:08:24 AM

Site Information	Billing Information
Caroline Kennedy Library 24590 GEORGE STREET DEARBORN HEIGHTS, MI 48127 Phone: (313)791-6020	City of Dearborn Heights Comptroller's Office 6045 Fenton Dearborn Heights, MI 48127

Work Requested
Called in by Tad for Chris Look at RTU 3 VFD and AHU 1 keeps shutting off.

Equipment: Controls (MTC) Manufacturer:	Model: Serial Number:
Work Requested Called in by Tad for Chris Look at RTU 3 VFD and AHU 1 keeps shutting off.	
Work Performed Jul 8, 2024 Met Chris onsite and went through AHU-1 programming and found a schedule block which I removed to fix the issue of the unit shutting off at the same time everyday. I noticed from the histories that it is the program and not the drive that is calling for fan to be off. Chris also asked me to look at the vfd for the supply fan on RTU-3 as the mechanical contractor that replaced it was unable to hook the controls back up. I was able to figure out which wires were which as they weren't labeled, but had some difficulty getting it to run in auto. Jul 11 Worked with Kevin onsite to get the RTU-3 drive programed and running. We had to fix some wiring and install some jumpers but got it running in auto and verified it controlling to signal.	

Summary				
Labor Detail				
Technician	Equipment	Labor Type Id	Date	Hours
Tad Zabinski	MTC	Stnd Reg	2024-07-11	4
Total				4



Master Temperature Controls, Inc.
 34400 Glendale Street
 Livonia, MI 48150
 Phone: (734) 513-9170 Fax: (734) 513-9560
 www.gesmechanicalservices.com/mtc

Work Order # 77781 Details	
Call Type	Service
Caller	Chris
Date Created	2024-07-15
Purchase Order	
Job #	SVC-24590GEORG
Date Completed	Jul 15, 2024 - 8:08:24 AM

Site Information	Billing Information
Caroline Kennedy Library 24590 GEORGE STREET DEARBORN HEIGHTS, MI 48127 Phone: (313)791-6020	City of Dearborn Heights Comptroller's Office 6045 Fenton Dearborn Heights, MI 48127

Customer Signature
 Customer Name: nos Terms and Conditions: GES will charge a minimum 1.5 hour charge per site visit. Warranty - Labor 30 days from the last date on site and Material as allowed by manufacturer. Labor and Material warranty void if materials were not provided by GES. Our limited warranty does not apply to any portion of your equipment on which we have not performed service at this time. <u>Location Upon Signature</u>



Master Temperature Controls, Inc.
34400 Glendale Street
Livonia, MI 48150
Phone: (734) 513-9170 Fax: (734) 513-9560
www.gesmechanicalservices.com/mtc

Work Order # 77781 Details

Call Type	Service
Caller	Chris
Date Created	2024-07-15
Purchase Order	
Job #	SVC-24590GEORG
Date Completed	Jul 21, 2024 - 10:48:04 PM

Site Information	Billing Information
Caroline Kennedy Library 24590 GEORGE STREET DEARBORN HEIGHTS, MI 48127 Phone: (313)791-6020	City of Dearborn Heights Comptroller's Office 6045 Fenton Dearborn Heights, MI 48127

Work Requested
Called in by Tad for Chris Look at RTU 3 VFD and AHU 1 keeps shutting off.

Equipment: Controls (MTC) Manufacturer:	Model: Serial Number:
Work Requested Called in by Tad for Chris Look at RTU 3 VFD and AHU 1 keeps shutting off.	
Work Performed Jul 11, 2024 worked on rtu 3 new vfd wiring	

Summary				
Labor Detail				
Technician	Equipment	Labor Type Id	Date	Hours
Kevin Philbin	MTC	Std Reg	2024-07-11	4
Total				4

Customer Signature

Customer Name: Kevin
Terms and Conditions: GES will charge a minimum 1.5 hour charge per site visit. Warranty - Labor 30 days from the last date on site and Material as allowed by manufacturer. Labor and Material warranty void if materials were not provided by GES. Our limited warranty does not apply to any portion of your equipment on which we have not performed service at this time.
<u>Location Upon Signature</u>



Invoice #202380653

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

Invoice Number	202380653
Date	08/21/2024
Terms	Net 30
Due Date	09/20/2024
Amount Due (USD)	\$ 1,683.50

Item / Description	Quantity	Rate	Amount
Navigation Platform Subscription Fee(s) for 08/01/2024 to 08/31/2024	259	4.00	1,036.00
Medical Bill Review Subscription Fee(s) for 08/01/2024 to 08/31/2024	259	0.50	129.50
General Medical Subscription Fee(s) for 08/01/2024 to 08/31/2024	259	2.00	518.00
Amount Due (USD)			\$ 1,683.50

For questions regarding this invoice, email us at ar@healthjoy.com

ACH Instructions (preferred method):

Account Name: HealthJoy, LLC
Account Number: 0002684705
Routing Number: 071006486
Remittance Advice: 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

101-200-716.000
Approved 8/21/24




Due Date	1/5/2024
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Date	Invoice #
1/5/2024	33050
P.O. No.	Project

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City Of Dearborn Heights
6045 Fenton
Dearborn Heights, MI 48127

Item	Quantity	Description	Rate	Amount
Work Description	20	Install #20 LED Pole Lights 300W	350.00	7,000.00T

Total	\$7,000.00
Sales Tax (0.0%)	\$0.00
Payments/Credits	\$0.00
Balance Due	\$7,000.00

OK TV Pay



8/1/24

61-200-818,000

Juvenile 71304.50

Jarir Bookstore

11107 Brookhurst Street
Garden Grove, CA 92840
Tel: 714.539.8100 Fax: 714.539.8130

Invoice

Date	Invoice #
7/31/2024	47156

Bill To
Caroline Kennedy Library Lynn Skazalski 24590 George Street Dearborn Heights MI 48127 3137913824 lskazalski@ci.dearborn-heights

Ship To
Caroline Kennedy Library Lynn Skazalski 24590 George Street Dearborn Heights MI 48127 3137913824 lskazalski@ci.dearborn-heights

Terms	Ship Via	Purchase Order No.	
Net 30	Federal Express		
Description	Qty	Rate	Amount
Diary of a Wimpy Kid No Brainer 9786140134324	1	14.25	14.25
Space Boy 9786140136281	1	19.00	19.00
Step By Step: Human Body 9786144075944	1	19.50	19.50
Step By Step: The Solar System 9786144075951	1	19.50	19.50
Coder In Training 9786144229477	1	10.00	10.00
Back Garden Build 9786144229132	1	7.60	7.60
The Great Go-Kart Race 9786144229095	1	7.60	7.60
Robot Repairs 9786144229125	1	7.60	7.60
The Cookie Stall 9786144229101	1	7.60	7.60
Sports Star In Training 9786144229460	1	11.00	11.00
Firefighter In Training 9786144229453	1	11.00	11.00
Vet In Training 9786144229484	1	11.00	11.00
Engineer In Training 9786144229156	1	11.00	11.00
Scientist In Training 9786144229149	1	11.00	11.00
Doctor In Training 9786144229163	1	11.00	11.00
Astronaut In Training 9786144229170	1	11.00	11.00
Curious Questions & Answers About...Oceans 9786140500075	1	17.00	17.00
Curious Questions & Answers About The Solar System 9786140500112	1	17.00	17.00
My Jungle Friends 9786140500013	1	12.00	12.00
Curious Questions & Answers About Plants 9786140500051	1	17.00	17.00
Curious Questions & Answers About The Moon 9786140500037	1	17.00	17.00
FI Amanillah		Subtotal	
		Sales Tax (0.0%)	
		Total	

Jarir Bookstore

11107 Brookhurst Street
Garden Grove, CA 92840
Tel: 714.539.8100 Fax: 714.539.8130

Invoice

Date	Invoice #
7/31/2024	47156

Bill To
Caroline Kennedy Library Lynn Skazalski 24590 George Street Dearborn Heights MI 48127 3137913824 lskazalski@ci.dearborn-heights

Ship To
Caroline Kennedy Library Lynn Skazalski 24590 George Street Dearborn Heights MI 48127 3137913824 lskazalski@ci.dearborn-heights

Terms	Ship Via	Purchase Order No.	
Net 30	Federal Express		
Description	Qty	Rate	Amount
Look I'm An Ecologist 9786140500426	1	12.00	12.00
Tisha And The Blossoms 9786140500648	1	9.00	9.00
Curious Questions & Answers About Astronauts 9786140500761	1	17.00	17.00
Everyone Is Waiting Their Turn 9786144391822	1	12.50	12.50
My Grandmothers Eid 9786144392812	1	12.00	12.00
The Ice Monster 9786140136274	1	20.00	20.00
How Does Sama Relax? 9786144392010	1	11.00	11.00
The Old House 9786144392775	1	13.00	13.00
Little People Big Dreams: Steve Jobs 9786144698501	1	17.00	17.00
Little People, Big Dreams: Muhammad Ali 9786144698518	1	17.00	17.00
Little People, Big Dreams: Mahatma Ghandi 9786144698525	1	17.00	17.00
Little People, Big Dreams: Pele 9786140601154	1	17.00	17.00
Little People, Big Dreams: Nikola Tesla 9786140601178	1	17.00	17.00
Little People, Big Dreams: Hellen Keller 9786140601161	1	17.00	17.00
T'Choupi Is Sick 9786144699454	1	10.00	10.00
T'Choupi Is Angry 9786144699430	1	10.00	10.00
T'Choupi Doesn't Share His Toys 9786144699447	1	10.00	10.00
The Magical Reality of Nadia 9786144698037	1	14.00	14.00
Why Don't I Drink Coffee? 9786140600980	1	14.00	14.00
Juliette A New York 9789948781141	1	14.50	14.50
Lea Olivier's Complicated Life: Rumors 9786140134935	1	17.50	17.50
Lea Olivier's Complicated Life: Blackmail 9786140136120	1	17.50	17.50
Fi Amanillah		Subtotal	
		Sales Tax (0.0%)	
		Total	

Jarir Bookstore

11107 Brookhurst Street
 Garden Grove, CA 92840
 Tel: 714.539.8100 Fax: 714.539.8130

Invoice

Date	Invoice #
7/31/2024	47156

Bill To
Caroline Kennedy Library Lynn Skazalski 24590 George Street Dearborn Heights MI 48127 3137913824 Iskazalski@ci.dearborn-heights

Ship To
Caroline Kennedy Library Lynn Skazalski 24590 George Street Dearborn Heights MI 48127 3137913824 Iskazalski@ci.dearborn-heights

Terms	Ship Via	Purchase Order No.	
Net 30	Federal Express		
Description	Qty	Rate	Amount
A Visit To Our House 9786144392690	1	16.00	16.00
The Traveller 9786144392652	1	15.50	15.50
Hands We Love 9786144393017	1	12.00	12.00
The Best Stories 9789953496887	1	40.00	40.00
The Secret Life Of Viruses 9789948471318	1	8.50	8.50
The Secret Life Of Boogers 9789948471189	1	8.50	8.50
Shyness is My Problem 9789953372952	1	10.00	10.00
The Red Feather 9789953960388	1	10.00	10.00
The Picnic Problem 9786144229118	1	7.60	7.60
Science Stories 9789953960371	1	13.00	13.00
Stories To Relax 9789953960401	1	15.00	15.00
Tales From The World 9789953960395	1	15.00	15.00
Illustrated Stories 9789953960326	1	11.00	11.00
Adult book order 2 latest titles	2	12.00	24.00
Subtotal Of Above Items			1,297.50
Shipping and Processing 777825206124	1	67.00	67.00
2 box shpmnt			
Fi Amanillah		Subtotal	\$1,364.50
		Sales Tax (0.0%)	\$0.00
		Total	\$1,364.50

Adult 11499-666

Jarir Bookstore

11107 Brookhurst Street
Garden Grove, CA 92840
Tel: 714.539.8100 Fax: 714.539.8130

Invoice

Date	Invoice #
7/31/2024	47155

Bill To
Caroline Kennedy Library Lynn Skazalski 24590 George Street Dearborn Heights MI 48127 3137913824 Iskazalski@ci.dearborn-heights

Ship To
Caroline Kennedy Library Lynn Skazalski 24590 George Street Dearborn Heights MI 48127 3137913824 Iskazalski@ci.dearborn-heights

Terms	Ship Via	Purchase Order No.	
Net 30	Federal Express		
Description	Qty	Rate	Amount
Most Likely: Searching for the Secrets of Human Relations 9786140136250	1	16.00	16.00
The Petrovs In and Around the Flu 9789948801986	1	20.00	20.00
Secularism Under The Microscope 9789933105617	1	8.00	8.00
You and I: A Dialogue Between Two Planets 9786140136182	1	11.00	11.00
Your psychological complexes are your eternal prison 9789778591668	1	18.00	18.00
My Mind to be Reassured: Faith Again in the Face of a New Atheism 9789776542518	1	28.00	28.00
Dreamland 9786140135789	1	22.00	22.00
You Became 9786140601208	1	22.00	22.00
The Last Grudge: A Ghost of the Past 9786140136076	1	25.00	25.00
The One With the Collar 9786140136618	1	14.00	14.00
An Economist's Lessons on Happiness, Farewell Dismal Science! 9786140133891	1	17.00	17.00
We Hunt the Flame : Sands of Arawiya 9786140136069	1	27.00	27.00
The Boys from Biloxi: A Legal Thriller 9786140136304	1	25.00	25.00
FI Amanillah		Subtotal	
		Sales Tax (0.0%)	
		Total	

Jarir Bookstore

11107 Brookhurst Street
Garden Grove, CA 92840
Tel: 714.539.8100 Fax: 714.539.8130

Invoice

Date	Invoice #
7/31/2024	47155

Bill To
Caroline Kennedy Library Lynn Skazalski 24590 George Street Dearborn Heights MI 48127 3137913824 Iskazalski@ci.dearborn-heights

Ship To
Caroline Kennedy Library Lynn Skazalski 24590 George Street Dearborn Heights MI 48127 3137913824 Iskazalski@ci.dearborn-heights

Terms	Ship Via	Purchase Order No.	
Net 30	Federal Express		
Description	Qty	Rate	Amount
The Shadow Killer9786140136113	1	22.00	22.00
40 Rules of Love9789953892573	1	17.00	17.00
Messages from the Quran9789921768015	0	18.00	0.00
The Big Dark Sky9786140135611	1	26.00	26.00
A collection of edifying stories, moral tales, and literary proverbs.9789933293499	1	55.00	55.00
The Institute 9786140131170	1	28.00	28.00
Fairy Tale 9786140135833	1	35.00	35.00
Dr. Sleep 9786140129689	1	28.00	28.00
Holly 9786140136403	1	28.00	28.00
Staring at the Sun 9786144662052	1	14.00	14.00
Fi Amanillah		Subtotal	
		Sales Tax (0.0%)	
		Total	

Jarir Bookstore

11107 Brookhurst Street
Garden Grove, CA 92840
Tel: 714.539.8100 Fax: 714.539.8130

Invoice

Date	Invoice #
7/31/2024	47155

Bill To
Caroline Kennedy Library Lynn Skazalski 24590 George Street Dearborn Heights MI 48127 3137913824 lskazalski@ci.dearborn-heights

Ship To
Caroline Kennedy Library Lynn Skazalski 24590 George Street Dearborn Heights MI 48127 3137913824 lskazalski@ci.dearborn-heights

Terms	Ship Via	Purchase Order No.	
Net 30	Federal Express		
Description	Qty	Rate	Amount
The Curse of the Mudball Kid 9786140602618	1	11.00	11.00
The Modern Breakup 9786140601345	1	15.00	15.00
Towards the Future 9786140602106	1	35.50	35.50
Letting Go of Good: Dispel the Myth of Goodness to Find Your Genuine Self 9786140601369	1	19.50	19.50
One Million Followers 9786140136199	1	19.50	19.50
Artificial Intelligence and Digital Creativity: Step by Step 9786140136595	1	11.00	11.00
ChatGPT Step By Step 9786140136236	1	11.00	11.00
Modern Turkey A Search Through The Memory of Abdullah Gul 9786140601468	1	16.00	16.00
Iraq A Century of Bakruptcy 9786140600041	1	16.00	16.00
Fi Amanillah		Subtotal	
		Sales Tax (0.0%)	
		Total	

Jarir Bookstore

11107 Brookhurst Street
Garden Grove, CA 92840
Tel: 714.539.8100 Fax: 714.539.8130

Invoice

Date	Invoice #
7/31/2024	47155

Bill To
Caroline Kennedy Library Lynn Skazalski 24590 George Street Dearborn Heights MI 48127 3137913824 lskazalski@ci.dearborn-heights

Ship To
Caroline Kennedy Library Lynn Skazalski 24590 George Street Dearborn Heights MI 48127 3137913824 lskazalski@ci.dearborn-heights

Terms	Ship Via	Purchase Order No.	
Net 30	Federal Express		
Description	Qty	Rate	Amount
The Sky Is Smoking Cigarettes 9786140601659	1	14.00	14.00
Maze Of Illusions 9786140601062	1	12.00	12.00
Starry Night 9786140601482	1	13.00	13.00
Ajama 9786140136267	1	11.00	11.00
Lover Of Words 9786144698143	1	22.00	22.00
Land Of Poetry 9786140601420	1	20.00	20.00
This Is How We Raise Children 9789996635106	1	18.00	18.00
She Is In His Poems 9786144698105	1	20.00	20.00
Two Women 9786140601505	1	16.00	16.00
The Holdout 9789920657631	1	19.00	19.00
Miracle On Cherry Hill 9789948793946	1	14.00	14.00
Fi Amanillah		Subtotal	
		Sales Tax (0.0%)	
		Total	

Jarir Bookstore

11107 Brookhurst Street
Garden Grove, CA 92840
Tel: 714.539.8100 Fax: 714.539.8130

Invoice

Date	Invoice #
7/31/2024	47155

Bill To
Caroline Kennedy Library Lynn Skazalski 24590 George Street Dearborn Heights MI 48127 3137913824 Iskazalski@ci.dearborn-heights

Ship To
Caroline Kennedy Library Lynn Skazalski 24590 George Street Dearborn Heights MI 48127 3137913824 Iskazalski@ci.dearborn-heights

Terms	Ship Via	Purchase Order No.	
Net 30	Federal Express		
Description	Qty	Rate	Amount
Courtesy Adjustment	1	-24.04	-24.04
Fi Amanillah		Subtotal	\$1,499.66
		Sales Tax (0.0%)	\$0.00
		Total	\$1,499.66


MACQUEEN™

Ship To: CITY OF DEARBORN HEIGHTS DPW
24600 VAN BORN
DEARBORN HEIGHTS
MI 48125

Invoice To: CITY OF DEARBORN HEIGHTS
6045 FENTON
CITY HALL
DEARBORN HTS MI 48127

MacQueen
78 Northpointe Dr.
Lake Orion, MI 48359
(248) 370-0000
Fax: (248) 370-0011

PLEASE REMIT TO:
MacQueen
1125 7th Street E
St Paul, MN 55106
651-645-5726 • 800-832-6417

Branch LAKE ORION MI			*REPRINT* CANNYY		
Date 02/26/24	Time 08:00:28 (O)	Page 01			
Account No DEARB001	Phone No 3137913400	Inv No P22763			
Ship Via DELIVERED	Purchase Order 24-016				
Tax ID No 38-1712300					
Hy-Lux Agreement		Salesperson 301			

PARTS INVOICE

ORDER#: 018720

Sweeper Brooms - stock

PLEASE NOTE NEW REMIT-TO ADDRESS

Part#	Description	Bin	ORD	ISS	SHP	B/O	UTTTT	Price	Amount
30556	GUTTER BROOM 5 UPSTAIR		8	8	8			157.00	1256.00
460	STRIP BROOM, 60 UPSTAIR		2	2	2			395.00	790.00
TOTAL DUE									2046.00

Account # 101-440-730,000

Jh Di 8/20/24

X

Received By

Date

VisitUsOnline
www.macqueengroup.com


MACQUEEN™

Ship To: CITY OF DEARBORN HTS - DPW
24600 VAN BORN
DEARBORN HTS., MI 48125

Invoice To: CITY OF DEARBORN HEIGHTS
6045 FENTON
CITY HALL
DEARBORN HTS MI 48127

MacQueen

78 Northpointe Dr.
Lake Orion, MI 48359
(248) 370-0000
Fax: (248) 370-0011

PLEASE REMIT TO:

MacQueen
1125 7th Street E
St Paul, MN 55106
651-645-5726 • 800-832-6417

Branch LAKE ORION MI			*REPRINT* CNYYYY		
Date 05/30/24	Time 11:15:31 (O)	Page 01			
Account No DEARB001	Phone No 3137913400	Inv No P25208			
Ship Via DELIVERED		Purchase Order			
Tax ID No 38-1712300					
Highway Department		Salesperson 301			

PARTS INVOICE

ORDER#: 020610

Sweep Brooms - Stock

PLEASE NOTE NEW REMIT-TO ADDRESS

Part#	Description	Bin	ORD	ISS	SHP	B/O	UTTTT	Price	Amount
7873223	SB SEGMENT SET UPSTAIR		6	6	6			200.81	1204.86
	SB SEGMENT SET - (5 PC) 21 WIRE PER HOLE								
460	STRIP BROOM, 60 UPSTAIR		3	3	3			420.08	1260.24
41-PATMOP4	MOBIL GB, BLUE J011280		2	2	2			135.00	270.00
	MOBIL GB, BLUE STEEL								

TOTAL DUE 2735.10

Account # 101-440-730,000

Jedi 8/20/24

X

Received By

Date

VisitUsOnline
www.macqueengroup.com



Ship To: CITY OF DEARBORN HTS - DPW
24600 VAN BORN
DEARBORN HTS., MI 48125

Invoice To: CITY OF DEARBORN HEIGHTS
6045 FENTON
CITY HALL
DEARBORN HTS MI 48127

Attention: CARL KENNEDY

MacQueen

78 Northpointe Dr.
Lake Orion, MI 48359
(248) 370-0000
Fax: (248) 370-0011

PLEASE REMIT TO:

MacQueen
1125 7th Street E
St Paul, MN 55106
651-645-5726 • 800-832-6417

Branch LAKE ORION MI			CNNYYY
Date 08/19/24	Time 11:35:54 (O)	Page 01	
Account No DEARB001	Phone No 3137913400	Inv No P26588	
Ship Via DIRECT		Purchase Order 25-054	
Tax ID No 38-1712300			
		Salesperson 301	

PARTS INVOICE

ORDER#: 021981

PLEASE NOTE NEW REMIT-TO ADDRESS

*Highway Department
Sweepers 35*

Part#	Description	Bin	ORD	ISS	SHP	B/O	UTTT	Price	Amount
1096873	CHAIN - ELEV 85	J012047	2	2	2			956.49	1912.98
	CHAIN - ELEV 85 LINK								
0710248	SPRKT SPC KIT	J012047	1	1	1			115.88	115.88
1110486	FLIGHT - RUBBER	J012047	11	11	11			30.86	339.46
	FLIGHT - RUBBER SQUEEGEE								
FRT	SHIP & HNDLING		1	1	1			267.90	267.90
TOTAL DUE									2636.22

Account # 101-440-932,000

flr 8/20/24

X

Received By

Date

VisitUsOnline
www.macqueengroup.com



INVOICE

A Musical Journey to Woodstock

Date: 8/21/2024

INVOICE # 100

To

Kim Sower
Dearborn Heights Parks & Recreation
1801 N. Beech Daly
Dearborn Heights, MI
(313) 791-3600

Payment Terms

Due Date

Prior to performance

March 21, 2025

Qty	Description	Rate	Line Total
1	Journey to Woodstock 2024 Concert Show Deposit Show date; Friday, June 6, 2025	\$1,500	\$1,500
		Subtotal	
		Total	\$1,500

Kim Sower
691-891

Make all checks payable to Magic Bus Band LLC.

Thank you for your business!

1361 Oregon Blvd. Waterford, MI 48327 Phone: (248) 681-4017

INVOICE



Date: 08/19/2024
Invoice #: INV-31267

Navigate360, LLC
PO Box 933402
Cleveland, OH 44193
ar@navigate360.com

Bill To
Dearborn Heights Police
Department
25637 Michigan Ave
Dearborn Heights, MI 48125

Ship To
Dearborn Heights Police
Department
25637 Michigan Ave
Dearborn Heights, MI 48125

Contract Start Date:
Contract End Date:

Message	Payment Terms	Due Date	Purchase Order
ALICE Instructor Certification Training: (Northville Township Police Department) Northville, MI	Net 30	09/18/2024	ALICE Training

Confirmation #	Item Name	Qty	Unit Price	Line Total
	ALICE Instructor Certification - Class Registration	3	749.00	\$2,247.00
			Subtotal	\$2,247.00
			Sales Tax	\$0.00
			Total	\$2,247.00
			Amount Paid:	\$0.00
			Amount Due:	\$2,247.00

Mohammad Alkhafaji -
53NPPKBSXH9
Maxwell Bearden - LYN9YCN73RP
Khalil Hojeij - NJNBBS6F8XN

To pay your invoice click here: https://checkout-v5.paystand.com/?publishableKey=7axwnld9iuwuiqv7fq377jl6&viewCheckout=portal-medium&module=si_salesOrder&extSalesOrderId=145382

PREFERRED Payment Method: ACH/Wire:
Bank Name: PNC Bank
PNC Routing Number: 041000124
Account Number: 4273496353

Make Checks Payable to: Navigate360, LLC
Remit to: PO Box 933402, Cleveland, OH 44193

For billing questions, please email: ar@navigate360.com

To download a copy of our W-9, please visit www.navigate360.com/W9

OK TO PAY

101-300-962000

Ken Swope - Swope
8/27/24



Human Resources Department

Bill Bazzi
Mayor

Cameron Eggly
Director

Date: August 20, 2024
To: Shannon Shephard, Comptroller
From: Cameron Eggly, H.R. Director *CE*
Subject: OccMed Connect

Please issue payment in the amount of \$2,570 to OccMed Connect for invoice # 13413.

Account Breakdown:

101-221-817.000	Act 78	\$2,295.00
101-200-818.000	General	\$275.00

Total: \$2,570.00

Please remit payment to:

OccMed Connect
PO Box 2190
Dearborn, MI 48123

If you have any questions, please feel free to contact me. Thank you.

Enclosure

cc: file

Human Resources Department
City of Dearborn Heights
6045 Fenton, Dearborn Heights, MI 48127
Tel: (313) 791-3420 / Fax: (313) 791-3421

OccMed Connect
PO Box 2190
Dearborn, MI 48123
Phone: 734-403-3142
FEIN: 814743630

Invoice # 13413

Tuesday, June 4, 2024

Bill to: Margaret Hazlett and Cameron Eggly
City of Dearborn Heights
6045 Fenton Ave
Dearborn Heights, MI 48127

Remit to: OccMed Connect
PO Box 2190
Dearborn, MI 48123

Date	Description	Quantity	Charge	Receipt	Adjustment	Balance
5/15/2024	Audiogram	1.00	35.00			
5/15/2024	CBC Blood Test w/diff/Platelet	1.00	10.00			
5/15/2024	Chem 23 Blood Test	1.00	23.00			
5/15/2024	Chest X-Ray 2 View	1.00	50.00			
5/15/2024	Electrocardiogram w/interpretation	1.00	50.00			
5/15/2024	Hepatitis B Surface Antibody	1.00	25.00			
5/15/2024	ISHIHARA Color Vision Testing	1.00	15.00			
5/15/2024	MCOLES Examination	1.00	65.00			
5/15/2024	Non-Regulated UDS 10 Panel	1.00	40.00			
5/15/2024	Pulmonary Function Test	1.00	30.00			
5/15/2024	Point of Care Instant Lipid Panel	1.00	25.00			
5/15/2024	PPD (TB Skin Test)	1.00	30.00			
5/15/2024	Vision Titmus	1.00	20.00			
5/15/2024	Breath Alcohol Test Non-Regulated	1.00	35.00			
5/15/2024	OSHA Respirator Clearance Part A	1.00				
5/15/2024	OSHA Respirator Questionnaire Part B	1.00				
						453.00
5/9/2024	Pre placement Examination	1.00	50.00			
5/9/2024	Instant Non-Regulated 10 Panel-CRL	1.00	45.00			
						95.00
5/24/2024	Non-Regulated UDS 10 Panel	1.00	40.00			
5/24/2024	Pre placement Examination	1.00	50.00			
						90.00
5/13/2024	Audiogram	1.00	35.00			
5/13/2024	CBC Blood Test w/diff/Platelet	1.00	10.00			

Date	Description	Quantity	Charge	Receipt	Adjustment	Balance
5/13/2024	Chem 23 Blood Test	1.00	23.00			
5/13/2024	Chest X-Ray 2 View	1.00	50.00			
5/13/2024	Electrocardiogram w/interpretation	1.00	50.00			
5/13/2024	Hepatitis B Surface Antibody	1.00	25.00			
5/13/2024	ISHIHARA Color Vision Testing	1.00	15.00			
5/13/2024	MCOLES Examination	1.00	65.00			
5/13/2024	Non-Regulated UDS 10 Panel	1.00	40.00			
5/13/2024	Pulmonary Function Test	1.00	30.00			
5/13/2024	Point of Care Instant Lipid Panel	1.00	25.00			
5/13/2024	PPD (TB Skin Test)	1.00	30.00			
5/13/2024	Vision Titmus	1.00	20.00			
5/13/2024	Breath Alcohol Test Non-Regulated	1.00	35.00			
5/13/2024	OSHA Respirator Clearance Part A	1.00				
5/13/2024	OSHA Respirator Questionnaire Part B	1.00				
						453.00
5/17/2024	Audiogram	1.00	35.00			
5/17/2024	CBC Blood Test w/diff/Platelet	1.00	10.00			
5/17/2024	Chem 23 Blood Test	1.00	23.00			
5/17/2024	Chest X-Ray 2 View	1.00	50.00			
5/17/2024	Electrocardiogram w/interpretation	1.00	50.00			
5/17/2024	Hepatitis B Surface Antibody	1.00	25.00			
5/17/2024	ISHIHARA Color Vision Testing	1.00	15.00			
5/17/2024	MCOLES Examination	1.00	65.00			
5/17/2024	Non-Regulated UDS 10 Panel	1.00	40.00			
5/17/2024	Pulmonary Function Test	1.00	30.00			
5/17/2024	Point of Care Instant Lipid Panel	1.00	25.00			
5/17/2024	PPD (TB Skin Test)	1.00	30.00			
5/17/2024	Vision Titmus	1.00	20.00			
5/17/2024	Breath Alcohol Test Non-Regulated	1.00	35.00			
5/17/2024	OSHA Respirator Clearance Part A	1.00				
5/17/2024	OSHA Respirator Questionnaire Part B	1.00				
5/28/2024	PPD (TB Skin Test)	1.00	30.00			
						483.00
5/10/2024	Non-Regulated UDS 10 Panel	1.00	40.00			
5/10/2024	Pre placement Examination	1.00	50.00			
						90.00
5/31/2024	Audiogram	1.00	35.00			
5/31/2024	CBC Blood Test w/diff/Platelet	1.00	10.00			
5/31/2024	Chem 23 Blood Test	1.00	23.00			
5/31/2024	Chest X-Ray 2 View	1.00	50.00			
5/31/2024	Electrocardiogram w/interpretation	1.00	50.00			
5/31/2024	Hepatitis B Surface Antibody	1.00	25.00			
5/31/2024	ISHIHARA Color Vision Testing	1.00	15.00			
5/31/2024	MCOLES Examination	1.00	65.00			
5/31/2024	Non-Regulated UDS 10 Panel	1.00	40.00			
5/31/2024	Pulmonary Function Test	1.00	30.00			
5/31/2024	Point of Care Instant Lipid Panel	1.00	25.00			

Date	Description	Quantity	Charge	Receipt	Adjustment	Balance
5/31/2024	PPD (TB Skin Test)	1.00	30.00			
5/31/2024	Vision Titmus	1.00	20.00			
5/31/2024	Breath Alcohol Test Non-Regulated	1.00	35.00			
5/31/2024	OSHA Respirator Clearance Part A	1.00				
5/31/2024	OSHA Respirator Questionnaire Part B	1.00				
						453.00
5/24/2024	Audiogram	1.00	35.00			
5/24/2024	CBC Blood Test w/diff/Platelet	1.00	10.00			
5/24/2024	Chem 23 Blood Test	1.00	23.00			
5/24/2024	Chest X-Ray 2 View	1.00	50.00			
5/24/2024	Electrocardiogram w/interpretation	1.00	50.00			
5/24/2024	Hepatitis B Surface Antibody	1.00	25.00			
5/24/2024	ISHIHARA Color Vision Testing	1.00	15.00			
5/24/2024	MCOLLES Examination	1.00	65.00			
5/24/2024	Non-Regulated UDS 10 Panel	1.00	40.00			
5/24/2024	Pulmonary Function Test	1.00	30.00			
5/24/2024	Point of Care Instant Lipid Panel	1.00	25.00			
5/24/2024	PPD (TB Skin Test)	1.00	30.00			
5/24/2024	Vision Titmus	1.00	20.00			
5/24/2024	Breath Alcohol Test Non-Regulated	1.00	35.00			
5/24/2024	OSHA Respirator Clearance Part A	1.00				
5/24/2024	OSHA Respirator Questionnaire Part B	1.00				
						453.00
	Invoice # 13413 Balance Due					2,570.00



Submit Via E-Mail Only –
Do Not Send Hard Copy

OGLETREE, DEAKINS, NASH,
SMOAK & STEWART, P.C.

