



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

Mo Baydoun
Council Chairman

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

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

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

Date: **Tuesday, December 10, 2024**

Join Zoom Meeting

<https://us06web.zoom.us/j/81932497746?pwd=vHcMg1d17vuvyZMGKbsU56YC1E0ISm.1>

Meeting ID: 819 3249 7746

Passcode: 454801

One tap mobile

+13017158592,,81932497746#,,,,*454801# US (Washington DC)

+13052241968,,81932497746#,,,,*454801# 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/kxqfrG58k>

Persons who may wish to contact members of the City Council to provide input or to ask questions on any business that will come before the City Council at the meetings are to contact City Clerk Senia at 313-791-3434 or email at clerks@dearbornheightsmi.gov before 5:00 p.m. on the day of the meeting. 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 DECEMBER 10, 2024
REGULAR MEETING OF THE DEARBORN HEIGHTS CITY COUNCIL**

1. **CALL OF MEMBERS**
2. **PLEDGE OF ALLEGIANCE**
3. **AGENDA APPROVAL**
4. **APPROVAL OF MINUTES**
 - A Minutes from the Special Meeting of November 26, 2024
 - B Minutes from the Regular Meeting of November 26, 2024
5. **PUBLIC HEARINGS AND PUBLIC COMMENT**
6. **FUND TRANSFERS AND CURRENT CLAIMS**
 - A Claims and ACH/Wire Transfers 6-1 thru 6-14 and 6-16 thru 6-40
7. **CONSIDERATION OF BIDS**
 - A City Engineer Dib - Bid Award - Sale of City-Owned Properties
8. **REPORTS FROM MAYOR**
 - A Zoning Board of Appeals Reappointment
9. **REPORTS FROM CITY OFFICIALS**
 - A Clerk Senia - Annual Publication - Amended Notice of Meetings as Required Under Public Act No. 267 Public Acts of 1976
 - B Clerk Senia - Receive, Note and File - Dearborn Heights Public Employees Association (DHPEA/TPOAM) Agreement 2023-2026
 - C Treasurer Hicks-Clayton - Legal Review of Treasurer's Office Contract
 - D 20th District Court Judge Plawecki - 20th District Court Part-Time Magistrate Appointment
 - E Library Director McCaffery - Purchase & Payment - Caroline Kennedy Library Shelving
 - F ~~REMOVED AT MEETING - Parks & Recreation Director Sower - Canfield Center Marquee Sign - Change Order #1~~
 - G Parks & Recreation Director Sower - Allotment for Youth Sports Programs
 - H Police Chief Swope - Dispatch Training Agreement

- I Police Chief Swope - Purchase & Payment - Special Operations Team (SOT) Firearms
- J American Rescue Plan Act (ARPA) Premium Payment
- K ADDED AT MEETING - Councilman Saab - American Rescue Plan Act (ARPA) Funds Allocation - Vehicles
- L ADDED AT MEETING - IT Director Cooper - DUO Hardware Token Funding Modification

10. **PETITIONS FROM CITIZENS**

11. **ORDINANCES AND RESOLUTIONS**

- A Treasurer Hicks-Clayton - Treasurer's Office Additional Position Resolution
- B ADDED AT MEETING - Library Director McCaffery - Caroline Kennedy Library Room Dedication Resolution

12. **COMMUNICATIONS**

13. **NEW BUSINESS**

- A Business License Renewal - Saad Auto Parts Inc.
- B Temporary Food Truck/Tent/Cart License Renewal Application - Burgeratti
- C Business License Renewal - Bellagio Banquet LLC

14. **MEMBERS OF THE PUBLIC**

- A Comments from Council Members
- B Announcements
- C Public Comments

15. **ADJOURNMENT**

MINUTES NOVEMBER 26, 2024
SPECIAL MEETING OF THE DEARBORN HEIGHTS CITY COUNCIL

Approved for the Agenda of:
12-10-24

24-504 The meeting was called to order at 5:35 p.m. by Council Chairman Mo Baydoun.

Roll Call showed the following:

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

Absent: Council Chair Pro Tem Hassan Ahmad.

Also Present: City Clerk Senia, Mayor Bazzi.

The Pledge of Allegiance was led by Rose Tripepi.

24-505 Motion by Councilman Constan, seconded by Councilwoman Bryer to approve the Agenda for the Special Meeting of November 26, 2024 as submitted.

Motion adopted

24-506 Motion by Councilwoman Bryer, seconded by Councilman Constan to move to a Closed Session at 5:37 p.m. so that the City Council may discuss the legal case of Hachem v. City of Dearborn Heights, which may include the City Council, Mayor Bazzi, Corporation Counsel, and Carlito Young of Rosati, Schultz, Joppich, and Amtsbuechler.

A roll call vote was taken.

Ayes: Council Chairman Baydoun, Councilwoman Bryer, Councilwoman Malinowski Maxwell, Councilman Wencel.

Nayes: None.

Abstain: Councilman Constan, Councilman Saab.

Absent: Council Chair Pro Tem Ahmad.

Motion adopted

24-507 Motion by Councilman Wencel, seconded by Councilman Constan to return to an Open Session at 6:29 p.m.

Motion adopted

24-508 Motion by Councilman Wencel, seconded by Councilwoman Bryer to accept the recommendation from Corporation Counsel regarding the legal case of Hachem v. Dearborn Heights.

Ayes: Council Chairman Baydoun, Councilman Wencel.

Nayes: Councilwoman Bryer, Councilwoman Malinowski Maxwell.

Abstain: Councilman Constan, Councilman Saab.

Absent: Council Chair Pro Tem Ahmad.

Motion defeated

24-509 Motion by Councilwoman Bryer, seconded by Councilman Constan to adjourn the Dearborn Heights City Council Special Meeting.

Motion adopted

The meeting adjourned at 6:32 p.m.

LYNNE M. SENIA
CITY CLERK

MO BAYDOUN
COUNCIL CHAIRMAN

GEORGANNE SEMENIUK
COUNCIL SECRETARY

MINUTES NOVEMBER 26, 2024
REGULAR MEETING OF THE DEARBORN HEIGHTS CITY COUNCIL

4-B

Approved for
the Agenda of:

12-10-24

24-510 The meeting was called to order at 6:32 p.m. by Council Chairman Mo Baydoun.

Roll Call showed the following:

Present: Council Chairman Mo Baydoun, Councilwoman Nancy Bryer, Councilman Robert Constan, Councilwoman Denise Malinowski Maxwell, Councilman Hassan Saab, Councilman Tom Wencel.
Absent: Council Chair Pro Tem Hassan Ahmad.
Also Present: City Clerk Senia, Treasurer Hicks-Clayton, City Engineer Dib, Comptroller Shepard, DPW Director Danci, Fire Chief Brogan, Human Resource Director Eggly, Library Director McCaffery, Ordinance Enforcement & Animal Control Director Dishroon, Parks & Recreation Director Sower.

The Pledge of Allegiance was led by Police Officer Hammoud.

24-511 Motion by Councilman Saab, seconded by Councilwoman Bryer to approve the Agenda for the Regular Meeting of November 26, 2024 as submitted.

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

Motion by Councilman Saab, seconded by Councilwoman Bryer to approve the Agenda for the Regular Meeting of November 26, 2024 as submitted, with the addition of Item 9-H from Councilman Wencel – Motion Regarding Mr. Hassane Jamal.

Motion adopted

24-512 Motion by Councilman Saab, seconded by Councilman Constan to approve the Minutes for the Regular Meeting of November 12, 2024, as outlined in 4-A.

Motion adopted

24-513 Motion by Councilman Saab, seconded by Councilwoman Bryer to approve Current Claims and ACH/Wire Transfers 6-1 through 6-21 and 6-23 through 6-36, as submitted.

1	ALLIED BUILDING SERVICES OF DETROIT	\$9,075.00
2	ARTISTIC LANDSCAPING & LAWN	\$1,707.92
3	ARTISTIC LANDSCAPING & LAWN	\$9,381.42
4	BIDIGARE CONTRACTORS, INC	\$23,528.08
5	BIDIGARE CONTRACTORS, INC	\$11,349.45
6	BILL BROWN FORD, INC.	\$1,546.46
7	BOUND TREE MEDICAL, LLC	\$3,847.12
8	CELLEBRITE INC	\$6,450.00
9	CENTRAL WAYNE COUNTY SANITATION	\$48,825.11
10	CENTRAL WAYNE COUNTY SANITATION	\$6,595.00
11	CITY OF TAYLOR	\$4,315.80
12	DOMINION VOTING SYSTEMS, INC.	\$3,645.00
13	DOWNRIVER UTILITY WASTEWATER AUTH	\$70,694.00
14	DUKE'S ROOT CONTROL INC.	\$4,841.35

15	DUKE'S ROOT CONTROL INC.	\$20,207.01
16	DUKE'S ROOT CONTROL INC.	\$18,526.50
17	FERGUSON WATERWORKS	\$5,730.60
18	GRAYS OUTDOOR SERVICES	\$8,500.00
19	GREAT LAKES WATER	\$11,721.72
20	HATMAN CONSULTING	\$1,500.00
21	HOME DEPOT	\$1,775.87
23	PLANTE MORAN	\$25,400.00
24	R & R FIRE TRUCK REPAIR	\$6,839.58
25	R & R FIRE TRUCK REPAIR	\$4,108.29
26	RKA PETROLEUM	\$24,014.30
27	SHRADER TIRE AND OIL	\$3,031.82
28	SHRADER TIRE AND OIL	\$2,487.75
29	THE ACCUMED GROUP	\$7,827.96
30	URBAN TREE TRIMMING	\$4,100.00
31	URBAN TREE TRIMMING	\$6,061.00
32	WASTE MANAGEMENT	\$2,743.70
33	WAYNE COUNTY	\$476,294.79
34	WAYNE COUNTY	\$4,200.00
35	WEBUILDFUN	\$1,940.79
36	WEST SHORE SERVICES	\$3,400.00

Motion adopted

24-514 Motion by Councilman Saab, seconded by Councilwoman Bryer to award the Drinking Water State Revolving Fund (DWSRF) 2024 Water Main Replacement Project Extension Change Order #1 in the amount of \$10,496,275.00 to Bidigare Contracting as the lowest bidder, as outlined in 7-A. Per City Engineer Dib communication dated November 19, 2024.

Motion adopted

24-515 Motion by Councilman Saab, seconded by Councilwoman Bryer to award the bid for the Department of Public Works Lift #1 Repair Contract to Allied Inc. For a total cost of \$111,309.00 which includes the cost plus 10% contingency for possible underground issues to be paid from GL Account #101-265-981.000 and GL Account #101-371-981.000, as outlined in 7-B. Per DPW Director Danci communication dated November 8, 2024.

Motion adopted

24-516 Motion by Councilman Saab, seconded by Councilwoman Bryer to award the bids to the recommended consultants for the 3-year contract for the following capital projects:

1. City-Wide Master Plan – Spalding DeDecker
2. New Fire Station Design – Partners in Architecture PLC
3. ARPA Projects Design – Wade Trim
4. CWSRF & DWSRF Design – Wade Trim
5. As Needed (Site Testing and Evaluation) A&E Services – G-2 Consulting Group

as outlined in 7-C. Per City Engineer Dib communication dated November 19, 2024.

Motion adopted

- 24-517** Motion by Councilwoman Malinowski Maxwell, seconded by Councilman Wencel to reappoint City Treasurer Lisa Hicks-Clayton as delegate to the southeast Michigan Council of Governments (SEMCOG) for the year 2025, as outlined in 9-A. Per Councilwoman Malinowski Maxwell communication dated November 19, 2024.

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

Motion by Councilwoman Malinowski Maxwell, seconded by Councilman Wencel to table Item 9-A - Southeast Michigan Council of Governments (SEMCOG) Appointment until the December 10, 2024 City Council Meeting. Per Councilwoman Malinowski Maxwell communication dated November 19, 2024.