Attorneys at Law

Administrative Office
50 International Drive
Patewood IV, Suite 300
Greenville, SC 29615
Telephone: (864) 241-1801

July 31, 2024

Mariana Hernandez
Chief of Staff / FOIA Coordinator
City of Dearborn Heights, MI
6045 Fenton
Dearborn Heights, MI 48127
mhernandez@dearbornheightsmi.gov

PERSONAL AND CONFIDENTIAL

Bill No. 91327163
Client.Matter # 092580.000001

Re: City of Dearborn Heights, MI Labor Negotiations

For professional services rendered through June 30, 2024, in connection with the above-referenced matter as outlined on the attached detailed billing sheets:

Fees \$5,170.00
Expenses..... \$0.00
Total Due This Bill..... \$5,170.00

RAF
OK to PAY
8/23/24

101-226-815.000
OK to pay
08/12/24
Eg/1

<u>Wire Payments</u>		<u>ACH Payments</u>		<u>Check Payments</u>
TD Bank NA	ABA #: 0311-0126-6	TD Bank	ABA #: 053902197	PO Box 89
300 Delaware Ave	Account #: 7100526246	102 South Main St	Account #: 7100526246	Columbia, SC 29202
Wilmington, Delaware 19801	Swift Code: NRTHUS33XXX	Greenville, SC 29601		

For Wire Payments, Credit To: Ogletree Deakins Nash Smoak & Stewart and include bill number(s).
For ACH Payments, Credit To: Ogletree Deakins and include bill number(s).
For Check Payments, make payable to Ogletree Deakins and include bill number(s).
Federal Tax ID: 57-1044820 / UEI#: HJ1HV7QNBAM8

Payable upon receipt. Direct inquiries to the billing attorney or the Account Services Department (864) 241-1801.

Atlanta • Austin • Berlin (Germany) • Birmingham • Boston • Charleston • Charlotte • Chicago • Cleveland • Columbia • Columbus • Dallas • Denver • Detroit Metro • Greenville • Houston
Indianapolis • Kansas City • Las Vegas • London (England) • Los Angeles • Memphis • Mexico City (Mexico) • Miami • Milwaukee • Minneapolis • Montréal (Canada) • Morristown
Nashville • New Orleans • New York City • Oklahoma City • Orange County • Paris (France) • Philadelphia • Phoenix • Pittsburgh • Portland, ME • Portland, OR • Raleigh
Richmond • Salt Lake City • St. Louis • St. Thomas • Sacramento • San Antonio • San Diego • San Francisco • Seattle • Stamford • Tampa • Toronto (Canada) • Torrance • Tucson • Washington

Mariana Hernandez
Chief of Staff / FOIA Coordinator
City of Dearborn Heights, MI
6045 Fenton
Dearborn Heights, MI 48127
mhernandez@dearbornheightsmi.gov

Re: City of Dearborn Heights, MI Labor Negotiations

For professional services rendered through June 30, 2024

Date	Initials	Description	Hours	Amount
06/17/24	CRM	Initial analyzing and updating of draft collective bargaining agreement with tentative agreement revisions received from IAFF's attorney.	2.50	687.50
06/18/24	CRM	Continue analyzing and updating of draft collective bargaining agreement with tentative agreement revisions received from IAFF's attorney.	2.70	742.50
06/19/24	CRM	Analyze communications and records regarding former police sergeant in preparation for call with Rosati Schults law firm concerning discovery responses.	0.50	137.50
06/20/24	CRM	Conference with Andrea Pike from Rosati Schultz regarding litigation matter.	0.70	192.50
06/20/24	CRM	Additional analyzing and updating tentative agreement revisions received from IAFF's attorney, including review of draft CBA revisions received from IAFF in April 2023.	6.40	1,760.00
06/21/24	CRM	Final updating of tentative agreement revisions received from IAFF's attorney, including review of draft CBA revisions received from IAFF in April 2023 and electronic communication to bargaining team summarizing of same.	5.10	1,402.50
06/27/24	CRM	Conference with Margaret Hazlett regarding IAFF contract.	0.90	247.50
Total Services:			18.80	5,170.00

Timekeeper Summary

Timekeeper	Title	Rate	Hours	Amount
Christopher R. Mikula	Shareholder	275.00	18.80	5,170.00

TOTAL FEES	\$5,170.00
TOTAL EXPENSES	\$0.00
TOTAL THIS BILL	\$5,170.00



211 W. Fort Street, Suite 1410
Detroit, Michigan 48226

City of Dearborn Heights
6045 Fenton
Dearborn Heights, MI 48127

INVOICE

Invoice # 16029
Date: 04/01/2024
Due Upon Receipt

General Legal Advice

General Legal Advice

Date	Attorney	Notes	Quantity	Rate	Total
03/26/2024	JA	tc from R Farinha re MMRMA issue; draft detailed email re same	0.60	\$175.00	\$105.00
Subtotal					\$105.00
Total					\$105.00

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
15874	02/04/2024	\$2,747.50	\$750.15	\$1,997.35

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
16029	04/01/2024	\$105.00	\$0.00	\$105.00
Outstanding Balance				\$2,102.35
Total Amount Outstanding				\$2,102.35

Approved RAF
8/23/24

Please make all amounts payable to: Schenk & Bruetsch
Please note processing fee of 3.5% will be added to all payments made by American Express and a processing fee of 3% will be added for all other credit card payments.

Payment is due upon receipt.



Plante Moran Group Benefit Advisors II,
LLC
3000 Town Center
Suite 100
Southfield, MI 48075-1105
United States of America
Tel: +1 (248) 352-2500

INVOICE

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

Date: 08/15/2024
Client No: 17784
Invoice No: 10294468
Page: 1

For Professional Services Rendered

Quarterly invoice for ongoing health and welfare benefits consulting services. 3Q 2024

25,400.00

Balance Due

\$25,400.00 USD

101-226-818.000
Approved to pay
8/19/24

Remittance Information:

Check:

PM Group Benefit Advisors
II, LLC
3000 Town Center
Suite 100
Southfield, MI 48075

Bank
Routing/ABA#
Bank Address

Account Number
Account Name

Wire Transfer:

Bank of America
026009593
222 Broadway
New York, NY 10038
8666041219
Plante Moran Group Benefit
Advisors II, LLC

ACH:

Bank of America
071000039
100 North Tryon Street
Charlotte, NC 28202
8666041219
Plante Moran Group Benefit
Advisors II, LLC

An affiliate of

**plante
moran**

Client Payment Portal: <https://www.plantemoran.com/client-payment-portal>



Plante Moran Group Benefit Advisors II,
LLC
3000 Town Center
Suite 100
Southfield, MI 48075-1105
United States of America
Tel: +1 (248) 352-2500

INVOICE

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

Date: 05/18/2024
Client No: 17784
Invoice No: 10249376
Page: 1

For Professional Services Rendered

Quarterly invoice for ongoing health and welfare benefits consulting services.

25,400.00

Balance Due

\$25,400.00 USD

101-226-818.000

Approved to pay
8/19/24

Remittance Information:

Check:

PM Group Benefit Advisors
II, LLC
3000 Town Center
Suite 100
Southfield, MI 48075

Bank
Routing/ABA#
Bank Address

Account Number
Account Name

Wire Transfer:

Bank of America
026009593
222 Broadway
New York, NY 10038
8666041219

Plante Moran Group Benefit
Advisors II, LLC

ACH:

Bank of America
071000039
100 North Tryon Street
Charlotte, NC 28202
8666041219

Plante Moran Group Benefit
Advisors II, LLC

An affiliate of

**plante
moran**

Client Payment Portal: <https://www.plantemoran.com/client-payment-portal>

Contract Records		Order Details	
Account Number:	A-34614	Order #:	Q-260941
Customer:	Dearborn Heights Police Department (MI)	Valid Until:	10/5/2024
Employee Count:	112		
Sales Rep:	Salesforce Administrator		
Customer Contact			
Billing Contact:	Dearborn Heights Police Department (MI) Kevin Swope	Shipping Contact :	Dearborn Heights Police Department (MI) Kevin Swope
Billing Address:	25637 Michigan Ave Dearborn Heights, MI 48125	Shipping Address:	25637 Michigan Ave Dearborn Heights, MI 48125
Billing Contact Email:	kmswope@dearbornheightspdmi.gov	Shipping Contact Email:	kmswope@dearbornheightspdmi.gov
Billing Phone:	313 - 277 - 7495	Shipping Phone:	313 - 277 - 7495
Payment Terms			
Payment Term:	Net 60	Notes:	100-124 user tier
PO Number:			
Subscription Service			

October 2024

Item	Type	Start Date	End Date	Qty	Total (USD)
PowerPolicy Professional Subscription	Recurring	10/5/2024	10/4/2025	124	\$8,213.06
A policy and compliance management platform that lets you create, edit, organize, and distribute content from a secure, cloud-based site. Included are key features such as automatic workflows, signature capture and tracking, side-by-side comparison, Public-Facing Documents, PowerDMS University, and Analytics for advanced reporting.					
PowerTraining	Recurring	10/5/2024	10/4/2025	124	\$1,322.21
A training solution that lets you create, deliver, and track training content online, including videos and PowerPoint presentations. It integrates with PowerDMS Select and Professional, giving you the ability to attach policies to training courses while ensuring version control.					

October 2024 TOTAL: **\$9,535.27**

This price does NOT include any sales tax. Total in USD

Additional Terms and Conditions

Payment Terms: All Invoices Issued hereunder are due upon the invoice due date. The fees set forth in this Order Form are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable. Payment for services ordered hereunder shall be made to PowerDMS, Inc., a wholly owned subsidiary of GovernmentJobs.com, Inc. (D/B/A NEOGOV).

Terms & Conditions: This Order Form creates a legally binding contract on the parties. Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "NEOGOV") and Customer, this Order Form and the services to be furnished pursuant to this Order Form are subject to the terms and conditions set forth here: <https://www.neogov.com/service-specifications>. The Effective Date (as defined in the terms and conditions) shall be the Subscription Start Date.

Special Conditions

OK TO PAY

101-300-818 000

Kevin Swope 8/15/24
Swope



t 800.749.5104
2120 Park Pl. Suite 100
El Segundo, CA 90245



Accepted and Agreed By Authorized Representative of:
Dearborn Heights Police Department (MI)

Signature: _____

Printed Name: _____

Title: _____

Date _____

**THE INFORMATION AND PRICING CONTAINED IN THIS ORDER FORM IS STRICTLY CONFIDENTIAL.
YOUR SIGNATURE CONSTITUTES ACCEPTANCE OF TERMS HEREIN AND
CONTRACTUAL COMMITMENT TO PURCHASE THE ITEMS LISTED ABOVE.**

R&R Fire Truck Repair

295 Industrial Park Drive
 Belleville, MI 48111
 shop@rrfiretruck.com
 (248) 344-4443

**Invoice: 68553****Date: 7/16/2024****Bill To**

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

Remit Payment To

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

Service Order	Terms	Due Date	Authorizer	Customer PO	Service Writer	Unit #
4054	Net 30	8/15/2024	David Brogan		Rosselle, Kyle	1211

Item	Description	Quantity	Rate	Amount
Drive to unit				
Labor	Drive to unit (Service Call) 4500 South Telegraph Road Southend Station, Dearborn Heights, MI	0.77000	\$105.00	\$80.85
Subtotal				\$80.85

PM: Coolant Filter Change**Cause:** Customer request

(PM)

Labor	Correction: HVAC / Fluids / Replace the engine coolant filter and top off coolant. - Completed: 7/2/2024	0.25000	\$150.00	\$37.50
Parts	ELC Antifreeze - 227808982	0.50000	\$17.14	\$8.57
Parts	Coolant Filter - 4070	1.00000	\$18.82	\$18.82
Subtotal				\$64.89

PM: Federal Annual DOT Inspection - Engine / Tanker / Tractor**Cause:** Customer request

(PM)

Labor	Correction: Complete Unit / Vehicle / Annual DOT inspection with report attached. - Completed: 7/2/2024	1.00000	\$150.00	\$150.00
Subtotal				\$150.00

PM: LOF Service**Cause:** Customer request

(PM)

Item	Description	Quantity	Rate	Amount
Labor	Correction: Complete Unit / Vehicle / Lube, Oil and Filter service. Aired tires to specifications. Checked all fluid levels and added as required. Checked batteries and connections. Checked fan belts. Replaced fuel and oil filters. Checked air cleaner. Lubricated the door hinges. Checked chemical quality of the coolant. Greased the drive line and chassis. The waste oil is recycled through an authorized dealer of recycled components and the filters are cut opened and inspected for any unusual contaminants and then they are crushed and disposed of properly. The oil is collected and the metal is then recycled. Any safety problems that are detected will be brought to your immediate attention. Greased the cab lift pins and hinges. Lubricated compartment tray slides. Lubricated moving entry steps. Lubricated compartment door latches. Where applicable. - Completed: 7/2/2024	3.17000	\$150.00	\$475.50
Parts	400LE 15W40 - 222290990	33.00000	\$8.30	\$273.90
Parts	Chev Starplex 2 Grease - 259118653	1.00000	\$9.10	\$9.10
Parts	Heavy-Duty Coolant Test Strip - 4107	1.00000	\$5.50	\$5.50
Parts	Fuel Filter - FF63041-NN	1.00000	\$87.95	\$87.95
Parts	Filter, Fuel - FS20121	1.00000	\$133.99	\$133.99
Parts	Hazmat Charge - Hazmat	1.00000	\$8.00	\$8.00
Parts	Filter, Oil - LF14002-NN	1.00000	\$88.85	\$88.85
			Subtotal	\$1,082.79
PM: Waterous Pump Service				
Cause: Customer request				
(PM)				
Labor	Correction: Fire Pump / Transfer Case / Serviced fire pump and transfer case. Inspected pump and screens. Checked the primer oil level. - Completed: 7/2/2024	1.00000	\$150.00	\$150.00
Parts	Automatic Transmission Fluid - 226502990	10.50000	\$11.18	\$117.39
			Subtotal	\$267.39
Return from unit				
Labor	Return from unit 4500 South Telegraph Road Southend Station, Dearborn Heights, MI	0.69000	\$105.00	\$72.45
			Subtotal	\$72.45

Unit: 1211 VIN: 4S9BEEUA6NS559676

2022 Spartan/Smeal

In Service Date: 6/1/2022

Complete Unit: 13,599.30 Miles

Engine: 1,400.60 Hours

Fire Pump: 121.40 Hours

Foam System: 0 Hours

Generator: 0 Hours

Labor	\$966.30
Parts	\$752.07
Shop Supplies	\$19.33
Pre-Charge Subtotal	\$1,737.70
Exempt (0% of \$0.00)	\$0.00
Total	\$1,737.70
Payments & Credits	\$0.00
Balance Due	\$1,737.70

Lead Tech: Stephen Rosselle

Technician Certificate ID: M274334

Signature:

Any warranties on the parts and accessories sold hereby are made by the manufacturer. You understand and agree that we make no warranties of any kind unless expressed in writing. You hereby authorize us to perform the repair work herein set forth and to purchase the necessary material and parts to perform such repair work. You agree that we are not responsible for loss or damage to your vehicle or articles left in your vehicle in case of fire, theft, or any other cause beyond our control or for any delays caused by unavailability of parts or delays in part shipments by the supplier or transporter. In addition, you agree that we are not responsible for damages to your vehicle from freezing due to lack of antifreeze. You hereby grant our employees permission to operate your vehicle on streets, highways, or elsewhere for the purpose of testing and/or inspection. You acknowledge and agree that an express mechanic's lien on your vehicle is granted to secure payment of this invoice for the repair work detailed in this invoice.

AUG 21 2024

O.K. to pay
(335-932)
Dib

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



Invoice: **68554**

Date: **7/16/2024**

Bill To

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

Remit Payment To

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

Service Order	Terms	Due Date	Authorizer	Customer PO	Service Writer	Unit #
4058	Net 30	8/15/2024	David Brogan		Rosselle, Kyle	1243

Item	Description	Quantity	Rate	Amount
PM: Federal Annual DOT Inspection - Ambulance / Mini Pumper / Rescue / Utility				
Cause: Customer request				
(PM)				
Labor	Correction: Complete Unit / Vehicle / Annual DOT inspection with report attached. - Completed: 7/10/2024	0.83333	\$150.00	\$125.00
Subtotal				\$125.00

PM: HD Single Rear Differential Service

Cause: Customer request

(PM)

Labor	Correction: Rear Axle / Differential / Drain rear differential fluid. Inspect fluid for debris or contamination and clean magnet. Refill with fresh fluid. - Completed: 7/10/2024	0.81000	\$150.00	\$121.50
Parts	Gear Oil 80W90 - 223022773	20.00000	\$10.99	\$219.84
Subtotal				\$341.34

PM: LOF Service

Cause: Customer request

(PM)

Labor	Correction: Complete Unit / Vehicle / Lube, Oil and Filter service. Aired tires to specifications. Checked all fluid levels and added as required. Checked batteries and connections. Checked fan belts. Replaced fuel and oil filters. Checked air cleaner. Lubricated the door hinges. Checked chemical quality of the coolant. Greased the drive line and chassis. The waste oil is recycled through an authorized dealer of recycled components and the filters are cut opened and inspected for any unusual contaminants and then they are crushed and disposed of properly.	2.50000	\$150.00	\$375.00
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Item	Description	Quantity	Rate	Amount
	The oil is collected and the metal is then recycled. Any safety problems that are detected will be brought to your immediate attention. Greased the cab lift pins and hinges. Lubricated compartment tray slides. Lubricated moving entry steps. Lubricated compartment door latches. Where applicable. - Completed: 7/2/2024			
Parts	400LE 15W40 - 222290990	18.00000	\$8.30	\$149.40
Parts	Chev Starplex 2 Grease - 259118653	1.00000	\$9.10	\$9.10
Parts	Fuel Filter - 3604	1.00000	\$58.78	\$58.78
Parts	Heavy-Duty Coolant Test Strip - 4107	1.00000	\$5.50	\$5.50
Parts	Cabin Air Filter - 4466	1.00000	\$26.27	\$26.27
Parts	Oil Filter - 7182	1.00000	\$39.83	\$39.83
Parts	Oil Filter - 7701	1.00000	\$30.33	\$30.33
Parts	Fuel Filter - FF63054-NN	1.00000	\$65.04	\$65.04
Parts	Hazmat Charge - Hazmat	1.00000	\$8.00	\$8.00
			Subtotal	\$767.25

PM: Air Cleaner Replacement**Cause:** Customer request

(PM)

Labor	Correction: Engine / Air Intake / Remove air cleaner from housing. Clean housing and tubing. Check Ember Separator. Install new air cleaner. - Completed: 7/2/2024	0.36000	\$150.00	\$54.00
Parts	Cabin Air Filter - 4466	1.00000	\$26.27	\$26.27
Parts	Air Filter - 500804	1.00000	\$210.39	\$210.39
			Subtotal	\$290.66

Complaint: Front brakes metal to metal**Cause:** Worn out pads

(Inspection)

Labor	Correction: Brakes / Brake Misc. / Jacked unit up then removed wheels then the grease caps unbolted calipers found they were seized and boots for pistons were melted. Had to locate and pick up parts. . When replacing calipers I had a issue with removing the brake lines they were seized and had to let the drivers soak over night. Before leaving I removed the hub assembly's, cleaned and repacked bearings then installed with new seals. Then installed hubs. Set bearing preload to manufacture specifications. I then hug and assembled the calipers. The next day I was able to remove brake line and installed. Bleed brakes and installed the tires and torque lug nuts to manufactures specifications. Then took for test drive. Check for leaks and good. ack in service - Completed: 7/10/2024	9.36000	\$150.00	\$1,404.00
Parts	Brake Rotors - CNM10082921	2.00000	\$912.62	\$1,825.24
Parts	Wheel Seal - CR28758	2.00000	\$53.02	\$106.04

Item	Description	Quantity	Rate	Amount
Parts	Brake Fluid - 35-101	1.00000	\$58.32	\$58.32
Parts	Hub Cap Grease Seal 4 Bolt - 408108C1	2.00000	\$33.63	\$67.26
Parts	Caliper, Right - 5011304R91	1.00000	\$1,031.52	\$1,031.52
Parts	Dirty Core for Caliper, Right - 5011304R91-CORE	-1.00000	\$250.01	-\$250.01
Parts	Inherent Core for Caliper, Right - 5011304R91-CORE	1.00000	\$250.01	\$250.01
Parts	Caliper, Left - 5011305R91	1.00000	\$1,031.52	\$1,031.52
Parts	Dirty Core for Caliper, Left - 5011305R91-CORE	-1.00000	\$250.01	-\$250.01
Parts	Inherent Core for Caliper, Left - 5011305R91-CORE	1.00000	\$250.01	\$250.01
			Subtotal	\$5,523.90

Parts run

Labor	Parts run to pick up calipers.	0.74000	\$105.00	\$77.70
			Subtotal	\$77.70

Return from unit

Labor	Return from unit. Two trips	1.10000	\$105.00	\$115.50
			Subtotal	\$115.50

Drive to unit

Labor	Drive to unit (Service Call)	1.24000	\$105.00	\$130.20
			Subtotal	\$130.20

Unit: 1243 VIN: 1HTMNMMM7GH455725

2016 International/Horton

Complete Unit: 107,568 Miles

Engine: 7,641 Hours

Labor \$2,402.90**Parts** \$4,968.65**Shop Supplies** \$30.00**Pre-Charge Subtotal** \$7,401.55**Exempt**
(0% of \$0.00) \$0.00**Total** \$7,401.55**Payments & Credits** \$0.00**Balance Due** \$7,401.55**Lead Tech:** Stephen Rosselle**Technician Certificate ID:** M274334**Signature:**

AUG 26 2024

O.K. to pay
(335-932) 

Any warranties on the parts and accessories sold hereby are made by the manufacturer. You understand and agree that we make no warranties of any kind unless expressed in writing. You hereby authorize us to perform the repair work herein set forth and to purchase the necessary material and parts to perform such repair work. You agree that we are not responsible for loss or damage to your vehicle or articles left in your vehicle in case

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



Invoice: 68510

Date: 7/3/2024

Bill To

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

Remit Payment To

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

Service Order	Terms	Due Date	Authorizer	Customer PO	Service Writer	Unit #
4057	Net 30	8/2/2024	David Brogan		Rosselle, Kyle	1233

Item	Description	Quantity	Rate	Amount
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PM: Federal Annual DOT Inspection - Ambulance / Mini Pumper / Rescue / Utility

Cause: Customer request

(PM)

Labor	Correction: Complete Unit / Vehicle / Annual DOT inspection with report attached. - Completed: 7/1/2024	0.83333	\$150.00	\$125.00
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Subtotal \$125.00

PM: HD Single Rear Differential Service

Cause: Customer request

(PM)

Labor	Correction: Rear Axle / Differential / Drain rear differential fluid. Inspect fluid for debris or contamination and clean magnet. Refill with fresh fluid. - Completed: 7/1/2024	0.75000	\$150.00	\$112.50
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Parts	Gear Oil 80W90 - 223022773	20.00000	\$10.99	\$219.84
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Subtotal \$332.34

PM: LOF Service

Cause: Customer request

(PM)

Labor	Correction: Complete Unit / Vehicle / Lube, Oil and Filter service. Aired tires to specifications. Checked all fluid levels and added as required. Checked batteries and connections. Checked fan belts. Replaced fuel and oil filters. Checked air cleaner. Lubricated the door hinges. Checked chemical quality of the coolant. Greased the drive line and chassis. The waste oil is recycled through an authorized dealer of recycled components and the filters are cut opened and inspected for any unusual contaminants and then they are crushed and disposed of properly.	2.50000	\$150.00	\$375.00
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Item	Description	Quantity	Rate	Amount
	The oil is collected and the metal is then recycled. Any safety problems that are detected will be brought to your immediate attention. Greased the cab lift pins and hinges. Lubricated compartment tray slides. Lubricated moving entry steps. Lubricated compartment door latches. Where applicable. - Completed: 7/1/2024			
Parts	400LE 15W40 - 222290990	18.00000	\$8.30	\$149.40
Parts	Chev Starplex 2 Grease - 259118653	1.00000	\$9.10	\$9.10
Parts	Fuel Filter - 3604	1.00000	\$58.78	\$58.78
Parts	Heavy-Duty Coolant Test Strip - 4107	1.00000	\$5.50	\$5.50
Parts	Oil Filter - 7182	1.00000	\$39.83	\$39.83
Parts	Oil Filter - 7701	1.00000	\$30.33	\$30.33
Parts	Sea Foam - Penetrating Oil - DC-14	1.00000	\$23.82	\$23.82
Parts	Fuel Filter - FF63054-NN	1.00000	\$65.04	\$65.04
Parts	Hazmat Charge - Hazmat	1.00000	\$8.00	\$8.00
			Subtotal	\$764.80

PM: Air Cleaner Replacement

Cause: Customer request

(PM)

Labor	Correction: Engine / Air Intake / Remove air cleaner from housing. Clean housing and tubing. Check Ember Separator. Install new air cleaner. - Completed: 7/1/2024	0.35000	\$150.00	\$52.50
Parts	Cabin Air Filter - 4466	1.00000	\$26.27	\$26.27
Parts	Air Filter - 500804	1.00000	\$210.39	\$210.39
			Subtotal	\$289.16

Unit: 1233 VIN: 1HTMNMMM5GH455724

2015 International/Horton

Complete Unit: 92,917 Miles

Engine: 6,301 Hours

Labor	\$665.00
Parts	\$846.30
Shop Supplies	\$19.44
Pre-Charge Subtotal	\$1,530.74
Exempt (0% of \$0.00)	\$0.00
Total	\$1,530.74
Payments & Credits	\$0.00
Balance Due	\$1,530.74

AUG 21 2024

O.K. to pay

(335-932)



Lead Tech: Stephen Rosselle

Technician Certificate ID: M274334

Signature:



211 W. Fort Street, Suite 1410
Detroit, Michigan 48226

INVOICE

Invoice # 15874
Date: 02/04/2024
Due Upon Receipt

City of Dearborn Heights
6045 Fenton
Dearborn Heights, MI 48127

General Legal Advice

General Legal Advice

Date	Attorney	Notes	Quantity	Rate	Total
01/15/2024	JA	tc Mayor and Corp Counsel re 11-a of 1/6/24; tc x 2 to corp counsel	0.50	\$175.00	\$87.50
01/15/2024	JA	Begin research and draft of memo on 11-A of 1/6/24	2.50	\$175.00	\$437.50
01/16/2024	JA	tc brandon grysko re collective bargaining issue	0.30	\$175.00	\$52.50
01/16/2024	JA	Subject: RE: Letter 2 emails	0.30	\$175.00	\$52.50
01/17/2024	JA	Review CBA for compliance/violation of resolution	1.30	\$175.00	\$227.50
01/17/2024	JA	Subject: Re: Dearborn Heights	0.30	\$175.00	\$52.50
01/18/2024	JA	Subject: FW: Council Motion 24-025 6 emails	0.70	\$175.00	\$122.50
01/19/2024	JA	Revise memo to council; research re canons of statutory construction and PERA violations	1.50	\$175.00	\$262.50
01/19/2024	JA	Subject: Re: MEMORANDUM 6 emails	0.30	\$175.00	\$52.50
01/21/2024	JA	T conf from mayor and corp counsel re 11-a of 1/6/24 and 24-025. Research and writing re same.	3.20	\$175.00	\$560.00
01/21/2024	JA	Subject: Fwd: Files from FedEx Office 3 emails	0.30	\$175.00	\$52.50
01/22/2024	JA	Subject: RE: MEMORANDUM re 24-25 4 emails	0.30	\$175.00	\$52.50
01/22/2024	JA	Subject: RE: Checking in re meeting 122 7 emails	0.30	\$175.00	\$52.50
01/24/2024	JA	Subject: Attorney	0.30	\$175.00	\$52.50

01/24/2024	JA	Subject: DRAFT RELEASE 3 emails	0.30	\$175.00	\$52.50
01/24/2024	JA	Subject: RE: 2022-01-24 - RELEASE - [REDACTED] [REDACTED]	0.30	\$175.00	\$52.50
01/24/2024	JA	[REDACTED] 3 emails	0.30	\$175.00	\$52.50
01/26/2024	JA	tc atty BG re violation of federal law	0.30	\$175.00	\$52.50
01/26/2024	JA	tc mayor and counsel re situations with directors.	0.40	\$175.00	\$70.00
01/26/2024	JA	tc oc re motion for TRO	0.30	\$175.00	\$52.50
01/26/2024	JA	Subject: Re: Motion 24-017	0.30	\$175.00	\$52.50
01/29/2024	JA	tc oc and cc re order	0.30	\$175.00	\$52.50
01/29/2024	JA	Subject: Notification of Claims Against the City of Dearborn Heights	0.30	\$175.00	\$52.50
01/30/2024	JA	Subject: Fwd: Case No. 2:24-cv-10240	0.30	\$175.00	\$52.50
01/30/2024	JA	Subject: FW: Complaint, Summons, Notice of Lawsuit	0.50	\$175.00	\$87.50

Subtotal \$2,747.50

Total \$2,747.50

Payment (04/10/2024) -\$750.15

Balance Owing \$1,997.35

Approved RAK
8/23/24



211 W. Fort Street, Suite 1410
Detroit, Michigan 48226

Roger Farhina
6045 Fenton
Dearborn Heights, MI 48127

INVOICE

Invoice # 16526
Date: 08/02/2024
Due Upon Receipt

City of Dearborn Heights MLCC Matter (Warren Valley Golf Course)

City of Dearborn Heights MLCC Matter (Warren Valley Golf Course)

Date	Attorney	Notes	Quantity	Rate	Total
07/05/2024	JA	Subject: Re: CITY OF DEARBORN HEIGHTS / 2403-03341 multiple emails re city's coverage for liquor liability	0.30	\$175.00	\$52.50
07/09/2024	JA	Subject: Re: CITY OF DEARBORN HEIGHTS / 2403-03341 multiple emails with Jason Pearsall re insurance rider and other options for PFR	0.40	\$175.00	\$70.00
07/10/2024	JA	tc Sherry Ashton re proof of fin responsibility	0.30	\$175.00	\$52.50
07/10/2024	JA	Subject: Re: CITY OF DEARBORN HEIGHTS / 2403-03341 multiple emails	0.30	\$175.00	\$52.50
07/10/2024	JA	Subject: RE: [USE CAUTION EXTERNAL] CITY OF DEARBORN HEIGHTS / 2403-03341 create new MLCC 95 proof of financial responsibility for MMRMA and transmit same to Tim Mclorey for execution and completion.	0.40	\$175.00	\$70.00
07/11/2024	JA	Subject: City of Dearborn Heights	0.30	\$175.00	\$52.50
07/18/2024	JA	Subject: Re: [USE CAUTION EXTERNAL] CITY OF DEARBORN HEIGHTS / 2403-03341 multiple emails	0.30	\$175.00	\$52.50
07/19/2024	JA	Subject: Re: [USE CAUTION EXTERNAL] CITY OF DEARBORN HEIGHTS / 2403-03341 multiple emails	0.30	\$175.00	\$52.50
07/22/2024	JA	Subject: RE: [USE CAUTION EXTERNAL] CITY OF DEARBORN HEIGHTS / 2403-03341 multiple emails re MMRMA	0.30	\$175.00	\$52.50

07/22/2024	JA	Prepare and file updated MLCC financial responsibility form.	0.40	\$175.00	\$70.00
07/22/2024	JA	Subject: Proof of Financial resp City of Dearborn Heights 0262337	0.10	\$175.00	\$17.50
07/23/2024	JA	Subject: RE: Proof of Financial resp City of Dearborn Heights 0262337 multiple emails	0.40	\$175.00	\$70.00
07/23/2024	JA	Subject: 2024-2025 MLCC License - Licensee: CITY OF DEARBORN HEIGHTS BID: 0284960 multiple emails	0.50	\$175.00	\$87.50
07/23/2024	JA	tc roger re Joanna Ng Email	0.20	\$175.00	\$35.00
07/23/2024	JA	Subject: Fwd: CITY OF DEARBORN HEIGHTS RQ-2305-06256 multiple emails	0.40	\$175.00	\$70.00
07/23/2024	JA	Subject: FW: Revive Golf Management, LLC, COI	0.30	\$175.00	\$52.50
07/23/2024	JA	Subject: Re: CITY OF DEARBORN HEIGHTS RQ-2308-09567	0.30	\$175.00	\$52.50
07/23/2024	JA	Subject: RE: Proof of Financial resp City of Dearborn Heights 0262337	0.30	\$175.00	\$52.50
07/23/2024	JA	Subject: Re: 2024-2025 MLCC License - Licensee: CITY OF DEARBORN HEIGHTS BID: 0284960	0.30	\$175.00	\$52.50
07/23/2024	JA	Subject: RE: Revive Golf Management, LLC, COI	0.30	\$175.00	\$52.50
07/23/2024	JA	Subject: RE: Proof of Financial resp City of Dearborn Heights 0262337	0.30	\$175.00	\$52.50
07/23/2024	JA	Subject: RE: Revive Golf Management, LLC, COI	0.30	\$175.00	\$52.50
07/23/2024	JA	Subject: RE: Revive Golf Management, LLC, COI	0.30	\$450.00	\$135.00
07/24/2024	JA	tc from Sherry Ashton re affidavit of good cause and concession agreement.	0.20	\$175.00	\$35.00
07/24/2024	JA	Subject: RE: LCC 205 with 26116 W. Warren as address multiple emails	0.30	\$175.00	\$52.50
07/24/2024	JA	Subject: Statement of Good Cause/Concession and Lease Agreement multiple ems	0.20	\$175.00	\$35.00
07/24/2024	JA	Subject: Re: Need a Signature multiple emails	0.20	\$175.00	\$35.00
07/24/2024	JA	Subject: RE: Statement of Good Cause/Concession and Lease Agreement multiple emails	0.30	\$175.00	\$52.50

07/24/2024	JA	Subject: LCC 205 and Council Resolution	0.20	\$175.00	\$35.00
07/24/2024	JA	Subject: The next nitpick	0.10	\$175.00	\$17.50
07/24/2024	JA	email to mlcc re certified resolution	0.30	\$175.00	\$52.50
07/24/2024	JA	Subject: Reso	0.10	\$175.00	\$17.50
07/24/2024	JA	Subject: RE: The next nitpick 4 emails	0.20	\$175.00	\$35.00
07/25/2024	JA	Subject: RE: Warren Valley / Hines Dr. multiple emails	0.30	\$175.00	\$52.50
07/25/2024	JA	Subject: Re: Can you call me ASAP multiple emails and texts with Jason Pearsall, Roger and Investigator Oreilly re site inspection by Investigator O'Reilly of MLCC and instructions regarding same	0.60	\$175.00	\$105.00
07/25/2024	JA	Subject: RE: LCC 205 and Council Resolution multiple emails	0.40	\$175.00	\$70.00
07/25/2024	JA	Subject: Re: FW: 2024-2025 MLCC License - Licensee: CITY OF DEARBORN HEIGHTS BID: 0284960; email from and to Jason re instructions to hold off until participation permit is obtained	0.50	\$175.00	\$87.50
07/25/2024	JA	tc with investigator O'Reilly re site inspection	0.40	\$175.00	\$70.00
07/25/2024	JA	tc from roger re site inspection	0.20	\$175.00	\$35.00
07/25/2024	JA	tc from Jeff Comer re assessing information on all parcels of WVGCC that are city owned	0.20	\$175.00	\$35.00
07/25/2024	JA	Subject: Warren Valley Review of additional assessing records prior to forwarding to Investigator from MLCC	0.40	\$175.00	\$70.00
07/25/2024	JA	Subject: Fwd: CITY OF DEARBORN HEIGHTS RQ-2305-06256	0.30	\$175.00	\$52.50
07/25/2024	JA	Subject: FW: Warren Valley / Hines Dr. multiple emails	0.30	\$175.00	\$52.50
07/25/2024	JA	Subject: Re: FW: Warren Valley / Hines Dr. continuing thread on address disparity	0.30	\$175.00	\$52.50
07/29/2024	JA	Subject: Re: CITY OF DEARBORN HEIGHTS RQ-2305-06256 multiple emails	0.30	\$175.00	\$52.50
07/30/2024	JA	tc from Sherry Ashton re status of participation application.	0.20	\$175.00	\$35.00
07/30/2024	JA	Subject: Letter on Letterhead draft letter to William Oreilly of MLCC	0.40	\$175.00	\$70.00

07/30/2024	JA	tc investigator oreilly and jason pearsall re participation permit.	0.30	\$175.00	\$52.50
07/30/2024	VS	Draft letter to Investigator Oreilly; scanned and emailed to Oreilly and Sherry Ashton.	0.30	\$175.00	\$52.50
07/30/2024	JA	Subject: FW: Warren Valley	0.30	\$175.00	\$52.50
07/30/2024	JA	Subject: FW: Warren Valley / Hines Dr.	0.30	\$175.00	\$52.50
07/30/2024	JA	Subject: Dearborn Heights xsmit corr to investigator oreilly per directions	0.30	\$175.00	\$52.50
07/31/2024	JA	tc Brittany Jenks re management agreement	0.40	\$175.00	\$70.00
07/31/2024	JA	tc Jason Pearsall re management agreement	0.30	\$175.00	\$52.50
07/31/2024	JA	tc Roger Farinha re management agreement	0.30	\$175.00	\$52.50
07/31/2024	JA	Subject: Re: License Update multiple emails	0.30	\$175.00	\$52.50
07/31/2024	JA	Subject: RE: City of Dearborn Heights	0.30	\$175.00	\$52.50
07/31/2024	JA	tc Jason Pearsal re participation permit	0.20	\$175.00	\$35.00
07/31/2024	JA	Subject: Re: License Update multiple emails	0.30	\$175.00	\$52.50
08/01/2024	JA	t/conf with Jason P and Roger F re next steps	0.30	\$175.00	\$52.50
08/01/2024	JA	Subject: Liquor License Transfer Bullet Points	0.30	\$175.00	\$52.50
08/02/2024	JA	Subject: FW: City of Dearborn Heights multiple emails	0.30	\$175.00	\$52.50
08/02/2024	JA	Subject: Re: Liquor License Transfer Bullet Points multiple emails and revision to bullet points	0.30	\$175.00	\$52.50

Subtotal \$3,407.50

Total \$3,407.50

Approved
PAF 8/23/24

STAPLES PAYMENT – AUG 2024(2)

	INVOICE NUMBER	DEPT	INVOICE DATE	G/L NUMBER	AMOUNT
1	6007761939	COMP	7/27/2024	101-223-728.000	\$33.16
2	6007322035	COURT	7/24/2024	101-130-728.000	\$1,450.67
3	6007322033	COURT	7/24/2024	101-130-728.000	\$26.58
4	6007761942	CLERK	7/31/2024	101-190-730.000	\$226.02
5	6007988647	COURT	7/31/2024	101-130-728.000	\$512.40
6	6008758613	COURT	8/6/2024	101-130-728.000	\$36.42
7	6008521756	COURT	8/2/2024	101-130-728.000	\$7.99
8	6008813645	FD	8/7/2024	101-335-728.000	\$99.99
9	6008381638	WATER	8/1/2024	592-536-728.000	\$81.29
10	6009170360	REC	8/13/2024	101-692-728.000	\$50.29
11	6008758615	REC	8/6/2024	101-691-728.000	\$12.86
				101-692-728.000	\$19.81
12	6008758614	REC	8/6/2024	101-691-728.000	\$16.98
				TOTAL	\$2,574.46



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Federal ID: 04-3390816

CITY OF DEARBORN HEIGHTS

Attention: MATTHEW PAUL
6045 FENTON
DEARBORN HEIGHTS, MI 48127

Summary Number 7001541348

Invoice Number	Invoice Amount
6007761939	\$33.16
Invoice Date	Due Date
07/27/2024	08/26/2024
Order Number	Terms
7637273199-000-002	Net 30 Days
Bill To	Customer Account
1071230	DET 1834062

Ordered By	Order Date
MATHEW PAUL	07/25/2024
Deliver To	Approved By
MATHEW PAUL	
Ship-to ID	
COMPTROLLER	
Ship-to Name	
CITY OF DEARBORN HEIGHTS	

Detail Invoice

Budget Center	BC Description
COMPTROLLER	
PO Number	PO Description
72524COMP	
PO Release	PO Release Description

Shipping Address
6045 FENTON,DEARBORN HEIGHTS,MI,48127

Line	Item Number	Description/LIBC	Cust SKU	UOM	Qty	Unit Price	Extended Price	Tax Amount	Total
2	24503050	STP SD 2IN DR VW BNDR RED	24503050	EA	1	\$12.81	\$12.81	\$0.00	\$12.81
3	163873	TR PAD PERF JNR WH 12PK	163873	PK	1	\$6.24	\$6.24	\$0.00	\$6.24
4	2498018	BALLPNT RET MEDIUM 1.0MM DZN	2498018	DZ	1	\$2.99	\$2.99	\$0.00	\$2.99
5	2498462	BALLPNT RET MEDIUM 1.0 DZ BLUE	2498462	DZ	1	\$2.99	\$2.99	\$0.00	\$2.99
6	105809	STICKIES 3X3 REC YLW12PK	105809	DZ	1	\$2.29	\$2.29	\$0.00	\$2.29
7	116657	STPLS 3TAB FF LTR MANILA 100PK	116657	BX	1	\$5.84	\$5.84	\$0.00	\$5.84

Subtotal: \$33.16
Freight/Other: \$0.00
Tax (0.00%): \$0.00
Total: \$33.16

101 - 223.728.000
8/12/2024 8

Please Remit All Payments To:	
ACH	Check
Wells Fargo Account: 4654634682 Routing: 121000248 ARRemittance@Staples.com	Staples PO Box 660409 Dallas, TX 75266-0409

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Page: 1



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Federal ID: 04-3390816

2

CITY OF DEARBORN HEIGHTS
Attention: MATTHEW PAUL
6045 FENTON
DEARBORN HEIGHTS, MI 48127

Summary Number 7001471085

Invoice Number 6007322035
Invoice Date 07/24/2024
Order Number 7637025025-000-001
Bill To 1071230
Invoice Amount \$1,450.67
Due Date 08/23/2024
Terms Net 30 Days
Customer Account DET 1834062

Detail Invoice

Budget Center COURT
PO Number 72324COURT
PO Release
BC Description
PO Description
PO Release Description

Ordered By JENNIFER PAXTON
Deliver To JENNIFER PAXTON
Ship-to ID COURT
Ship-to Name CITY OF DEARBORN HEIGHTS
Order Date 07/23/2024
Approved By

Shipping Address
25637 MICHIGAN AVE, DEARBORN HEIGHTS, MI, 48125

Line	Item Number	Description/LIBC	Cust SKU	UOM	Qty	Unit Price	Extended Price	Tax Amount	Total
38	421818	POST-IT 1.5X2 CAPE TOWN 12PK	421818	PK	2	\$5.37	\$10.74	\$0.00	\$10.74
39	2095554	4X4 POST IT MIAMI 6PK	2095554	PK	1	\$9.72	\$9.72	\$0.00	\$9.72
40	108640	POST-IT 3X3 SS PURPLE 5PK	108640	PK	1	\$12.75	\$12.75	\$0.00	\$12.75
41	24570282	COLORED TRANSPARENT NOTES	24570282	PK	1	\$12.20	\$12.20	\$0.00	\$12.20
42	817196	TAPE DSPR DESK 1 CORE BLACK EA	817196	EA	2	\$5.99	\$11.98	\$0.00	\$11.98
43	889863	BROTHER TN450 HI-YIELD BLACK	889863	EA	1	\$41.87	\$41.87	\$0.00	\$41.87

Subtotal: \$1,450.67
Freight/Other: \$0.00
Tax (0.00%): \$0.00
Total: \$1,450.67

••0••CA

1,450.67 +

26.58 +

1,477.25 *

OK to pay
Matthew Adams
#130-728

7-31-24

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Page: 3



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Federal ID: 04-3390816

CITY OF DEARBORN HEIGHTS

Attention: MATTHEW PAUL
6045 FENTON
DEARBORN HEIGHTS, MI 48127

Summary Number 7001471085

Invoice Number	Invoice Amount
6007322035	\$1,450.67
Invoice Date	Due Date
07/24/2024	08/23/2024
Order Number	Terms
7637025025-000-001	Net 30 Days
Bill To	Customer Account
1071230	DET 1834062

Ordered By	Order Date
JENNIFER PAXTON	07/23/2024
Deliver To	Approved By
JENNIFER PAXTON	
Ship-to ID	
COURT	
Ship-to Name	
CITY OF DEARBORN HEIGHTS	

Detail Invoice

Budget Center	BC Description
COURT	
PO Number	PO Description
72324COURT	
PO Release	PO Release Description

Shipping Address
25637 MICHIGAN AVE,DEARBORN HEIGHTS,MI,48125

Line	Item Number	Description/LIBC	Cust SKU	UOM	Qty	Unit Price	Extended Price	Tax Amount	Total
1	565353	DESKTOP COPYHOLDER W/MEMO BRD	565353	EA	1	\$20.19	\$20.19	\$0.00	\$20.19
2	479880	SPLS 1X2 5/8 LSR/IJ LBL 100SH	479880	BX	2	\$31.17	\$62.34	\$0.00	\$62.34
3	343571	ENERGEL NV 0.7MM BLK GEL PEN	343571	DZ	4	\$12.17	\$48.68	\$0.00	\$48.68
4	163803	ENERGEL PEARL DLX RTX BLK	163803	DZ	1	\$32.92	\$32.92	\$0.00	\$32.92
5	639710	PENTEL ENERGEL RTX .7MM	639710	DZ	2	\$29.70	\$59.40	\$0.00	\$59.40
6	332893	SHARPIE FINE BLK 36CT CANISTER	332893	PK	2	\$26.54	\$53.08	\$0.00	\$53.08
7	2724307	SHARPIE METL MKR SILVER 36BX	2724307	PK	1	\$38.35	\$38.35	\$0.00	\$38.35
8	24411471	LEX C331HM0 H HYMG RET PRG TNR	24411471	EA	2	\$98.66	\$197.32	\$0.00	\$197.32
9	2657120	TAPE .75INX1000IN 12PK CLR	2657120	PK	8	\$8.10	\$64.80	\$0.00	\$64.80
10	364832	HP 951XL HY YELLOW INK CART	364832	EA	2	\$33.13	\$66.26	\$0.00	\$66.26
11	CDC-3320001710EA	ARM & HAMMER FRIDGE FRESH	908545	EA	1	\$2.46	\$2.46	\$0.00	\$2.46
12	24405550	PERK LUNCHEON NAPKIN 400CT	24405550	PK	2	\$3.45	\$6.90	\$0.00	\$6.90
13	24597431	2025 DAILY GROUP PRACTICE 8	24597431	EA	1	\$46.02	\$46.02	\$0.00	\$46.02
14	24582786	RY25 AAG HORIZ ERAS 32X48 YR	24582786	EA	2	\$38.36	\$76.72	\$0.00	\$76.72
15	24582760	RY25 AAG PLNMO WALL 20X30 M	24582760	EA	1	\$26.97	\$26.97	\$0.00	\$26.97
16	24589867	RY25 BS JOSELYN 11X8.75 WC	24589867	EA	1	\$8.42	\$8.42	\$0.00	\$8.42
17	24589860	RY25 BS TULA 15X12 WC	24589860	EA	1	\$12.91	\$12.91	\$0.00	\$12.91
18	24580519	RY25 ERASABLE WALL CLNDR 48X32	24580519	EA	1	\$8.39	\$8.39	\$0.00	\$8.39



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Summary Number 7001471085

CITY OF DEARBORN HEIGHTS

Attention: MATTHEW PAUL
6045 FENTON
DEARBORN HEIGHTS, MI 48127

Invoice Number	Invoice Amount
6007322035	\$1,450.67
Invoice Date	Due Date
07/24/2024	08/23/2024
Order Number	Terms
7637025025-000-001	Net 30 Days
Bill To	Customer Account
1071230	DET 1834062

Ordered By	Order Date
JENNIFER PAXTON	07/23/2024
Deliver To	Approved By
JENNIFER PAXTON	
Ship-to ID	
COURT	
Ship-to Name	
CITY OF DEARBORN HEIGHTS	

Detail Invoice

Budget Center	BC Description
COURT	
PO Number	PO Description
72324COURT	
PO Release	PO Release Description

Shipping Address
25637 MICHIGAN AVE,DEARBORN HEIGHTS,MI,48125

Line	Item Number	Description/LIBC	Cust SKU	UOM	Qty	Unit Price	Extended Price	Tax Amount	Total
19	24582792	RY25 AAG SLATE BLUE 22X17 MNTH	24582792	EA	1	\$26.26	\$26.26	\$0.00	\$26.26
20	24583036	RY25 AAG PROF APMT BK 9X11 M	24583036	EA	1	\$28.31	\$28.31	\$0.00	\$28.31
21	1005400	BROTHER DR630 DRUM CARTRIDGE	1005400	EA	3	\$68.05	\$204.15	\$0.00	\$204.15
22	24582755	RY25 AAG RECYCLE DSKPD 22X17 M	24582755	EA	1	\$16.04	\$16.04	\$0.00	\$16.04
23	24589873	RY25 DD COMNG UP ROSE 22X17 DP	24589873	EA	1	\$17.64	\$17.64	\$0.00	\$17.64
24	24589845	RY25 DD RUGBY STRIPE 22X17 DP	24589845	EA	1	\$17.64	\$17.64	\$0.00	\$17.64
25	24583047	RY25 AAG MNDR RLD 3X6 W	24583047	EA	1	\$15.79	\$15.79	\$0.00	\$15.79
26	24582819	RY25 AAG AQUA MEDAL 22X17 MNTH	24582819	EA	1	\$21.23	\$21.23	\$0.00	\$21.23
27	047529	MOUSE PAD WITH WRIST RESTBLACK	047529	EA	1	\$11.34	\$11.34	\$0.00	\$11.34
28	24582782	RY25 AAG 2CLR DSKPD 22X17 MNTH	24582782	EA	1	\$10.78	\$10.78	\$0.00	\$10.78
29	24589800	RY25 BS AMALIA 22X17 DP	24589800	EA	1	\$15.58	\$15.58	\$0.00	\$15.58
30	MMM-3500RD	TAPE,MOVING,W/DISPENSER	MMM-3500RD	RL	3	\$4.29	\$12.87	\$0.00	\$12.87
31	24582763	RY25 AAG ERAS RED RVS 48X32 YR	24582763	EA	1	\$33.23	\$33.23	\$0.00	\$33.23
32	509803	HOOK CUBICLE WHITE	509803	PK	2	\$4.09	\$8.18	\$0.00	\$8.18
33	803426	POST-IT DUR IND TABS 2X1.5 WE	803426	PK	2	\$4.20	\$8.40	\$0.00	\$8.40
34	587296	PEN RBALL VSNELT FN RD	587296	EA	15	\$1.65	\$24.75	\$0.00	\$24.75
35	473864	VISION ELITE BLACK	473864	EA	15	\$1.65	\$24.75	\$0.00	\$24.75
37	24387490	POSTIT 3X3 BUS ASTD PACK 24PK	24387490	EA	2	\$11.17	\$22.34	\$0.00	\$22.34

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Page: 2



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Summary Number 7001471085

CITY OF DEARBORN HEIGHTS

Attention: MATTHEW PAUL
6045 FENTON
DEARBORN HEIGHTS, MI 48127

Invoice Number	Invoice Amount
6007322033	\$26.58
Invoice Date	Due Date
07/24/2024	08/23/2024
Order Number	Terms
7637025025-000-002	Net 30 Days
Bill To	Customer Account
1071230	DET 1834062

Ordered By	Order Date
JENNIFER PAXTON	07/23/2024
Deliver To	Approved By
JENNIFER PAXTON	
Ship-to ID	
COURT	
Ship-to Name	
CITY OF DEARBORN HEIGHTS	

Detail Invoice

Budget Center	BC Description
COURT	
PO Number	PO Description
72324COURT	
PO Release	PO Release Description

Shipping Address
25637 MICHIGAN AVE,DEARBORN HEIGHTS,MI,48125

Line	Item Number	Description/LIBC	Cust SKU	UOM	Qty	Unit Price	Extended Price	Tax Amount	Total
36	24593446	NOTES TEACHER PACK ASST COLOR	24593446	PK	2	\$13.29	\$26.58	\$0.00	\$26.58

Subtotal: \$26.58
Freight/Other: \$0.00
Tax (0.00%): \$0.00
Total: \$26.58

Please Remit All Payments To:	
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Wells Fargo Account: 4654634682 Routing: 121000248 ARRemittance@Staples.com	Staples PO Box 660409 Dallas, TX 75266-0409

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Federal ID: 04-3390816

CITY OF DEARBORN HEIGHTS
Attention: MATTHEW PAUL
6045 FENTON
DEARBORN HEIGHTS, MI 48127

Summary Number 7001541348

Invoice Number	Invoice Amount
6007761942	\$226.02
Invoice Date	Due Date
07/27/2024	08/26/2024
Order Number	Terms
7637254160-000-001	Net 30 Days
Bill To	Customer Account
1071230	DET 1834062

Detail Invoice

Budget Center	BC Description
CLERKS	
PO Number	PO Description
72524CLERK	
PO Release	PO Release Description

Shipping Address
6045 FENTON, DEARBORN HEIGHTS, MI, 48127

Ordered By	Order Date
DANA FLAMONT	07/25/2024
Deliver To	Approved By
DANA FLAMONT	
Ship-to ID	
CLERKS	
Ship-to Name	
CITY OF DEARBORN HEIGHTS	

Line	Item Number	Description/LIBC	Cust SKU	UOM	Qty	Unit Price	Extended Price	Tax Amount	Total
1	24556288	HP 210A BLACK ORGNL LJ TONER	24556288	EA	3	\$75.34	\$226.02	\$0.00	\$226.02
Subtotal: \$226.02									
Freight/Other: \$0.00									
Tax (0.00%): \$0.00									
Total: \$226.02									

Approved for payment
Lynne M. Loria
101-190-730.000
7/31/24

Please Remit All Payments To:	
ACH	Check
Wells Fargo Account: 4654634682 Routing: 121000248 ARRemittance@Staples.com	Staples PO Box 660409 Dallas, TX 75266-0409

For invoice and payment related inquiries please call 888-753-4103

Page: 1

5



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Federal ID: 04-3390816

Summary Number 7001585557

CITY OF DEARBORN HEIGHTS
Attention: MATTHEW PAUL
6045 FENTON
DEARBORN HEIGHTS, MI 48127

Invoice Number	Invoice Amount
6007988647	\$512.40
Invoice Date	Due Date
07/31/2024	08/30/2024
Order Number	Terms
7637565684-000-001	Net 30 Days
Bill To	Customer Account
1071230	DET 1834062

Ordered By	Order Date
JENNIFER PAXTON	07/30/2024
Deliver To	Approved By
JENNIFER PAXTON	
Ship-to ID	
COURT	
Ship-to Name	
CITY OF DEARBORN HEIGHTS	

Detail Invoice

Budget Center	BC Description
COURT	
PO Number	PO Description
73024COURT	
PO Release	PO Release Description

Shipping Address
25637 MICHIGAN AVE, DEARBORN HEIGHTS, MI, 48125

Line	Item Number	Description/LIBC	Cust SKU	UOM	Qty	Unit Price	Extended Price	Tax Amount	Total
20	24583047	RY25 AAG MND RLD 3X6 W	24583047	EA	1	\$15.79	\$15.79	\$0.00	\$15.79
21	24582704	RY25 AAG SCENIC 3MNT 15X23 M	24582704	EA	1	\$28.82	\$28.82	\$0.00	\$28.82
22	1015831	EXPO LOW ODOR UF 8PK AST	1015831	PK	1	\$5.73	\$5.73	\$0.00	\$5.73
23	AVE-05796	COLOR CODE 1/4IN ASST LBL	067076	PK	1	\$3.38	\$3.38	\$0.00	\$3.38
24	067075	LABEL SEE-THRU COLOR DOT 3/4	067075	PK	1	\$4.33	\$4.33	\$0.00	\$4.33

Subtotal: \$512.40
Freight/Other: \$0.00
Tax (0.00%): \$0.00
Total: \$512.40

• • 0 • • C A

36.42 +
7.99 +
512.40 +
Total 556.81 *

OK to pay
Matthew Adams
130-728.
8-9-24

Please Remit All Payments To:	
ACH	Check
Wells Fargo Account: 4654634682 Routing: 121000248 ARRemittance@Staples.com	Staples PO Box 660409 Dallas, TX 75266-0409

For invoice and payment related inquiries please call 888-753-4103

Page: 2



Staples
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Federal ID: 04-3390816

Summary Number 7001585557

CITY OF DEARBORN HEIGHTS
Attention: MATTHEW PAUL
6045 FENTON
DEARBORN HEIGHTS, MI 48127

Invoice Number 6007988647
Invoice Date 07/31/2024
Order Number 7637565684-000-001
Bill To 1071230
Invoice Amount \$512.40
Due Date 08/30/2024
Terms Net 30 Days
Customer Account DET 1834062

Ordered By JENNIFER PAXTON
Deliver To JENNIFER PAXTON
Ship-to ID COURT
Ship-to Name CITY OF DEARBORN HEIGHTS
Order Date 07/30/2024
Approved By

Detail Invoice

Budget Center COURT
PO Number 73024COURT
PO Release
BC Description
PO Description
PO Release Description

Shipping Address
25637 MICHIGAN AVE, DEARBORN HEIGHTS, MI, 48125

Line	Item Number	Description/LIBC	Cust SKU	UOM	Qty	Unit Price	Extended Price	Tax Amount	Total
1	24597438	2025 DAILY GROUP PRACTICE 4	24597438	EA	1	\$40.20	\$40.20	\$0.00	\$40.20
2	24570282	COLORED TRANSPARENT NOTES	24570282	PK	1	\$12.20	\$12.20	\$0.00	\$12.20
3	900895	FLG PAGE ARROW AST	900895	PK	2	\$3.85	\$7.70	\$0.00	\$7.70
4	24589846	RY25 BS MIMI PINK 17X11 DP	24589846	EA	1	\$17.59	\$17.59	\$0.00	\$17.59
5	24597442	2025 DESK TOP CALENDAR PUPPIES	24597442	EA	5	\$16.30	\$81.50	\$0.00	\$81.50
6	24589820	RY25 BS NEVAEH 22X17 DP	24589820	EA	1	\$15.58	\$15.58	\$0.00	\$15.58
7	125369	SHARPIE MARKER FINE RED DZ	125369	DZ	1	\$8.31	\$8.31	\$0.00	\$8.31
8	300062	LOGITECH Z150 MULTIMEDIA SPKR	300062	EA	2	\$29.99	\$59.98	\$0.00	\$59.98
9	891293	RUBBER BANDS BRITES 1.05OZ AST	891293	BX	30	\$1.44	\$43.20	\$0.00	\$43.20
10	24582706	RY25 AAG PUPPIES DSKPD 22X17 M	24582706	EA	1	\$25.64	\$25.64	\$0.00	\$25.64
14	24582746	RY25 AAG MINI ERASE YRLY 16X12	24582746	EA	3	\$16.30	\$48.90	\$0.00	\$48.90
15	804547	SONY BLK EAR BUD HEADPHONES	804547	EA	2	\$5.09	\$10.18	\$0.00	\$10.18
16	24589940	RY25 DD PEYTON NAVY 8.5X11 PC	24589940	EA	1	\$24.61	\$24.61	\$0.00	\$24.61
17	24589993	RY25 DD PEYTON WHITE 22X17 DP	24589993	EA	1	\$20.10	\$20.10	\$0.00	\$20.10
18	24583026	RY25 AAG APMT BK 9X11 M	24583026	EA	1	\$26.05	\$26.05	\$0.00	\$26.05
19	24582816	RY25 AAG RECYCL RFL 4X6 DAILY	24582816	EA	1	\$12.61	\$12.61	\$0.00	\$12.61

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Federal ID: 04-3390816

Summary Number 7001681193

CITY OF DEARBORN HEIGHTS
Attention: MATTHEW PAUL
6045 FENTON
DEARBORN HEIGHTS, MI 48127

Invoice Number	Invoice Amount
6008758613	\$36.42
Invoice Date	Due Date
08/06/2024	09/05/2024
Order Number	Terms
7637565684-000-003	Net 30 Days
Bill To	Customer Account
1071230	DET 1834062

Ordered By	Order Date
JENNIFER PAXTON	07/30/2024
Deliver To	Approved By
JENNIFER PAXTON	
Ship-to ID	
COURT	
Ship-to Name	
CITY OF DEARBORN HEIGHTS	

Detail Invoice

Budget Center	BC Description
COURT	
PO Number	PO Description
73024COURT	
PO Release	PO Release Description

Shipping Address
25637 MICHIGAN AVE, DEARBORN HEIGHTS, MI, 48125

Line	Item Number	Description/LIBC	Cust SKU	UOM	Qty	Unit Price	Extended Price	Tax Amount	Total
12	24605189	RY25 BT PIGLETS 12X24 CALENDAR	24605189	EA	1	\$17.43	\$17.43	\$0.00	\$17.43
13	24604897	RY25 BT BLABS 6X7.75 PLANNER	24604897	EA	1	\$18.99	\$18.99	\$0.00	\$18.99
Subtotal: \$36.42									
Freight/Other: \$0.00									
Tax (0.00%): \$0.00									
Total: \$36.42									

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ACH	Check
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Federal ID: 04-3390816

Summary Number 7001632356

CITY OF DEARBORN HEIGHTS
Attention: MATTHEW PAUL
6045 FENTON
DEARBORN HEIGHTS, MI 48127

Invoice Number	Invoice Amount
6008521756	\$7.99
Invoice Date	Due Date
08/02/2024	09/01/2024
Order Number	Terms
7637565684-000-002	Net 30 Days
Bill To	Customer Account
1071230	DET 1834062

Ordered By	Order Date
JENNIFER PAXTON	07/30/2024
Deliver To	Approved By
JENNIFER PAXTON	
Ship-to ID	
COURT	
Ship-to Name	
CITY OF DEARBORN HEIGHTS	

Detail Invoice

Budget Center	BC Description
COURT	
PO Number	PO Description
73024COURT	
PO Release	PO Release Description

Shipping Address
25637 MICHIGAN AVE, DEARBORN HEIGHTS, MI, 48125

Line	Item Number	Description/LIBC	Cust SKU	UOM	Qty	Unit Price	Extended Price	Tax Amount	Total
11	24600928	CY25 TFI KITTENS 7X7 MINI	24600928	EA	1	\$7.99	\$7.99	\$0.00	\$7.99
								Subtotal: \$7.99	
								Freight/Other: \$0.00	
								Tax (0.00%): \$0.00	
								Total: \$7.99	

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ACH	Check
Wells Fargo Account: 4654634682 Routing: 121000248 ARRemittance@Staples.com	Staples PO Box 660409 Dallas, TX 75266-0409

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Federal ID: 04-3390816

CITY OF DEARBORN HEIGHTS
Attention: MATTHEW PAUL
6045 FENTON
DEARBORN HEIGHTS, MI 48127

Summary Number 7001690640

Invoice Number	Invoice Amount
6008813645	\$99.99
Invoice Date	Due Date
08/07/2024	09/06/2024
Order Number	Terms
7638110989-000-001	Net 30 Days
Bill To	Customer Account
1071230	DET 1834062
Ordered By	Order Date
KIMBERLY MARONCELLI	08/06/2024
Deliver To	Approved By
KIMBERLY MARONCELLI	
Ship-to ID	
FIRE HQ	
Ship-to Name	
CITY OF DEARBORN HEIGHTS	

Detail Invoice

Budget Center	BC Description
FIREHQ	
PO Number	PO Description
8624FD	
PO Release	PO Release Description

Shipping Address
1999 N BEECH DALY RD,DEARBORN HEIGHTS,MI,48127

Line	Item Number	Description/LIBC	Cust SKU	UOM	Qty	Unit Price	Extended Price	Tax Amount	Total
1	934103	TURCOTTE BLACK CHAIR	934103	EA	1	\$99.99	\$99.99	\$0.00	\$99.99
									Subtotal: \$99.99
									Freight/Other: \$0.00
									Tax (0.00%): \$0.00
									Total: \$99.99

AUG 12 2024

O.K. to pay
(335-728)
1916

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ACH	Check
Wells Fargo Account: 4654634682 Routing: 121000248 ARRemittance@Staples.com	Staples PO Box 660409 Dallas, TX 75266-0409

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Federal ID: 04-3390816

Summary Number 7001617665

CITY OF DEARBORN HEIGHTS
Attention: MATTHEW PAUL
6045 FENTON
DEARBORN HEIGHTS, MI 48127

Invoice Number	Invoice Amount
6008381638	\$81.29
Invoice Date	Due Date
08/01/2024	08/31/2024
Order Number	Terms
7637652048-000-001	Net 30 Days
Bill To	Customer Account
1071230	DET 1834062

Ordered By	Order Date
SHEILA WALL	07/31/2024
Deliver To	Approved By
SHEILA WALL	
Ship-to ID	
WATER BILLING	
Ship-to Name	
CITY OF DEARBORN HEIGHTS	

Detail Invoice

Budget Center

WTRBLL

PO Number

73124WATBILLING

PO Release

BC Description

PO Description

PO Release Description

Shipping Address

6045 FENTON,DEARBORN HEIGHTS,MI,48127

Line	Item Number	Description/LIBC	Cust SKU	UOM	Qty	Unit Price	Extended Price	Tax Amount	Total
1	051165	HI-LITER 25025 BROAD TIP F/YE	051165	DZ	1	\$8.16	\$8.16	\$0.00	\$8.16
2	229690	WESTCOTT 3PK SCISSORS	229690	PK	1	\$2.50	\$2.50	\$0.00	\$2.50
3	783599	SOLO 12OZ CLEAR COLD CUP 50PK	783599	PK	2	\$6.39	\$12.78	\$0.00	\$12.78
4	867474	BATTERY AA ALKALINE 24PK	867474	PK	1	\$29.29	\$29.29	\$0.00	\$29.29
5	846028	DURACELL ALK AA BATTERIES 1.5V	846028	PK	1	\$10.10	\$10.10	\$0.00	\$10.10
6	24375275	PERK 12 OZ PAPER BOWL 125PK	24375275	PK	1	\$12.42	\$12.42	\$0.00	\$12.42
7	488126	ELMERS GLUE STICK 6+2 PURPLE	488126	PK	1	\$6.04	\$6.04	\$0.00	\$6.04

Subtotal: \$81.29

Freight/Other: \$0.00

Tax (0.00%): \$0.00

Total: \$81.29

Handwritten signature 8/13/24

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ACH	Check
Wells Fargo Account: 4654634682 Routing: 121000248 ARRemittance@Staples.com	Staples PO Box 660409 Dallas, TX 75266-0409

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Framingham, MA 01702

Federal ID: 04-3390816

Summary Number 7001762046

CITY OF DEARBORN HEIGHTS
Attention: MATTHEW PAUL
6045 FENTON
DEARBORN HEIGHTS, MI 48127

Invoice Number	Invoice Amount
6009170360	\$50.29
Invoice Date	Due Date
08/13/2024	09/12/2024
Order Number	Terms
7637765600-000-003	Net 30 Days
Bill To	Customer Account
1071230	DET 1834062

Ordered By	Order Date
ANTHONY SMITH	08/05/2024
Deliver To	Approved By
ANTHONY SMITH	
Ship-to ID	
REC CENTER	
Ship-to Name	
CITY OF DEARBORN HEIGHTS	

Detail Invoice

Budget Center	BC Description
RECCTR	
PO Number	PO Description
8524REC	
PO Release	PO Release Description

Shipping Address
1801 N BEECH DALY RD,DEARBORN HEIGHTS,MI,48127

Line	Item Number	Description/LIBC	Cust SKU	UOM	Qty	Unit Price	Extended Price	Tax Amount	Total
4	RAC-99350CT	SANITIZER,AIR,FRSH,6-10OZ	RAC-99350CT	CT	1	\$50.29	\$50.29	\$0.00	\$50.29

Subtotal: \$50.29
Freight/Other: \$0.00
Tax (0.00%): \$0.00
Total: \$50.29

692-728 = \$50.29
Karin E. S.