Motion adopted

- 24-518** Motion by Councilwoman Bryer, seconded by Councilman Constan to receive, note and file the Fire Station Roof Projects Update, as outlined in 9-B. Per City Engineer Dib communication dated November 19, 2024.

Motion adopted

Council Chairman Baydoun stepped out at 7:52 p.m.

- 24-519** Motion by Councilwoman Bryer, seconded by Councilman Saab to receive, note and file the preliminary schedule for the water meter update and replacement for the City of Dearborn Heights, as outlined in 9-C. Per City Engineer Dib communication dated November 19, 2024.

Ayes: Councilwoman Bryer, Councilman Constan, Councilwoman Malinowski Maxwell, Councilman Saab, Councilman Wencel.

Nays: None.

Absent: Council Chairman Baydoun, Council Chair Pro Tem Ahmad.

Motion adopted

Council Chairman Baydoun returned at 7:53 p.m.

- 24-520** Motion by Councilman Saab, seconded by Councilwoman Bryer to refer Item 9-D – Sale of City-Owned Properties to a study session, scheduled for Wednesday, December 4, 2024. In addition, direct Administration to contact the companies to inform them that the top four (4) companies, as chosen by Administration, will be invited to present at the study session. Per City Engineer Dib communication dated November 19, 2024.

Motion adopted

- 24-521** Motion by Councilman Constan, seconded by Councilman Saab to approve the acceptance of the Michigan Department of Health and Human Services (MDHHS) EMS Workforce Grant totaling \$163,200.00, as outlined in 9-E. Per Fire Chief Brogan communication dated November 19, 2024.

Motion adopted

- 24-522** Motion by Councilman Saab, seconded by Councilwoman Bryer to approve the purchase and payment of turnout gear from Phoenix Safety Outfitters for a total cost of \$45,501.00 funded by the State of Michigan Gear Grant, to be paid out of the Fire MEDC Account #101-335-940.075, payment upon receipt, as outlined in 9-F. Per Fire Chief Brogan communication dated November 19, 2024.

Motion adopted

24-523 Motion by Councilwoman Malinowski Maxwell, seconded by Councilman Saab to approve the purchase and payment of five (5) DVD spinner racks from Demco Revolving Multimedia Displays at a cost not to exceed \$9,952.74, as outlined in 9-G. Per Library Director McCaffery communication dated November 6, 2024.

Motion adopted

24-524 Motion by Councilman Wencel, seconded by Councilman Saab to authorize Mr. Hassane Jamal to buy one year of service at the cost of 5% of his last annual salary. This service credit will be applied toward his retirement pension benefits, as permitted under the council legislative authority outlined in City Ordinance Section 2-234 - Extension of Benefits, as outlined in 9-H. Per Councilman Wencel communication dated November 26, 2024.

Motion adopted

24-525 Motion by Councilman Saab, seconded by Councilman Constan to approve the Business License Renewal for Saad Auto Parts Inc. at 25620 Van Born, as outlined in 13-A.

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

Motion by Councilman Saab, seconded by Councilman Constan to table Item 13-A - Business License Renewal for Saad Auto Parts Inc. at 25620 Van Born, until the December 10, 2024 City Council Meeting, as outlined in 13-A.

Motion adopted

24-526 Motion by Councilman Saab, seconded by Councilman Constan to approve the Business License Renewal for Livernois Motorsports & Engineering LLC at 2500 S. Gulley, as outlined in 13-B.

Motion adopted

24-527 Motion by Councilman Saab, seconded by Councilwoman Bryer to approve the Business License Renewal for MHS International at 20475 W. Warren, as outlined in 13-C.

Motion adopted

24-528 Motion by Councilman Constan, seconded by Councilman Saab to approve the Business License Renewal for Van Born Tavern & Grill at 22426 Van Born, as outlined in 13-D.

Motion adopted

24-529 Motion by Councilman Saab, seconded by Councilman Constan to approve the temporary food truck/tent/cart license renewal application for Burgeratti, as outlined in 13-E.

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

Motion by Councilman Saab, seconded by Councilman Constan to table Item 13-E - Temporary Food Truck/Tent/ Cart License Renewal Application for Burgeratti until the December 10, 2024, City Council Regular Meeting. In addition, extend their Business License until the December 10, 2024, City Council Meeting with the completion of the investigation by City Council.

Motion adopted

24-530 Motion by Councilman Saab, seconded by Councilwoman Bryer to approve the temporary food truck/tent/cart license renewal application for Catrina Mia, as outlined in 13-F.

Motion adopted

Councilman Hassan Saab was excused at 8:58 p.m.

24-531 Motion by Councilwoman Malinowski Maxwell, seconded by Councilwoman Bryer to adjourn the Dearborn Heights City Council Regular Meeting.

Motion adopted

The meeting adjourned at 9:35 p.m.

LYNNE M. SENIA
CITY CLERK

MO BAYDOUN
COUNCIL CHAIRMAN

GEORGANNE SEMENIUK
COUNCIL SECRETARY

Claims 12/10/2024

Inv Ref#	Vendor	Inv Amt
1	BOUND TREE MEDICAL, LLC	\$ 2,186.63
2	BOWLES BROTHERS	\$ 1,960.00
3	BOWLES BROTHERS	\$ 18,155.00
4	DAVES CARPET CLEANING	\$ 1,653.00
5	DAVES CARPET CLEANING	\$ 2,325.00
6	DOWNRIVER COMMUNITY CONFERENCE	\$ 14,661.91
7	ELECTION SOURCE	\$ 17,289.50
8	FERGUSON WATERWORS	\$ 34,666.00
9	FERGUSON WATERWORS	\$ 1,859.50
10	FERGUSON WATERWORS	\$ 3,466.60
11	FERGUSON WATERWORS	\$ 128,385.60
12	FRONTLINE CONSULTING	\$ 4,200.00
13	GETAWAY TOURS	\$ 1,695.00
14	GREAT LAKES WATER	\$ 353,694.19
15	IB ELECTRIC	\$ 7,000.00
16	IBEX INSURANCE	\$ 8,648.00
17	JOHNSON CONTROLS	\$ 2,314.00
18	JOHNSON CONTROLS	\$ 3,457.00
19	JOHNSON CONTROLS	\$ 3,457.00
20	JOHNSON CONTROLS	\$ 3,829.16
21	JOHNSON CONTROLS	\$ 4,455.00
22	JOHNSON CONTROLS	\$ 5,999.35
23	JOHNSON CONTROLS	\$ 6,599.00
24	JUDE RARIDEN	\$ 4,900.00
25	K&E COMPOSTING	\$ 13,230.00
26	MICHIGAN HUMANE	\$ 4,964.25
27	OREILLY RANCILIO	\$ 17,639.80
28	PERKINS LAW	\$ 2,775.00
29	PERKINS LAW	\$ 6,225.00
30	PLANTE & MORAN	\$ 1,500.00
31	PRIORITY WASTE	\$ 230,872.32
32	QUAD TRAN	\$ 4,034.43
33	QUAD TRAN	\$ 4,522.26
34	QUAD TRAN	\$ 7,684.00
35	QUAD TRAN	\$ 7,684.00
36	SAAD LAW	\$ 6,570.00
37	URBAN TREE	\$ 1,925.00
38	URBAN TREE	\$ 3,850.00
39	URBAN TREE	\$ 4,200.00
# of Invoices:	39 # Due: 39 Totals:	\$ 954,532.50



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	85554565
Date	11/11/2024
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	
		105722203	W WAITE	NO FRT	11/11/2024	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						
260281	Extraction Collar, Ambu Perfit ACE, Adult, Adjustable	3	3	0	\$119.10	CS	\$357.30
	16 Settings 30ea/cs						
36002MS	Curaplex IV Guard IV Dressing, Breathable Foam	2	2	0	\$104.45	CS	\$208.90
	Dressing 100/bx 5bx/cs						
2763-50050	Blood Glucose Test Strips, Assure Platinum, CLIA	15	15	0	\$21.77	BX	\$326.55
	WAIVED 50/bx *Approved for Multipatient Use*						
212-633712927EA	Germicidal deodorizing cleaner, Citrus II, 22 oz. spray	1	1	0	\$61.80	CS	\$61.80
	bottle, no alcohol, biodegradable 12ea/cs						
4510-04776	Suction Cups, for LUCAS 2 and 3, Disposable 12/pk	2	2	0	\$547.94	PK	\$1,095.88
2113-10265	Curaplex Select Endotracheal Tube with Stylette,	2	2	0	\$26.40	BX	\$52.80
	6.5mm, Cuffed 10ea/bx 10bx/cs						
2745-10108	Curaplex ECG Chart Paper, Thermal, 108mm, Red	1	1	0	\$83.40	CT	\$83.40
	Grid, for Physio-Control LP11, LP12 , LP15 1/RL						
	60RL/CT						
	Tracking Numbers:						
	422876964946						
	422876960296						
	422876956179						
	422876956168						
	422876954463						
	422876954441						
	422876954430						
	422876953905						
	Note: * Indicates taxable item						

DEC 04 2024

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

Merchandise	2,186.63
Misc	0.00
Tax	0.00
Freight	0.00
Trade Discount	0.00
Deposit	0.00
Total	2,186.63

INVOICE

Bowles Brothers Services, INC.
22198 Meriman 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.: 1336
Terms: Net 30
Invoice date: 11/25/2024
Due date: 12/25/2024

Highway Department +
wood haul out

#	Date	Product or service	Description	Qty	Rate	Amount
1.	11/13/2024	Wood Removal	Ticket 6250- Semi wood removed from DPW	35	\$8.00	\$280.00
2.	11/13/2024	Wood Removal	Ticket 6271- Semi wood removed from DPW	35	\$8.00	\$280.00
3.	11/13/2024	Wood Removal	Ticket 6272- Semi wood removed from DPW	35	\$8.00	\$280.00
4.	11/13/2024	Wood Removal	Ticket 6273- Semi wood removed from DPW	35	\$8.00	\$280.00
5.	11/13/2024	Wood Removal	Ticket 6274- Semi wood removed from DPW	35	\$8.00	\$280.00
6.	11/13/2024	Wood Removal	Ticket 6275- Semi wood removed from DPW	35	\$8.00	\$280.00
7.	11/13/2024	Wood Removal	Ticket 6250- Semi wood removed from DPW	35	\$8.00	\$280.00

Ways to pay Account #

Total

\$1,960.00

101-440-818,000

\$ 1960.00

12/3/24

Pay invoice

INVOICE

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

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

Page 1 of 3



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
Water Department +
supplies and spoils
haul out

Invoice details

Invoice no.: 1337

Terms: Net 30

Invoice date: 11/25/2024

Due date: 12/25/2024

Supplier
Account # 592-537-791,000

\$ 9555.00

Total
Due
\$ 18,155.00

Haul out
Account # 592-537-818,000

\$ 8600.00

John 12/3/24

#	Date	Product or service	Description	Qty	Rate	Amount
1.	11/04/2024	SAND	Ticket 6239- Semi Sand delivered to DPW	35	\$13.00	\$455.00
2.	11/04/2024	SAND	Ticket 6240- Semi Sand delivered to DPW	35	\$13.00	\$455.00
3.	11/04/2024	SAND	Ticket 6241 - Semi Sand delivered to DPW	35	\$13.00	\$455.00
4.	11/04/2024	SAND	Ticket 6242 - Semi Sand delivered to DPW	35	\$13.00	\$455.00
5.	11/04/2024	SAND	Ticket 6243 - Semi Sand delivered to DPW	35	\$13.00	\$455.00
6.	11/04/2024	SAND	Ticket 6244- Semi Sand delivered to DPW	35	\$13.00	\$455.00
7.	11/04/2024	SAND	Ticket 6245- Semi Sand delivered to DPW	35	\$13.00	\$455.00
8.	11/04/2024	SAND	Ticket 6284- Semi Sand delivered to DPW	35	\$13.00	\$455.00
9.	11/04/2024	SAND	Ticket 6285 - Semi Sand delivered to DPW	35	\$13.00	\$455.00
10.	11/04/2024	SAND	Ticket 6286- Semi Sand delivered to DPW	35	\$13.00	\$455.00