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ACH	Check
Wells Fargo Account: 4654634682 Routing: 121000248 ARRemittance@Staples.com	Staples PO Box 660409 Dallas, TX 75266-0409

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Federal ID: 04-3390816

Summary Number 7001681193

CITY OF DEARBORN HEIGHTS
Attention: MATTHEW PAUL
6045 FENTON
DEARBORN HEIGHTS, MI 48127

Invoice Number	Invoice Amount
6008758615	\$32.67
Invoice Date	Due Date
08/06/2024	09/05/2024
Order Number	Terms
7637765600-000-001	Net 30 Days
Bill To	Customer Account
1071230	DET 1834062

Ordered By	Order Date
ANTHONY SMITH	08/05/2024
Deliver To	Approved By
ANTHONY SMITH	
Ship-to ID	
REC CENTER	
Ship-to Name	
CITY OF DEARBORN HEIGHTS	

Detail Invoice

Budget Center	BC Description
RECCTR	
PO Number	PO Description
8524REC	
PO Release	PO Release Description

Shipping Address
1801 N BEECH DALY RD,DEARBORN HEIGHTS,MI,48127

Line	Item Number	Description/LIBC	Cust SKU	UOM	Qty	Unit Price	Extended Price	Tax Amount	Total
1	473975	SPLS QKSTRT LGDIS 48MMX50M 4PK	473975	PK	1	\$9.08	\$9.08	\$0.00	\$9.08
2	808017	RUBBERBAND #117B 1 LB	808017	PK	1	\$3.78	\$3.78	\$0.00	\$3.78
5	24323927	FEBREZE PLUG WARMER EA	24323927	EA	1	\$3.22	\$3.22	\$0.00	\$3.22
6	24561380	FEBREZE PLUG 3 DOWNY APRL FRSH	24561380	EA	1	\$16.59	\$16.59	\$0.00	\$16.59

Subtotal: \$32.67
Freight/Other: \$0.00
Tax (0.00%): \$0.00
Total: \$32.67

691 - 728 = \$12.86

692 - 728 = \$19.81

Kim Sower

Please Remit All Payments To:	
ACH	Check
Wells Fargo Account: 4854634682 Routing: 121000248 ARRemittance@Staples.com	Staples PO Box 660409 Dallas, TX 75266-0409

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Page: 1



Staples
ATTN: FSSC
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Federal ID: 04-3390816

CITY OF DEARBORN HEIGHTS
Attention: MATTHEW PAUL
6045 FENTON
DEARBORN HEIGHTS, MI 48127

Summary Number 7001681193

Invoice Number	Invoice Amount
6008758614	\$16.98
Invoice Date	Due Date
08/06/2024	09/05/2024
Order Number	Terms
7637765600-000-002	Net 30 Days
Bill To	Customer Account
1071230	DET 1834062
Ordered By	Order Date
ANTHONY SMITH	08/05/2024
Deliver To	Approved By
ANTHONY SMITH	
Ship-to ID	
REC CENTER	
Ship-to Name	
CITY OF DEARBORN HEIGHTS	

Detail Invoice

Budget Center	BC Description
RECCTR	
PO Number	PO Description
8524REC	
PO Release	PO Release Description

Shipping Address
1801 N BEECH DALY RD,DEARBORN HEIGHTS,MI,48127

Line	Item Number	Description/LIBC	Cust SKU	UOM	Qty	Unit Price	Extended Price	Tax Amount	Total
3	24405546	PERK CUBE FACIAL 95/6PK	24405546	PK	2	\$8.49	\$16.98	\$0.00	\$16.98

Subtotal: \$16.98
Freight/Other: \$0.00
Tax (0.00%): \$0.00
Total: \$16.98

691-728 = \$16.98

Please Remit All Payments To:	
ACH	Check
Wells Fargo Account: 4654634682 Routing: 121000248 ARRemittance@Staples.com	Staples PO Box 660409 Dallas, TX 75266-0409

For Invoice and payment related inquiries please call 888-753-4103

Page: 1



3355 Bald Mountain Rd, Suite 10
Auburn Hills, MI 48326
248-852-2100

Bill To

DEARBORN HEIGHTS POLICE
25637 MICHIGAN AVE.
DEARBORN HEIGHTS, MI 48125 US

Invoice 44633

Apr 23, 2024

Job Number

24-3199

Payment Terms

Net 30

Total Due

\$3,360.00

Due Date

May 23, 2024

CUSTOMER NAME

DEARBORN HEIGHTS POLICE

PROPERTY NAME

DEARBORN HEIGHTS POLICE

PROPERTY ADDRESS

25637 MICHIGAN AVE.
DEARBORN HEIGHTS, MI 48125

AUTHORIZED BY

CUSTOMER WO

NTE

Invoice Summary

Scope of Work:

1. Investigate the large degree difference in different rooms of the building.
2. Examine the controls system and identify any issues.
3. Check the fan operation of RTU3 and ensure it is functioning properly.
4. Override the enthalpy switch of RTU1 and force it to DX mode for cooling.
5. Inspect the economizer and address any issues.
6. Assess the VAVs and ensure they are functioning correctly.
7. Investigate the overheating issue in the 1st and 2nd floor Airterm areas.
8. Examine RTU4 and the VAV boxes for any potential problems.
9. Verify the status of RTU3 and address any communication issues.
10. Repair the fan section of RTU3, including replacing the sheet metal and canvas.
11. Remove the ultraviolet light tubes from the fan section to gain access to the VFD for troubleshooting.

O.K. for payment
8-21-24

Resolution:

1. On Visit 1, it was identified that RTU3 was not showing a fan status and a technician was recommended to be sent onsite to check the fan operation. Additionally, RTU1 required the enthalpy switch to be overridden for cooling and the economizer needed to be examined.
2. Visit 2 revealed that most areas were within a few degrees of setpoints, but VAVs 099 and 107 were off. The 1st and 2nd floor Airterm areas were experiencing overheating. A disconnect was found off on RTU4, which required further investigation.
3. During Visit 3, it was discovered that the fan on RTU4 was rubbing after changing the belts, and the bearings were found to be damaged. The canvases on both RTU3 and RTU4 were torn. Communication and VAVs needed to be addressed.
4. On Visit 4 it was observed that RTU3 was not cooling and the unit was not proving airflow. The supply fan section was coming apart and the canvas connection was blown open. Repairing the fan section, including replacing the sheet metal and canvas, was recommended. The ultraviolet light tubes needed to be removed to access the VFD for troubleshooting.

Labor

\$2,835.00

Description

Matt Walls - April 4, 2024 - Labor

Hours

Rate

\$202.50

Jeremiah Swinson - April 8, 2024 - Labor

8

\$135.00

Jeremiah Swinson - April 9, 2024 - Labor

3.5

\$135.00

Joe Ferris - April 10, 2024 - Labor

8

\$135.00

101-265-931.000

phd 8/22/24

Invoice 44633 - Page 1 of 2

20.5

Parts & Materials

\$525.00

Description

Truck cost and Consumables

Administration Processing

Total

\$3,360.00



3355 Bald Mountain Rd, Suite 10
Auburn Hills, MI 48326
248-852-2100

Bill To

DEARBORN HEIGHTS POLICE
25637 MICHIGAN AVE.
DEARBORN HEIGHTS, MI 48125 US

Invoice 45337

Aug 21, 2024

Job Number

24-3788

Payment Terms

Net 30

Total Due

\$2,007.24

Due Date

Sep 20, 2024

CUSTOMER NAME

DEARBORN HEIGHTS POLICE

PROPERTY NAME

DEARBORN HEIGHTS POLICE

PROPERTY ADDRESS

25637 MICHIGAN AVE.
DEARBORN HEIGHTS, MI 48125

AUTHORIZED BY

CUSTOMER WO

NTE

Invoice Summary

- On 8/7/24, the technician arrived on-site, checked in with the contact, and diagnosed the issue with RTU 1. The technician implemented a temporary fix by forcing the drive on through hand mode and jumping the proving switch out. A new airflow proving switch was ordered.
- On 8/14/24, the technician picked up the new airflow proving switch, arrived on-site, and replaced the faulty switch on RTU 1. The unit was cycled, and no alarms were present at that time. The technician checked out with the contact, Chris, confirming the resolution of the issue.

Labor

\$1,215.00

Description

Joe Ferris - August 7, 2024 - Labor

Joe Ferris - August 14, 2024 - Labor

Hours

Rate

5.5

\$135.00

3.5

\$135.00

9

O.K. for payment

8-22-24

phi Di 8/22/24

Parts & Materials

\$417.24

Description

Airflow switch

101-265-931.000

Discounts & Fees

Description

Price Subtotal

(2) Truck cost and Consumables

\$300.00

Administration Processing

\$75.00

Total

\$2,007.24



ARROW
QUICK-CLIP
HUDSON RCI
LMA
Pilling

Quik-Cut
RUSCH
UROLIFT
WECK

Invoice

No.	Date	Page	Due Date
9508817359	08/13/2024	1 of 2	09/12/2024
Payer Account No. 1082771			

Bill To Party Account No. 143320
Dearborn Heights Fire Department
1999 North Beech Daly Road
Dearborn Heights MI 48127-3487
USA

Ship To Party Account No. 1082771
Dearborn Heights Fire Department
ATTN: Hunter Moore
1999 North Beech Daly Road
Dearborn Heights MI 48127-3487
USA

Payment Remittance Address:

Teleflex LLC
c/o Teleflex Funding LLC
PO Box 936729
Atlanta, GA 31193-6729

Wire Transfer Remittance:

Teleflex LLC c/o Teleflex Funding LLC
Account No. 4708086079
Wells Fargo Bank, N.A.
Routing/ABA No. 121000248
SWIFT Code: WFBUS6S

Overnight Remittance Address:

Teleflex LLC
c/o Teleflex Funding LLC
Attn: PO Box 936729
3585 Atlanta Avenue
Hapeville, GA 30354-1705

Purchase Order No.	Sales Order No.	Order Placed By	Delivery No.	Carrier/Level of Service
081324HM	11955322	Hunter Moore	8012648420	UPS SUPPLY CHAIN SOLUTION
Tracking No.	Freight Terms	Incoterms	Payment Terms	Currency
1Z6069230389290993	Pre-pay & Add	FOB Origin	Net 30	USD

Line	Material	Material Description	UOM	Shipped Qty	Back Order Qty	Unit Price	Total
000010	9001-VC-005	EZ-IO 25MM NEEDLE (BOX OF 5)	BX	3	0	550.00	1,650.00
Brand: Arrow		Batch No: 72427546 Exp. Date 01/31/2028 Country of Origin US					
000030	9066-VC-005	EZ-STABILIZER (BOX OF 5)	BX	4	0	50.00	200.00
Brand: Arrow		Batch No: 70028835 Exp. Date 05/25/2027 Country of Origin TW					

Comments:

All purchases are subject to Teleflex LLC's Terms and Conditions - Products (available at <https://www.teleflex.com/usa/en/legal/terms-and-conditions-of-sale/index.html>), which are incorporated herein by reference. The terms and conditions set forth in Teleflex LLC's special pricing agreement(s), order confirmation(s) and invoice(s) state the entire contract between the parties for the product purchased, including any discount or rebate program. Teleflex LLC shall not be bound by any different, additional or conflicting terms set forth in any customer purchase order or any other document presented in connection with the purchase of the products

Teleflex LLC

EIN: 83-1629418

For Inquiries:

Tel 866-246-6990

Email cs@teleflex.com www.teleflex.com



ARROW
DEQUATE
HUDSON RCI
LMA
QUICK-CLIP
RUSCH
UROLIFT
WEICK

Invoice

No. 9508817359 Date 08/13/2024 Page 2 of 2 Due Date 09/12/2024
Payer Account No. 1082771

Line	Material	Material Description	UOM	Shipped Qty	Back Order Qty	Unit Price	Total
The prices reflected on this invoice incorporate applicable discounts to Teleflex's list prices for the named products and may be subject to further discounts, rebates and/or warranties (if any) per your agreement with Teleflex. Consistent with 42 U.S.C. § 1320a-7b(b)(3)(A) and/or 42 C.F.R. § 1001.952(h), this disclaimer constitutes Teleflex's notice to you that you must fully and accurately report any reduced price received as a discount, rebate or warranty in applicable cost reports and agree to provide certain related information to state and federal agencies upon request as required by law or regulation.							
Sub-Total							1,850.00
Freight Ground							13.34
Tax							0.00
Total USD							1,863.34

AUG 22 2024

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

All purchases are subject to Teleflex LLC's Terms and Conditions - Products (available at <https://www.teleflex.com/usa/en/legal/terms-and-conditions-of-sale/index.html>), which are incorporated herein by reference. The terms and conditions set forth in Teleflex LLC's special pricing agreement(s), order confirmation(s) and invoice(s) state the entire contract between the parties for the product purchased, including any discount or rebate program. Teleflex LLC shall not be bound by any different, additional or conflicting terms set forth in any customer purchase order or any other document presented in connection with the purchase of the products

Teleflex LLC

EIN: 83-1629418

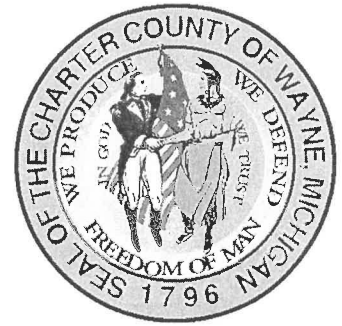
For Inquiries:

Tel 866-246-6990

Email cs@teleflex.com www.teleflex.com

Invoice Number 319671
Invoice Date 08/01/24

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	08/31/24	AUG 2024 FIXED SEWAGE ROUGE VALLEY SEWAGE DISPOSAL SYSTEM REVENUE# 598.54004.632445 CASH ACCT# 598.009000	476,294.79
			Acct #: 592.537.929.000
			<i>[Signature]</i> 8/21/24
Please Pay This Amount =>			\$ 476,294.79

Return Remittance Copy of Invoice with Payment

Invoice Number 319671	Invoice Date 08/01/24
---------------------------------	---------------------------------

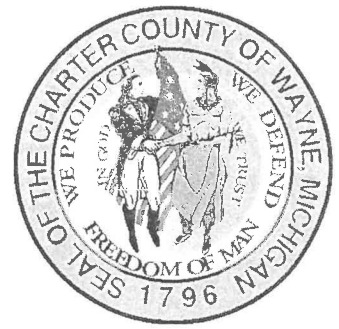
Invoice Number
319691

Invoice Date
08/01/24

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	08/31/24	AUG 2024 SEWAGE DISPOSAL AREA3 SEWAGE DISPOSAL REVENUE# 596.54079.632410 CASH ACCT# 596.011079	4,200.00
Acct # 592.537.929.000			
			<i>Sh Di 8/21/24</i>
Please Pay This Amount =>			\$ 4,200.00

Return Remittance Copy of Invoice with Payment

Invoice Number
319691

Invoice Date
08/01/24

CUSTOMER # 0H1000

137951

WOLVERINE**TRUCK SALES**

UNIT# 57

INVOICE

CITY OF DEARBORN HEIGHTS

3550 WYOMING

COMPTROLLER'S OFFICE

DEARBORN, MI 48120-1425

6045 FENTON

(313) 849-0800

DEARBORN HEIGHTS, MI 48127

F-107129

HOME:

CONT:313-791-3443

DUPLICATE 1

PAGE 1

BUS: 313-791-3443 CELL:

SERVICE ADVISOR: 101 CHRISTINA SLAGENWHITE

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN/ OUT	TAG
	15	FREIGHTLINER CORP CUS	4UZAASDT5FCGZ3106		3937422/3937422	T6608

DEL DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	RATE	PAYMENT	INV. DATE
26AUG15 DD			17:00 25AUG24	24-124	182.00	CASH	05AUG24

R.O. OPENED	READY	OPTIONS:	DLR:029294	ENG:73790958	TRN:6311335858
-------------	-------	----------	------------	--------------	----------------

24JUL24	05AUG24	1)UNIT # 57	Water Department - Service Van 57				
LINE	OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL

A Express Write Up

EA - VISUAL, AND COMPUTER FAULT CHECK ,DIAGNOSIOS

CHECK ENGINE LIGHT

42 Littler, Kevin LIC#: M272944

CPM

364.00 364.00

3937422

7/26/24 tech 42

Pull unit up to shop and scan for faults. Multiple faults over 800 engine hours ago. Only faults within last 100 engine hours are all vgt actuator related 1894, 1897, and 1898. Inspected wiring to vgt actuator - passed. Performed vgt actuator hystertia test when unit is hot - failed out of calibration fault would become active 1898. Unit needs vgt actuator removed and turbo inspected for binding. If no binding is found just the actuator will need to be replaced.

B CHECK ENGINE/DEF LIGHT ON-ADVISE

LIGHT R&R TURBO & ACTUATOR- WITH VERIFING OF

REPAIRS

75 Kucharski, Cameron LIC#: M276053

CPM

1 6382096RX KIT,TURBOCHARGER ACTUATOR	1983.02	728.00	1983.02	728.00
CORE CHARGE C		250.00	250.00	250.00
1 5495016 KIT,TURBOCHARGER GASKET	110.13	110.13	110.13	110.13
1 3798327RX KIT,TURBOCHARGER	4629.73	4629.73	4629.73	4629.73
CORE CHARGE C		625.00	625.00	625.00
4 4931642 STUD,DOUBLE END PLAIN	12.73	10.50	42.00	42.00
4 5263462 NUT	4.74	3.85	15.40	15.40
3 OWI/ALA003 FLEET CHG RED	19.28	15.68	47.04	47.04
-1 6382096RX CORE RETURN	250.00	250.00	-250.00	-250.00
-1 3798327RX CORE RETURN	625.00	625.00	-625.00	-625.00

3937422

tech 75 drained coolant removed vgt turbo actuator turbo sector shaft was seized up turbo needs replacement along with vgt actuator, quote quote provided

I hereby authorize the above repair work to be done along with the necessary materials. You and your employees may operate above vehicle for purposes of testing, inspection or delivery at my risk. An express garage keeper's lien is acknowledged on above vehicle to secure the amount of repairs thereto. You will not be held responsible for the loss or damage to vehicle or articles left in vehicle in case of fire, theft, accident or any other cause beyond your control.

SIGNED X

STATEMENT OF DISCLAIMER

The factory warranty constitutes all of the warranties with respect to the sale of this item/items. The Seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose. Seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this item/items.

ORIGINAL ESTIMATE SUMMARY				HOURS	CUST'S INT'L	DATE	DESCRIPTION		TOTALS
PARTS	LABOR	TOTAL					LABOR AMOUNT		
PARTS	LABOR	TOTAL					PARTS AMOUNT		
PARTS	LABOR	TOTAL					GAS, OIL, LUBE		
PARTS	LABOR	TOTAL					SUBLET AMOUNT		
PARTS	LABOR	TOTAL					DEDUCTIBLE, RENTAL & SUPPLIES		
PARTS	LABOR	TOTAL					SUBTOTAL		
PARTS	LABOR	TOTAL					LESS INSURANCE		
PARTS	LABOR	TOTAL					SALES TAX		
REPAIRS PROPERLY COMPLETED AND CHECKED BY						DEALER REG. NO.	CUSTOMER SIGNATURE		PLEASE PAY THIS AMOUNT
X						F-107129			

All parts and repairs listed were furnished in compliance with the Michigan Auto Repair Act P.A. 300.

CUSTOMER COPY

CUSTOMER #: DH1000

137951

WOLVERINE**TRUCK SALES**

UNIT# 57

INVOICE

CITY OF DEARBORN HEIGHTS

3550 WYOMING
DEARBORN, MI 48120-1425

COMPTROLLER'S OFFICE

(313) 849-0800

6045 FENTON

DUPLICATE 1

F-107129

DEARBORN HEIGHTS, MI 48127

PAGE 2

HOME: CONT: 313-791-3443

BUS: 313-791-3443 CELL:

SERVICE ADVISOR: 101 CHRISTINA SLAGENWHITE

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN/ OUT	TAG
	15	FREIGHTLINER CORP CUS	4UZAASDT5FCGZ3106		3937422/3937422	T6608

DEL DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	RATE	PAYMENT	INV. DATE
26AUG15 DD			17:00 25AUG24	24-124	182.00	CASH	05AUG24

R.O. OPENED	READY	OPTIONS:	DLR: 029294	ENG: 73790958	TRN: 6311335858
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24JUL24	05AUG24	1) UNIT # 57	Water Department - Service Van 57
---------	---------	--------------	-----------------------------------

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

tech 75 drained the coolant removed and replaced turbo charger also installed new vgt actuator and performed actuator slow learn procedure filled with coolant started and ran the truck with no further issues all fault codes went inactive QC 30 NO ISSUES AFTER TEST DRIVE.

CUSTOMER PAY SHOP MATERIALS FOR REPAIR ORDER

50.00

NEW HOURS MON-FRI 7:00A.M. -8:00P.M.

NEW HOURS SATURDAY 7:00 A.M.-3:00 P.M.

ANY VEHICLE LEFT 7 DAYS AFTER WORK IS DONE

WILL BE CHARGED \$10.00 PER DAY STORAGE

ANY PROBLEMS WITH PARTS AND SERVICE SHOULD BE REPORTED IN WRITING WITHIN 30 DAYS OF FAILURE DATE



DETROIT



CATERPILLAR

Account # 592-537-932,000

I hereby authorize the above repair work to be done along with the necessary materials. You and your employees may operate above vehicle for purposes of testing, inspection or delivery at my risk. An express garage keeper's lien is acknowledged on above vehicle to secure the amount of repairs thereto. You will not be held responsible for the loss or damage to vehicle or articles left in vehicle in case of fire, theft, accident or any other cause beyond your control.

SIGNED X

ORIGINAL ESTIMATE SUMMARY			HOURS	CUST'S INT'L	DATE
PARTS	LABOR	TOTAL			TIME
					BY
AUTHORIZED ADDITIONS			SS #		
PARTS	LABOR	TOTAL			
				DL#	

REPAIRS PROPERLY COMPLETED AND CHECKED BY

X

DEALER REG. NO.
F-107129

STATEMENT OF DISCLAIMER

The factory warranty constitutes all of the warranties with respect to the sale of this item/items. The Seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose. Seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this item/items.

CUSTOMER SIGNATURE

DESCRIPTION	TOTALS
LABOR AMOUNT	1092.00
PARTS AMOUNT	6827.32
GAS, OIL, LUBE	0.00
SUBLET AMOUNT	0.00
DEDUCTIBLE, RENTAL & SUPPLIES	50.00
SUBTOTAL	7969.32
LESS INSURANCE	0.00
SALES TAX	0.00

PLEASE PAY
THIS AMOUNT

7969.32

All parts and repairs listed were furnished in compliance with the Michigan Auto Repair Act P.A. 300.

CUSTOMER COPY

Page 93 of 217

Approved for the Agenda of:	APPROVED
9/10/2024	Motion No. 24-420

8.A.



Mayor's Office

TO: Honorable City Council Members

FROM: Bill Bazzi, Mayor

DATE: September 3, 2024

RE: Star International Academy Homecoming Parade 2024

Honorable Council Members:

Star International Academy has requested permission to hold their Homecoming Parade on Friday, September 27, 2024 at 11:00 am, staging to begin at 10:00am. Police Chief Swope and Fire Chief Brogan have approved the route and will provide any services they may require. Your approval would be greatly appreciated.

Sincerely,
Bill Bazzi
Mayor

Attachments:

1. Star Academy HC Parade 2024 Council Packet



Fire Department

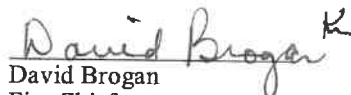
David Brogan
Fire Chief

Bill Bazzi
Mayor

To: Bill Bazzi, Mayor
From: David Brogan, Fire Chief
Date: August 21, 2024
Re: Star International Academy Homecoming Parade

In reference to the memo from Assistant Principal Hani Abdallah regarding the Star International Academy Homecoming Parade, the Dearborn Heights Fire Department approves the route and will participate by providing a fire truck and ambulance for this event on Friday, September 27, 2024 at 11:00 a.m. Staging for this event will begin at 10:00 a.m. in the school parking lot in the entrance off George Street.

The Duty Officer will be notified of the date and time of the event and will be instructed to contact Principal Hani Abdallah if there are any questions.


David Brogan
Fire Chief

Cc: HQ – C Unit
Station #1



Kevin Swope
Chief of Police

Mayor Bill Bazzi
Mayor

August 27, 2024

To: Mayor Bill Bazzi

From: Police Chief Kevin Swope

RE: Approval of Parade

Mayor Bazzi,

The Police Department approves of the request from Star International Academy to hold their homecoming parade, to be held on Friday September 27, 2024, commencing at 11:00am.

We will provide the assistance necessary for this event.

Respectfully submitted,

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

Kevin Swope

Chief of Police

Cc: Captain Jake Hatten



Mayor's Office

Bill Bazzi
Mayor

TO: Kevin Swope, Police Chief
Dave Brogan, Fire Chief

FROM: Stephanie Shockey, Executive Assistant

DATE: August 21, 2024

RE: Star International Academy Homecoming Parade

Please review the attached correspondence from Star International Academy requesting approval for their Homecoming Parade to be held on Friday, September 27, 2024 at 11:00a.m, staging to begin at 10:00a.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



Star International Academy

24425 Hass Street
Dearborn Heights, MI 48127
Tel: 313.724.8990
Fax: 313.724.8994

8/21/24

Honorable Mayor Bill Bazzi
City of Dearborn Heights
6045 Fenton
Dearborn Heights, Michigan 48127

Dear Honorable Bill Bazzi,

First and foremost, Star International Academy and Hamadeh Educational Services would like to thank the City of Dearborn Heights for continuing to keep our wonderful city a safe and family oriented environment for all our students and their families. We would like to continue the tradition we started last year at Star International Academy by hosting a Homecoming Parade on Friday, September 27th 2024 starting at 11:00 a.m. We would appreciate having the City of Dearborn Heights Fire Safety Equipment in our Homecoming Parade.

The parade will be staged in the school parking lot, in the entrance area off of George, between N. Vernon and Drexel Street from 10:00 – 11:00 am and the parade will begin at 11:00 am. The parade route is east on George, then north on Drexel, then west on Hass, then south on Fenton and ends near the entrance of our athletic field. Please see the highlighted route on the attachment. The parade will last no longer than an hour; we anticipate it ending around 12:00 pm.

Thank you for your time and your support.

Sincerely,

Hani Abdallah
Assistant Principal & Instructional Coach
313-434-5176
habdallah@starpsa.org

Star International Academy's Homecoming Parade Route



Approved for the Agenda of:	APPROVED
9/10/2024	Motion No. 24-421

9.A.



Mayor's Office

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Mariana Hernandez, Chief of Staff
Ali Dib, City Engineer

DATE: September 3, 2024

RE: Chief of Staff Hernandez & City Engineer Dib - HUD Fiscal Year 2024 Community Project Funding Grant Award

I am requesting your approval for the following:

Motion to accept the attached HUD FY 2024 Community Project Funding Grant Award Package: B-24-CP-MI-1184 in the amount of 500,000 and further authorize the Mayor to sign the attached agreement.

Additionally, please authorize the Comptroller to create the necessary General ledger accounts for Grant tracking.

Attachments:

1. HUD Form 1044 B-24-CP-MI-1184
2. Award Letter B-24-CP-MI-1184
3. FY2024 CPF Grant Agreement

Assistance Award/Amendment		U.S. Department of Housing and Urban Development Office of Administration																					
1. Assistance Instrument ☐ Cooperative Agreement ☒ Grant		2. Type of Action ☒ Award ☐ Amendment																					
3. Instrument Number B-24-CP-MI-1184	4. Amendment Number	5. Effective Date of this Action	6. Control Number																				
7. Name and Address of Recipient City of Dearborn Heights 6045 Fenton Dearborn Heights, MI 48127 EIN: UEI:		8. HUD Administering Office CPD, Congressional Grants Division 451 7th Street, SW, Rm 7146 Washington, DC 20410-7000																					
10. Recipient Project Manager Mariana Mariana		9. HUD Government Technical Representative Nicole Graham Nicole.C.Graham@hud.gov																					
11. Assistance Arrangement ☐ Cost Reimbursement ☐ Cost Sharing ☒ Fixed Price	12. Payment Method ☐ Treasury Check Reimbursement ☐ Advance Check ☒ Automated Clearinghouse	13. HUD Payment Office Chief Financial Officer																					
14. Assistance Amount		15. HUD Accounting and Appropriation Data																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 60%;">Previous HUD Amount</td><td></td></tr> <tr><td>HUD Amount this Action</td><td style="text-align: right;">\$500,000.00</td></tr> <tr><td>Total HUD Amount</td><td style="text-align: right;">\$500,000.00</td></tr> <tr><td>Recipient Amount</td><td></td></tr> <tr><td>Total Instrument Amount</td><td style="text-align: right;">\$500,000.00</td></tr> </table>		Previous HUD Amount		HUD Amount this Action	\$500,000.00	Total HUD Amount	\$500,000.00	Recipient Amount		Total Instrument Amount	\$500,000.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">15a. Appropriation Number</td> <td style="width: 40%;">15b. Reservation Number EDE 24</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 70%;">Amount Previously Obligated</td><td style="width: 30%;"></td></tr> <tr><td>Obligation by this Action</td><td></td></tr> <tr><td>Total Obligation</td><td></td></tr> </table> </td> </tr> </table>		15a. Appropriation Number	15b. Reservation Number EDE 24	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 70%;">Amount Previously Obligated</td><td style="width: 30%;"></td></tr> <tr><td>Obligation by this Action</td><td></td></tr> <tr><td>Total Obligation</td><td></td></tr> </table>		Amount Previously Obligated		Obligation by this Action		Total Obligation	
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Amount Previously Obligated																							
Obligation by this Action																							
Total Obligation																							

16. Description

Fire Station Replacement

This Award consists of the following items which are appended to and hereby made part of this Award:

- (A) Cover Page - HUD 1044
(B) Grant Agreement

Instructions:

NO PROJECT FUNDS may be committed to the project or drawn down prior to environmental release of funds approval.

Locate your nearest HUD Regional Environmental Officer at

<https://www.hudexchange.info/programs/environmental-review/hud-environmental-staff-contacts/-region-i-regional-and-field-environmental-officers>.

Disclaimer: The information on this form is to be used only for purposes of recordkeeping and facilitating communication between the Recipient identified in box 7 above (which is also referred to as the "Grantee") and the U.S. Department of Housing and Urban Development ("HUD") in relation to the award identified above ("this award").

This document does NOT constitute the grant agreement for this award.

The terms and conditions for this award are as specified in the grant agreement signed by HUD and the Grantee

17. ☐ Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office.	18. ☒ Recipient is not required to sign this document.
19. Recipient (By Name): Mariana Mariana	20. HUD (By Name):



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D.C. 20410-1000

OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT

Tuesday, August 27, 2024

Mariana Mariana
Chief of Staff / FOIA Coordinator
City of Dearborn Heights
6045 Fenton
Dearborn Heights, MI 48127
Email: mhernandez@dearbornheightsmi.gov

Dear Community Project Funding Grantee,

In the Consolidated Appropriations Act, 2024 (Public Law 118-42) (the FY2024 Act), and the Further Consolidated Appropriations Act, 2024 (Public Law 118-47) (the Further FY2024 Act) Congress made \$3,290,054,336 in funding available for Community Project Funding (CPF). These CPF awards are administered by the Department of Housing and Urban Development (HUD). HUD received the information below about your project from Congress. A Grant Number has been added and will be the unique identifier for your project throughout the grant process.

Grant Number: B-24-CP-MI-1184
Project: Fire Station Replacement
Grantee/Recipient: City of Dearborn Heights
Amount: \$500,000
HUD Grant Officer: Nicole Graham / Nicole.C.Graham@hud.gov
HUD System Officer: Grace E. Cerand / Grace.E.Cerand@hud.gov
HUD Regional Environmental Officer: Melanie H. Castillo / Melanie.H.Castillo@hud.gov

This letter outlines initial grant award requirements and information needed from you to get started. This Grant Award Package also includes: The "FY2024 Community Project Funding Grant Guide" (FY2024 CPF Grant Guide), the template for your FY2024 Community Project Funding Grant Agreement, and the forms required to complete and submit information online to populate before we sign your FY2024 CPF Grant Agreement. A brief overview of these documents is below:

- 1) **FY2024 CPF Grant Guide:** The FY2024 CPF Grant Guide provides instructions for completing the requested information and filling out the required administrative forms to initiate your FY2024 CPF Grant Agreement. Please refer to this document as it includes important information and forms for accessing the online system (DRGR), as well as other information concerning reporting requirements.

2) FY2024 CPF Grant Agreement for this Award: The FY2024 CPF Grant Agreement specifies the applicable statutory provisions, regulations, and administrative requirements for this award. Please make sure all grantee information and award-specific information is entered completely and accurately before signing this Agreement. When you submit your grant materials on our DRGR Grant Processing Module it will create your customized FY2024 CPF Grant Agreement.

3) Standard Forms and Required Materials: The following forms will be needed:

- a. Form HUD-1044, Assistance Award/Amendment Form (Attached)
- b. Standard Form–424 Application for Federal Assistance (in the online system)
- c. SF-424-B, Assurances for Non construction Programs, and/or SF-424-D, Assurances for Construction Programs (in the online system)
- d. SF-LLL Disclosure of Lobbying Activities (as applicable in the online system):
<https://www.grants.gov/forms/forms-repository/sf-424-family>
- e. SF-1199A - Direct Deposit Sign-Up Form: <https://www.gsa.gov/system/files/SF1199A-20.pdf> The form is to be completed by the grantee and grantee's financial institution. Grantees will need to submit the completed form and upload to DRGR.