11.	11/04/2024	SAND	Ticket 6287- Semi Sand delivered to DPW	35	\$13.00	\$455.00
12.	11/04/2024	SAND	Ticket 6288- Semi Sand delivered to DPW	35	\$13.00	\$455.00
13.	11/04/2024	SAND	Ticket 6289- Semi Sand delivered to DPW	35	\$13.00	\$455.00
14.	11/04/2024	SAND	Ticket 6277- Semi Sand delivered to DPW	35	\$13.00	\$455.00
15.	11/04/2024	SAND	Ticket 6278- Semi Sand delivered to DPW	35	\$13.00	\$455.00
16.	11/04/2024	SAND	Ticket 6279- Semi Sand delivered to DPW	35	\$13.00	\$455.00
17.	11/04/2024	SAND	Ticket 6280- Semi Sand delivered to DPW	35	\$13.00	\$455.00
18.	11/12/2024	SAND	Ticket 6246- Semi sand delivered to DPW	35	\$13.00	\$455.00
19.	11/12/2024	SAND	Ticket 6247 - Semi sand delivered to DPW	35	\$13.00	\$455.00
20.	11/12/2024	SAND	Ticket 6248- Semi sand delivered to DPW	35	\$13.00	\$455.00
21.	11/12/2024	SAND	Ticket 6249- Semi sand delivered to DPW	35	\$13.00	\$455.00
22.	11/13/2024	DIRT OUT	Ticket 6200- Semi Dirt removed from DPW	35	\$8.00	\$280.00
23.	11/13/2024	DIRT OUT	Ticket 6276- Semi Dirt removed from DPW	35	\$8.00	\$280.00
24.	11/13/2024	DIRT OUT	Ticket 6291 - Semi Dirt removed from DPW	35	\$8.00	\$280.00
25.	11/13/2024	DIRT OUT	Ticket 6292- Semi Dirt removed from DPW	35	\$8.00	\$280.00
26.	11/13/2024	DIRT OUT	Ticket 6293- Semi Dirt removed from DPW	35	\$8.00	\$280.00
27.	11/13/2024	DIRT OUT	Ticket 6294 - Semi Dirt removed from DPW	35	\$8.00	\$280.00
28.	11/13/2024	DIRT OUT	Ticket 6295- Semi Dirt removed from DPW	35	\$8.00	\$280.00
29.	11/13/2024	DIRT OUT	Ticket 6296- Semi Dirt removed from DPW	35	\$8.00	\$280.00

Page 3 of 3

30.	11/13/2024	DIRT OUT	Ticket 6297- Semi Dirt removed from DPW	35	\$8.00	\$280.00
31.	11/13/2024	DIRT OUT	Ticket 6298- Semi Dirt removed from DPW	35	\$8.00	\$280.00
32.	11/13/2024	DIRT OUT	Ticket 6299- Semi Dirt removed from DPW	35	\$8.00	\$280.00
33.	11/13/2024	DIRT OUT	Ticket 6302- Train load Dirt removed from DPW	50	\$8.00	\$400.00
34.	11/13/2024	DIRT OUT	Ticket 6303- Train load Dirt removed from DPW	50	\$8.00	\$400.00
35.	11/13/2024	DIRT OUT	Ticket 6304- Train load Dirt removed from DPW	50	\$8.00	\$400.00
36.	11/13/2024	DIRT OUT	Ticket 6305- Train load Dirt removed from DPW	50	\$8.00	\$400.00
37.	11/13/2024	DIRT OUT	Ticket 6306- Train load Dirt removed from DPW	50	\$8.00	\$400.00
38.	11/13/2024	DIRT OUT	Ticket 6308- Train load Dirt removed from DPW	50	\$8.00	\$400.00
39.	11/13/2024	DIRT OUT	Ticket 6309- Train load Dirt removed from DPW	50	\$8.00	\$400.00
40.	11/13/2024	DIRT OUT	Ticket 6310- Train load Dirt removed from DPW	50	\$8.00	\$400.00
41.	11/13/2024	DIRT OUT	Ticket 6311- Train load Dirt removed from DPW	50	\$8.00	\$400.00
42.	11/13/2024	DIRT OUT	Ticket 6311- Train load Dirt removed from DPW	50	\$8.00	\$400.00
43.	11/13/2024	DIRT OUT	Ticket 6368- Train load Dirt removed from DPW	50	\$8.00	\$400.00
44.	11/13/2024	DIRT OUT	Ticket 6318- Semi Dirt removed from DPW	35	\$8.00	\$280.00
45.	11/13/2024	DIRT OUT	Ticket 6225- Semi Dirt removed from DPW	35	\$8.00	\$280.00
46.	11/13/2024	DIRT OUT	Ticket 6314- Semi Dirt removed from DPW	35	\$8.00	\$280.00
47.	11/13/2024	DIRT OUT	Ticket 6317- Semi Dirt removed from DPW	35	\$8.00	\$280.00

Total

\$18,155.00

Ways to pay

 Paycom VERANO

Shirley 12/3/24

Dave's Carpet & Furniture Cleaning
6339 Sterling
Newport, MI 48166 US
+17342893036
michelle@davescleancarpets.com
www.davescleancarpets.com



INVOICE

BILL TO

Kimberly Maroncelli
Dearborn Heights Fire Dpt
4500 S Telegraph Road
Dearborn Heights Mi
48125

INVOICE # 5914

DATE 11/21/2024

DUE DATE 12/21/2024

TERMS Net 30

ACTIVITY	AMOUNT
Carpet Cleaning Training Room, Cpts-office, Dayroom, Lockerroom, Bunk Room	500.00
Tile and Grout Cleaning Shower, Radio room, Kitchen halls, Spa Bathroom,	605.00
Furniture Cleaning Lazy Boy Chairs	245.00
Furniture Cleaning Dinning room chairs-Training room chairs	128.00
Furniture Cleaning Matress Cleaning	175.00

We truly appreciate your business!
Thank you for choosing us !!

BALANCE DUE

\$1,653.00

NOV 21 2024

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

Dave's Carpet & Furniture Cleaning
6339 Sterling
Newport, MI 48166 US
+17342893036
michelle@davescleancarpets.com
www.davescleancarpets.com



INVOICE

BILL TO

Kimberly Maroncelli
Dearborn Heights Fire Dpt
1999 N Beech Daly
Dearborn Heights Mi
48125

INVOICE # 5915

DATE 11/21/2024

DUE DATE 12/21/2024

TERMS Net 30

ACTIVITY	AMOUNT
Carpet Cleaning T.V.Room, Training Room, Cpt, Dorms, Lieutenant Office	500.00
Tile and Grout Cleaning Entry, Kitchen, Dinning Room, Showers, Womens Showers	770.00
Furniture Cleaning Matress	275.00
Furniture Cleaning Lazy Boy Chairs	280.00
Furniture Cleaning Dinning room Chairs, Training Room Chairs	500.00

We truly appreciate your business!
Thank you for choosing us !!

BALANCE DUE

\$2,325.00

NOV 21 2024

O.K. to pay (335-818)



15100 Northline Rd. Suite 134
Southgate, MI 48195
734-362-7070

INVOICE

Invoice #: 7690
Invoice Date: 10/1/2024

Billing To:

City of Dearborn Heights
6045 Fenton
Dearborn Heights, MI 48127

Ship To:

City of Dearborn Heights
6045 Fenton
Dearborn Heights, MI 48127

DCC Membership Dues 2024/2025

Date	Description	Quantity	Amount
10/1/2024	DCC Membership Dues 2024/2025	1.00	\$14,661.91
OK to pay Haniana H. 101-200-958.000			

Total: \$14,661.91

Notes:

- 1) Total Payment is due within 30 days.
- 2) Please include invoice number on check.

Remit Payment To:
Downriver Community Conference
15100 Northline Rd.
Southgate, MI 48195
Attn: Accounts Receivable

If you have any questions regarding this invoice, please contact:
megan.heck@dccwf.org



4615 Danvers Drive SE
Grand Rapids, MI 49512

November 5th, 2024
Election

INVOICE

DATE	INVOICE #
11/25/2024	24-16069

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	DUE DATE
	Net 30	OS	12/25/2024

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	29		148.50	4,306.50
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.	29		132.00	3,828.00
Full Service On-Site Testing of AV Machines, per Ballot Style	30		77.00	2,310.00
Full Service Testing for ICP for Early Voting	30		77.00	2,310.00
Fuel Surcharge per Testing Location	1		25.00	25.00
Full Service Testing for the ICX ADA System, for Early Voting- 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 for Early Voting. Includes Ballot Test Deck Creation & On-Site Testing, Touch Screen Calibration and Program Verification.	29		132.00	3,828.00

Approved for payment
Lynne M. Loria
101-190-818-000
12/2/24

Credit Card Type: ☐ MC ☐ VISA ☐ American Express ☐ Discover	Payments/Credits	\$0.00
Name on Credit Card: _____	Balance Due	\$17,289.50
Credit Card Number: _____	Total	\$17,289.50
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!



1931 SNOW ROAD
LANSING, MI 48917-9505

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
0206129	\$34,666.00	7008	1 of 1

PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:

FERGUSON WATERWORKS #3386
PO BOX 802817
CHICAGO, IL 60680-2817

Please contact with Questions: 517-322-0300

MASTER ACCOUNT NUMBER: 587894

SHIP TO:

CITY OF DEARBORN HEIGHTS
6045 FENTON
CONTROLLERS OFFICE
METER ACCOUNT
DEARBORN HEIGHTS, MI 48127

CITY OF DEARBORN HEIGHTS
24600 VANBORN RD
METER ACCOUNT
DEARBORN HEIGHTS, MI 48125

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
2053	2053	MIE		DMH	METER ACCOUNT	11/22/24	ID 17604
ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT	
2000	0	NED2B11RPEF21	5/8X3/4 T10 P/C WTR MTR L/RECEPT CF		EA	0.00	
200	200	NED2C11RPEF21	3/4 T10 MTR P/C CF INSIDE *X	173.330	EA	34666.00	
2000	0	NED2B11RPEF21	5/8X3/4 T10 P/C WTR MTR L/RECEPT CF		EA	0.00	
2000	0	NED2B11RPEF21	5/8X3/4 T10 P/C WTR MTR L/RECEPT CF		EA	0.00	
2000	0	NED2B11RPEF21	5/8X3/4 T10 P/C WTR MTR L/RECEPT CF		EA	0.00	
2000	0	NED2B11RPEF21	5/8X3/4 T10 P/C WTR MTR L/RECEPT CF		EA	0.00	
2000	0	NED2B11RPEF21	5/8X3/4 T10 P/C WTR MTR L/RECEPT CF		EA	0.00	
2000	0	NED2B11RPEF21	5/8X3/4 T10 P/C WTR MTR L/RECEPT CF		EA	0.00	
LINE 3 SHIP DATE 11/29/24 LINE 4 SHIP DATE 12/20/24 LINE 5 SHIP DATE 1/24/25 LINE 6 SHIP DATE 2/21/25 LINE 7 SHIP DATE 3/21/25 S2795 SPECIAL							
INVOICE SUB-TOTAL						34666.00	
***** LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.							
Large Meter Project							
Due to the Thanksgiving holiday on Thursday, November 28 th , please ensure all payments are submitted by Wednesday, November 27 th .							
12/2/24							

TERMS: NET 10TH PROX

ORIGINAL INVOICE

TOTAL DUE

\$34,666.00

All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at <https://www.ferguson.com/content/website-info/terms-of-sale>, incorporated by reference. Seller may convert checks to ACH.