Grant Award Process Overview

Below is a step-by-step walk-through of the process and necessary documents and forms to execute your FY2024 CPF Grant Agreement. This process and the forms are also available in the FY2024 CPF Grant Guide, which can also be found on the program's webpage at:

https://www.hud.gov/program_offices/comm_planning/edi-grants/FY_2024 on HUD.gov and on this webpage <https://www.hudexchange.info/programs/cpf/> on the HUD Exchange.

1. Grantees should review the Grant Award Package documents.
2. Grantees should initiate or complete the HUD environmental review.
3. Grantees gather all required information and submit to HUD using the online system DRGR.
4. HUD provides access to DRGR system to access the Grant Processing Module to submit required information, answer questions, and upload documents. Once all required information is submitted online HUD will review the completed grant materials submitted.
5. HUD staff will review the information and documents for completeness. If there are any deficiencies the corrections and/or clarifying questions will be shared with the grantee for correcting or answering the clarifying questions. If not, HUD staff will submit the package internally for a second level review. Then, the Acting Director for the Congressional Grants Division will review the grant package. Finally, your Grant Agreement will be executed.
6. HUD will notify the grantee that their FY2024 Grant Agreement has been fully executed and will share additional materials with the grantee to complete to begin the payment processing activities to receive your funds.

Training and Tools

FY2024 CPF Onboarding Event: This event will take place in September. We will review this letter and grant award package materials along with sharing next steps and how to sign up for a cohort. The event will be recorded and shared online after the event.

FY2024 CPF Grantee Cohorts: This provides you and your staff the opportunity to register for a four-part training for how to prepare your grant materials and submit them online. Information about the registration will be shared via email and during the FY2024 CPF Onboarding Event.

FY2024 CPF Grantee Webinar Series: This provides you and your staff with information about the regulations, requirements, and processes for your grant. Information about the registration for the webinar series will be shared via email and during the FY2024 CPF Onboarding Event.

FY2024 CPF Grantee Online HUD Exchange Resources: This website page includes general information and your specific Fiscal Year information along with links to past and future technical assistance opportunities. The site is also used for you to register for our listserv and for communicating updates to you and those on the listserv.

Overview of Requirements

CPF grants are subject to several Federal requirements. HUD will provide additional information and further clarification regarding applicable requirements and the grant award process in upcoming webinars and additional technical assistance. The most essential requirements include:

- 1) **Administrative Requirements:** CPF grants are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).
- 2) **HUD Environmental Review Requirements:** EDI/CPF grants, like all projects funded by HUD, are subject to requirements under the National Environmental Policy Act (NEPA), HUD's NEPA-implementing regulations at 24 CFR Part 50 or 24 CFR Part 58, and appropriate federal environmental and historic preservation laws, regulations, and Executive Orders.
 - To be eligible, activities and expenses must comply with applicable Federal requirements. This includes administrative requirements under 2 CFR Part 200, environmental laws, statutes and Executive Orders, and other "cross-cutting" federal requirements adhered to by HUD.
 - If the environmental review is being conducted by a local government responsible entity under Part 58, a Request for Release of Funds and Certification must be approved by HUD, as applicable. If the environmental review is being completed by HUD under Part 50, the environmental review must be approved and certified by HUD.

- HUD defines the “Federal Nexus” for a program or project as the event that triggers the requirements for federal environmental review under a host of laws, regulations, and Executive Orders, including the prohibition on choice limiting actions.
- For FY2024 grants, the date of the Act's enactment (March 9, 2024) is the federal nexus for compliance with all environmental laws. Once a project is federalized, in keeping with the National Environmental Policy Act (NEPA) and HUD’s NEPA-implementing regulations at 24 CFR Part 50 or 24 CFR Part 58, environmental reviews must be completed, and all necessary HUD approvals must be obtained prior to taking any choice limiting actions, such as acquisition, construction, ground disturbance, and entering into contracts.
- Further explanation and guidance on choice limiting actions and the environmental review process, including historic preservation review, is included within the CPF Grant Guide and on the program’s webpage at: <https://www.hudexchange.info/programs/cpf/>.
- Some projects may already be underway at the time of federal nexus and while it is still best practice to stop all work after the federal nexus before the environmental review is complete for EDI/CPF projects that are already underway at time of federal nexus, grantees are allowed to perform activities after the federal nexus, but only for activities which are part of a pre-nexus contract that obligates them to do so. However, grantees would be doing so at their own risk, as any activity performed, or proposed to be performed, after the federal nexus must be included in the project scope of a satisfactory environmental review to be reimbursable.
- A satisfactory review must show that the project activities will not result in unmitigable environmental harm and must not preclude consultation with the appropriate environmental authorities such as the State Historic Preservation Office (SHPO). Environmental authorities may refuse to consult if physical impacts are made to a site before consultation.
- HUD conducted a nationwide environmental review for FY24 EDI/CPF soft costs to clear activities such as administrative, planning, and operations and maintenance costs (including costs to prepare an environmental review). After execution of the Grant Agreement, eligible soft costs can be incurred after March 9, 2024 (see 2 CFR 200.403). Eligible hard costs can be reimbursed if incurred after a full environmental review is completed (see 2 CFR 200.403).
- HUD Environmental Officers:
<https://www.hud.gov/sites/dfiles/CPD/documents/Community-Project-Funding-Portfolio-Assignments.pdf>.

If you, or your staff, have any questions regarding how to complete or submit the requires documents, please feel free to contact your Grant Officer or System Officer. Please note while your Grant Officer may change over time, we have a team approach to managing your project. Please include your grant number and project in all email correspondence. We look forward to working with you on this important project!

Sincerely,

Nadab Bynum

Nadab Bynum
Acting Deputy Assistant Secretary
for Economic Development

**FY 2024 COMMUNITY PROJECT FUNDING
GRANT AGREEMENT NO. B-24-CP-XX-####**

Grantee Name:

Grantee Address:

Grantee's Unique Entity Identifier (UEI):

Grantee's Employer Identification Number (EIN):

Federal Award Identification Number (FAIN): B-24-CP-XX-####

Assistance Listing Number and Name: 14.251 Economic Development Initiative, Community Project Funding, and Miscellaneous Grants

Period of Performance/Budget Period Start Date: [Enter date the agreement is executed by HUD]

Period of Performance/Budget Period End Date: August 31, 2032

This Grant Agreement between the U.S. Department of Housing and Urban Development (HUD) and [GRANTEE NAME] (the Grantee) is made pursuant to the authority of the Consolidated Appropriations Act, 2024 (Public Law 118-42) and the Explanatory Statement for Division L of that Act, which was printed in the Senate section of the Congressional Record on March 5, 2024 (Explanatory Statement) as deemed to be amended by the Further Consolidated Appropriations Act, 2024 (Public Laws 118-47).

In reliance upon and in consideration of the mutual representations and obligations under this Grant Agreement, HUD and the Grantee agree as follows:

ARTICLE I. Definitions

The definitions at 2 CFR 200.1 apply to this Grant Agreement, except where this Grant Agreement specifically states otherwise.

Budget period is defined in 2 CFR 200.1 and begins and ends on the dates specified above for the Period of Performance/Budget Period Start Date and Period of Performance/Budget Period End Date.

Period of Performance is defined in 2 CFR 200.1 and begins and ends on the dates specified above for the Period of Performance/Budget Period Start Date and Period of Performance/Budget Period End Date.

ARTICLE II. Total Grant Amount

Subject to the provisions of the Grant Agreement, HUD will make grant funds in the amount of \$[GRANT AWARD AMOUNT] available to the Grantee.

ARTICLE III. Award-Specific Requirements

A. Federal Award Description. The Grantee must use the Federal funds provided under this Grant Agreement (Grant Funds) to carry out the Grantee's "Project." Unless changed in accordance with Article III, section C of this Grant Agreement, the Grantee's Project shall be as described in the Project Narrative that is approved by HUD as of the date that HUD signs this Grant Agreement. For reference, HUD will attach this approved Project Narrative as Appendix 1 to the Grant Agreement on the date that HUD signs this Grant Agreement.

B. Approved Budget. The Grantee must use the Grant Funds as provided by the Approved Budget. Unless changed in accordance with Article III, section C of this Grant Agreement, the Approved Budget shall be the line-item budget that is approved by HUD as of the date that HUD signs this Grant Agreement. For reference, HUD will attach this approved line-item budget as Appendix 2 to this Grant Agreement on the date that HUD signs this Grant Agreement.

C. Project and Budget Changes. All changes to the Grantee's Project or Approved Budget must be made in accordance with 2 CFR 200.308 and this Grant Agreement. To request HUD's approval for a change in the approved Project Narrative and/or Budget, the Grantee must submit a formal letter to HUD's Office of Economic Development - Congressional Grants Division (CGD) Director through the assigned Grant Officer in accordance with HUD's instructions for amending the Project Narrative and/or Project Budget found in the document titled "FY2024 Economic Development Initiative - Community Project Funding Grant Guide" that accompanies the Grant Agreement. The Grantee is prohibited from making project or budget changes that would conflict with the Applicable Appropriations Act Conditions described in Article III, section D of this Grant Agreement. The assigned Grant Officer for this grant is provided in the Award Letter for this grant and found on HUD's website. The CGD will notify the Grantee of whether HUD approves or disapproves of the change. Before the Grantee expends Grant Funds in accordance with any change approved by HUD or otherwise allowed by 2 CFR 200.308, the Grantee must update its grant information in HUD's Disaster Recovery Grant Reporting (DRGR) to reflect that change.

D. Applicable Appropriations Act Conditions. The conditions that apply to the Grant Funds under the Consolidated Appropriations Act, 2024, and the Explanatory Statement, as modified by the Further Consolidated Appropriations Act, 2024 or a later act, are incorporated by this reference and made part of this Grant Agreement. The Grant Funds are not subject to the Community Development Block Grants regulations at 24 CFR part 570 or Title I of the Housing and Community Development Act of 1974.

E. In accordance with 2 CFR 200.307, costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the grant. As authorized under 2 CFR 200.307, program income may be treated as an addition to the Federal award, provided that the Grantee uses that income for allowable costs under this Grant Agreement. Any program income that cannot be expended on allowable costs under this Grant Agreement must be reported and paid to HUD within 120 days after the period of performance, unless otherwise specified by an applicable Federal statute.

F. The Grantee must use the Grant Funds only for costs (including indirect costs) that meet the applicable requirements in 2 CFR part 200 (including appendices). The Grantee's indirect cost rate information is as provided in Appendix 3 to this Grant Agreement. Unless the Grantee is an Institution of Higher Education, the Grantee must immediately notify HUD upon any change in the Grantee's indirect cost rate during the Period of Performance, so that HUD can amend the Grant Agreement to reflect the change if necessary. Consistent with 2 CFR Part 200, Appendix III (C.7), if the Grantee is an Institution of Higher Education and has a negotiated rate in effect on the date this Grant Agreement is signed by HUD, the Grantee may use only that rate for its indirect costs during the Period of Performance.

G. The Grantee must comply with any specific conditions that HUD may apply to this Grant Agreement as provided by 2 CFR 200.208. If applicable, these conditions will be listed or added as Appendix 5 to this Grant Agreement.

H. The Grantee is responsible for managing the Project and ensuring the proper use of the Grant Funds. The Grantee is also responsible for ensuring the completion of the Project, the grant closeout, and compliance with all applicable federal requirements. All subawards made with funding under this Grant Agreement are subject to the subaward requirements under 2 CFR Part 200, including 2 CFR 200.332, and other requirements provided by this Grant Agreement. The Grantee is responsible for ensuring each subrecipient complies with all requirements under this Grant Agreement, including the general federal requirements in Article IV. A subaward may be made to a for-profit entity only if HUD expressly approves that subaward and the for-profit entity is made subject to the same Federal requirements that apply to all other subrecipients, including all requirements 2 CFR part 200 provides with respect to a subaward, except the audit requirements in 2 CFR part 200, subpart F.

ARTICLE IV. General Federal Requirements

A. If the Grantee is a unit of general local government, a State, an Indian Tribe, or an Alaskan Native Village, the Grantee is the Responsible Entity (as defined in 24 CFR part 58) and agrees to assume all of the responsibilities for environmental review and decision-making and action, as specified and required in regulations issued by the Secretary pursuant to section 305(c) of the Multifamily Housing Property Disposition Reform Act of 1994 and published in 24 CFR Part 58.

B. If the Grantee is a housing authority, redevelopment agency, academic institution, hospital or other non-profit organization, the Grantee shall request the unit of general local government, Indian Tribe or Alaskan Native Village, within which the Project is located and which exercises land use responsibility, to act as Responsible Entity and assume all of the responsibilities for environmental review and decision-making and action as specified in paragraph A above, and the Grantee shall carry out all of the responsibilities of a grantee under 24 CFR Part 58.

C. After March 9, 2024, neither the Grantee nor any of its contractors, subrecipients, and other funding and development partners may undertake, or commit or expend Grant Funds or

local funds for, project activities (other than for planning, management, development and administration activities), unless a contract requiring those activities was already executed on or before March 9, 2024, until one of the following occurs:

(i) the Responsible Entity has completed the environmental review procedures required by 24 CFR part 58, and HUD has approved the environmental certification and given a release of funds;

(ii) the Responsible Entity has determined and documented in its environmental review record that the activities are exempt under 24 CFR 58.34 or are categorically excluded and not subject to compliance with environmental laws under 24 CFR 58.35(b); or

(iii) HUD has performed an environmental review under 24 CFR part 50 and has notified Grantee in writing of environmental approval of the activities.

D. Following completion of the environmental review process, the Grantee shall exercise oversight, monitoring, and enforcement as necessary to assure that decisions and mitigation measures adopted through the environmental review process are carried out during project development and implementation.

E. The Grantee must comply with the generally applicable HUD and CPD requirements in 24 CFR Part 5, subpart A, including all applicable fair housing, and civil rights requirements. The Grantee must report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of the Grantee's Project, consistent with the instructions and forms provided by HUD in order to carry out its responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987 (e.g. HUD-27061).

F. The Grantee must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 CFR part 200, as may be amended from time to time. If 2 CFR part 200 is amended to replace or renumber sections of part 200 that are cited specifically in this Grant Agreement, the part 200 requirements as renumbered or replaced by the amendments will govern the obligations of HUD and the Grantee after those amendments become effective.

G. The Grantee must comply with the Award Term in Appendix A to 2 CFR Part 25 ("System for Award Management and Universal Identifier Requirements") and the Award Term in Appendix A to 2 CFR Part 170 ("Reporting Subawards and Executive Compensation"), which by this reference are incorporated into and made part of this Grant Agreement.

H. If the Total Grant Amount, as provided in Article II of this Grant Agreement, is greater than \$500,000, the Grantee must comply with the Award Term and Condition for Grantee Integrity and Performance Matters in Appendix 4 to this Grant Agreement.

I. Unless the Grantee is exempt from the Byrd Amendment as explained below, the Grantee must comply with the provisions of Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR Part 87, which prohibit recipients of Federal contracts, grants, or loans from using appropriated funds for lobbying the executive or legislative branches of the Federal Government in connection with a specific contract, grant, loan, or cooperative agreement. The Grantee must sign the corresponding certification in Appendix 8 to this Grant Agreement and return it to HUD with this Grant Agreement. The Grantee must include in its award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements), the requirements for the certification required by Appendix A to 24 CFR Part 87 and for disclosure using the *Disclosure of Lobbying Activities* (SF-LLL) form. In addition, the Grantee must obtain the executed certification required by Appendix A and an SF-LLL from all covered persons. "Person" is as defined by 24 CFR Part 87. Federally recognized Indian tribes and TDHEs established by Federally recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage of the Byrd Amendment. State-recognized Indian tribes and TDHEs established only under state law must comply with this requirement.

J. The Grantee must comply with drug-free workplace requirements in Subpart B of 2 CFR Part 2429, which adopts the governmentwide implementation (2 CFR Part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988, Pub. L. 100-690, Title V, Subtitle D (41 U.S.C. 701-707).

K. Unless the Grantee is a Federally recognized Tribe, the Grantee must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) as implemented by regulations at 49 CFR Part 24. The URA applies to acquisitions of real property and relocation occurring as a direct result of the acquisition, rehabilitation, or demolition of real property for Federal or Federally funded programs or projects. Real property acquisition that receives Federal financial assistance for a program or project, as defined in 49 CFR 24.2, must comply with the acquisition requirements contained in 49 CFR part 24, subpart B. Unless otherwise specified in law, the relocation requirements of the URA and its implementing regulations at 49 CFR part 24, cover any displaced person who moves from real property or moves personal property from real property as a direct result of acquisition, rehabilitation, or demolition for a program or project receiving HUD financial assistance.

L. If Grant Funds are used for purchase, lease, support services, operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

M. The Grantee must comply with Section 3 of the Housing and Urban Development Act of 1968 (Section 3), 12 U.S.C. 1701u, and HUD's regulations at 24 CFR part 75, as applicable, including the reporting requirements in 24 CFR 75.25. Grants made to Tribes and TDHEs are subject to Indian Preference requirements in Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)). As stated in 24 CFR 75.3(c), grants to Tribes and TDHEs are subject to Indian Preference requirements in lieu of Section 3.

Grantees that are not exempt from Section 3 must submit annual reports of Section 3 accomplishment Performance Measures in DRGR in January of the calendar year. This report reflects Section 3 accomplishments for the previous calendar year.

N. The Grantee must not use any Grant Funds to support any Federal, state, or local project that seeks to use the power of eminent domain, unless eminent domain is employed only for a public use. Public use includes use of funds for mass transit, railroad, airport, seaport, or highway projects, and utility projects which benefit or serve the general public (including energy-related, communication-related, water-related, and waste water-related infrastructure), other structures designated for use by the general public or with other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfields, as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Pub. L. 107-118). Public use does not include economic development that primarily benefits private entities.

O. The Grantee must not use any Grant Funds to maintain or establish a computer network that does not block the viewing, downloading, and exchanging of pornography. This requirement does not limit the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

P. The Grantee must administer its Grant Funds in accordance with the Conflict-of-Interest requirements set forth in Appendix 6 of this Grant Agreement.

Q. The Grantee must comply with the governmentwide debarment and suspension requirements in 2 CFR part 180 as incorporated and supplemented by HUD's regulations at 2 CFR part 2424.

R. The Grantee must comply with the award term regarding trafficking in persons in Appendix 7 of this Grant Agreement.

S. The assurances and certifications the Grantee has made and submitted to HUD are incorporated by this reference and made part of this Grant Agreement.

T. Any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). HUD OIG is available to receive allegations of fraud, waste, and abuse related to HUD programs via its hotline number (1-800-347-3735) and its online hotline form. The Grantee must comply with 41 U.S.C. § 4712, which includes informing employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, an employee of the Grantee or a subrecipient—as well as a personal services contractor—who makes a protected disclosure about a Federal grant or contract cannot be discharged, demoted, or otherwise discriminated against as long as they reasonably believe the information they disclose is evidence of:

1. Gross mismanagement of a Federal contract or grant;

2. Waste of Federal funds;
3. Abuse of authority relating to a Federal contract or grant;
4. Substantial and specific danger to public health and safety; or
5. Violations of law, rule, or regulation related to a Federal contract or grant.

U. The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

ARTICLE V. Drawdown Requirements

A. The Grantee may not draw down Grant Funds until HUD has received and approved any certifications and disclosures required by 24 CFR 87.100 concerning lobbying, if applicable.

B. The Grantee must use DRGR to draw down Grant Funds and report to HUD on activities.

C. The Grantee must enter activity and budget information in DRGR that is consistent with the Grantee's Approved Project Narrative and Approved Budget as described in Article III, sections A and B of this Grant Agreement and complies with HUD's instructions for entering information in DRGR found in the document titled "Grant Award Instructions" that accompanies the Grant Agreement.

D. The Grantee must only enter activities in DRGR that are described in the Approved Budget.

E. The Grantee must expend all Grant Funds in accordance with the activity and budget information in DRGR.

F. Each drawdown of Grant Funds constitutes a representation by the Grantee that the funds will be used in accordance with this Grant Agreement.

G. The Grantee must use DRGR to track the use of program income and must report the receipt and use of program income in the reports the Grantee submits to HUD under Article VI of this Grant Agreement. The Grantee must expend program income before drawing down Grant Funds through DRGR.

H. Notwithstanding any other provision of this grant agreement, HUD will not be responsible for payment of any Grant Funds after the date Treasury closes the account in accordance with 31 U.S.C. § 1552. Because Treasury may close the account up to one week

before the September 30 date specified by 31 U.S.C. § 1552, the Grantee is advised to make its final request for payment under the grant no later than September 15, 2032.

ARTICLE VI. Program-Specific Reporting Requirements

In addition to the general reporting requirements that apply under other provisions of this Agreement, the following program-specific reporting requirements apply to the Grantee:

A. The Grantee must submit a performance report in DRGR on a semi-annual basis and must include a completed Federal financial report as an attachment to each performance report in DRGR. Performance reports shall consist of a narrative of work accomplished during the reporting period. During the Period of Performance, the Grantee must submit these reports in DRGR no later than 30 calendar days after the end of the 6-month reporting period. The first of these reporting periods begins on the first of January or June (whichever occurs first) after the date this Grant Agreement is signed by HUD.

B. The performance report must contain the information required for reporting program performance under 2 CFR 200.329(c)(2) and (d), including a comparison of actual accomplishments to the objectives of the Project as described in Article III, section A of this Grant Agreement, the reasons why established goals were not met, if appropriate, and additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

C. Financial reports must be submitted using DRGR or such future collections HUD may require and as approved by OMB and listed on the Grants.gov website (<https://grants.gov/forms/forms-repository/post-award-reporting-forms>).

D. The performance and financial reports will undergo review and approval by HUD. If a report submission is insufficient, HUD will reject the report in DRGR and identify the corrections the Grantee must make.

E. No drawdown of funds will be allowed through DRGR while the Grantee has an overdue performance or financial report.

F. The Grantee must report and account for all property acquired or improved with Grant Funds as provided by 2 CFR part 200 using the applicable common forms approved by OMB and provided on the Grants.gov website (<https://grants.gov/forms/forms-repository/post-award-reporting-forms>). This reporting obligation includes submitting status reports on real property at least annually as provided by 2 CFR 200.330, accounting for real and personal property acquired or improved with Grant Funds as part of Project Closeout, and promptly submitting requests for disposition instructions as provided by 2 CFR 200.311, 200.31, and 200.314.

ARTICLE VII. Project Closeout

A. The grant will be closed out in accordance with 2 CFR part 200, as may be amended from time to time, except as otherwise specified in this Grant Agreement.

B. The Grantee must submit to HUD a written request to close out the grant no later than 30 calendar days after the Grantee has drawn down all Grant Funds and completed the Project as described in Article III, section A of this Grant Agreement. HUD will then send the Closeout Agreement and Closeout Certification to the Grantee.

C. At HUD's option, the Grantee may delay initiation of project closeout until the resolution of any findings as a result of the review of semi-annual activity reports in DRGR. If HUD exercises this option, the Grantee must promptly resolve the findings.

D. The Grantee recognizes that the closeout process may entail a review by HUD to determine compliance with the Grant Agreement by the Grantee and all participating parties. The Grantee agrees to cooperate with any HUD review, including reasonable requests for on-site inspection of property acquired or improved with grant funds.

E. No later than 120 calendar days after the Period of Performance, Grantees shall provide to HUD the following documentation:

1. A Certification of Project Completion.
2. A Grant Closeout Agreement.
3. A final financial report giving:
 - i) the amount and types of project costs charged to the grant (that meet the allowability and allocability requirements of 2 CFR part 200, subpart E);
 - ii) a certification of the costs; and
 - iii) the amounts and sources of other project funds.
4. A final performance report providing a comparison of actual accomplishments with the objectives of the Project, the reasons for slippage if established objectives were not met and additional pertinent information including explanation of significant cost overruns.
5. A final property report, if specifically requested by HUD at the time of closeout.

ARTICLE VIII. Default

A default under this Grant Agreement shall consist of any use of Grant Funds for a purpose other than as authorized by this Grant Agreement, any noncompliance with statutory, regulatory, or other requirements applicable to the Grant Funds, any other material breach of this Grant Agreement, or any material misrepresentation in the Grantee's submissions to HUD in anticipation of this award. If the Grantee fails to comply with the terms and conditions of the Grant Agreement, HUD may adjust specific conditions of this Grant Agreement as described in 2 CFR part 200, as may be amended from time to time. If HUD determines that noncompliance cannot be remedied by imposing additional conditions, HUD may take one or more of the remedies for noncompliance described in 2 CFR part 200, as may be amended from time to time. HUD may also terminate all or a part of this award as provided by 2 CFR 200.340 and other applicable provisions of 2 CFR part 200, as may be amended from time to time. Nothing in this Grant Agreement shall be construed as creating or justifying any claim against the Federal government or the Grantee by any third party.

ARTICLE IX. HUD Contact Information

Except where this Grant Agreement specifically states otherwise, all requests, submissions, and reports the Grantee is required to make to HUD under this Grant Agreement must be made in accordance with HUD's grant instructions found in the document titled "FY2024 Economic Development Initiative - Community Project Funding Grant Guide" that accompanies the Grant Agreement.

This agreement is hereby executed on behalf of the Grantee and HUD as follows:

GRANTEE

(Name of Organization)

BY: _____
(Signature of Authorized Official)

(Typed Name and Title of Authorized Official)

(Date)

HUD

BY: _____
Nadab Bynum,
Acting Deputy Assistant Secretary for Economic Development

(Date)

REFERENCE ONLY

APPENDIX 1 – Project Narrative

REFERENCE ONLY

APPENDIX 2 – Approved Budget

REFERENCE ONLY

APPENDIX 3 – Grantee’s Indirect Cost Rate Information

As the duly authorized representative of the Grantee, I certify that the Grantee:

- ☐ Will not use an indirect cost rate to calculate and charge indirect costs under the grant.
- ☐ Will calculate and charge indirect costs under the grant by applying a *de minimis* rate as provided by 2 CFR 200.414(f), as may be amended from time to time.
- ☐ Will calculate and charge indirect costs under the grant using the indirect cost rate(s) listed below, and each rate listed is included in an indirect cost rate proposal developed in accordance with the applicable appendix to 2 CFR part 200 and, *if required*, was approved by the cognizant agency for indirect costs.

Agency/department/major function	Indirect cost rate	Type of Direct Cost Base
	%	
	%	
	%	

Name of Authorized Official:

Signature:

Date (mm/dd/yyyy):

Position/Title:

X

/ /

Instructions for the Grantee’s Authorized Representative:

You must mark the one (and only one) checkbox above that best reflects how the Grantee’s indirect costs will be calculated and charged under the grant. Do not include indirect cost rate information for subrecipients.

The table following the third box must be completed only if that box is checked. When listing a rate in the table, enter both the percentage amount (e.g., 10%) and the type of direct cost base to be used. For example, if the direct cost base used for calculating indirect costs is Modified Total Direct Costs, then enter “MTDC” in the “Type of Direct Cost Base” column.

If using the Simplified Allocation Method for indirect costs, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.

If using the Multiple Allocation Base Method, enter each major function of the organization for which a rate was developed and will be used under the grant, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.

If the Grantee is a government and more than one agency or department will carry out activities under the grant, enter each agency or department that will carry out activities under the grant, the indirect cost rate(s) for that agency or department, and the type of direct cost base to which each rate will be applied.

To learn more about the indirect cost requirements, see 2 CFR part 200, subpart E; Appendix III to Part 200 (for Institutions of Higher Education); Appendix IV to Part 200 (for nonprofit organizations); Appendix VII to Part 200 (for state and local governments and Indian Tribes); and Appendix IX to Part 200 (for hospitals).

**APPENDIX 4 –
Award Term and Condition for Grantee Integrity and Performance Matters**

Reporting of Matters Related to Grantee Integrity and Performance

(a) General Reporting Requirement.

(1) If the total value of your active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the grantee must ensure the information available in the responsibility/qualification records through the System for Award Management (SAM.gov), about civil, criminal, or administrative proceedings described in paragraph (b) of this award term is current and complete. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in responsibility/qualification records in SAM.gov on or after April 15, 2011 (except past performance reviews required for Federal procurement contracts) will be publicly available.

(b) Proceedings About Which You Must Report.

(1) You must submit the required information about each proceeding that—

(i) Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

(ii) Reached its final disposition during the most recent five-year period; and

(iii) Is one of the following—

(A) A criminal proceeding that resulted in a conviction;

(B) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;

(C) An administrative proceeding that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or

(D) Any other criminal, civil, or administrative proceeding if—

(1) It could have led to an outcome described in paragraph (b)(1)(iii)(A) through (C);

(2) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

(3) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

(c) Reporting Procedures.

Enter the required information in SAM.gov for each proceeding described in paragraph (b) of this award term. You do not need to submit the information a second time under grants and cooperative agreements that you received if you already provided the information in SAM.gov because you were required to do so under Federal procurement contracts that you were awarded.

(d) Reporting Frequency.

During any period of time when you are subject to the requirement in paragraph (a) of this award term, you must report proceedings information in SAM.gov for the most recent five-year period, either to report new information about a proceeding that you have not reported previously or affirm that there is no new information to report. If you have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, you must disclose semiannually any information about the criminal, civil, and administrative proceedings.

(e) Definitions.

For purposes of this award term—

Administrative proceeding means a non-judicial process that is adjudicatory in nature to make a determination of fault or liability (for example, Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with the performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

Total value of currently active grants, cooperative agreements, and procurement contracts includes the value of the Federal share already received plus any anticipated Federal share under those awards (such as continuation funding).

APPENDIX 5 – Specific Award Conditions

NONE.

APPENDIX 6 – Conflict of Interest Requirements

1. *Conflicts Subject to Procurement Regulations.* When procuring property or services, the grantee and its subrecipients shall comply with the applicable conflict-of-interest rules in 2 CFR 200.317 and 2 CFR 200.318(c). In all cases not governed by 2 CFR 200.317 and 2 CFR

200.318(c), the Grantee and its subrecipients must follow the requirements contained in paragraphs 2-5 below.

2. *General prohibition.* No person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee or subrecipient and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have a financial interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage, or adoption) the spouse, parent (including a stepparent), child (including a stepchild), sibling (including a stepsibling), grandparent, grandchild, and in-laws of a covered person.

3. *Exceptions.* HUD may grant an exception to the general prohibition in paragraph (ii) upon the Grantee's written request and satisfaction of the threshold requirements in paragraph (iv), if HUD determines the exception will further the Federal purpose of the award and the effective and efficient administration of the Grantee's Project, considering the cumulative effects of the factors in paragraph (v).

4. *Threshold requirements for exceptions.* HUD will consider an exception only after the Grantee has provided the following documentation:

- a. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how that disclosure was made; and
- b. An opinion of the Grantee's attorney that the interest for which the exception is sought would not violate state or local law.

5. *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the Grantee has satisfactorily met the threshold requirements in paragraph (iii), HUD will consider the cumulative effect of the following factors, where applicable:

- a. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- b. Whether an opportunity was provided for open competitive bidding or negotiation;
- c. Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

- d. Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process regarding the assisted activity in question;
- e. Whether the interest or benefit was present before the affected person was in a position as described in paragraph (ii);
- f. Whether undue hardship will result either to the Grantee or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- g. Any other relevant considerations.

6. *Disclosure of potential conflicts of interest.* The Grantee must disclose in writing to HUD any potential conflict of interest.

APPENDIX 7 – Award Term Regarding Trafficking in Persons

The following award term and condition, which is required by 2 CFR part 175, applies as written:

(a) *Provisions applicable to a grantee that is a private entity.*

(1) Under this award, the grantee, its employees, subrecipients under this award, and subrecipient's employees must not engage in:

- (i) Severe forms of trafficking in persons;
- (ii) The procurement of a commercial sex act during the period of time that this award or any subaward is in effect;
- (iii) The use of forced labor in the performance of this award or any subaward; or
- (iv) Acts that directly support or advance trafficking in persons, including the following acts:
 - (A) Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;
 - (B) Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:

(1) Exempted from the requirement to provide or pay for such return transportation by the Federal department or agency providing or entering into the grant or cooperative agreement; or

(2) The employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;

(C) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;

(D) Charging recruited employees a placement or recruitment fee; or

(E) Providing or arranging housing that fails to meet the host country's housing and safety standards.

(2) The Federal agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if any private entity under this award:

(i) Is determined to have violated a prohibition in paragraph (a)(1) of this appendix; or

(ii) Has an employee that is determined to have violated a prohibition in paragraph (a)(1) of this appendix through conduct that is either:

(A) Associated with the performance under this award; or

(B) Imputed to the grantee or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by HUD at 2 CFR part 2424.

(b) Provision applicable to a grantee other than a private entity.

(1) The Federal agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if a subrecipient that is a private entity under this award:

(i) Is determined to have violated a prohibition in paragraph (a)(1) of this appendix; or

(ii) Has an employee that is determined to have violated a prohibition in paragraph (a)(1) of this appendix through conduct that is either:

(A) Associated with the performance under this award; or

(B) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by HUD at 2 CFR part 2424.

(c) Provisions applicable to any grantee.

(1) The grantee must inform the Federal agency and the Inspector General of the Federal agency immediately of any information you receive from any source alleging a violation of a prohibition in paragraph (a)(1) of this appendix.

(2) The Federal agency's right to unilaterally terminate this award as described in paragraphs (a)(2) or (b)(1) of this appendix:

(i) Implements the requirements of 22 U.S.C. 78, and

(ii) Is in addition to all other remedies for noncompliance that are available to the Federal agency under this award.

(3) The grantee must include the requirements of paragraph (a)(1) of this award term in any subaward it makes to a private entity.

(4) If applicable, the grantee must also comply with the compliance plan and certification requirements in 2 CFR 175.105(b).