1931 SNOW ROAD
LANSING, MI 48917-9505

Please contact with Questions: 517-322-0300

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
0207462	\$1,859.50	7008	1 of 1

PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:

FERGUSON WATERWORKS #3386
PO BOX 802817
CHICAGO, IL 60680-2817

MASTER ACCOUNT NUMBER: 587894

SHIP TO:

CITY OF DEARBORN HEIGHTS
6045 FENTON
CONTROLLERS OFFICE
METER ACCOUNT
DEARBORN HEIGHTS, MI 48127

CITY OF DEARBORN HEIGHTS
24600 VANBORN RD
METER ACCOUNT
DEARBORN HEIGHTS, MI 48125

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH ID
2053	2053	MIE	Meter Account	DMH	UPFRONT RMA	09/03/24	17085

ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT
1	1	SP-NEU3G1F1	UME 3 ULTRASONIC STANDALONE C/F	1859.500	EA	1859.50
			INVOICE SUB-TOTAL			1859.50

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH
US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION.
PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN
NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.

Account #

592-539-791,000

See Credit Memo #

CMO16449

[Signature] 11/26/24

Looking for a more convenient way to pay your bill?

Log in to **Ferguson.com** and request access to Online Bill Pay.



TERMS:	NET 10TH PROX	ORIGINAL INVOICE	TOTAL DUE	\$1,859.50
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All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at <https://www.ferguson.com/content/website-info/terms-of-sale>, incorporated by reference. Seller may convert checks to ACH.



1931 SNOW ROAD
LANSING, MI 48917-9505

Please contact with Questions: 517-322-0300

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
0211149-2	\$3,466.60	7008	1 of 1

PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:

FERGUSON WATERWORKS #3386
PO BOX 802817
CHICAGO, IL 60680-2817

MASTER ACCOUNT NUMBER: 587894

SHIP TO:

CITY OF DEARBORN HEIGHTS
6045 FENTON
CONTROLLERS OFFICE
METER ACCOUNT
DEARBORN HEIGHTS, MI 48127

CITY OF DEARBORN HEIGHTS
24600 VANBORN RD
METER ACCOUNT
DEARBORN HEIGHTS, MI 48125

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH ID
2053	2053	MIE	meters	DMH	METERS	11/22/24	17604
ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT	
8	0	NED2F11RPEF21	1 T10 MTR P/C CF W/O REC *X		EA	0.00	
20	20	NED2D11RPEF21	LF 3/4 SL T10 MTR P/C CF W/O REC *X	173.330	EA	3466.60	
			INVOICE SUB-TOTAL			3466.60	

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.							
Account # 592-539-791,000							
12/3/24							
Due to the Thanksgiving holiday on Thursday, November 28 th , please ensure all payments are submitted by Wednesday, November 27 th .							

TERMS:	NET 10TH PROX	ORIGINAL INVOICE	TOTAL DUE	\$3,466.60
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All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at <https://www.ferguson.com/content/website-info/terms-of-sale>, incorporated by reference. Seller may convert checks to ACH.

FERGUSON
1931 SNOW ROAD
LANSING, MI 48917-9505

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
0211993	\$128,385.60	7008	1 of 1

**PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:**

FERGUSON WATERWORKS #3386
PO BOX 802817
CHICAGO, IL 60680-2817

Please contact with Questions: 517-322-0300

MASTER ACCOUNT NUMBER: 587894

SHIP TO:

CITY OF DEARBORN HEIGHTS
6045 FENTON
CONTROLLERS OFFICE
METER ACCOUNT
DEARBORN HEIGHTS, MI 48127

CITY OF DEARBORN HEIGHTS
24600 VANBORN RD
METER ACCOUNT
DEARBORN HEIGHTS, MI 48125

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
2053	2053	MIE		DMH	METER ACCOUNT	11/26/24	ID 17616
ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT	
580	480	NED2F11RPEF21	1 T10 MTR P/C CF W/O REC *X REQUESTING 11/29 SHIP DATE	267.470	EA	128385.60	
64	0	NED2H11RPEF21	1-1/2 T10 MTR P/C CF W/O REC *X		EA	0.00	
12	0	NEU2G1F1	2 MACH10 CF 15-1/4 LL *X		EA	0.00	
48	0	NEU2E1F1	2 MACH10 CF 17 LL		EA	0.00	
INVOICE SUB-TOTAL						128385.60	

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.							
Large Meter Project							
 12/2/24							
Due to the Thanksgiving holiday on Thursday, November 28th, please ensure all payments are submitted by Wednesday, November 27th.							

TERMS:	NET 10TH PROX	ORIGINAL INVOICE	TOTAL DUE	\$128,385.60
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All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at <https://www.ferguson.com/content/website-info/terms-of-sale>, incorporated by reference. Seller may convert checks to ACH.

FRONTLINE CONSULTING

Richard Janka Psy.D

INVOICE

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

DATE: 11/10/2024
INVOICE # DH24.3

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

COMMENTS Pre-Employment
Evaluations

DATE	DESCRIPTION	BALANCE	AMOUNT		
8/2/2024	Pre-Employment Evaluation: [REDACTED] (PD)		600.00		
9/1/2024	Pre-Employment Evaluation: [REDACTED] (PD)		600.00		
9/18/2024	Pre-Employment Evaluation: [REDACTED] (PD)		600.00		
9/24/2024	Pre-Employment Evaluation: [REDACTED] (PD)		600.00		
10/27/2024	Pre-Employment Evaluation: [REDACTED] (PD)		600.00		
10/29/2024	Pre-Employment Evaluation: [REDACTED] (PD)		600.00		
11/1/2024	Pre-Employment Evaluation: [REDACTED] (PD)		600.00		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS	61-90 DAYS	OVER 90 DAYS PAST DUE	AMOUNT DUE
					\$4,200.00

REMITTANCE	
Invoice #	DH24.3
Date	
Amount Due	\$4,200.00
Amount Enclosed	

Make all checks payable to Frontline Consulting

Thank you for your business!

101-221-817.000
Approved 11/26/24
[Signature]

Getaway Tours & Charters

200 Squires Drive
Milan, MI 48160

Invoice

Toll Free: 888-868-7795

Phone: 734-994-6666

Fax: 734-997-9575

Email: CClark@getawaytours.net

Email: KCampbell@getawaytours.net

Sold To:		Invoice Number:	
CITY OF DEARBORN HEIGHTS - CANFIELD CENTER		8305	
1801 N. BEECH DALY		Invoice Date:	
		11/12/2024	
DEARBORN HEIGHTS MI 48127		Customer PO Number:	
		VERBAL	
		Terms:	
		DUE UPON RECEIPT	

Quantity	Description	Unit Price	Extended Price
1	11/07/24; DEARBORN HEIGHTS TO MT. PLEASANT, MI. RETURN SAME DAY.		\$1,000.00
	IN COUNTY FEE-		
1	REMAINING BALANCE		\$695.00

Tom Sauer
691-884

Thank You!

Total Due

\$1,695.00

INVOICE


www.glwater.org

Account Name	DEARBORN HEIGHTS
Account Number	CUS-0000012
Invoice Number	CIN-0001767
Invoice Date	Nov 22, 2024
Due Date	Jan 6, 2025

Billing Inquiries: (313) 965-9775
billing@glwater.org

DEARBORN HEIGHTS
 6045 FENTON
 DEARBORN HEIGHTS, MI 48127
 United States of America

October 2024 Services - Usage Detail by Meter on Page 2

WATER FLAT			\$217,000.00
WATER USAGE	15393.49 MCF	\$8.88 Commodity Charge	\$136,694.19
TOTAL CURRENT CHARGES			\$353,694.19

PAYMENT OPTIONS

By Check
 GREAT LAKES WATER AUTHORITY
 ATTN: TREASURY
 P.O. BOX 441370
 DETROIT, MI 48244-1370
 Please include remittance with check

By Wire
 ABA #: 042000013
 Account #: 130121405893
 ATTN: GLWA TREASURY
 Email remittance information to
treasury@glwater.org

By ACH
 ABA #: 021052053
 Account #: 88136631
 Attn: GLWA TREASURY
 Email remittance information to
treasury@glwater.org

GL # 592 - 537 - 928.000

Sh Di 11/22/24

 PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT IF BY CHECK

Account Name	Account Number	Due Date	Amount Due
DEARBORN HEIGHTS	CUS-0000012	Jan 6, 2025	\$353,694.19
AMOUNT REMITTED \$			

DEARBORN HEIGHTS
 6045 FENTON
 DEARBORN HEIGHTS, MI 48127
 United States of America

REMIT TO: Great Lakes Water Authority
 Attn: Treasury
 P.O. Box 441370
 Detroit, MI 48244-1370



City of Dearborn Heights

CUS-0000012

METER INFO		PREVIOUS		CURRENT		CONSUMPTION
SITE ID	DATE	READING	DATE	READING	CONSUMPTION	MCF
DH01A	10/01/24	152323	11/01/24	152356	33	3.38
DH01B	10/01/24	82902	11/01/24	83546	644	64.46
DH02A	10/01/24	111789	11/01/24	111789	0	0.00
DH03A	10/01/24	7234081	11/01/24	7397159	163078	5759.10
DH10A	10/01/24	390469	11/01/24	392401	1932	193.20
DH10B	10/01/24	36548	11/01/24	36548	0	0.00
DH11A	10/01/24	38944	11/01/24	39175	231	23.06
DH11B	10/01/24	21314	11/01/24	21821	507	50.72
DH12A	10/01/24	20783764	11/01/24	21047096	263332	9299.57

TOTAL CONSUMPTION (MCF): 15393.49

Consumption may be reported per hundred cubic feet or cubic meters depending on the type of meter installed. GLWA converts billed consumption for all member partners to thousands of cubic feet (MCF) using the following conversion factors.

Unit Conversion Calculation

Cubic Meters (CM) X .035315 = Thousand(s) of Cubic Feet (MCF)

Hundred(s) of Cubic Feet (CCF) X 10 = Thousand(s) of Cubic Feet (MCF)

Midwest Employers Casualty Company

Audit Statement

Insured: City of Dearborn Heights
Policy No.: EWC009643
Policy Term: 07/01/2023 to 07/01/2025
Audit Period: 07/01/2023 – 07/01/2024

State	Code	Classification	Audited Payroll	Rate per \$100 of Payroll	Audited Premium
MI	5509	STREET OR ROAD MAINTENANCE	\$856,115	2.51	\$21,488
MI	7520	WATERWORKS OPERATION	\$1,293,569	0.97	\$12,548
MI	7704	FIREFIGHTERS & DRIVERS	\$5,573,853	2.77	\$154,396
MI	7720	POLICE OFFICERS & DRIVERS	\$8,179,635	1.35	\$110,425
MI	8395	AUTOMOBILE REPAIR FACILITY	\$222,906	1.26	\$2,809
MI	8810	CLERICAL OFFICE OR LIBRARIES	\$1,099,909	0.07	\$770
MI	9015	BUILDINGS	\$1,299,602	1.77	\$23,003
MI	9410	MUNICIPAL EMPLOYEE NOC	\$5,274,145	0.95	\$50,104
		Total Payroll:	\$23,799,734		
		Total Audited Premium:			\$375,543

(a) Experience Modification Factor:	1.000000000
(b) Other Modification Factor:	1.000000000
Audited Normal Premium:	\$375,543
Rate per \$100 of Payroll Multiplied By:	.4712
Earned Premium:	\$112,144
Minimum Premium:	\$93,273
Flat Charges:	\$0
Earned Premium & Charges after Audit:	\$112,144
Less Deposit Premiums Collected:	\$103,496
Additional (Return) Premium Due:	\$8,648



JOHNSON CONTROLS
Building Efficiency
Federal ID 39-0380010

ORIGINAL INVOICE

Invoice #: 1-134219221869 Invoice Date: 10/02/2024
PO #/Auth: Service Request: 1-134128194156
Customer WO#: SR Type: L&M
Customer Acct: 1016931 Branch Name: JOHNSON CONTROLS DETROIT MI CB - 0N16

Bill To:
CITY OF DEARBORN HEIGHTS
6045 FENTON
DEARBORN HEIGHTS MI 48127

Service Site:
CITY OF DEARBORN HEIGHTS
25637 MICHIGAN AVE ,
DEARBORN HEIGHTS MI 48125

Contractor/License Information :

Requested By: Paul Vanderplow

Proposal : Dearborn Heights Police-2
Addl Valves

Phone: 3132777488

Proposal Date: 09/20/2024
Accepted By: Paul Vanderplow

Service Requested: Labor and material to replace 2 additional heating valves.
(Work Scope)

Service Provided: Job completed according to above scope.
Thank you for your business.

Total Quote Price	\$2,314.00
Sales Tax	\$0.00
Total Amount Due	USD \$2,314.00

Handwritten signature
11/21/24

Direct Billing Inquiries: (866) 866-0888

Terms: Unless otherwise agreed in the contract between Johnson Controls and Customer, payment shall be due full upon receipt, and interest shall be due at a rate of 1.5% per month (18% annually) on invoices not timely paid along with any other recoverable costs of collection.

Disposable, Environmental & Usage (DEU) fee listed on this invoice may include charges for one or more of the following miscellaneous: Electrical, pneumatic, welding supplies, hardware materials, cleaning supplies, or refrigerant reclaim disposal. A lump sum charge was applied rather than itemizing usage.

We hereby certify that these goods are produced in compliance with all applicable requirements of sections 6, 7 and 12 of the Fair Labor Standards Act of 1938, as amended, and of regulations and orders of the Administrator of the Wage and Hour Division issued under section 14 thereof.

101-265-931.000

11-21-24



JOHNSON CONTROLS
Building Efficiency
Federal ID 39-0380010

ORIGINAL INVOICE

Invoice #:	1-134219221869	Invoice Date:	10/02/2024
PO #/Auth:		Service Request:	1-134128194156
Customer WO#:		SR Type:	L&M
Customer Acct:	1018931	Branch Name:	JOHNSON CONTROLS DETROIT MI CB - 0N16

Please reference our Invoice Number and amount with your payment and send ONLY to the address on this Invoice.

Payment Terms: NET 30
Direct Billing Inquiries: (866) 866-0888

To Remit Via Credit Card:

Due to increasing credit card processing costs, we impose a surcharge* on the total transaction amount on credit card transactions of 2.6%, which is not greater than our credit card processing fee. We do not surcharge debit cards.

*Due to statutory restrictions, we do not impose a surcharge on customers located in Connecticut, Maine, Massachusetts, New York or Colorado.

INVOICE#: 1-134219221869
AMOUNT DUE: USD \$2,314.00

Remit Payment To:
JOHNSON CONTROLS
PO BOX 730068
DALLAS, TX, 75373-0068
To Remit Via ACH Wire Transfers:

JP Morgan Chase
One Chase Manhattan Plaza
New York, NY 10005
Credit to: Johnson Controls Inc.
ABA# 071-000013 Depositor Acct #55-14347
Type of Account: Checking
co-cashappusa@jci.com



JOHNSON CONTROLS
Building Efficiency
Federal ID 39-0380010

ORIGINAL INVOICE

Invoice #: 1-134481360885 Invoice Date: 10/18/2024
PO #/Auth: Service Request: 1-134064698022
Customer WO#: SR Type: L&M
Customer Acct: 1016931 Branch Name: JOHNSON CONTROLS DETROIT MI CB - 0N16

Bill To:
CITY OF DEARBORN HEIGHTS
6045 FENTON
DEARBORN HEIGHTS MI 48127

Service Site:
CITY OF DEARBORN HEIGHTS
25637 MICHIGAN AVE ,
DEARBORN HEIGHTS MI 48125

Contractor/License Information :

Requested By: Chris Dishon
Phone: 7347751574

Proposal : City of Dbn Hts-2nd CU3
Proposal Date: 08/27/2024
Accepted By: Paul Vanderplow

Service Requested: Labor and material to replace SECOND condenser fan motor and blade on CU-3 on AHU -4
(Work Scope)

Service Provided: Work executed according to scope.
Thank you for your business.

Total Quote Price	\$3,457.00
Sales Tax	\$0.00
Total Amount Due	USD \$3,457.00

Direct Billing Inquiries: (866) 866-0888

flr
11/21/24

Terms: Unless otherwise agreed in the contract between Johnson Controls and Customer, payment shall be due full upon receipt, and interest shall be due at a rate of 1.5% per month (18% annually) on invoices not timely paid along with any other recoverable costs of collection.

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101-265-931.000

11-21-24



JOHNSON CONTROLS
Building Efficiency
Federal ID 39-0380010

ORIGINAL INVOICE

Invoice #:	1-134481360885	Invoice Date:	10/18/2024
PO #/Auth:		Service Request:	1-134064698022
Customer WO#:		SR Type:	L&M
Customer Acct:	1016931	Branch Name:	JOHNSON CONTROLS DETROIT MI CB - 0N16

Please reference our Invoice Number and amount with your payment and send ONLY to the address on this Invoice.

Payment Terms: **NET 30**
Direct Billing Inquiries: **(866) 866-0888**

To Remit Via Credit Card:

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INVOICE#: **1-134481360885**
AMOUNT DUE: **USD \$3,457.00**

Remit Payment To:
JOHNSON CONTROLS
PO BOX 730068
DALLAS, TX, 75373-0068
To Remit Via ACH Wire Transfers:

JP Morgan Chase
One Chase Manhattan Plaza
New York, NY 10005
Credit to: Johnson Controls Inc.
ABA# 071-000013 Depositor Acct #55-14347
Type of Account: Checking
co-cashappusa@jcl.com



JOHNSON CONTROLS
Building Efficiency
Federal ID 39-0380010

ORIGINAL INVOICE

Invoice #: 1-134128404395 Invoice Date: 09/24/2024
PO #/Auth: Service Request: 1-133970252817
Customer WO#: SR Type: L&M
Customer Acct: 1018931 Branch Name: JOHNSON CONTROLS DETROIT MI CB - 0N16

Bill To:
CITY OF DEARBORN HEIGHTS
6045 FENTON
DEARBORN HEIGHTS MI 48127

Service Site:
CITY OF DEARBORN HEIGHTS
25637 MICHIGAN AVE ,
DEARBORN HEIGHTS MI 48125

Contractor/License Information :

Requested By: Paul Vanderplow

Proposal : City of Dbn Hts-PD-CU3
Repair

Phone: 3132777488

Proposal Date: 08/27/2024
Accepted By: Paul Vanderplow

Service Requested: Labor and material to replace condenser fan motor and blade on CU-3.
(Work Scope)

Service Provided: Ordered material from carrier great lakes livonia. Did not pay with vpo yet. Will pay when picking up.
Did not make it to site this day.
The technician picked up the necessary parts from the supply house and proceeded to the job site. They gained access to the roof and replaced a defective fan (#3) on the RTU (#3), along with the condenser fan blade. After completing the repairs, they cleaned up the work area and confirmed that the unit was operating correctly. Currently, the unit is working fine. Replaced condenser fan motor and blade on CU-3 (first one on the right when looking at electrical cabinet). Cycled unit on and fan is operating properly at this time.
Thank you for your business.

Total Quote Price	\$3,457.00
Sales Tax	\$0.00
Total Amount Due	USD \$3,457.00

flr
11/21/24

Direct Billing Inquiries: (866) 866-0888

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101-265-931,000



JOHNSON CONTROLS
Building Efficiency
Federal ID 39-0380010

ORIGINAL INVOICE

Invoice #:	1-134128404395	Invoice Date:	09/24/2024
PO #/Auth:		Service Request:	1-133970252817
Customer WO#:		SR Type:	L&M
Customer Acct:	1016931	Branch Name:	JOHNSON CONTROLS DETROIT MI CB - 0N16

Please reference our Invoice Number and amount with your payment and send ONLY to the address on this Invoice.

Payment Terms: **NET 30**
Direct Billing Inquiries: **(866) 866-0888**

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INVOICE#: **1-134128404395**
AMOUNT DUE: **USD \$3,457.00**

Remit Payment To:
JOHNSON CONTROLS
PO BOX 730068
DALLAS, TX, 75373-0068
To Remit Via ACH Wire Transfers:

JP Morgan Chase
One Chase Manhattan Plaza
New York, NY 10005
Credit to: Johnson Controls Inc.
ABA# 071-000013 Depositor Acct #55-14347
Type of Account: Checking
co-cashappusa@jcl.com



JOHNSON CONTROLS
Building Efficiency
Federal ID 39-0380010

ORIGINAL INVOICE

Invoice #: 1-134151947331 Invoice Date: 09/27/2024
PO #/Auth: Service Request: 1-133940062071
Customer WO#: SR Type: L&M
Customer Acct: 1016931 Branch Name: JOHNSON CONTROLS DETROIT MI CB - 0N16

Bill To:
CITY OF DEARBORN HEIGHTS
6045 FENTON
DEARBORN HEIGHTS MI 48127

Service Site:
CITY OF DEARBORN HEIGHTS
25637 MICHIGAN AVE ,
DEARBORN HEIGHTS MI 48125

Contractor/License Information :

Requested By: Paul Vanderplow
Phone: 3132777488

Service Requested: RTU 5 - Straigten coll fins per customer request

Service Provided: Started fin combing on RTU 5
Continued combing on rooftop at Dearborn Heights Police Dept. Completed about half of the coll. Will need to return to finish coll
Attempted to straighten coll fins on CU 5. Coll very old and aluminum is corroded and falling off. Coll is smashed in and have to bend back to be able to fit comb in. Fins cannot be straightened perfectly due to condition of unit but was able to open up for better condenser airflow. Finished north side of unit. Need 1 more day to do south side. Not a permanent fix. recommend new coll and/or new unit.
Completed coll straightening to the best it can be. Upon completion, unit resumed operation
Thank you for your business.

Qty	Description	UOM	Unit Price	Sub Total	Tax	Net Price
Labor						
8	09/25/2024 Regular Mechanical Light	Hour	\$119.00	\$952.00	\$0.00	\$952.00
8	09/05/2024 Regular Mechanical Light	Hour	\$119.00	\$952.00	\$0.00	\$952.00
8	08/28/2024 Regular Mechanical Light	Hour	\$119.00	\$952.00	\$0.00	\$952.00
3.5	08/27/2024 Regular Mechanical Light	Hour	\$119.00	\$416.50	\$0.00	\$416.50
Sub-Total				\$3,272.50	\$0.00	\$3,272.50
Materials						
2	Fin Comb Kit, 8 To 14 Fins Per In.	Each	\$46.99	\$93.98	\$0.00	\$93.98
1	Supco Fin Comb 12-14 FI	Each	\$8.91	\$8.91	\$0.00	\$8.91
1	Diversitech Fin Tool Nyl	Each	\$40.77	\$40.77	\$0.00	\$40.77
Sub-Total				\$141.66	\$0.00	\$141.66
Fees						
4	Trip Charge	Each	\$70.00	\$280.00	\$0.00	\$280.00
3	Disposal, Environmental & Usage Charge	Each	\$45.00	\$135.00	\$0.00	\$135.00
Sub-Total				\$415.00	\$0.00	\$415.00
				Invoice Sub-Total		\$3,829.16
				Sales Tax		\$0.00
				Total Due	USD	\$3,829.16

Direct Billing Inquiries: (866) 866-0888

101-265-931.000
11-21-24



JOHNSON CONTROLS
Building Efficiency
Federal ID 39-0380010

ORIGINAL INVOICE

Invoice #:	1-134151947331	Invoice Date:	09/27/2024
PO #/Auth:		Service Request:	1-133940062071
Customer WO#:		SR Type:	L&M
Customer Acct:	1018931	Branch Name:	JOHNSON CONTROLS DETROIT MI CB - 0N16

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Please reference our Invoice Number and amount with your payment and send ONLY to the address on this Invoice.