(d) *Definitions. For purposes of this award term:*

“Employee” means either:

(1) An individual employed by the grantee or a subrecipient who is engaged in the performance of the project or program under this award; or

(2) Another person engaged in the performance of the project or program under this award and not compensated by the grantee including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing requirements.

“Private Entity” means any entity, including for-profit organizations, nonprofit organizations, institutions of higher education, and hospitals. The term does not include foreign public entities, Indian Tribes, local governments, or states as defined in 2 CFR 200.1.

The terms “severe forms of trafficking in persons,” “commercial sex act,” “sex trafficking,” “Abuse or threatened abuse of law or legal process,” “coercion,” “debt bondage,” and “involuntary servitude” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

APPENDIX 8 – Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(Signature of Authorized Official)

(Typed Name and Title of Authorized Official)

(Date)

NOTE: This certification is not required for Federally recognized Indian tribes and Tribally Designated Housing Entities (TDHEs) established by a federally recognized Indian tribe through the tribe’s sovereign power. However, this exemption does not apply to State-recognized Indian tribes and TDHEs established under State law.

Name of Authorized Official:

Signature:

X _____

Date (mm/dd/yyyy):

/ /

Position/Title:

REFERENCE ONLY

Approved for the Agenda of:	DEFEATED
9/10/2024	Motion No. 24-422

9.B.



Comptroller's Office

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Shannon Shepard, Comptroller

DATE: August 29, 2024

RE: Comptroller Shepard - Annual Financial Audit and Single Audit - Engagement Letter
Renewal

Honorable Council members

With your concurrence, I am requesting the City Council approve of the one-year renewal option on our contract with Alan C. Young and Associates P.C for the Dearborn Heights Annual Financial Audit and Single Audit.

Attached, please find the Audit Engagement Letter for the 2024 Fiscal Year. Please authorize the Mayor and Clerk to sign the contract on behalf of the City. Furthermore, authorize the Mayor and Comptroller to sign the necessary warrants and authorize the Treasurer to issue payment from GL Account 101-223-817.000

If you have any questions please don't hesitate to contact me.

Sincerely,

Attachments:

1. City of Dearborn Heights ENG 2024 final
2. 03-22-22 Com 22-131 - Bid Award - Annual Financial Audit And Single Audit
3. 03-22-22 Backup - BID AWARD



Alan C. Young & Associates, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

7310 Woodward Ave, Suite 740
Detroit, MI 48202

(313) 873-7500 (Tel.)
(313) 873-7502 (Fax)
www.alancyoung.com

AUDIT ENGAGEMENT LETTER

August 19, 2024

Honorable Mayor and Members of City Council
City of Dearborn Heights
6045 Fenton
Dearborn Heights, Michigan 48127

Dear Mayor and Members of City Council:

We are pleased to confirm our understanding of the services we are to provide for the City of Dearborn Heights (the City) for the year, ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, business type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the City as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedule – Corporate Fund
3. General Government Employees' Retirement System Schedule of Changes in the City Net Pension Liability and Related Ratios
4. Police and Fire Retirement System Schedule of Changes in the Net Pension Liability and Related Ratios
5. General Government Employees' Retirement System Schedule of City Contributions
6. Police and Fire Retirement System Schedule of City Contributions
7. General Government Employees' Retirement System Schedule of Investment Returns

Audit Scope and Objectives (Continued)

8. Police and Fire Retirement System Schedule of Investment Returns
9. Schedule of Changes in the Total OPEB Liability and Related Ratios
10. General Government Employees' Schedule of Changes in the Net OPEB Liability and Related Ratios
11. Police and Fire Schedule of Changes in the Net OPEB Liability and Related Ratios
12. Schedule of OPEB Contributions
13. General Government Employees' Schedule of OPEB Contributions
14. Police and Fire Schedule of OPEB Contributions
15. Schedule of General Government Employees' OPEB Trust Investment Returns
16. Schedule of Police and Fire OPEB Trust Investment Returns

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a separate written report accompanying our auditor's report on the financial statements.

1. Schedule of Expenditures of Federal Awards
2. Combining Balance Sheet – Nonmajor Governmental Funds
3. Combining Statement of Revenue, Expenditures, and Changes in Fund Balances – Nonmajor Governmental Funds
4. Combining Statement of Net Position – Fiduciary Funds
5. Combining Statement of Changes in Fiduciary Net Position – Fiduciary Funds
6. Statement of Assets and Liabilities – Fiduciary Funds.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit (Continued)

We have identified the following significant risk of material misstatement as part of our audit planning:

- Review and approval for financial reporting function.
- Cost allocations between funds.
- Completeness and accuracy of Federal expenditures.
- Lack of timely and accurate bank reconciliations.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures—Internal Control

We will obtain an understanding of the City and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Responsibilities of Management for the Financial Statements and Single Audit (Continued)

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on the start of year-end audit fieldwork.

Responsibilities of Management for the Financial Statements and Single Audit (Continued)

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities of Management for the Financial Statements and Single Audit (Continued)

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the State of Michigan; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Alan C. Young & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to State of Michigan or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Alan C. Young & Associates, P.C.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of Michigan. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Alan Young is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to them. We expect to begin our audit on a mutually agreed upon date.

Engagement Administration, Fees, and Other (Continued)

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$59,750. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our hourly rates are as follows:

Directors	\$275-\$300
Principals	\$215
Managers	\$160
Supervisors	\$150
Staff	\$105

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Mayor and City Council. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Alan C. Young & Associates, P.C.



Alan C. Young, MST, CPA, CGMA
Chief Executive Officer

RESPONSE:

This letter correctly sets forth the understanding of the City of Dearborn Heights.

Signature: _____ Date: _____
Name: Bill Bazzi
Its: Mayor

Signature: _____ Date: _____
Name: Lynne M. Senia
Its: City Clerk



City of Dearborn Heights

6045 FENTON • DEARBORN HEIGHTS, MICHIGAN 48127

Lynne M. Senia
CITY CLERK

TO: Chief of Staff Hernandez
FROM: City Clerk Senia *ms*
DATE: March 23, 2022
RE: Bid Award - Annual Financial Audit And Single Audit

The following is a copy of a motion adopted at the Regular Meeting of the Dearborn Heights City Council held on March 22, 2022.

22-131 Motion by Councilman Muscat, seconded by Councilwoman Bryer to award the bid for the Annual Financial Audit and Single Audit to Alan C. Young & Associates P.C., as they are the lowest bidder and authorize the Comptroller's Office to return all bid bonds to the unsuccessful bidders. In addition, authorize Corporation Counsel to prepare a contract and authorize the Mayor and Clerk to sign the contract on behalf of the City. Furthermore, authorize the Mayor and Comptroller to sign the necessary warrants and authorize the Treasurer to issue payment from Account 101-200-817.000, as outlined in 7-B. Per Chief of Staff Hernandez communication dated March 10, 2022.

Ayes: Council Chairman Abdallah, Council Chair Pro Tem Muscat, Councilman Baydoun, Councilwoman Bryer, Councilman Constan, Councilman Wencel.

Nays: None.

Absent: Councilman Ahmad.

Motion adopted

LMS/df

cc: Mayor
Treasurer
Comptroller
Corporation Counsel
Alan C. Young & Associates P.C.
PSLZ PLLC
File

Office: (313) 791-3430 • Fax: (313) 791-3431
lsenia@ci.dearborn-heights.mi.us





Mayor's Office

Approved for
Agenda of:

03-22-22

7-B

Bill Bazzi
Mayor

Mariana Hernandez
Chief of Staff

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Mariana Hernandez
Chief of Staff

DATE: March 10, 2022

RE: Award Bid for the Annual Financial Audit and Single Audit

Please approve the following agenda item.

Attached, please find the results of the public Bids submitted to the Comptroller's office for the Dearborn Heights Annual Financial Audit and Single Audit.

With your concurrence, I am requesting that the City Council award the bid to Alan C. Young & Associates P.C. as the lowest responsive bidder and return all bid bonds to the unsuccessful bidders.

Additionally authorize the Corporation Counsel to prepare a contract and authorize the Mayor and the Clerk to sign the contract.

Furthermore, authorize the Mayor and the Comptroller to sign the necessary Warrants and authorize the treasurer to pay from GL Account number 101-200-817-000.

Sincerely,

Mariana Hernandez

CONCUR

CITY OF DEARBORN HEIGHTS



Name of Bid: Professional Services for Annual Financial Audit and Single Audit

Bid Date 2/23/2022

Bidder	Bid Deposit	Bid Amount	Notes
Alan C Young & Associates 7310 Woodward Ave, Suite 740 Detroit, MI 48202	N/A	6/30/21 - 6/30/23 \$120,000.00 6/30/23 - 6/30/24 Option \$59,750.00	Comprehensive Annual Financial Report \$5,000.00
PSLZ PLLC Ms. Rana Emmons CPA 19500 Victor Parkway, Suite 460 Livonia, MI 48152	N/A	6/30/21 - 6/30/23 \$137,000.00 6/30/23 - 6/30/24 Option \$61,500.00	

**PROPOSAL #01-2022
TO PROVIDE PROFESSIONAL SERVICES FOR THE
ANNUAL FINANCIAL AUDIT AND SINGLE AUDIT OF THE
CITY OF DEARBORN HEIGHTS, MICHIGAN**



DUE: FEBRUARY 23, 2022

**CONTACT PERSON (S)
ALAN C. YOUNG, MST, CPA, CGMA
ANIL SAKHUJA, MBA, CPA, CGMA
7310 Woodward Ave., Suite 740
Detroit, MI 48202
(313) 873-7500
Fax: (313) 873-7502**



Alan C. Young & Associates, P.C.
Certified Public Accountants & Consultants

7310 Woodward Ave, Suite 740, Detroit MI 48202
(313) 873-7500 www.alancyoung.com

**A PROPOSAL TO PROVIDE PROFESSIONAL SERVICES FOR THE ANNUAL
FINANCIAL AUDIT AND SINGLE AUDIT OF THE
CITY OF DEARBORN HEIGHTS, MICHIGAN**

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Confidentiality Statement

The contents of this **"Proposal"** are considered confidential and proprietary information of Alan C. Young & Associates P.C. (ACY). No part of this proposal may be reproduced, completely or in part, or divulged to any other party without a prior written permission from ACY.



Alan C. Young & Associates, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

7310 Woodward Ave, Suite 740
Detroit, MI 48202

(313) 873-7500 (Tel.)
(313) 873-7502 (Fax)
www.alancyoung.com

February 23, 2022

City of Dearborn Heights
The Dearborn Heights Comptroller's Office
C/O Mr. Mathew Paul, Purchasing Agent
6050 Fenton Street
Dearborn Heights, Michigan 48127

Dear Mr. Paul:

We are pleased to submit our proposal to provide professional auditing services to the City of Dearborn Heights (the City) for the fiscal years ending June 30, 2022 and 2023 with a one-year renewal option. In addition, the scope of this proposal includes the June 30, 2021 single audit which has been extended to September 30, 2022. The audits will be performed in accordance with auditing standards generally accepted in the United States of America, and Government Auditing Standards. The accompanying proposal explains why the City should choose Alan C. Young & Associates, P.C. as its independent certified public accountants for this project. We believe our qualifications and experience will undoubtedly enable us to meet the City's audit and consulting requirements.

Alan C. Young & Associates, P.C. specializes in governmental and non-profit auditing, financial reporting and consulting services. Our expertise in your market produces real value for our clients. We recognize that the successful completion of an audit requires a proper organization of the audit and a team of professionals having technical training and proficiency in the practice of public accounting. By implementing the latest in risk-based auditing techniques, advanced planning, extensive use of technology, and significant on-site presence by our top executives, we have built a solid reputation for the quality and timeliness of our work as well as for the easy access to our best people. We have organized our audit team to maximize the total experience of our company. As you will note within our proposal, each member of the assigned audit team has significant training and experience in governmental auditing.

There are significant reasons why we believe we are distinct from other firms that want to serve the City:

1. The quality of the service team we have selected to serve the City is the clearest evidence of our commitment to you. Selected for their experience, our Directors, Principal and Manager have extensive experience servicing governmental entities including cities and municipalities.
2. We are dedicated to providing the best possible service in an experienced, timely, responsive manner and committed to serving you.

3. We meet all the prospective selection criteria.
4. We will deliver the audit reports within the required time periods.
5. We are equipped to accommodate all of your present and future requirements.

We believe that our commitment, staffing, and prior experience with city audits make Alan C. Young & Associates, P.C., CPAs most qualified to perform the independent audits that are required by the City. The past quality of our work provides the basis as to why we believe Alan C. Young & Associates, P.C. is the most suitable firm to provide the services as required by you.

We certify that we have not colluded with any competing bidder or City employee or entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Request for Proposal.

The person(s) authorized to execute contracts on behalf of the firm for purposes of this audit proposal is:

Alan C. Young, MST, CPA, CGMA
(E-mail: ayoung@alancyoung.com)
Anil Sakhuja, MBA, CPA, CGMA
(E-mail: asakhuja@alancyoung.com)

7310 Woodward Ave, Suite 740
Detroit, Michigan 48202

(313) 873-7500 (Tel.)
(313) 873-7502 (Fax)

Website: www.alancyoung.com
EIN# 38-2463166

This proposal is a firm and irrevocable offer, for a 3 year period beginning with a fiscal year ending June 30, 2021 federal single audit and the annual financial and federal single audits for the fiscal years ending June 30, 2022 and 2023, which will remain in effect for a period of 90 days. We believe this proposal meets the requirements based on our understanding of the Request for Proposal, but if you have any questions, please let me know. We will be happy to meet with you and other personnel at any time to discuss this proposal. Thank you again for the opportunity to propose. We look forward to working with you and the personnel at the City.

Sincerely,

ALAN C. YOUNG & ASSOCIATES, P.C.

[Redacted Signature]

Alan C. Young, MST, CPA, CGMA
Chief Executive Officer

Executive Summary

Statement of Submission

- (a) The City of Dearborn Heights, Michigan (the City) is requesting proposals from qualified firms of certified public accountants to conduct a financial and single audit for fiscal years ending June 30, 2022 and 2023 with a one-year renewal option. The scope of this proposal also includes conducting the single audit for the year ended June 30, 2021.

This “**Response for Audit Services**” is to demonstrate the qualifications, competence and capacity of **Alan C. Young & Associates, P. C. (ACY)** to undertake an independent audit required by the City in conformity with the requirements of this RFP. ***We have the capabilities, we have the experience, and we want the opportunity to put them to work for the City.***

*Ranked by Crain's
Detroit Business
Magazine as one
of the “25 largest
CPA firms” in
Michigan for over
15 Years*

- (b) ACY specializes in governmental and non-profit auditing, financial reporting and consulting services. We have been in business for over 30 years. We have employed over thirty (30) full-time staff members during each of the last three years.
- (c) ACY is located in Detroit, Michigan. The audit will be performed from our office and the City's office, if chosen as the auditors of the City
- (d) We affirm that we will perform the requested work in accordance with the requirements outlined the RFP.
- (e) The partner who will be in charge of this audit will be Anil Sakhuja, the Principal will be James Wilde and the Manager will be Surender Gupta. (Please see pages 11-17 for qualifications and experience of the Engagement Team selected for your audit.)

In this response to your RFP, you will find:

- **Our qualifications and relevant auditing experience** - which detail why we qualify to be chosen by the City for this audit engagement. You will find that we are dedicated to servicing governmental organizations and have done so for over 30 years. In our business, true clarity comes only with experience.
- **Details why we qualify to be chosen by the City for this audit engagement** - With our firm's commitment to governmental services we are appropriately staffed and knowledgeable on a number of service areas important to governmental entities. We have extensive experience performing financial audits for numerous Cities and governmental entities. See page 10 for a list of governmental references.

Executive Summary (Continued)

Experience

We have in depth experience in providing these types of audits and we have demonstrated proficiency in providing our clients with excellent service relating to your required needs as outlined in the RFP.

Our firm has a thorough, firsthand, understanding of the importance of the many factors that determine the success of your city including funding from federal and state agencies as well as the challenge of compliance regulations. These factors can determine how successful your city will be as well as determine your ability to grow and continue to serve the needs of the community

Our experience allows us to provide you with innovative solutions that meet the needs of your City. Our services include:

- Informing clients of changing standards affecting governmental organizations
- Audits and reporting requirements including Single Audits
- Governmental reporting issues
- Needs analysis and regulatory filings
- Internal financial systems and controls
- Audits of employee benefit and retirement plans
- Budget and cash flow projections
- Bond issues and debt refunding
- Agreed upon procedures

Resources

Keys to an effective and efficient audit are using the right people and the most current audit technology. We offer the services of highly experienced professionals who have specialized in governmental auditing and accounting for many years. We have the knowledge and experience regarding the accounting system, internal control structure and reporting requirements of a city. Our staff also participates in ongoing training courses to stay up-to-date on the latest changes impacting governmental audits. The quality of the team we have created to serve the City is the clearest evidence of our commitment to you. Selected for their extensive experience, our manager, principal and director have more than fifty years of combined experience servicing governmental entities including cities, municipalities, etc. We will leverage that experience to provide you with the most efficient audit service possible.

Executive Summary (Continued)

Commitment

We seek a long term relationship with the City that will allow us to contribute to your ongoing success. We are committed to understanding your needs and fulfilling those needs in an effective and economical manner.

Our technical approach

Our audit approach is designed to be comprehensive in addressing the significant accounting and auditing issues and tailored to the unique needs of the City.

Our engagement will include:

- Planning
- Testing of internal controls and major account transaction cycles
- Substantive testing of year-end balances
- Extensive participation of senior management during all phases of the audit of our engagement

Peer Review

ACY does not have a record of substandard work. The firm is subject to an external peer review every three years. This review is conducted by the AICPA wherein we are assessed on our quality control procedures. Alan C. Young & Associates, P.C. has been assessed on quality control procedures for accounting and auditing practices under the Peer Review Assessment Requirements of the AICPA for which we are a member. The most recent report letter is attached in Exhibit A. This peer review included a review of specific governmental engagements.

ACY History

ACY is located in Detroit, Michigan. We are one of Michigan's largest minority and most trusted auditing, taxation, management consulting, business process outsourcing and accounting firms. We also provide services for information technology for staffing on a project basis.

The firm was founded in 1983 on the premise of providing high quality services to all of its clients. Directors and staff consist of professionals who possess competence in accounting, auditing, taxation, management consulting, and many other areas of the public accounting field.

Alan C. Young & Associates, P.C. specializes in governmental and non-profit auditing, financial reporting and consulting services.

The founder and CEO, Mr. Alan C. Young, who was the immediate past Chairman of the Board of Directors of the MICPA, and who was appointed by the governor to two terms on the State Board of Accountancy, leads the firm as we aspire to operate with the highest integrity and a commitment and reputation for serving the community.

We have received recognition by the State of Michigan, the County of Wayne and the Detroit City Council for exceptional achievement, outstanding leadership and dedication to improving the quality of life for citizens in the State of Michigan.

Our strategic focus is to provide the highest quality services and cost-effective solutions to our clients in the following areas:

"Our mission is to build committed partnerships with our clients, understand their needs, work habits and expectations, and provide them with the global support they can count on to accomplish their business objectives."

- **Auditing Services** – Our auditing team provides services to a variety of clients. Our diverse academic backgrounds and practical experiences allow us to provide services to municipalities, corporations, partnerships, sole proprietorships, other not-for-profit organizations and individuals. Our professional staff has assisted a full range of clients in the following areas:
 - Municipalities
 - Non-Profit and Other Charitable Organizations
 - For Profit Corporations
 - Churches and Other Religious Organizations
 - Compliance Audits & Examinations
 - Tax Exempt Foundations
 - Health & Human Services
 - School Districts
- **Accounting Services** – Our accounting team provides services to our clients in various accounting related areas. Our focused services are bank & other reconciliations, cash management, financial & statutory reporting, general & technical accounting and data processing services.

ACY History (Continued)

- **Management Consulting** – Our management consulting team helps our clients define a strategic management approach and a process to successfully implement business solutions. These include:
 - Strategizing project implementation plans
 - Business process reviews
 - Process reengineering of the financial systems
 - Analysis of various accounts to develop the corrective action plan to strengthen the financial stability of the organization
 - Quality control management and implementation strategy

Commitment To Quality Control

Because of our broad client base, we are able to devote the necessary time to specialize and thus provide the required service. To assist us in this specialization, we subscribe to several specialized news service publications, such as:

- ◆ Single Audit Information Service
- ◆ GAAS Update Service
- ◆ GAAP Update Service
- ◆ GAQC – AICPA Update Service
- ◆ EBPQC – AICPA Update Service

Our auditors regularly attend training seminars conducted by various governmental organizations, the AICPA and the MICPA.

Accreditations/Certifications/Awards

- ❖ Affiliate Membership Certification from Michigan Minority Supplier Development Council (MMSDC)
- ❖ **Certification for Detroit Based Business/Detroit Small Business (DBB/DSB)**
- ❖ Certification as Detroit Headquartered Business (DHB)
- ❖ **Certification for establishing compliance with Wayne County's Fair Employment Practices Resolution**
- ❖ City of Detroit and Wayne County certification as a Minority-Owned Business Enterprise (MBE)
- ❖ **Certification of compliance and eligibility to bid for and be awarded City of Detroit Contracts**
- ❖ Certification as Wayne County Small Business Enterprise (SBE)
- ❖ **Listed in Crain's Detroit Business "Largest Accounting Firms"**

ACY Qualifications

The firm has highly qualified professional personnel. We employ over thirty (30) full-time staff members. Directors and staff consist of professionals who possess competence in accounting, auditing, taxation, management consulting, information technology and many other areas of the professional service field. Our current professional staff possesses credentials including Certified Public Accountant, Chartered Accountant, Chartered Global Management Accountant, Masters of Business Administration, Masters of Science in Accounting, Masters of Science in Taxation and Bachelor of Science Degrees in Accounting and Finance.

Our personnel have gained extensive auditing, consulting and accounting experience through prior employment with government agencies and auditing organizations as well as performing under our numerous contracts with state governments. ACY has been able to successfully provide staff to properly service all of our engagements.

We understand the governmental sector and we know how to work with the agencies to gain an understanding of their specific issues so that we can meet their unique needs. Our services focus on areas and needs primary to governmental organizations – everything from financial and related audits to performance and operational audits. GAAP administration, expenditure controls, federal funds administration, operation improvements, information technology risk management, regulatory/compliance issues, internal controls, and building and transportation audits are some of the many issues and areas for which we supply services to state and local governments.

Our professional staff stays informed of pertinent issues and share leading practices related to governance, audits, accounting, financial reporting and the law.

We constantly keep ourselves abreast of the ever-changing economic and regulatory environment of the clients we serve.

Our extensive knowledge of the industry and our commitment to providing you with a team of professionals that are dedicated to government compliance will result in saving you time and money. We are able to offer a full range of skills to help organizations succeed. ***Our client base is a testament to the confidence the governmental sector places in us. We would be delighted to to serve the City of Dearborn Heights.***

Statement of Good Standing

We affirm that we are in good standing with the State Board of Accountancy and are properly licensed for practice as certified public accountants.

Independence

Alan C. Young & Associates, P.C. is independent of the City of Dearborn Heights as defined by generally accepted auditing standards and Government Auditing Standards.

Prior Engagements with City of Dearborn Heights

ACY has not done any prior engagement work with the City within the past five years.

ACY Qualifications (Continued)

Professional Relationships with the City

At present, ACY has no professional relationships with the City or any of its Council members. No City officer or employee, nor any business entity in which they have an interest: a) has an interest in the contract awarded; b) has been employed or retained to solicit or aid in the procuring of the resulting contract and c) will be employed in the performance of such contract without immediate disclosure of such fact to the City. ACY does not and has not had any professional relationship involving the City or any of its component units for the past five years. In addition, we agree to give the City written notice of any professional relationships entered into during the period of this agreement.

Statement on Discrimination

It is the policy of our firm that no individual be discriminated against in employment with regard to race, color, national origin, age, handicap, sex or religion. Furthermore, our firm complies with all applicable laws in consideration for employment selection of training, transfer recruitment rates of pay or other forms of compensation demotion or separation.

Conflict Of Interest Statement

To the best of the proposer's knowledge, there is no related party, kinship, financial or other conflicts of interest between the City and any employee of Alan C. Young & Associates, P.C.

Confidentiality

ACY will not discuss, distribute or use in any way the data or information acquired in the course of providing services to the City without prior approval by the City.

ACY will not undertake a specific activity which may be viewed as adverse to the interest of another client without obtaining the agreement of both parties.

Indemnification

ACY understands that the City assumes no liability for any legal expenses, other than for its own defense. ACY agrees to indemnify and save harmless the City and its officers agents and employees from and against any and all loss damages, injury, personal injury, death, breach of contract however caused, resulting directly or indirectly from the performance of the contract by ACY.

Debarment, Suspension, Ineligibility and Voluntary Exclusion

We are in compliance with the provisions of 24 CFR Part 24. Neither our firm nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract. Additionally, we will not use, directly or indirectly, any of the funds provided by this contract to employ, award contract to, or otherwise engage the services of, or fund any contractor/subcontractor during any period that the contractor/subcontractor is debarred, suspended or ineligible under the provisions of 24 CFR Part 24. Additionally, no disciplinary actions have been taken or pending against our firm during the past 3 years with state regulatory bodies or professional organizations. We have also not participated in any projects where our contract has been terminated.

Performance History & Client References

Similar Engagements

Below are four governmental client references:

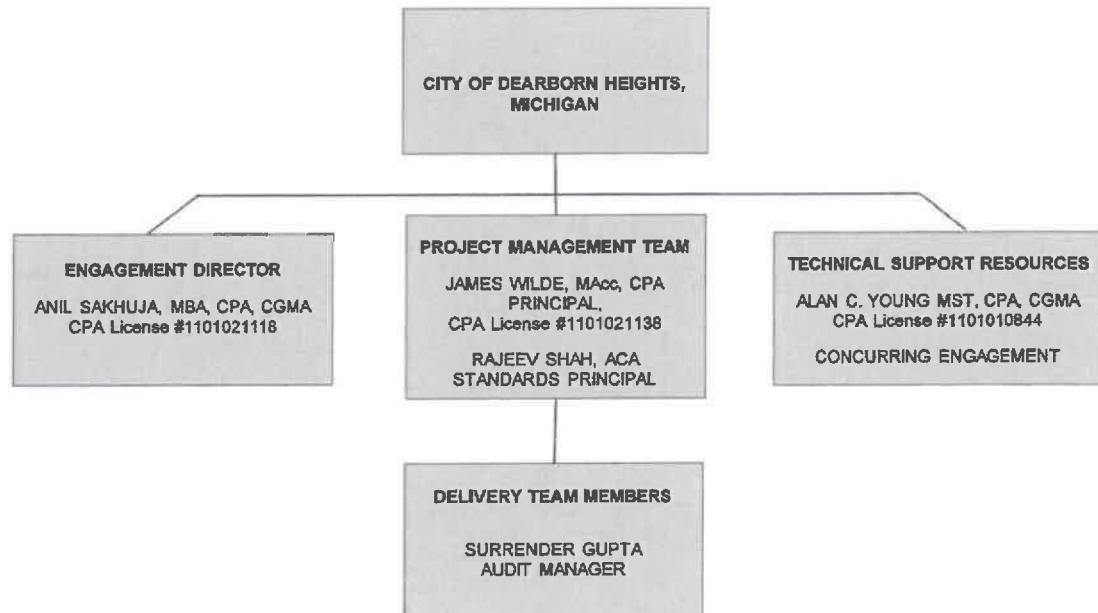
Client	City of Belleville	
Engagement Partner	Anil Sakhuja	
Engagement Principal	Jay Wilde	
Engagement Scope	Financial and Single Audit	
General Fund Expenditures	\$2.3 million	
Date	2006 to Present	
Total Hours	160	
Client Contact	Mr. David Robinson	(734) 252-4303
Email address	drobenson@bellevilleonthelake.com	
Address	6 Main Street, Belleville, MI 48111	
Client	City of Wayne	
Engagement Partner	Anil Sakhuja	
Engagement Principal	Jay Wilde	
Engagement Scope	Financial Audit	
General Fund Expenditures	\$16.9 million	
Date	2016 to Present	
Total Hours	400	
Client Contact	Ms. Katie Sample	(734) 722-2000
Email address	ksample@cityofwayne.com	
Address	3355 S. Wayne Road, Wayne, MI 48184	
Client	Detroit Transportation Corporation	
Engagement Partner	Anil Sakhuja	
Engagement Principal	Rajeev Shah	
Engagement Scope	Financial Audit, Single Audit and Compliance Audit	
General Fund Expenditures	\$12.9 million	
Date	1999 to Present	
Total Hours	320	
Client Contact	Ms. Lenore Harrington-Olson	(313) 221-1247
Email address	lolson@thepeoplemover.com	
Address	535 Griswold, Suite 400, Detroit, MI 48226	
Client	Detroit Public Library	
Engagement Partner	Anil Sakhuja	
Engagement Principal	Jay Wilde	
Engagement Scope	Financial Audit	
General Fund Expenditures	\$33.3 million	
Date	2014 to 2020	
Total Hours	400	
Client Contact	Mr. Antonio Brown	(313) 481-1310
Email address	abrown@detroitpubliclibrary.org	
Address	5201 Woodward, Detroit, MI 48202	

We have proven ourselves and will continue to do so every day. We want the opportunity to demonstrate to you how our unique combination of people, services and experience can achieve your goal of a successful audit engagement. ***We are dedicated to providing the best possible service in an experienced, timely, responsive manner and committed to serving you.***



Audit Team Qualifications & Experience

Audit Team Organizational Chart



Audit Team Qualifications & Experience (Continued)

We affirm that we have the necessary staff to complete the engagement according to the specified times outlined in this proposal.

We have been successful in retaining staff continuity year after year on our audit engagements because of our low staff turnover. We feel that this continuity is essential in maintain a close, long-term working relationship and performing a top-quality audit year after year.

We have had no federal or state desk reviews or field reviews of our audits during the past 3 years, nor has anyone in our firm had disciplinary action taken against or pending with state regulatory bodies or professional organizations.

Principal, Supervisory and Management Staff to be assigned to your engagement

The partners assigned will be Anil Sakhuja, a Certified Public Accountant, Concurring Partner will be Alan C. Young a Certified Public Accountant, and Principal James Wilde II, a Certified Public Accountant, will be in charge of the audit team and will manage the fieldwork at the audit site. All key professional staff is properly licensed to practice in Michigan.

We expect the following number of staff to be assigned to your engagement:

Audit Director	1	Anil Sakhuja, MBA, CPA, CGMA
Audit Concurring Director	1	Alan C. Young, MST, CPA, CGMA
Principal	1	James Wilde, MAcc, CPA
Manager	1	Surender Gupta
Supervisor	1	(To be Determined)
Audit Staff	2	(To be Determined)

All members of our auditing staff, including the above referenced personnel, comply with Yellow Book CPE requirements. Due to the significant amount of government audits we perform, we require all staff to comply with Yellow Book standards. Accordingly, all staff receives a minimum of 24 hours of continuing education bi-annually specifically relating to governmental accounting and auditing, including training specifically related to single audits/federal grants.

The certified public accountants scheduled for this assignment are all licensed to operate in the State of Michigan. The firm is a member in good standing of both the AICPA and the MICPA.

Audit Team Qualifications & Experience (Continued)



ALAN C. YOUNG, MST, CPA, CGMA

Managing Director – Alan C. Young & Associates, P.C.

Licensed to practice as a CPA in Michigan

Alan C. Young is the founder and currently, Managing Director/CEO of *Alan C. Young & Associates, P.C.*, one of the largest minority C.P.A. firms in Michigan being listed in *Crain's Business Detroit* magazine as one of the 25 largest CPA firms for over 15 years. Founded in March, 1983, the firm employs over 30 professionals with a diverse clientele which includes churches, municipalities, school boards media personalities, professional athletes along with a number of non-profit organizations and foundations. The firm is headquartered in Detroit.

Mr. Young's public accounting career began in 1979 with Deloitte & Touche (Deloitte) (formerly Haskins & Sells), one of the "Big Six" firms, where he served for six years. Responsible assignments at Deloitte included serving as supervisor on several audit jobs, including Fisher Body-Livonia and General Motors Assembly Division (G.M.A.D.), as well as a tax specialist in foreign taxes on location in Saudi Arabia.

Mr. Young holds a Masters of Taxation degree from Walsh College, Troy, Michigan. He is a graduate of Michigan State University and is currently (unless otherwise noted) an active member in numerous charitable, civic, and community organizations including:

- **Michigan Association of Certified Public Accountants – (Immediate Past Chairman)**
- **Appointed by 2 Governors to the Michigan State Board of Accountancy**
- **American Institute of Certified Public Accountants – (Council Member)**
- **Booker T. Washington Business Association (President 1992-1994; Chairman of the Board – 1995 to 1997)**
- **Board of Directors – First Independence Bank of Detroit (Commencing November 1996 to present)**
- **Detroit Regional Chamber of Commerce**
- **National Association of Black Accountants (Past President 1992)**
- **Kappa Alpha Psi Fraternity (National Board)**
- **Washtenaw Community College Accounting Advisory Board**
- **Henry Ford Health System – Detroit Campus Advisory Board of Trustees**
- **Federal Reserve Board of Chicago – Past Advisory Board Member**
- **Detroit Institute of Arts – Past Audit Committee Member**
- **Cass Technical High School Alumni – Past Treasurer**

Mr. Young is the concurring review partner on all audit, tax, consulting and compilation engagements.

Audit Team Qualifications & Experience (Continued)



Anil Sakhuja, MBA, FCA, CPA, CGMA

Chief Operating Officer, Audit Partner

Licensed to practice as a CPA in Michigan

Anil Sakhuja is the Chief Operating Officer with more than 45 years of experience serving Not-for-profit organizations, Municipalities, Churches, For-profit clients including Automotive, Manufacturers, Software Consulting and School Districts.