Payment Terms: NET 30
Direct Billing Inquiries: (866) 866-0888

To Remit Via Credit Card:

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Remit Payment To:

JOHNSON CONTROLS
PO BOX 730068
DALLAS, TX, 75373-0068

To Remit Via ACH Wire Transfers:

JP Morgan Chase
One Chase Manhattan Plaza
New York, NY 10005
Credit to: Johnson Controls Inc.
ABA# 071-000013 Depositor Acct #55-14347
Type of Account: Checking
co-cashappusa@jci.com

INVOICE#: 1-134151947331
AMOUNT DUE: USD \$3,829.16



JOHNSON CONTROLS
Building Efficiency
Federal ID 39-0380010

ORIGINAL INVOICE

Invoice #: 1-134219221186 Invoice Date: 10/02/2024
PO #/Auth: Service Request: 1-134012916825
Customer WO#: SR Type: L&M
Customer Acct: 1016931 Branch Name: JOHNSON CONTROLS DETROIT MI CB - 0N16

Bill To:
CITY OF DEARBORN HEIGHTS
6045 FENTON
DEARBORN HEIGHTS MI 48127

Service Site:
CITY OF DEARBORN HEIGHTS
25637 MICHIGAN AVE ,
DEARBORN HEIGHTS MI 48125

Contractor/License Information :

Requested By: Chris Dishon
Phone: 7347751574

Proposal : Dearborn Heights Police
Proposal Date: 08/14/2024
Accepted By: Mike Blackburn

Service Requested: Update to Replace 4 heating valves that are leaking.
(Work Scope)

Service Provided: The technician began the process of replacing a heating valve and was able to successfully complete two valve replacements. They will return tomorrow to continue the remaining replacements.
Completed remaining heating valves was notified by customer that there's 2 more valves that need to be replaced I quoted the remaining ones and will send the quote over as soon as it's ready
Replaced remaining heating valves upon completion units vav boxes resumed normal operation
Thank you for your business.

Total Quote Price		\$4,455.00
Sales Tax		\$0.00
Total Amount Due		USD \$4,455.00

Handwritten signature
11/21/24

Direct Billing Inquiries: (866) 866-0888

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101-265-931.000

11-21-24



JOHNSON CONTROLS
Building Efficiency
Federal ID 39-0380010

ORIGINAL INVOICE

Invoice #:	1-134219221186	Invoice Date:	10/02/2024
PO #/Auth:		Service Request:	1-134012916825
Customer WO#:		SR Type:	L&M
Customer Acct:	1016931	Branch Name:	JOHNSON CONTROLS DETROIT MI CB - 0N16

Please reference our Invoice Number and amount with your payment and send ONLY to the address on this Invoice.

Payment Terms: NET 30
Direct Billing Inquiries: (866) 866-0888

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INVOICE#: 1-134219221186
AMOUNT DUE: USD \$4,455.00

Remit Payment To:
JOHNSON CONTROLS
PO BOX 730068
DALLAS, TX, 75373-0068
To Remit Via ACH Wire Transfers:

JP Morgan Chase
One Chase Manhattan Plaza
New York, NY 10005
Credit to: Johnson Controls Inc.
ABA# 071-000013 Depositor Acct #55-14347
Type of Account: Checking
co-cashappusa@jci.com



JOHNSON CONTROLS
Building Efficiency
Federal ID 39-0380010

ORIGINAL INVOICE

Invoice #: 1-134623109829 Invoice Date: 11/13/2024
PO #/Auth: Service Request: 1-134448427264
Customer WO#: SR Type: L&M
Customer Acct: 1016931 Branch Name: JOHNSON CONTROLS DETROIT MI CB - 0N16

Bill To:
CITY OF DEARBORN HEIGHTS
6045 FENTON
DEARBORN HEIGHTS MI 48127

Service Site:
CITY OF DEARBORN HEIGHTS
25637 MICHIGAN AVE ,
DEARBORN HEIGHTS MI 48125

Contractor/License Information :

Requested By: Chris Dishon
Phone: 7347751574

Service Requested: Smells like natural gas in the Command Center on the first floor and it's only in that room.

Service Provided: Technician responded to a reported gas smell in the Dispatch area. Upon investigation, the technician identified a leak in the vent line from the regulator on the hot water tanks. To address the issue, the technician shut off the main gas feed into the gas regulator. This action effectively stopped the venting of gas, preventing the adjacent unit from drawing in the vented gas. The technician ensured that the area was safe and that the gas leak was contained. Further inspection and repairs to the vent line and regulator may be necessary to restore full functionality and prevent future leaks.

Call for a gas smell in the commanders office, customer informed me that during last nights service they led the smell to start from AHU-5 on the roof. After further investigation, I found that the smell was coming from one of the boiler stacks on the roof which is mounted near the intake of AHU-5. Shut down the boiler in the basement as one of the technicians is currently quoting repairs for the poor burning boiler. While on the roof, found that AHU-5 was tripped on a rollout limit and the inducer fans were all running. Reset the limit and cycled power. Left gas off to AHU-5 until a technician can come back out to diagnose the issue. Checked back in with the commanders office to see if the smell had gone away after shutting down boiler 1. All is well at this time.

Called to Dearborn heights police due to gas smell in dispatch room upon arrival went through boiler room with leak detector there was no leak in the boiler room after I continued to the roof and leak searched rooftop 5 witch feeds the dispatch room and found a gas valve leak on stage one of the heating circuit but upon further investigation found a vent from the boiler room was discharging a strong gas smell from the boiler room after these findings we shut off the gas to rtu 5 boiler 1 and both hot water tanks will return Monday to continue with issue

Pin pointed leak to one vent pipe on roof. The plan is to extend pipe up above the unit and let it vent there. Spoke to Chris Dishon about issue. Parts were approved and are on order. Also replaced leaking gas valve and igniter on ahu 5. Upon completion unit resumed operation.

Installed a pipe extension to the old vent pipe upon completion verified vent piping was away from the economizer inlet for RTU 5

Picked up parts

Altered previously installed vent pipe sent picture to Chris Dishon upon completion cleaned up work area

Thank you for your business.

Qty	Description	UOM	Unit Price	Sub Total	Tax	Net Price
	Labor					
2.5	10/26/2024 Regular Mechanical Light	Hour	\$119.00	\$297.50	\$0.00	\$297.50



JOHNSON CONTROLS
Building Efficiency
Federal ID 39-0380010

ORIGINAL INVOICE

Invoice #: 1-134623109829 Invoice Date: 11/13/2024
PO #/Auth: Service Request: 1-134448427264
Customer WO#: SR Type: L&M
Customer Acct: 1016931 Branch Name: JOHNSON CONTROLS DETROIT MI CB - 0N16

1	10/24/2024 Regular Mechanical Light	Hour	\$119.00	\$119.00	\$0.00	\$119.00
5	10/23/2024 Regular Mechanical Light	Hour	\$119.00	\$595.00	\$0.00	\$595.00
8	10/21/2024 Regular Mechanical Light	Hour	\$119.00	\$952.00	\$0.00	\$952.00
2	10/18/2024 Regular Mechanical Light	Hour	\$119.00	\$238.00	\$0.00	\$238.00
1.25	10/18/2024 Overtime Mechanical Light	Hour	\$178.50	\$223.12	\$0.00	\$223.12
2	10/15/2024 Regular Mechanical Light	Hour	\$119.00	\$238.00	\$0.00	\$238.00
2	10/14/2024 Overtime OPS - 200	Hour	\$144.00	\$288.00	\$0.00	\$288.00
Sub-Total				\$2,950.62	\$0.00	\$2,950.62
Materials						
1	Flexible Coupling,Pvc,3 In For Pipe Size	Each	\$70.58	\$70.58	\$0.00	\$70.58
1	Pipe,Unthreaded,3x10 Ft.,Cpvc	Each	\$456.76	\$456.76	\$0.00	\$456.76
1	90 Elbow,3 In,Schedule 80, Socket Gray	Each	\$162.13	\$162.13	\$0.00	\$162.13
1	Pipe	Each	\$984.29	\$984.29	\$0.00	\$984.29
1	Gas Valve Igniter Pipe Dope	Each	\$544.38	\$544.38	\$0.00	\$544.38
3	90 Elbow,3 In,Schedule 80, Socket Gray	Each	\$162.13	\$486.39	\$0.00	\$486.39
2	Conduit Clamp,Pvc,Overall L. 6In	Each	\$32.11	\$64.22	\$0.00	\$64.22
Sub-Total				\$2,768.73	\$0.00	\$2,768.73
Fees						
3	Trip Charge	Each	\$70.00	\$210.00	\$0.00	\$210.00
1	Electronic Leak Detector - Service Charge	Each	\$25.00	\$25.00	\$0.00	\$25.00
1	Disposal, Environmental & Usage Charge	Each	\$45.00	\$45.00	\$0.00	\$45.00
Sub-Total				\$280.00	\$0.00	\$280.00
Invoice Sub-Total						\$5,999.35
Sales Tax						\$0.00
Total Due				USD		\$5,999.35

11/21/24 Direct Billing Inquiries: (866) 866-0888

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101-265-931.000

11-21-24



JOHNSON CONTROLS
Building Efficiency
Federal ID 39-0380010

ORIGINAL INVOICE

Invoice #:	1-134623109829	Invoice Date:	11/13/2024
PO #/Auth:		Service Request:	1-134448427264
Customer WO#:		SR Type:	L&M
Customer Acct:	1016931	Branch Name:	JOHNSON CONTROLS DETROIT MI CB - 0N16

Please reference our Invoice Number and amount with your payment and send ONLY to the address on this Invoice.

Payment Terms: **NET 30**
Direct Billing Inquiries: **(866) 866-0888**

To Remit Via Credit Card:

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INVOICE#: **1-134623109829**
AMOUNT DUE: **USD \$5,999.35**

Remit Payment To:

JOHNSON CONTROLS
PO BOX 730068
DALLAS, TX, 75373-0068

To Remit Via ACH Wire Transfers:

JP Morgan Chase
One Chase Manhattan Plaza
New York, NY 10005
Credit to: Johnson Controls Inc.
ABA# 071-000013 Depositor Acct #55-14347
Type of Account: Checking
co-caehappusa@jci.com



JOHNSON CONTROLS
Building Efficiency
Federal ID 39-0380010

ORIGINAL INVOICE

Invoice #: 1-134588714672 Invoice Date: 11/07/2024
PO #/Auth: Service Request: 1-134533931327
Customer WO#: SR Type: L&M
Customer Acct: 1016931 Branch Name: JOHNSON CONTROLS DETROIT MI CB - 0N16

Bill To:
CITY OF DEARBORN HEIGHTS
6045 FENTON
DEARBORN HEIGHTS MI 48127

Service Site:
CITY OF DEARBORN HEIGHTS
25637 MICHIGAN AVE ,
DEARBORN HEIGHTS MI 48125

Contractor/License Information :

Requested By: Chris Dishon
Phone: 7347751574

Proposal : Dearborn Heights- Boiler 2
Proposal Date: 10/15/2024
Accepted By: Chris Dishon

Service Requested:
(Work Scope)

Dearborn Heights- Boiler 2
Upon inspection of the 2 main heating boilers for the main building The following findings were recorded:

- **Boiler 2** : Noted several issues, need to replace a faulty inducer assembly, a malfunctioning pressure switch, a defective igniter, and relays which are not operating correctly.