Relevant Experience

With more than 45 years industry experience, Mr. Sakhuja has served a wide variety of not-for-profit, for profit and governmental clients. He has extensive experience in auditing, including Single Audits under the Uniform Guidance, US GAAP, IFRS and HUD audits. He has directed all aspects of client engagements. He has reviewed and prepared individual and corporate tax returns including 5500, 990, 1065 and 1120. He has managed the audit and accounting departments, and all aspect of business operations.

Background

Mr. Sakhuja started his career in Public Accounting in 1973 after graduating from the University of Delhi, India with a B.Sc. and a MBA. He has over 40 years of experience which includes four (4) years with a large public accounting firm as a supervisor on several large manufacturing units. The later years of experience were as an Internal Auditor and Controller for companies having multiple manufacturing and sales units. Since 1990, the majority of his experience relates to the financial and compliance audits with a concentration on governmental and not-for-profit entities. Mr. Sakhuja has researched technical issues and provided interpretation of the accounting treatment for reporting in the financial statements.

Mr. Sakhuja is a Chartered Accountant and CPA licensed to practice in Michigan and is a Member of the AICPA, MICPA and Institute of Chartered Accountants of India. He is in compliance with continuing education requirements as provided in Government Auditing Standards, having attended accounting and auditing courses related specifically to IFRS, US GAAP governments and single audits. Mr. Sakhuja also serves as an instructor in various in-house professional development courses.

Mr. Sakhuja is the review partner on all audit engagements.

Audit Team Qualifications & Experience (Continued)



James D. Wilde II MAcc, CPA

Principal

Licensed to practice as a CPA in Michigan

James is a Principal with more than 25 years' experience serving Churches, Municipalities, School Districts and Not-for-Profit clients.

Relevant Experience

With more than 25 years industry experience, James has served a wide variety of governmental clients. He has extensive experience in governmental auditing, including Single Audits under the Uniform Guidance, HUD audits, preparation and review of individual and corporate tax returns, accounting, and business operations. He has managed the audits of many programs receiving federal awards. He has trained staff on all aspect of the audit engagements. James has delivered presentations to client management, Board of Directors and Audit Committees. He also has reviewed and prepared individual and corporate tax returns, accounting, and business operations. James had researched technical issues and provided interpretation of the accounting treatment for reporting in the financial statements.

Background

James holds a MAcc from University of Michigan. He is a CPA licensed to practice in Michigan and is a Member of the AICPA, and MICPA. He is in compliance with continuing education requirements as provided in Government Auditing Standards, having attended accounting and auditing courses related specifically to governments and single audits.

James also serves as an instructor in various in-house professional development courses.

Audit Team Qualifications & Experience (Continued)



Rajeev Shah, ACA

Principal, Chief Informational Officer/Chief Standards Officer

Rajeev Shah is a Principal with experience serving School Districts, Churches, Municipalities and Non-Profit clients.

Relevant Experience

With more than 20 years industry experience, Rajeev has served a wide variety of governmental clients and also serves as the firm's Chief Informational Officer (CIO) because of extensive Information Technology skill/background. He has extensive experience in governmental auditing, including Single Audits under the Uniform Guidance, Retirement Plans, accounting, and business operations. He has managed all aspect of engagements and performed all aspect of audits in accordance with federal grant guidelines: Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance).

Background

Rajeev holds a Bachelor degree in Accounting. He is a Chartered Accountant and member of Institute of Chartered Accountants of India and is a Member of the MICPA and has also served on their Retirement Plans Task Force. He is in compliance with continuing education requirements as provided in Government Auditing Standards, having attended accounting and auditing courses related specifically to governments and single audits.

Rajeev also serves as an instructor in various in-house professional development courses.

Audit Team Qualifications & Experience (Continued)



Surender Gupta, B.Com (Hons.), FCA,

Audit Manager

sgupta@alancyoung.com

Surender Gupta is a Manager at Alan C. Young & Associates, P.C. He has over 40 years of experience serving governmental, non-profit organizations and for profit organizations.

Relevant Experience

Experience with performing financial audits of accounts, accounting practices & controls.

Experience in performing financial and single audits for Government and nonprofit organizations.

Audit work including auditing cash, accounts payable, fixed assets, accounts receivable, notes payable, revenue, and expense accounts.

Financial statement preparation, planning, and completion of audit, review, and compilation engagements, in accordance with GAAP and OCBOA for various clients and industries.

Internal control testing by means of walkthrough testing of cash receipts, cash disbursements, and payroll.

Provide management recommendations to clients on improving accounting (financial and operational) procedures and internal controls.

Background

Surender is a Chartered Accountant (India) and holds a Bachelor In Commerce degree from University of Delhi. He also holds professional certifications as a Chartered Secretary (U.K.) and CMA (U.K.) in addition to an LL.B. degree. He is in compliance with continuing education requirements as provided in Government Auditing Standards, having attended accounting and auditing courses related specifically to governmental and single audits.

Nature of Services Requested

Based on your RFP, the following is our understanding of your requirements:

1. **Financial Audit** – We will perform financial audits for the years ending June 30, 2022, and 2023. Our audits would be made in accordance with generally accepted auditing standards, and Government Auditing Standards, and would accordingly, include such tests of the accounting records and such other auditing procedures we consider necessary to enable us to render an opinion on the fairness of your financial statements. The audit report will include all elements required under professional standards including the independent auditor's report, management discussion and analysis, all necessary components of the basic financial statement the notes to financial statements, and any required supplemental information along with other supplemental information. As part of the financial audit, we will assist the City in the preparation of the Management Discussion and Analysis.

As always, we will be conscious of the possibility that errors, defalcations, or similar irregularities may exist, however, we cannot guarantee the discovery of these, should they exist. If conditions are discovered which lead us to believe that material errors, defalcations, or other irregularities may exist, or if any other circumstances are encountered that require extended services, we will promptly advise the appropriate company official. An immediate, written report to the Mayor and City Council would be made of all irregularities, fraud and illegal acts or indication of illegal acts of which we become aware.

2. **Single Audit** – We will perform federal single audits for the years ending June 30, 2021, 2022 and 2023. Our examination of the federal programs would be made in accordance with generally accepted auditing standards, the standards for financial and compliance audits contained in Government Auditing Standards (issued by the U.S. General Accounting Office) the Single Audit Act of 1984 as revised in 1997, and the provisions of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance) and, accordingly, will include such tests of the accounting records and such other auditing procedures as we consider necessary in the circumstances. As part of our examination, we would issue any federal financial assistance programs supplemental information as required by the above provisions. As part of the compliance audit, we would also submit the Single Audit Data Collection form to the federal clearinghouse.
3. **Comprehensive Annual Financial Report (CAFR)** – If applicable we would assist the City in publishing a CAFR and transmitting to the State.
4. **General Consultation** – We will make qualified staff members available to the City for general consultation, regarding financial accounting and reporting issues. There will be no additional charges for general consultation inquiries.



Nature of Services Requested (Continued)

5. **Audit Communication Letter** - At the conclusion of the engagement, we will issue an audit communication letter containing the Auditor's communication with those charged with governance. This letter will include any significant recommendations from the audit. Additionally, we will communicate any internal control related matters and any fraud or illegal acts discovered during our audit. This letter will also include other comments and recommendations. We view these comments as an integral part, and possibly the most important aspect, of our client service. Our goal in preparing these comments and recommendations is to provide useful, practical suggestions that will support and help management and, at the same time, provide an objective review of the accounting, reporting and operational issues facing City. Our letter will focus on identifying ways to reduce costs, improve internal accounting controls and procedures as well as improve the operating efficiency of the City.
6. **Exit Meeting** – We will conduct an annual exit conference with the designated City personnel to review draft copies of the reports prior to issuance of the final report and presentation to City Council.
7. **Professional Consulting Services** – We will be available throughout the duration of our contract to provide consulting services. Fees for any such project would be discussed and agreed upon prior to the commencement of services.

Work Plan

Our technical approach – Our audit approach is designed to be comprehensive in addressing the significant accounting and auditing issues and tailored to the unique needs of the City.

Our approach encompasses the philosophy that auditing should be viewed as a contributing factor to better business and administrative practices. This objectivity and comprehensiveness is an important characteristic of our professional approach. We believe that audits, when properly conducted, should evaluate financial practices, identify inefficiencies and potential problem areas and highlight opportunities.

Our audit will provide you with an opinion on the fairness of your financial statements. Audits will be conducted in accordance with generally accepted auditing standards and will include tests of accounting records, internal controls and other audit procedures that may be considered necessary to render an opinion on the fairness of the financial statements.

Our engagement will include:

- ◆ Planning and Risk Assessments
- ◆ Transaction testing and internal control examinations. Complex functions would be documented through the use of flowcharts. Internal control processes would be updated annually.
- ◆ Substantive testing of year-end balances
- ◆ Extensive participation is maintained by our engagement partner and manager during all phases of the audit.

Time Requirements

We will complete our audit in three (3) phases:

<u>Phase</u>	<u>Procedure</u>
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Phase 1	
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| | <ul style="list-style-type: none">a) Discussion of the accounting environment, planned approach and schedules required to complete the job for the year ending June 30th. This includes establishment of a projected starting date.b) Assessment of control procedures and determining nature, timing and extent of audit proceduresc) Risk assessments and finalization of audit plan |
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Phase 2	
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| | <ul style="list-style-type: none">a) Year-end fieldwork and report preparation. |
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Phase 3	
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- | | |
|--|--|
| | <ul style="list-style-type: none">a) Provide preliminary drafts of the audit reports, and a draft report on the internal accounting control weaknesses to be reviewed by the City.b) Preliminary draft review meeting with designated City personnel.c) Deliver the number of bound copies requested and one (1) digital copy in PDF format of the final reports after exit meeting or no later than December 31.d) Provide the final report(s) to the State of Michigan, final reports are to be uploaded to the State no later than December 31.e) Presentation of the audit report to the City Council. |
|--|--|

Detailed Approach and Methodology

OUR DETAILED AUDIT APPROACH AND METHODOLOGY TECHNICAL APPROACH

ACY's extensive experience in governmental auditing assures you of a thorough audit, tailored to your unique requirements.

ACY'S goal is to provide the highest quality service and the greatest value. We train and develop specialists and utilize cross-functional service teams to ensure your audit, tax, and consulting needs are met. In addition, ACY has the concept of continuous process improvement in all areas of our practice. We have project teams working on a number of projects geared to reducing costs and improving efficiency. These include continually challenging our audit approach, expanding the use of technology in our practice, and streamlining our internal processes. We are committed to these concepts, and they will continue to be an integral part of our practice.

SPECIFIED AUDIT APPROACH

Our audit approach is designed to be comprehensive in addressing the significant accounting and auditing issues and tailored to the unique needs of the City.

Our audit approach is segmented as follows:

- Planning/Preliminary
- Year End Work
- Financial Statement preparation and issuance

Our partners, principals, managers, and staff assigned to this engagement will assume responsibility consistent with the complexity and experience necessary to complete an efficient audit of the City.

The following pages outline our staffing, testing methods and final procedures we propose to use on your audit.

PHASE 1: PLANNING/PRELIMINARY

- Start upon notice to proceed
- Entrance conference will be held to discuss and set the audit calendar
- Performed in the first phase of the audit
- 20% to 30% of total hours
- Staffed by entire engagement team; Manager and Principal's involvement is greater during this phase
- Preliminary analytical review conducted in accordance with the applicable professional standards to assist in planning, nature, timing and extent of procedures.
- Interim work to be performed in June.

Detailed Approach and Methodology (Continued)

OUR DETAILED AUDIT APPROACH AND METHODOLOGY TECHNICAL APPROACH (Continued)

We believe appropriately assessing risk is essential to performing an effective and efficient audit. Statement on Auditing Standards No. 94 - Information Technology Controls requires that we check and test the effectiveness of the City's IT processes. Statement on Auditing Standards No. 99 - Assessing the Risk of Fraud defines specific steps an auditor must perform in consideration of fraud. These steps include, but are not limited to, additional and substantial journal entry testing due to the level of management control in this area, discussions with financial and non-financial management regarding fraud and fraud risks.

With the information gathered in this process, we will gain an understanding of the account balances and related elements of each of the units of the City's financial statements. Based on that understanding, we will assess the risk of material misstatements in each of the elements of the financial statements. This assessment will drive our review of internal controls and systems, and the design of our tests of the year-end balances. Internal control systems documentation will be updated on an annual basis.

We will obtain an understanding of the systems and document the system, procedures, and related controls for the following areas: Cash Disbursements/Purchasing, Payroll, and Revenue/Cash Receipts. Typically, we select a sample of items to be tested in each area in order to provide statistically valid results. Our sample sizes will conform to the guidelines set forth in the request for proposal and will be in accordance with professional standards. Our sample sizes will be based upon the suggested sample sizes determined by PPC (the audit software utilized by our firm) and will be based upon size of population and related risk. The sampling techniques used will include random and judgmental selection to achieve adequate coverage of audit areas being tested.

The tests of transactions and controls described previously will be conducted by senior audit and information systems specialists. The audit specialist will evaluate procedures and controls in the relevant transaction cycles. Our expectation is that documentation already exists for both the procedures and the data processing systems in place, and we plan on using that documentation. To the extent it does not exist, we will document the system as necessary.

The information technology audit consultant performs a review of the general control environment of EDP operations at the City and tests certain EDP operations in more detail. The areas of review will include two areas as follows:

- **General Controls** - including change management, password security, disaster recovery planning, physical security, backup and recovery and computer operations management.
- **Application Controls** - including billing and collections, purchasing, payroll, registration and decentralized system integration.

Detailed Approach and Methodology (Continued)

OUR DETAILED AUDIT APPROACH AND METHODOLOGY TECHNICAL APPROACH (Continued)

These reviews will provide additional support to our assessment of risk, the integrity of the information provided by these systems, and will factor into the design of our tests of year-end balances. In addition, these reviews will allow us to assess how we will utilize technology-based tools and audit software in the performance of our work.

Our goal is to plan and conduct our examinations in the manner that is focused on those areas with a risk of material misstatement, taking into account the systems, policies, and procedures that will mitigate that risk and reduce the amount of work we must perform. In addition, we will work with your staff to identify and resolve any audit, accounting, and reporting issues well in advance of year-end.

The programming for the audit will be specifically tailored during the planning phase of the engagement and throughout the audit. In general, our audit programming will be the result of our assessment of risk, our determination of materiality, and our ability to rely on internal controls. Based on these factors we will determine the extent and nature of the tests to be performed. The tests will consist primarily of verification of year-end balances, examination of client prepared analyses, third-party confirmations, and analytical review. During the planning process we will also determine the pertinent laws and regulations, debt covenants, compliance requirements, etc. that will be subject to audit test work, these will be determined through inquiry along with review of pertinent documents, etc.

We will provide the City's staff with a complete list of all schedules to be prepared by them. Whenever possible, we will utilize schedules prepared by the City in the ordinary course of reconciling and closing the books for the year.

PHASE 2: YEAR-END FIELDWORK

- 55% to 65% of total hours
- Conducted in early September
- Staffed daily by senior and staff accountants; all the managers and partners assigned to the audit will be present in the field for most of each day of the field work.
- Progress conferences will be regularly conducted with designated parties
- Sampling may be used to determine items to be tested; specific areas where sampling may be used are typically identified during the planning stages and are heavily dependent on the nature of the account to be tested, the size of the population etc.

A typical financial audit will involve the following substantive procedures:

Cash and Cash Equivalents

Obtain and test bank reconciliations, agree the bank balances to the bank statements, the book balances to the financial statements, and investigate material reconciling items; prepare a master cash schedule to assist in the preparation of cash foot note.

Receivables

Obtain detailed schedules; trace receivable balances to subsequent receipts.

Detailed Approach and Methodology (Continued)

OUR DETAILED AUDIT APPROACH AND METHODOLOGY TECHNICAL APPROACH (Continued)

PHASE 2: YEAR-END FIELDWORK (Continued)

Capital Assets	Obtain or prepare a summary schedule of capital assets showing beginning balances, additions, and ending balances for capital assets and accumulated depreciation; agree summary balances to detailed records, vouch significant additions and deletions, and recalculate current depreciation expense
Accounts Payable	Obtain detailed schedules and vouch individually significant items, search for unrecorded liabilities and subsequent disbursements.
Accrued Payroll	Obtain schedules and detail test the balances
Debt	Read loan documents, obtain amortization schedules and agree balances. Vouch select principal and interest payments. Test any restrictive covenants.
Federal Revenue	Reconcile all revenues to appropriate support
Other Revenue and Expenses	Test the revenue recognition policy. Analytically review budgets, actual and prior year balances using calculated materiality as a measurement tool; this will generate various inquiries, which will be directed to the appropriate personal, whose responses we will then corroborate. Finally, we will perform test of transactions selected.

All of our staff are provided with a laptop computer and have access to a number of technology-based tools including PPC E-Tools, Excel, Word, audit software, as well as a number of other proprietary software analytical tools. The extent to which these and other tools are used depends on the needs of the engagement and the results of our systems review. We will use these tools to the extent they will enhance the quality of our work, improve efficiency, and reduce the amount of work the City's staff must do.

As the year end fieldwork procedures are completed, we will review the work papers. All comments and issues generated by these reviews will be resolved in the field. Also, while the audit team is in the field, the financial statements will be completed along with the relevant foot notes and all audit programs will be finished and reviewed.

Communication during the entire process will be frequent. In addition to scheduled meetings, we will provide frequent updates during the course of the engagement and any audit issues will be discussed as they are identified. At the completion of our engagement, we will issue a letter of recommendations that focuses on higher risk policy level issues, as well as the information required by our professional guidelines. In addition, we will provide the administration with input on less significant issues where warranted.

Detailed Approach and Methodology (Continued)

OUR DETAILED AUDIT APPROACH AND METHODOLOGY TECHNICAL APPROACH (Continued)

PHASE 3: FINANCIAL STATEMENT PREPARATION AND ISSUANCE

- We will meet with the City to summarize the results of the fieldwork and to review significant findings.
- Final reports
- 15% to 20% of total hours
- Staffed by entire engagement team though manager and partner involvement is greater during this phase
- Exit conference will be held with the City's designated personnel to discuss results of fieldwork and to review significant findings.

Upon completion of the financial statements, they will be reviewed by our concurring partner for quality control

We have implemented firm wide Quality Control Procedures to ensure all engagements meet the quality standards. The significant components of this system are as follows:

- All workpapers and audit programs are reviewed by the supervisors, managers and ultimately the engagement partner
- Draft financial statements and other reports are reviewed by the manager, engagement partner and concurring partner.
- Finally, the financial statements and other reports are reviewed for format, presentation and compliance with all applicable professional guidance.

Identification of Anticipated Potential Problems - Should an issue arise, it is our philosophy to communicate the issue with the appropriate individuals as soon as possible to ensure timely resolution.

The City's auditors must follow Statement on Auditing Standards 99, (SAS 99) which relates to the auditor's consideration of fraud in a financial statement audit. SAS 99 requires a heightened sense of professional skepticism as well as additional procedures to be performed in an effort to detect fraud. SAS 99 has not, however, changed the auditor's responsibility as it relates to fraud. Should any problems arise during the course of the audit, we will work closely with the City's staff to resolve the problems and will provide special assistance upon approval of the City's staff. We will not provide services that will impair our independence under rules set forth by auditing standards generally accepted in the United States of America.

Pricing

We understand that fees are an important consideration in your selection process. Our fees for services are based primarily on the efficient hours required to complete the assignment and the value for the services rendered. Consistent with our intent to invest in and develop a long-term relationship, we have calculated our fees on a normal, annual recurring basis. Because of our long-standing, close relationships with our clients and our success in obtaining new clients, we believe that our services have met our clients' expectations and our fees are fair and reasonable.

Please see Appendix B for our pricing information.

We offer a competitive fee estimate for the requested services based on discussions and assumptions regarding timing, responsibilities, and expectations as well as our previous experience. It is our understanding that the financial records will be in good condition and that your personnel will prepare pertinent schedules and reports on a timely basis. If not, we reserve the right to renegotiate our fees.

Our pricing assumes that the City staff will provide us with balanced trail balances and all supporting audit workpapers for audit testing. The City staff will be responsible for the preparation of the management discussion and analysis with our assistance.

For any additional services our standards rates will be billed at the following hourly rates:

Directors	\$275
Principals	\$215
Managers	\$160
Supervisors	\$150
Staff	\$105

This proposal assumes there will not be significant changes in your entity and the reporting requirements of regulatory agencies or financial accounting standards. If any additional hours come to our attention, we will alert you as soon as we determine such and get your approval prior to incurring and billing the additional hours.

Reasons to Choose Alan C. Young & Associates, P.C.

ACY can add value to your business. We offer a broad range of services to support every aspect of your organization. Our many benefits include:

- Knowledge of the governmental audit environment
- Extensive experience in serving municipal clients
- Improved process delivery
- Commitment to confidentiality
- Access to current technical resources
- Extensive partner and manager involvement
- High continuity of staff (average tenure with firm over 10 years)
- Professional personnel with diversified business expertise
- Enhanced focus on Quality
- Competitive Cost

We pledge to:

- ❖ Be proactive in meeting your needs and providing you with the quality service you deserve
- ❖ Invest the time to fully understand your operations and goals
- ❖ Maintain close communication with you
- ❖ Keep you informed of current industry developments
- ❖ Provide valuable ideas that enhance your profitability
- ❖ Charge fees that are fair and reasonable

Statement of Performance Standards

1. The audits shall be performed in accordance with generally accepted government auditing standards (GAGAS).
2. The audits shall cover activities for the years ended June 30, 2021 (Single Audit only), 2022 and 2023.
3. Our firm will review its findings with the City's designated representatives as appropriate.
4. Our firm's working papers and reports will be retained, for a minimum period of seven (7) years after the date of the audit report unless we are notified in writing by the City of the need to extend the retention period.
5. Our firm agrees to have a Certified Public Accountant, in charge of the audit team.
6. Our firm agrees to notify the City immediately, if evidence of possible fraud is discovered.
7. Alan C. Young & Associates, P.C. accepts all administrative requirements of the RFP and will comply with such requirements.

Consulting Services

We have found from our past experience that audit and accounting services are not the only services required by our clients. Our consulting professional can provide advice in various information system-related areas, including:

- Business Planning
- Tailored Training Programs
- Systems Analysis and Selection
- Testing/Audit Monitoring
- Internal Audit Services
- Data Processing, etc.

For general consulting services, we would be happy to provide you with fee estimates prior to beginning a project, so that you can properly control your costs.

We strongly believe that the firm you select should be the firm best qualified to serve your needs based on its technical expertise, method of operation and competence of firm's personnel assigned to the engagement. This, in the long run, will result in your obtaining the best service and value at the lowest cost, which is our objective.

Conclusion

In conclusion, we believe Alan C. Young & Associates is uniquely qualified to provide the specific needs of the *City of Dearborn Heights*, because:

1. **We meet all the requirements of your Request for Proposal.** We believe that as you review our qualifications, you will find us well qualified to provide you with the services you require.
2. Alan C. Young & Associates is well conversant with accounting and auditing techniques because of its exposure with these types of audits and are familiar with the issues there in.
3. We can deliver your audit reports on a timely basis.
4. Alan C. Young & Associates is a full services firm and can provide additional services in an efficient, integrated manner.
5. Because of our low staff turnover, we have been successful in retaining staff continuity year after year on our audit engagements.
6. We are truly large enough to meet your needs, yet small enough to deliver the responsive service you expect.
7. ***We are most interested in becoming a part of the City's team - an independent part, but nevertheless a part. We feel we are in a position to assist you in achieving your objectives.***

Quality Control / Peer Review Report

EXHIBIT A



Report on the Firm's System of Quality Control

December 9, 2019

To the Partners of Alan C. Young and Associates, P.C. and the Peer Review Committee of the Michigan Association of Certified Public Accountants.

We have reviewed the system of quality control for the accounting and auditing practice of Alan C. Young and Associates, P.C. (the firm) in effect for the year ended June 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Alan C. Young and Associates, P.C. in effect for the year ended June 30, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Alan C. Young and Associates, P.C. has received a peer review rating of *pass*.

Jason F. Clausen, P.C.

31408 Harper Ave., PMB 244, St. Clair Shores, MI 48082 www.jfclausenpc.com





AICPA Peer Review Program
Administered in Michigan by the
Michigan Association of CPAs

February 28, 2020

Alan Young
Alan C. Young & Associates
7310 Woodward Ave Ste 740
Detroit, MI 48202-3165

Dear Alan Young:

It is my pleasure to notify you that on February 25, 2020, the Michigan Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

MICPA Peer Review Committee

MICPA Peer Review Committee
MICPA Peer Review Committee
micpa@micpa.org
(248)267-3700

Michigan Association of CPAs

cc: Jason Clausen, Anil Sakhuja

Firm Number: 900010084026

Review Number: 571184

Printed on: 02/28/2020 10:00 AM. MICPA Peer Review Committee. All rights reserved. MICPA Peer Review Committee. All rights reserved.

Pricing Sheet

APPENDIX B

HOURS AND FEES PER FISCAL YEAR

MAXIMUM POINTS - 25

List the **MAXIMUM ESTIMATED HOURS** by professional classification for each of the years below to perform the independent audits:

<i>Year Ended</i>	<i>Partners</i>	<i>Managers</i>	<i>Supervisory Staff</i>	<i>Staff</i>	<i>Maximum Estimated Hours</i>
6/30/2021 SEFA*	4	16	32	16	68
6/30/2022	50	200	160	100	510
6/30/2023	50	200	160	100	510
6/30/2024 Option	50	200	160	100	510

List the **TOTAL INDEPENDENT AUDIT ALL-INCLUSIVE MAXIMUM FEE** for each year below:

<i>Year Ended</i>	<i>Total All-Inclusive Maximum Fee</i>
6/30/2021 SEFA*	\$ 6,500
6/30/2022	\$56,750
6/30/2023	\$56,750
6/30/2024 Option	\$59,750

List the **HOURLY INDEPENDENT AUDIT RATE** by professional classification for each of the years below:

<i>Year Ended</i>	<i>Partners</i>	<i>Managers</i>	<i>Supervisory Staff</i>	<i>Staff</i>	<i>Maximum Estimated Hours</i>
6/30/2021 SEFA*	\$180	\$120	\$100	\$80	68
6/30/2022	\$180	\$120	\$100	\$80	510
6/30/2023	\$185	\$125	\$105	\$82	510
6/30/2024 Option	\$190	\$130	\$105	\$82	510

*The 6/30/2021 quotation of fee is for SEFA related only. Fiscal year 2022 and 2023 must also include a SEFA audit service.

*Discounted rates.

APPENDIX B (Continued)

MANAGEMENT ADVISORY SERVICES:

List the **MAXIMUM ESTIMATED HOURS** by professional classification for each of the years below to perform requested management advisory services:

<i>Year Ended</i>	<i>Partners</i>	<i>Managers</i>	<i>Supervisory Staff</i>	<i>Staff</i>	<i>Maximum Estimated Hours</i>
6/30/2022	**	**	**	**	**
6/30/2023	**	**	**	**	**
6/30/2024 Option	**	**	**	**	**

List the **TOTAL MANAGEMENT ADVISORY SERVICES INCLUSIVE MAXIMUM FEE** for each year below:

<i>Year Ended</i>	<i>Total All-Inclusive Maximum Fee</i>
6/30/2022	**
6/30/2023	**
6/30/2024 Option	**

*****Hours are not quantified for advisory services since no specific services are being requested at this time. An estimate would be determined upon the request for any specific services.***

List the **HOURLY MANAGEMENT ADVISORY RATE** by professional classification for each of the years below:

<i>Year Ended</i>	<i>Partners</i>	<i>Managers</i>	<i>Supervisory Staff</i>	<i>Staff</i>
6/30/2022	\$225	\$140	\$110	\$85
6/30/2023	\$225	\$140	\$110	\$85
6/30/2024 Option	\$225	\$140	\$110	\$85

Management advisory services are bid in conjunction with Section V Proposal Requirements Part D Cost Proposal Item (2) Rates for Additional Professional Services of this Request for Proposal.

Additional fees for a Comprehensive Annual Financial Report: \$5,000

Proposal Evaluation Worksheet

APPENDIX C

PROPOSAL EVALUATION WORKSHEET

TECHNICAL QUALITY (TWO SECTIONS) - MAXIMUM POINTS - 75:

EXPERTISE AND EXPERIENCE: (MAXIMUM POINTS - 55)

1. The firm's past experience and performance on comparable government engagements (max 30 points)	
2. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation (max 10 points)	
3. Firm's involvement in developing government accounting and auditing policies/standards (max 5 points)	
4. Proximity of the firm's closest office to the city (Max 5 points)	
5. Firm's size and structure (max 5 points)	

AUDIT APPROACH: (MAXIMUM POINTS - 20)

1. Adequacy of proposed staffing plan for various segments of the engagement (max 10 points)	
2. Adequacy of sampling techniques (max 5 points)	
3. Adequacy of analytical procedures (max 5 points)	

FINAL TABULATION OF SCORES:

TOTAL TECHNICAL QUALITY POINTS (MAXIMUM 75)	
TOTAL COST EVALUATION POINTS (MAXIMUM 25) (Lowest Bid/Individual Proposal Bid) x points assigned for price = score	
TECHNICAL QUALITY+ COST EVALUATION= TOTAL POINTS (MAXIMUM 100 points)	

Approved for the Agenda of:	APPROVED
9/10/2024	Motion No. 24-423

9.C.



Libraries

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Michael McCaffery, Director

DATE: August 28, 2024

RE: Library Director McCaffery - Purchase & Payment - Library Chairs

Hello

As discussed in the budget presentation and in follow up correspondence the libraries would like to request chair replacement of our adult chairs at both libraries. After sampling chairs locally, including Dearborn, staff arrived at consensus on the "Sitonit" brand chair. The chair is durable, comfortable, matches the aesthetic at both locations and will replace our existing furniture, now almost 20 years old.

Sitonit is a national company with a few local distributors, so I got quotes where I could for 80 chairs. The results are below:

Office Chairs USA- \$24,500
ROI- \$29,396
Partner Haus- \$30,497
Library Design- \$33,490

I recommend council authorize purchase of 80 chairs in colors and size to match the attached quote documents and the award go to Office Chairs USA in an amount not to exceed \$24,500. This will be funded from account line 738-738-981 (Capital Outlay) which factored this item into the budget for this fiscal year.

Thank you for your time and consideration.

Michael McCaffery
Director

Attachments:

1. Chairs



City Libraries

Bill Bazzi
Mayor

Michael McCaffery
Director

TO: Shannon Shepard, Comptroller
Honorable City Council
Mayor Bill Bazzi

FROM: Michael McCaffery, Library Director

DATE: August 27, 2024

RE: Purchase of Library Chairs

Hello

As discussed in the budget presentation the libraries would like to request chair replacement of our adult sitting chairs at both libraries. After sampling chairs locally, including Dearborn, staff arrived at consensus on the Sitonit brand chair. The chair is durable, comfortable, matches the aesthetic at both locations and will replace our existing furniture, now almost 20 years old.

Sitonit is a national company with a few local distributors, so I got quotes where I could for 80 chairs. The results are below:

Office Chairs USA- 24,500
ROI- 29,396
Partner Haus- 30,497
Library Design- 33,490

I recommend council authorize purchase of 80 chairs in colors and size to match the attached quote documents and the award go to Office Chairs USA in an amount not to exceed 24,500. This will be funded from account line 738-738-981 (Capital Outlay), which factored this item into the budget for this fiscal year.

Thank you for your time and consideration.
Michael McCaffery
Director

City of Dearborn Heights Libraries

John F. Kennedy Jr. Library
24602 Van Born Road
Dearborn Heights, MI 48127
313/791-6050 • Fax 313/791-6051

Caroline Kennedy Library
24590 George Street
Dearborn Heights, MI 48127
313/791-3800 • Fax 313/791-3801

Thank you for the opportunity to provide this quote. Please let us know if you have any questions by replying to this email.

Prepared for:

City of Dearborn Heights
Michael McCaffery
MPMcCaffery@DearbornHeightsMI.gov
313-791-3804

Quoted by: Patrick Jamison

Valid until: September 19th 2024

Created Date: August 19th 2024

Ship To:

24590 George St.
Dearborn Heights, Michigan 48127

Notes:

Hi Michael,

Project level pricing has been applied and shipping is free. These chairs deliver to MI about 2-3 weeks from when ordered. We are also happy to accept a PO from your organization. Please let me know if you need anything else. Thank you!

**Please send PO and MI tax exempt form to Patrick@OfficeChairsUSA.com*

Patrick Jamison

E-Commerce Sales

P: 888.355.4999 (Mon-Fri 8:30-5:30 EST)

Sheehans Office Interiors d/b/a OfficeChairsUSA.com

Woman-owned, small business

524 Park Ave Portsmouth, RI 02871

Duns#: 075713255

Fed. Tax ID#: 05-0370737

		Unit Price	Qty	Extended
	SitOnIt Focus Side Chair- Gr. 2 Element Peridot Vinyl Seat,	595.00	x 30	17,850.00
	Apple Mesh Back, Silver Frame, Fixed Arms, Multi Surface	-305.47		-9,164.10
	Glides, Ships Fully Assembled to Commercial Address	289.53		8,685.90
	SOI-Q- 565 2 A130 VG2 G5 B1 MC31 AC			
	SitOnIt Focus Side Chair- Gr. 4 Momentum Kit Moonstone	650.00	x 50	32,500.00
	Seat, Sand Mesh Back, Silver Frame, Fixed Arms, Multi	-333.71		-16,685.50
	Surface Glides, Ships Fully Assembled to Commercial	316.29		15,814.50
	Address			
	SOI-Q-565 2 A130 FG4 G5 B1 MC3 AC			
				Subtotal \$ 50,350.00
				Discount -25,849.60
				Shipping Free
				Total \$ 24,500.40

Take advantage of your \$25,849.60 savings by checking out online by September 19th 2024!