Includes 3 igniters for stock and well as the time investigating these repairs.

Further evaluation indicated the possibility of additional problems; however, resolution of the identified issues is necessary to complete the inspection process.

Service Provided:

Work executed according to scope.
Thank you for your business.

Total Quote Price		\$6,599.00
Sales Tax		\$0.00
Total Amount Due		USD \$6,599.00

Handwritten signature
11/21/24

Direct Billing Inquiries: (866) 866-0888

Terms: Unless otherwise agreed in the contract between Johnson Controls and Customer, payment shall be due full upon receipt, and interest shall be due at a rate of 1.5% per month (18% annually) on invoices not timely paid along with any other recoverable costs of collection.

Disposable, Environmental & Usage (DEU) fee listed on this invoice may include charges for one or more of the following miscellaneous: Electrical, pneumatic, welding supplies, hardware materials, cleaning supplies, or refrigerant reclaim disposal. A lump sum charge was applied rather than itemizing usage.

We hereby certify that these goods are produced in compliance with all applicable requirements of sections 6, 7 and 12 of the Fair Labor Standards Act of 1938, as amended, and of regulations and orders of the Administrator of the Wage and Hour Division issued under section 14 thereof.

101-265-931.000

11-21-24



JOHNSON CONTROLS
Building Efficiency
Federal ID 39-0380010

ORIGINAL INVOICE

Invoice #:	1-134588714672	Invoice Date:	11/07/2024
PO #/Auth:		Service Request:	1-134533931327
Customer WO#:		SR Type:	L&M
Customer Acct:	1016931	Branch Name:	JOHNSON CONTROLS DETROIT MI CB - 0N16

Please reference our Invoice Number and amount with your payment and send ONLY to the address on this Invoice.

Payment Terms: **NET 30**
Direct Billing Inquiries: **(866) 866-0888**

To Remit Via Credit Card:

Due to increasing credit card processing costs, we impose a surcharge* on the total transaction amount on credit card transactions of 2.6%, which is not greater than our credit card processing fee. We do not surcharge debit cards.

*Due to statutory restrictions, we do not impose a surcharge on customers located in Connecticut, Maine, Massachusetts, New York or Colorado.

INVOICE#: **1-134588714672**
AMOUNT DUE: **USD \$6,599.00**

Remit Payment To:

JOHNSON CONTROLS
PO BOX 730068
DALLAS, TX, 75373-0068

To Remit Via ACH Wire Transfers:

JP Morgan Chase
One Chase Manhattan Plaza
New York, NY 10005
Credit to: Johnson Controls Inc.
ABA# 071-000013 Depositor Acct #55-14347
Type of Account: Checking
co-cashappusa@jcl.com

INVOICE

BILL TO:

Chief David Brogan
City of Dearborn Heights
Fire Department

DATE 11/13/2024

DUE DATE 12/20/2024

DESCRIPTION QTY RATE AMOUNT

Consulting:

Department Specific Promotional Exam using:

Dearborn Heights SOGs

Selected HEMS Protocols

Textbooks: 1. Safety and Survival on the Fireground, 2nd edition

2. Pumping and Aerial Apparatus Driver/Operator, 3rd ed.

Firefighter II Promotional Exam - Dearborn Heights

(\$4,900)

TOTAL: \$4,900

Please make check payable to:

Jude Rariden
12761 S. 22nd Street
Vicksburg, Mi. 49097

Thank you,

Jude Rariden, Ph.D,

101-221-817.000
Approved 11/26/24


Invoice

K&E Composting

6875 McClements Rd
Brighton
MI
48114

BILL TO:

Comptroller's Office
City of Dearborn Heights

6045 Fenton

Dearborn Heights, MI 48127

INVOICE #

4

DATE

12/2/24

ITEMS	DESCRIPTION	QUANTITY	PRICE	TAX	AMOUNT
5107	Leaf Disposal	140	\$13.50	0.00%	\$1,890.00
7424	Leaf Disposal	140	\$13.50	0.00%	\$1,890.00
7425	Leaf Disposal	140	\$13.50	0.00%	\$1,890.00
7419	Leaf Disposal	140	\$13.50	0.00%	\$1,890.00
7420	Leaf Disposal	140	\$13.50	0.00%	\$1,890.00
7421	Leaf Disposal	140	\$13.50	0.00%	\$1,890.00
7422	Leaf Disposal	140	\$13.50	0.00%	\$1,890.00

NOTES:**TOTAL**

\$13,230.00

101-440-820.000
OK TO PAY
RM

Jh Di
12/3/24

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Michigan
Humane

INVOICE # DH 2410

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

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

Total # of additional court billable days:	-
Boarding rate per billable day:	\$ 55.00
	<u>\$ -</u>

Flat Rate Boarding Fees = \$ 5,726.25

Sick Injured Wildlife billable days:	1.00
Boarding Rate per billable day:	\$ 55.00
Sick/Injured Wildlife Boarding Fees=	<u>\$ 55.00</u>

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

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

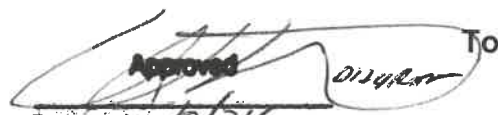
Rabies testing fees =	\$ -
Total =	<u>\$ 5,781.25</u>

Less

Pick-up Fees	\$ 173.00
Boarding Fees	\$ 644.00
	<u>\$ 817.00</u>

Total Due = \$ 4,964.25

RECEIVED
12/3/24

Approved 
Date 12/3/24
101-426-806.000

Animal ID	Species	Outcome Type	Outcome Date	Intake Type	Intake Subtype	Intake Date	Jurisdiction	Outcome Person Name	Out Street Address	Out Number	Out City	Out Province	Out Postal Code	Out Email	Out Home Phone	Out Cell Phone
A0056542866	Dog	Return to Owner/Guardian	10/27/2024 6:06 PM	Transfer In	ACO Stray with ID no bite hist	9/30/2024 8:45 AM	Dearborn Heights	Kyle Morris	2908 Pennie St		Dearborn Heights	MI	48125	babykaz1@gmail.com	(313) 358-4187	
A0057004214	Cat	Euthanasia	10/8/2024 12:37 PM	Stray	Without ID no bite history	10/2/2024 2:33 PM	Dearborn Heights									
A0057004528	Cat	Euthanasia	10/2/2024 6:19 PM	Stray	Without ID no bite history	10/2/2024 4:36 PM	Dearborn Heights									
A0057004614	Cat	Euthanasia	10/21/2024 12:30 PM	Stray	Without ID no bite history	10/2/2024 5:06 PM	Dearborn Heights									
A0057019812	Cat	Adoption	10/26/2024 1:55 PM	Stray	Without ID no bite history	10/4/2024 5:16 PM	Dearborn Heights									
A0057023219	Dog	Adoption	10/26/2024 1:55 PM	Stray	Without ID no bite history	10/4/2024 5:16 PM	Dearborn Heights									
A0057030468	Dog	Euthanasia	11/1/2024 2:51 PM	Stray	Without ID no bite history	10/7/2024 1:27 PM	Dearborn Heights									
A0057033764	Cat	Adoption	10/29/2024 4:30 PM	Stray	Without ID no bite history	10/7/2024 5:37 PM	Dearborn Heights									
A0057041892	Cat	Adoption	11/4/2024 6:03 PM	Stray	Without ID no bite history	10/8/2024 4:41 PM	Dearborn Heights									
A0057041905	Cat	Adoption	11/4/2024 6:03 PM	Stray	Without ID no bite history	10/8/2024 4:41 PM	Dearborn Heights									
A0057050332	Cat	Adoption	10/18/2024 2:26 PM	Stray	Without ID no bite history	10/9/2024 5:31 PM	Dearborn Heights									
A0057050338	Cat	Euthanasia	10/30/2024 6:02 PM	Stray	Without ID no bite history	10/9/2024 5:42 PM	Dearborn Heights									
A0057050439	Dog	Euthanasia	10/30/2024 6:02 PM	Stray	Without ID no bite history	10/10/2024 12:03 PM	Dearborn Heights									
A0057053822	Cat	Stray	10/30/2024 6:02 PM	Stray	Without ID no bite history	10/10/2024 12:03 PM	Dearborn Heights									
A0057055617	Cat	Stray	10/30/2024 6:02 PM	Stray	Without ID no bite history	10/10/2024 12:03 PM	Dearborn Heights									
A0057057247	Cat	Euthanasia	11/2/2024 1:33 PM	Stray	Without ID no bite history	10/10/2024 4:32 PM	Dearborn Heights									
A0057073380	Cat	Stray	10/15/2024 4:49 PM	Stray	Without ID no bite history	10/14/2024 11:01 AM	Dearborn Heights									
A0057082437	Cat	Euthanasia	10/15/2024 4:49 PM	Stray	Without ID no bite history	10/15/2024 2:03 PM	Dearborn Heights									
A0057083570	Cat	Stray	10/15/2024 4:49 PM	Stray	Without ID no bite history	10/15/2024 3:50 PM	Dearborn Heights									
A0057084914	Dog	Stray	10/15/2024 4:49 PM	Stray	Without ID no bite history	10/15/2024 4:34 PM	Dearborn Heights									
A0057085792	Cat	Stray	10/15/2024 4:49 PM	Stray	Without ID no bite history	10/15/2024 5:53 PM	Dearborn Heights									
A0057085757	Cat	Stray	10/15/2024 4:49 PM	Stray	Without ID no bite history	10/15/2024 5:53 PM	Dearborn Heights									
A0057091122	Cat	Stray	10/16/2024 2:13 PM	Stray	Without ID no bite history	10/16/2024 2:13 PM	Dearborn Heights									
A0057091128	Cat	Stray	10/16/2024 2:13 PM	Stray	Without ID no bite history	10/16/2024 2:13 PM	Dearborn Heights									
A0057093828	Cat	Stray	10/18/2024 5:06 PM	Stray	Without ID no bite history	10/18/2024 5:06 PM	Dearborn Heights									
A0057109342	Cat	Adoption	10/22/2024 1:58 PM	Stray	Without ID no bite history	10/21/2024 12:15 PM	Dearborn Heights									
A0057120341	Cat	Stray	10/22/2024 1:58 PM	Stray	Without ID no bite history	10/21/2024 12:15 PM	Dearborn Heights									
A0057124029	Cat	Transfer Out	10/22/2024 4:31 PM	Stray	Without ID no bite history	10/21/2024 4:52 PM	Dearborn Heights	MH SNR release SNR Dearborn Heights								
A0057124035	Cat	Transfer Out	10/22/2024 4:31 PM	Stray	Without ID no bite history	10/21/2024 4:52 PM	Dearborn Heights	MH SNR release SNR Dearborn Heights								
A0057124156	Cat	Stray	10/22/2024 8:41 AM	Stray	Without ID no bite history	10/21/2024 5:02 PM	Dearborn Heights									
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O'REILLY RANCILIO P.C.**November 2024**

<u>MATTER</u>	<u>INVOICE DATE</u>	<u>INVOICE NO.</u>	<u>INVOICE AMOUNT</u>
GENERAL COUNSEL	09/06/2024	252480	\$5,776.50
	10/04/2024	252895	\$5,881.30
	11/07/2024	253388	\$2,992.00
WATER & SEWER	09/06/2024	252479	\$560.00
LITIGATION - GENERAL	11/07/2024	253389	\$54.00
LITIGATION - UNDERGROUND EASEMENT ACQUISITION	11/07/2024	253387	\$1,890.00
LITIGATION - CLASS ACTION SEWER CLAIM			
LITIGATION - CLASS ACTION HEADLEE CLAIM	10/04/2024	252894	\$54.00
LITIGATION - VTP CARRIAGE PARK #23-1869	10/04/2024	252896	\$384.00
LITIGATION - WAYNE ENTERPRISES, LLC 324-1492	10/04/2024	252897	\$48.00
TOTAL			\$17,639.80

Porter
Approved
11/14/24

101-210-826.000

O'REILLY RANCILIO P.C.