Proceed To Checkout

- If you want to make changes to your quote please reply to this email with the requested changes and we'll get a revised quote sent asap.
- We may add additional taxes in some states.
- Feel free to contact us at info@officechairsusa.com or call us at 888.355.4999 if you have questions or need assistance placing your order.



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 469-8000

PROPOSAL

Date 08/20/24
Proposal No. P-39465
Page 1

To
City of Dearborn Heights
Michael McCaffery, Library Director
E: mpmccaffery@dearbornheightsmi.gov

Item	Qty.	Catalog No.	Description	Unit Price	Total
			In accord with your recent request, I am pleased to submit the following UPDATED pricing for new seating at the Caroline Kennedy Branch. All pricing below includes shipping and installation costs. Pricing is good for 30-days and is subject to reconfirmation thereafter. Pricing is based on the quantities and finishes as specified below. Any modification may require an updated proposal. Approximate lead time is 4-6 weeks from receipt of complete order, including final finish selections. Payment terms are Net 30-days from shipment.		
1	30	LDA	Focus side chair with Apple mesh back, upholstered seat, Silver or Black frame, and arms.	398.00	11,940.00
			Seat upholstery: Sit On It Element, color: Peridot		
2	50	LDA	Focus side chair with Sand mesh back, upholstered seat, Silver or Black frame, and arms.	431.00	21,550.00
			Seat upholstery: Momentum Kit, color: Moonstone		
			Total		\$33,490.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here.
Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Delivered and Installed

Matt de Bear

Delivery F.O.B.

By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.

Accepted by/Title/Date

PARTNR HAUS

2120 E 11 MILE ROAD
ROYAL OAK MICHIGAN 48067
248-792-9537

P R O P O S A L

DATE	PROPOSAL#
08/21/24	22111

VALID THROUGH: 09/20/24
PROJECT#: 8-1

CUSTOMER:
DEARBORN HEIGHTS LIBRARY
24950 GEORGE ST
DEARBORN HEIGHTS MI 48127
PH#

INSTALL AT:
DEARBORN HEIGHTS LIBRARY
24950 GEORGE ST
DEARBORN HEIGHTS MI 48127

CUSTOMER P.O.# SALESPERSON TERMS SHIP VIA
OWNER ACCOUNT 65 / 35

#	QTY	DESCRIPTION	SELL EACH	SELL EXTEND
1	30	SIT ON IT FOCUS SIDE CHAIRS W/ARMS MESH MC31 APPLE FABRIC ELEMENT PERIDOT	340.00	10,200.00
2	50	SIT ON IT FOCUS SIDE CHAIR W/ARMS MESH SAND FABRIC KIT MOONSTONE	371.43	18,571.50
DEPOSIT REQUIRED			19,824.00	
ACCEPTED BY _____				
DATE ACCEPTED _____				
PRODUCT				28,771.50
TAX				1,726.29
TOTAL				30,497.79

Item	Qty.	Product	Sell Price	
3	1	SHIPPING	SHIPPING FEE FOR CHAIRS.	\$625.00 \$625.00
4	1	INSTALL	INSTALL *TBD*	\$0.00 \$0.00
5	1	Terms	This order cannot be changed or canceled unless agreed to by the Buyer and ROI in writing. If this occurs the Buyer is responsible for any costs incurred by the manufacturer.	\$0.00 \$0.00
6	1	Terms	Delivery and installation will be done during normal business hours : M-F, 9-5. Any needs beyond the quoted labor costs will be done at the request of the Buyer, and may result in additional costs.	\$0.00 \$0.00
7	1	Terms	ROI will work at obtaining all product in the manufacturers stated lead times. Buyer agrees that ROI is not responsible for a manufacturer's inability to meet thier stated lead times, should that instance arise.	\$0.00 \$0.00
8	1	Terms	All applicable taxes will be applied to final invoice and are the responsibility of the Buyer. A 50% deposit, or PO, and signature will be required for order entry.	\$0.00 \$0.00
			Total:	\$29,396.50

RQI
28970 Cabot Dr. Ste 200
Novi MI 48377

Rep: Erika Rukas
248-709-4644

Bill To:

Ship To:

Date:

Michael Mccaffery
Dearborn Heights Library
24590 George St.
Dearborn Heights MI 48127

P:

P:

Item	Qty.	Product	Sell Price	
1	30	5651B1.A130 Focus, Side Chair, Mesh Back, Black Frame, A130 Arm	\$340.00	\$10,200.00
		Mesh Back Colors	MC31	Apple Mesh
		Fabric or Leather Upholstery Selection	FABRIC	Fabric Grade Selections
		CA Technical Bulletin 133 Fire Std Option for Fabric Selection	~	No Selection
		Fabric Grade Selection	FG2	Fabric Grade 2
		Fabric Grade 2 Selection	ELEMENT	Element Standard Color Selection
		Element Color Selections	PERIDOT	Element Peridot
		Glide Option Selection	G5	Standard Multi-Surface Glide
2	50	5652B1.A130 Focus, Side Chair, Mesh Back, Silver Frame, A130 Arm	\$371.43	\$18,571.50
		Mesh Back Colors	MC3	Sand Mesh
		Fabric or Leather Upholstery Selection	FABRIC	Fabric Grade Selections
		CA Technical Bulletin 133 Fire Std Option for Fabric Selection	~	No Selection
		Fabric Grade Selection	FG4	Fabric Grade 4
		Fabric Grade 4 Selection	KIT	KIT Standard Color Selection
		Kit Color Selections	MOONSTONE	Kit Moonstone
		Glide Option Selection	G5	Standard Multi-Surface Glide



Approved for the Agenda of:	APPROVED
9/10/2024	Motion No. 24-424

9.D.



Libraries

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Michael McCaffery, Director

DATE: August 28, 2024

RE: Library Director McCaffery - Purchase & Payment - John F. Kennedy Jr. Library Carpet

Hello

As discussed in the budget presentation the libraries would like to request carpet replacement at JFK library. After getting staff input and sampling a variety of options, we went with attached styles and colors of carpet, as recommended by Library Design, a company previously authorized by council via bid process to replace carpet at Caroline Kennedy Library. Note that Library Design does all the moving themselves and is considered the most reputable when it comes to safely replacing carpet.

I am recommending we go ahead with Library Design for the JFK carpet replacement project in an amount not to exceed \$132,540. This will be paid through account 738-738-981, as budgeted for this fiscal year.

Thank you for your time and consideration.

Michael Mccaffery

Attachments:

1. Carpet



City Libraries

Bill Bazzi
Mayor

Michael McCaffery
Director

TO: Shannon Shepard, Comptroller
Honorable City Council
Mayor Bill Bazzi

FROM: Michael McCaffery, Library Director

DATE: August 27, 2024

RE: Purchase of JFK Library Carpet

Hello

As discussed in the budget presentation the libraries would like to request carpet replacement at JFK library. After getting staff input and sampling a variety of options, we went with the attached colors and styles of carpet, as recommended by Library Design, a company previously authorized by council via bid process to replace carpet at Caroline Kennedy Library. Note that Library Design does all the moving themselves, and is the most reputable when it comes to safely replacing carpet.

I am recommending we go with Library Design for the JFK carpet replacement project in an amount not to exceed \$132,540. This will be paid through account 738-738-981, as budgeted for this fiscal year.

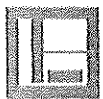
Thank you for your time and consideration.

Michael McCaffery
Director

City of Dearborn Heights Libraries

John F. Kennedy Jr. Library
24602 Van Born Road
Dearborn Heights, MI 48127
313/791-6050 • Fax 313/791-6051

Caroline Kennedy Library
24590 George Street
Dearborn Heights, MI 48127
313/791-3800 • Fax 313/791-3801



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 469-6000

PROPOSAL

07/02/24

Date P-38703.1

Proposal No. 1

Page

To City of Dearborn Heights
Attn: Michael McCaffery, Director
E: mpMcCaffery@dearbornheightsmi.gov

Item	Qty.	Catalog No.	Description	Unit Price	Total
1	1	LDA	In accord with our recent meeting, I am pleased to submit the following ALTERNATE PRICING for carpet replacement at the John F. Kennedy Jr. Branch Library. Pricing is good for (30) days and is subject to reconfirmation thereafter. Approximate lead time is (10) weeks from receipt of order. All labor and material required to replace the carpet throughout the John F. Kennedy, Jr. Branch Library public areas and behind the desk. This does not include any staff spaces. Includes all labor required to remove and dispose of the existing flooring, all required floor prep including a skim coat layer to protect against any reaction between the old adhesive and new, and installation of new carpet tile. Pricing includes labor and material to replicate the carpet accent areas. All moving services for shelving and furniture included. All shelving to be moved loaded with stack moving equipment. All other loose furnishings to be professionally moved and returned to location after flooring has been replaced. Field carpet: Interface Ferris, color: Forest Accent Carpet: Interface Mesa, color: Evergreen Circle Border: Interface Viva Colores, color: Berilo Circle Border: Interface Viva Colores, color: Esmerelda NOTE: Alternate pricing with standard backing on all material.	132,540.00	132,540.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here.
Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Delivery F.O.B.

By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.

Accepted by/Title/Date



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 469-5000

PROPOSAL

Date 07/02/24
Proposal No. P-38703.1
Page 2

To City of Dearborn Heights
Attn: Michael McCaffery, Director
E: mpinccaffery@dearbornheightsmi.gov

Item	Qty.	Catalog No.	Description	Unit Price	Total

We propose to furnish the material specified above at the prices quoted under the conditions stated here.
Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Delivered and Installed

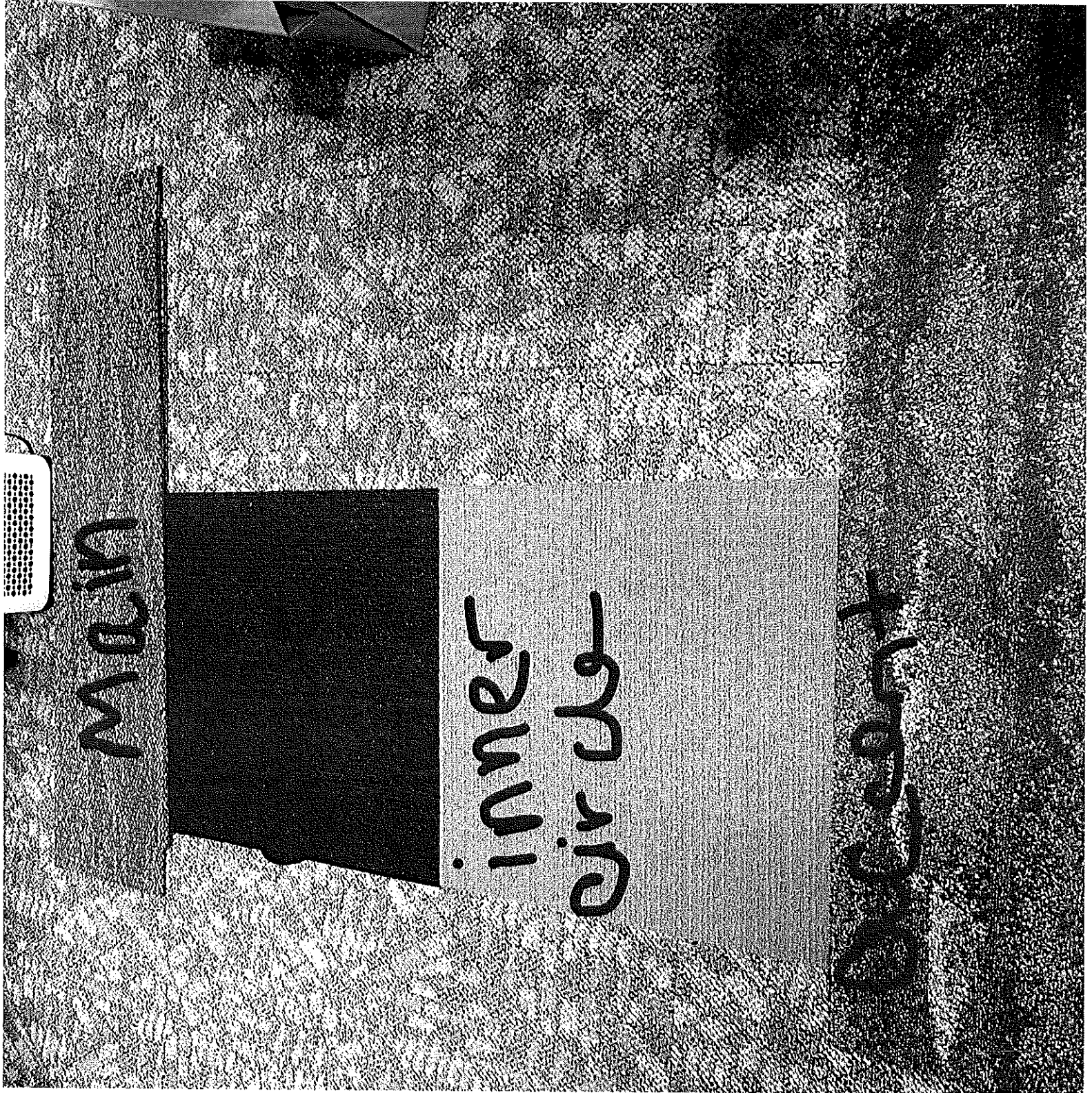
Matt de Bear

Delivery F.O.B.

By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.

Accepted by/Title/Date



Approved for the Agenda of:	APPROVED
9/10/2024	Motion No. 24-425

9.E.



Libraries

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Michael McCaffery, Director

DATE: August 28, 2024

RE: Library Director McCaffery - Library Technology Infrastructure Updates

Hello

One emphasis of the 13th district grant involved assisting and updating the computing infrastructure at both libraries to meet our computing needs. One part of that process is replacing the cabling and labeling of the hundreds of cables and ports that wind through the library and the IT closets at both buildings. Updating this allows for increased efficiency and cost savings when performing IT work and improves patron experience at the library.

In an effort to improve our IT capabilities, I recommend we use our council approved vendor, BAE to assist in this process for an amount not to exceed \$4918.00. This project would be grant funded and be charged to line 738-738-808 accordingly.

Thank you for your time and consideration.

Michael Mccaffery

Attachments:

1. Wiring



City Libraries

Bill Bazzi
Mayor

Michael McCaffery
Director

TO: Shannon Shepard, Comptroller
Honorable City Council
Mayor Bill Bazzi

FROM: Michael McCaffery, Library Director

DATE: August 27, 2024

RE: Rewiring/Reworking of IT closets at both libraries

Hello

One emphasis of the 13th district grant involved assisting and updating the computing infrastructure at both libraries to meet our computing needs. One part of that process is replacing the cabling and labeling of the hundreds of cables and ports that wind through the library and the IT closets at both buildings. Updating this allows for increased efficiency and cost savings when performing IT work and improves patron experience at the library.

In an effort to improve our IT capabilities, I recommend we use our council approved vendor, BAE to assist in this process for an amount not to exceed \$4918.00. This project would be grant funded and be charged to line 738-738-808 accordingly.

Thank you for your time and consideration.
Michael McCaffery
Director

City of Dearborn Heights Libraries

John F. Kennedy Jr. Library
24602 Van Born Road
Dearborn Heights, MI 48127
313/791-6050 • Fax 313/791-6051

Caroline Kennedy Library
24590 George Street
Dearborn Heights, MI 48127
313/791-3800 • Fax 313/791-3801

Wednesday, August 14, 2024

City of Dearborn Heights
David Cooper
6045 Fenton St
Dearborn Heights, MI 48127-3287
United States

Dear David,

The following quote includes required cables, materials, and service to clean up the network rack in JFK Library. Completion of this project would allow to completely redesign, and perform thorough cable management of the existing network rack equipment, which would create an environment that is easy to identify and manage ports on the switches and patch panels.

Sincerely,

Matt Brand
Account Manager
BAE Networks

QUOTE



1250 Stephenson Hwy
Troy, MI 48083
Phone: (248) 707-1040
Fax: (248) 295-9400

QUOTE #:

BAEQ4111

DATE:

07/31/2024

QUOTE PREPARED FOR

David Cooper
City of Dearborn Heights
6045 Fenton St
Dearborn Heights, MI 48127-3287
United States

PREPARED BY

Matt Brand
Account Manager
mattb@baenetworks.com
(248) 509-8995

P.O. NUMBER	PAYMENT TERMS	INITIAL SERVICE TERM	VALID THROUGH
TBD			Aug 23, 2024

DESCRIPTION	QTY	PRICE	EXT. PRICE
Hardware			\$960.00

Configure to Order Cable

Cat6 Slim Blue Patch cables - Mix of 1/3/5ft cables required.

Service			\$1,595.00
---------	--	--	------------

Service - Fixed Fee

Identify cable locations from patch panel to switch
Remove existing cables
Install 2U cable management channel
Install new patch cables
Label

*Quote assumes storage will be cleared out prior to start of project to allow for ample working space.

**Downtime will be required during project. Coordination will occur to minimize impact to library employees and users.

Please contact me if I can be of further assistance.

SUBTOTAL	\$2,555.00
SHIPPING	\$0.00
TAX	\$0.00

Agreement

Purchase Summary

DESCRIPTION	AMOUNT
Total purchase of hardware, software, and services including tax and shipping.	\$2,555.00

Down Payment Summary

DESCRIPTION	AMOUNT
This amount is due prior to project initiation and is applied towards the purchase summary above.	\$0.00

Monthly Expenses Summary

DESCRIPTION	AMOUNT
Total ongoing support, services, and licensing. Billed monthly.	\$0.00

Payment Options

DOWN PAYMENT & ONBOARDING	RECURRING PAYMENTS
-Must be made by credit card, check, or ACH to BAE Networks prior to onboarding or delivery -Online payments available during quote approval -Credit Card subject to 3% surcharge	-Autopay must be setup within the BAE Networks platform -Autopay via ACH receives the full 6% discount (as quoted) -Autopay via credit card is subject to a 3% discount forfeiture -Manual payment of any type is subject to a 3% discount forfeiture

Taxes, shipping, handling, and other fees may apply. This Quote is governed under the terms of our Master Services Agreement located at http://cdn.baenetworks.com/MSA/MSA_Online_v1.00.pdf (the "MSA"). This Quote is further defined, clarified, and governed under the terms of the Statement of Service, attached ("SoS"). By agreeing to this Quote you agree to the terms of the MSA and SoS. If you have any questions, please contact us prior to executing this Quote.

Signature(s)

If your organization requires two signatures. This is not required.

David Cooper
Director of Technology

7/31/2024

Name:

7/31/2024

Title:

Wednesday, August 14, 2024

City of Dearborn Heights
David Cooper
6045 Fenton St
Dearborn Heights, MI 48127-3287
United States

Dear David,

The following quote includes required cables, materials, and service to clean up the network rack in Caroline Kennedy Library. Completion of this project would allow to completely redesign, and perform thorough cable management of the existing network rack equipment, which would create an environment that is easy to identify and manage ports on the switches and patch panels.

Sincerely,

Matt Brand
Account Manager
BAE Networks

QUOTE



1250 Stephenson Hwy
Troy, MI 48083
Phone: (248) 707-1040
Fax: (248) 295-9400

QUOTE #: BAEQ4112

DATE: 07/31/2024

QUOTE PREPARED FOR

David Cooper
City of Dearborn Heights
6045 Fenton St
Dearborn Heights, MI 48127-3287
United States

PREPARED BY

Matt Brand
Account Manager
mattb@baenetworks.com
(248) 509-8995

P.O. NUMBER	PAYMENT TERMS	INITIAL SERVICE TERM	VALID THROUGH
TBD			Aug 23, 2024

DESCRIPTION	QTY	PRICE	EXT. PRICE
Hardware			\$768.00

Configure to Order Cable

Cat6 Slim Blue Patch cables - Mix of 1/3/5ft cables required

Service			\$1,595.00
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Service - Fixed Fee

Identify cable locations from patch panel to switch
Remove existing cables
Install 2U cable management channel
Install new patch cables and carefully trace through cable management channel
Label

*Current quote assumes storage will be cleared out prior to start of project to allow for ample working space.

**Downtime will be required during project. Coordination will occur to minimize impact to library employees and users.

Please contact me if I can be of further assistance.

SUBTOTAL	\$2,363.00
SHIPPING	\$0.00
TAX	\$0.00

Agreement

Purchase Summary

DESCRIPTION	AMOUNT
Total purchase of hardware, software, and services including tax and shipping.	\$2,363.00

Down Payment Summary

DESCRIPTION	AMOUNT
This amount is due prior to project initiation and is applied towards the purchase summary above.	\$0.00

Monthly Expenses Summary

DESCRIPTION	AMOUNT
Total ongoing support, services, and licensing. Billed monthly.	\$0.00

Payment Options

DOWN PAYMENT & ONBOARDING	RECURRING PAYMENTS
-Must be made by credit card, check, or ACH to BAE Networks prior to onboarding or delivery -Online payments available during quote approval -Credit Card subject to 3% surcharge	-Autopay must be setup within the BAE Networks platform -Autopay via ACH receives the full 6% discount (as quoted) -Autopay via credit card is subject to a 3% discount forfeiture -Manual payment of any type is subject to a 3% discount forfeiture

Taxes, shipping, handling, and other fees may apply. This Quote is governed under the terms of our Master Services Agreement located at http://cdn.baenetworks.com/MSA/MSA_Online_v1.00.pdf (the "MSA"). This Quote is further defined, clarified, and governed under the terms of the Statement of Service, attached ("SoS"). By agreeing to this Quote you agree to the terms of the MSA and SoS. If you have any questions, please contact us prior to executing this Quote.

Signature(s)

If your organization requires two signatures. This is not required.

David Cooper
Director of Technology

7/31/2024

Name:

Title:

7/31/2024

Approved for the Agenda of:	APPROVED
9/10/2024	Motion No. 24-426

9.F.



Parks & Recreation

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Kim Sower, Director

DATE: August 30, 2024

RE: Parks & Recreation Director Sower - Weddel Park Play Structure Border Installation

I am requesting that this Honorable Council approve the purchase and installation of Play Curb Borders in the amount of \$5,908.88 for Weddel Park around the play structure to contain the blown in wood fiber. This price is obtained through OMNIA Partners which is a state and local government cooperative purchasing program. Initially, I was told that this could be done in house, and have recently been informed that it cannot. Also, approve the comptroller and city treasurer to pay \$2,954.44 out of the 2024-25 Parks & Recreation Budget account #691-887 and \$2,954.44 out of the 2024-25 DPW Budget account #101-265-931.000,

Attachments:

1. Weddel Park Play Curb borders installed



GameTime c/o Sinclair Recreation
176 E Lakewood Blvd
Holland, MI 49424
Ph: 800-444-4954
Fax: 616-392-8634

08/26/2024
Quote #
106645-01-01

Weddel Park Play Curb borders installed

City of Dearborn Heights
Attn: Kimberly S Sower
Weddel Park, Corner of Weddel and Annapolis
Dearborn Heights, MI 48127
UNITED STATES
Phone: 313-791-3605
ksower@dearbornheightsmi.gov

Ship to Zip 48843

Quantity	Part #	Description	Unit Price	Amount
46	4862	GameTime - 12" Playground Border	\$83.00	\$3,818.00
1	INSTALL	GameTime - Install 46 Play Curb Borders - Same time as installing additional freestanding equipment.	\$1,250.00	\$1,250.00
Contract: OMNIA #2017001134			Sub Total	\$5,068.00
			Discount	(\$610.88)
			Freight	\$1,451.76
			Total	\$5,908.88

Remit Payment to:

GameTime
P.O. Box 680121
Fort Payne, AL 35968

Taxes:

All applicable taxes will be added at time of invoicing unless otherwise included or a tax-exempt certificate is provided.
If sales tax exempt, you must provide a copy of certificate to be considered exempt.

Prices:

FOB Factory.

Orders:

All orders shall be in writing by purchase order, contract, or similar document made out to PlayCore Wisconsin Inc., dba GameTime.
Standard GameTime equipment orders over \$100,000 may require a deposit of 25% at the time of order and an additional 25% at or before order ships.
Standard orders with equipment, installation and surfacing are requested to be split billed.
Equipment, Taxes & Freight as noted above
Installation and Surfacing billed as completed and Due Upon Receipt.

Terms:

Cash With Order Discount (CWO): Orders for GameTime equipment paid in full at time of order via check, Electronic Funds Transfer (ACH or wire) are eligible for a three percent (3%) cash with order discount.

Payment via credit card: If you elect to pay by credit card, GameTime charges a 2.50% processing fee that is assessed on the amount of your payment. This fee is shown as a separate line item and included in the total amount charged to your credit card. You have the option to pay by check, ACH or Wire without any additional fees.

Credit terms are Net 30 days, subject to approval by the GameTime Credit Manager. A completed credit application must be submitted and approved prior to the order being received. Please allow at minimum 2 days for the credit review process. GameTime may also require:

Completed Project Information Sheet (if applicable)

Copies of Payment and Performance Bonds (if applicable)

A 1.5% per month finance charge will be imposed on all past due invoices.

Retainage not accepted.

Orders under \$5,000 require payment with order.





GameTime c/o Sinclair Recreation
176 E Lakewood Blvd
Holland, MI 49424
Ph: 800-444-4954
Fax: 616-392-8634

08/26/2024
Quote #
106645-01-01

Weddel Park Play Curb borders installed

This quotation is subject to policies in the current GameTime Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases to be supported by your written purchase order made out to GAMETIME C/O SINCLAIR RECREATION. **A 2.5% PROCESSING FEE WILL BE ADDED TO ALL ORDERS PAID VIA CREDIT CARD.**

Pricing: f.o.b. factory, firm for 30 days from date of quotation unless otherwise noted on quotation. Sales tax will be added at time of invoicing unless a tax exemption certificate is provided at time of order entry.

Payment Terms: Payment in full, net 30 days subject to approval by GameTime Credit Manager. A 1.5% per month finance charge will be imposed on all past-due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: Order shall ship within 6-8 weeks after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.

Exclusions: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders, drainage provisions, or any local/municipal permits or paperwork that may be required.



GameTime c/o Sinclair Recreation
176 E Lakewood Blvd
Holland, MI 49424
Ph: 800-444-4954
Fax: 616-392-8634

08/26/2024
Quote #
106645-01-01

Weddel Park Play Curb borders installed

Acceptance of quotation:

Accepted By (printed): _____

P.O. No: _____

Signature: _____

Please make P.O.s out to GameTime C/O Sinclair Recreation

Title: _____

Date: _____

Facsimile: _____

Phone: _____

Email: _____

Purchase Amount: \$5,908.88

REQUIRED ORDER INFORMATION:

Bill To: _____

Ship To: _____

Contact: _____

Contact: _____

Address: _____

Address: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Tel: _____

Tel: _____

(For Accounts Payable)

(To call before delivery)

Email: _____

Email: _____

COLOR SELECTIONS: _____

SALES TAX EXEMPTION CERTIFICATE #: _____ (PLEASE PROVIDE A COPY OF CERTIFICATE)

NOTE: IF INSTALLATION IS BEING QUOTED, THERE WILL BE A BACKCHARGE FOR THE INSTALLATION TO BE DONE THROUGH FELT, PEASTONE, SURFACING, OR WOODCHIPS. PRICING VALID FOR 30 DAYS FROM THE DATE OF QUOTATION UNLESS OTHERWISE NOTED. ANY MODIFICATIONS TO AN ACCEPTED QUOTATION MUST BE DOCUMENTED IN WRITING OR WITH A NEW OR SEPARATE QUOTE. VERBAL MODIFICATIONS TO PREVIOUSLY SIGNED QUOTES WILL NOT BE ACCEPTED.

Approved for the Agenda of:	APPROVED
9/10/2024	Motion No. 24-427

9.G.



Parks & Recreation

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Kim Sower, Director

DATE: August 29, 2024

RE: Parks & Recreation Director Sower - Central Park Improvements Intergovernmental Agreement - Amendment #1

I am requesting that this Honorable Council approve the extension for improvements to Central Park, approved by the Wayne County Commission on October 20, 2022, by Resolution No. 2022-737 extending the agreement to end on June 30, 2025, from September 30, 2024, for the completion of the improvements to Central Park. Also, authorize the Mayor and City Clerk to sign the Agreement.

Attachments:

1. Amendment No. 1 to City of Dearborn Heights (Central Park)-FY2021-2022-7-31-2024 (1)

AMENDMENT NO. 1 TO THE AGREEMENT BETWEEN
THE COUNTY OF WAYNE AND THE CITY OF DEARBORN HEIGHTS

THIS AMENDMENT is made by and between the County of Wayne, Michigan, a body corporate and Charter County acting through its Department of Public Services (“County”), and the City of Dearborn Heights, a Michigan municipal corporation (“City”), and modifies the intergovernmental agreement for the 2021-2022 park millage allocation for improvements to Central Park, approved by the Wayne County Commission on October 20, 2022 by Resolution No. 2022-737 (“Agreement”).

WHEREAS, the parties wish to extend the Agreement term to end on June 30, 2025 (from September 30, 2024) to provide for the completion of the improvements at the above-referenced park.

NOW, THEREFORE, it is mutually agreed by and between the parties hereto as follows:

1. The termination date described in Section 3.01 of the Agreement shall be modified from “September 30, 2024” to “June 30, 2025”.
2. All other terms and conditions in the Agreement shall remain in full force and effect.
3. This Amendment is subject to the County’s policies regarding modification of agreements.
4. Each party warrants that the person signing this Amendment is authorized to sign on behalf of its principal and is empowered to bind its principal to this Amendment.

[SIGNATURES APPEAR ON THE FOLLOWING PAGES]

NOW THEREFORE, the County and the City hereby agree to the expressed terms above and execute this Amendment to the Agreement on the dates identified below.

Wayne County Commission approved and execution authorized by Resolution No. _____ Date: _____	CHARTER COUNTY OF WAYNE By: _____ Warren C. Evans Its: County Executive Date: _____
--	--

Dearborn Heights City Council approved and execution authorized by Resolution No. _____ Date: _____	CITY OF DEARBORN HEIGHTS By: _____ Bill Bazzi Its: Mayor Date: _____
--	---

Approved for the Agenda of:	DEFEATED
9/10/2024	Motion No. 24-428

9.H.



Parks & Recreation

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Kim Sower, Director

DATE: August 29, 2024

RE: Parks & Recreation Director Sower - Canfield Center Marquee Sign - Change Order #1

I am requesting that this Honorable Council approve a change order in the amount of \$6,250.00 for the Canfield Community Center Sign Project. Amending the contract to \$69,325.00. The change order is necessary because the conduit for the electrical wires is too small to fit the electrical wires for the new sign. This was unforeseen and not included in the bid. Also, authorize the Mayor and City Clerk to sign the change order and authorize the Comptroller and Treasurer to pay this out of the 24-25 Parks & Recreation Budget.

Attachments:

1. CHANGE ORDER_CANFIELD CENTER

CHANGE ORDER # 1
TO CONTRACTOR AGREEMENT

PROJECT ADDRESS
CANFIELD COMMUNITY CENTER

1. Contract amount \$ 63,075.00

2. Description of additional work

Found the existing underground conduit leading to the existing sign is extremely small and will not fit the required gauge (220V, 60A) wiring required for the digital sign.

We will have to do an entirely new underground conduit for this. This will include 310 feet of 1.25" schedule 40 PVC electrical conduit that will be directionally bored underground, to keep the landscape clean and tidy.

We will be able to use the existing conduit to run the ethernet cable from the digital sign to the building.

3. Increase /Decrease \$ 6,250.00

4. Change to Contract \$ 69,325.00

5. AMENDED CONTRACT / CONTRACTOR PAYMENT AMOUNT \$ 69,325

Received and approved by:

Alex Mokahal behalf of The Led Lion, Inc. 8/7/24
CONTRACTOR DATE

REHAB SPECIALIST DATE

CONSTRUCTION COORDINATOR DATE

PROGRAM DIRECTOR DATE

BUSINESS LICENSE RENEWAL APPLICATION

NO. BL-23-000013138

City of Dearborn Heights

6045 Fenton, Dearborn Heights, MI 48127
(313)791-3430



THE FOLLOWING LICENSE(S):

DISTILLER SMALL

CABARET A-COUNCIL APPROVAL 50.00

BUSINESS

RUSTED CROW DISTILLERY

JOSEPH SCHEBEL

6056 N TELEGRAPH

DEARBORN HEIGHTS, MI 48127

13-A

Approved for
the Agenda of:

09-10-24

TOTAL **\$100.00**

CURRENT LICENSE EXPIRES ON: **August 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

RUSTED CROW DISTILLERY
JOSEPH SCHEBEL
6056 N TELEGRAPH
DEARBORN HEIGHTS, MI 48127

CITY OF DEARBORN HEIGHTS
6045 FENTON
DEARBORN HEIGHTS, MI 48127
Phone : 313-791-3410

Received From: RUSTED CROW DISTILLERY
JOSEPH SCHEBEL
Date: 09/04/2024 Time: 4:40:06 PM
Posting Date: 09/04/2024
Receipt: 1112267
Cashier: ealshaebi

ITEM REFERENCE	AMOUNT
BL BUSINESS LICENSING 00014607	\$100.00
TOTAL	\$100.00
CHECKS 1909	\$50.00
CHECKS 4868	\$50.00
Total Tendered:	\$100.00
Change:	\$0.00

Invoice #:	License #:	License Type:	Application Date:	Expiration Date:
00014607	BL-24-000013919	BUSINESS LICENSE	09/04/2024	08/18/2025

Fee Items	Amount
SMALL DISTILLER \$50.00	\$50.00
CABARET A-COUNCIL APPROVAL 50.00	\$50.00

PAID

CITY OF DEARBORN HEIGHTS

SEP 04 2024

BY _____ CK # _____

Billing/Invoice Date:

09/04/2024

Total Due:

\$100.00

RUSTED CROW DISTILLERY
6056 N TELEGRAPH
DEARBORN HEIGHTS, MI 48127