ATTORNEYS AT LAW

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

September 06, 2024

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

Invoice No: 252480

Client No:25001
Matter No:00001
Billing Timekeeper: DPD
Billing Through:08/31/2024

DEARBORN HEIGHTS - GENERAL COUNSEL FOR PROFESSIONAL SERVICES RENDERED

08/02/24	AME	PREP FOR AUGUST 8, 2024 PLANNING COMMISSION MEETING	0.40 hrs	\$64.00
08/05/24	AME	REVISE LETTERS TO RESIDENTS RE: FORD ROAD DTE EASEMENT	0.30 hrs	\$48.00
08/07/24	AME	PREP FOR AUGUST 8, 2024 PLANNING COMMISSION MEETING	0.90 hrs	\$144.00
08/08/24	DPD	TELE. CONF. WITH MAYOR BAZZI AND M. HERNANDEZ RE: FOIA COORDINATOR REQUIREMENTS; REVIEW LAW RE: SAME	0.40 hrs	\$64.00
08/08/24	AME	PREP FOR AND ATTEND AUGUST 8, 2024 PLANNING COMMISSION MEETING	1.80 hrs	\$288.00
08/09/24	AJH	REVIEW PACKET FROM ZBA.	0.60 hrs	\$96.00
08/09/24	AM	LEGAL RESEARCH RE STATE LAW AUTHORITY TO APPOINT ASSISTANT FOIA COORDINATORS AND THE PROCESS TO DO SO	1.30 hrs	\$117.00

08/09/24	HE	LEGAL RESEARCH RE: FEDERAL LAW REQUIREMENTS FOR FOIA COORDINATORS	3.00 hrs	\$270.00
08/12/24	DPD	PREPARE LEGAL OPINION MEMORANDUM RE: FOIA COORDINATOR POSITIONS; REVIEW LAW RE: SAME; EMAIL TO MAYOR BAZZI AND M. HERNANDEZ RE: SAME	4.30 hrs	\$688.00
08/13/24	AJH	REVIEW ZBA PACKET.	0.90 hrs	\$144.00
08/14/24	DPD	REVIEW EMAIL FROM AND EMAIL TO M. HERNANDEZ AND R. FARINHA RE: FOIA REQUEST	0.30 hrs	\$48.00
08/14/24	AME	PREP FOR AUGUST 15, 2024 ZBA MEETING	2.00 hrs	\$320.00
08/14/24	AJH	REVIEW ZBA PACKET.	0.30 hrs	\$48.00
08/15/24	DPD	CONTINUED PREPARATION FOR ZBA MEETING; EMAIL TO A. DIB AND K. MCKINNON RE: SAME	2.10 hrs	\$336.00
08/15/24	AJH	PREP FOR AND ATTEND ZBA MEETING.	6.90 hrs	\$1,104.00
08/19/24	DPD	REVIEW MATERIALS FROM K. MCKINNON RE: APPEAL OF PLANNING COMMISSION DECISIONS TO ZBA; REVIEW ZONING ORDINANCE RE: SAME	0.40 hrs	\$64.00
08/20/24	AME	REVIEW DOCUMENTS RE: APPEAL TO ZBA (TONY'S CAR WASH)	1.50 hrs	\$240.00
08/21/24	DPD	REVIEW APPEAL OF FOIA REQUEST DENIAL FROM C. BLACKWELL; E-MAILS RE: SAME AND DEADLINE FOR RESPONSE; REVIEW ZONING ORDINANCE RE: AUTHORITY OF ZBA TO HEAR APPEALS FROM PLANNING COMMISSION DETERMINATIONS; ATTEND MEETING VIA MICROSOFT TEAMS RE: 25660 MICHIGAN AVENUE AND RE: FORD ROAD CAR WASH PARCELS	2.00 hrs	\$320.00

08/21/24	AME	ATTEND MEETING VIA TEAMS RE: NEXT STEPS FOR 25660 MICHIGAN AVENUE AND FORD ROAD EASEMENTS	1.00 hrs	\$160.00
08/21/24	AJH	ATTEND MEETING VIA TEAMS RE: NEXT STEPS FOR 25660 MICHIGAN AVENUE AND FORD ROAD EASEMENTS; RESEARCH ISSUE REGARDING UTILITIES CASE AS IT MAY PERTAIN TO PLATTING OR LAND DIVISION ACT	1.50 hrs	\$240.00
08/22/24	AME	BEGIN DRAFTING LEGAL MEMORANDUM TO ZBA RE: ZBA 2024-0008 AND ZBA 2024-0009	1.30 hrs	\$208.00
08/26/24	AME	CONTINUE REVIEW OF ZONING ORDINANCE (ARTICLE II)	0.30 hrs	\$48.00
08/27/24	DPD	CONTINUED PREPARATION OF LEGAL OPINION MEMORANDUM TO ZBA RE: APPEAL BY THIRD PARTIES OF PLANNING COMMISSION DECISION; REVIEW LAW RE: SAME	0.50 hrs	\$80.00
08/28/24	AME	FINALIZE LEGAL MEMORANDUM RE: APPEAL TO ZBA (CHILLBOX 9030, LLC AND DUNIA INVESTMENT LLC); EMAIL TO K. MCKINNON AND A. DIB RE: SAME	1.10 hrs	\$176.00
08/29/24	DPD	REVIEW EMAIL FROM A. DIB RE: FORD ROAD PARCELS; REVIEW EMAIL FROM AND EMAIL TO A. DIB RE: SAME; REVIEW CITY CODE RE: SPECIAL ASSESSMENT OPTIONS FOR SAME	0.80 hrs	\$128.00
08/29/24	AJH	REVIEW MEMO REGARDING APPEAL OF PLANNING COMMISSION DECISION.	0.60 hrs	\$96.00
TOTAL FEES				<u>\$5,539.00</u>
DISBURSEMENTS				
08/28/24	WESTLAW RESEARCH			\$237.50
TOTAL DISBURSEMENTS				<u>\$237.50</u>

BILLING SUMMARY

TOTAL FEES	\$5,539.00
TOTAL DISBURSEMENTS	\$237.50
TOTAL CHARGES FOR THIS INVOICE	<u>\$5,776.50</u>

To pay by AMERICAN EXPRESS, VISA or MASTERCARD: Please fill out information below and mail same to:
12900 Hall Road Suite 350 Sterling Heights, MI 48313

Name on Card: _____ Payment Amount: _____

Card No: _____

Billing Address (of Credit Card): _____

Card ID No: _____ (3 or 4 digits)

City _____ State _____ Zip _____

Expiration Date: _____

Signature: _____

Client No: 25001

Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligation set forth in the cardholder's agreement with issuer identified hereon.

Approved: 
11/14/24

25001/00001

Page 4 of 4

O'REILLY RANCILIO P.C.

ATTORNEYS AT LAW

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

October 04, 2024

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

Invoice No: 252895

Client No:25001
Matter No: 00001
Billing Timekeeper: DPD
Billing Through:09/30/2024

**DEARBORN HEIGHTS - GENERAL COUNSEL
FOR PROFESSIONAL SERVICES RENDERED**

09/03/24	DPD	REVIEW EMAIL FROM AND EMAIL TO M. HERNANDEZ ET AL. RE: FOIA APPEAL; REVIEW EMAILS AND DOCUMENTS RE: SAME	0.70 hrs	\$112.00
09/04/24	DPD	REVIEW EMAIL FROM AND EMAIL TO S. SHOCKEY RE: EXTENSION OF FOIA APPEAL RESPONSE DEADLINE; REVIEW STATUTE RE: SAME	0.20 hrs	\$32.00
09/06/24	DPD	REVIEW PROCESS FOR EASEMENT CONDEMNATION AND SPECIAL ASSESSMENTS FOR IMPROVEMENTS THEREIN	0.30 hrs	\$48.00
09/06/24	AME	REVIEW EMAIL FROM K. MCKINNON RE: NECESSITY OF PRESENCE OF APPLICANT AT PLANNING COMMISSION MEETING; REVIEW ZONING ORDINANCE AND BYLAWS RE: SAME; EMAIL TO K. MCKINNON RE: SAME; CONTINUE REVIEW OF ZONING ORDINANCE (ARTICLE II, F-L)	1.40 hrs	\$224.00
09/09/24	AME	PREP FOR SEPTEMBER 12, 2024 PLANNING COMMISSION MEETING	1.90 hrs	\$304.00
09/10/24	AME	CONTINUE PREP FOR SEPTEMBER 12, 2024	1.10 hrs	\$176.00

PLANNING COMMISSION MEETING

09/11/24	CAA	REVIEW SITE PLAN REVIEW/MORATORIUM ISSUE	0.30 hrs	\$48.00
09/11/24	DPD	PREPARE FOR PLANNING COMMISSION AND ZBA MEETINGS; REVIEW AGENDA MATERIALS RE: SAME	1.30 hrs	\$208.00
09/11/24	AME	PREPARE FOR PLANNING COMMISSION AND ZBA MEETINGS; REVIEW AGENDA MATERIALS RE: SAME	2.10 hrs	\$336.00
09/11/24	AJH	REVIEW E-MAIL CHAIN AND LETTER REGARDING ISSUE WITH SPR2023-0001.	0.30 hrs	\$48.00
09/11/24	AJH	PREPARE FOR PLANNING COMMISSION AND ZBA MEETINGS; REVIEW AGENDA MATERIALS RE: SAME.	1.30 hrs	\$208.00
09/12/24	AME	PREP FOR SEPTEMBER 12, 2024 PLANNING COMMISSION MEETING	1.20 hrs	\$192.00
09/12/24	AME	ATTEND SEPTEMBER 12, 2024 PLANNING COMMISSION MEETING	2.70 hrs	\$432.00
09/17/24	DPD	PREPARE RESPONSE LETTERS FOR MAYOR BAZZI RE: APPEAL OF FOIA DENIAL (BLACKWELL); REVIEW LAW RE: SAME; EMAIL TO MAYOR BAZZI ET AL. RE: SAME	1.70 hrs	\$272.00
09/17/24	AJH	E-MAILS REGARDING THURSDAY'S ZBA MEETING MATERIALS.	0.40 hrs	\$64.00
09/18/24	DPD	REVIEW EMAILS RE: FOIA APPEAL RESPONSE; FINALIZE MAYOR BAZZI'S RESPONSE LETTER; PREPARE TEMPLATE OF GOOD FAITH DEPOSIT FORM AND ITEMIZED FEE FORM RE: SAME; REVIEW EMAIL FROM AND EMAIL TO MAYOR BAZZI ET AL. RE: SAME	0.50 hrs	\$80.00
09/18/24	AME	PREP FOR SEPTEMBER 19, 2024 ZBA MEETING	1.10 hrs	\$176.00

09/18/24	AJH	PREPARE FOR ZBA MEETING	2.00 hrs	\$320.00
09/19/24	DPD	CONTINUED PREPARATION FOR ZBA MEETING; PREPARE RESPONSE TO FOIA FEE APPEAL FROM C. BLACKWELL; EMAIL TO MAYOR BAZZI ET AL. RE: SAME	1.70 hrs	\$272.00
09/19/24	AJH	E-MAIL REGARDING ZBA MEETING; PREPARE FOR AND ATTEND ZBA MEETING	7.10 hrs	\$1,136.00
09/20/24	DPD	REVIEW E-MAIL FROM S. SHOCKEY RE: FOIA REQUEST FOR VOTER REGISTRATION CHALLENGES LIST; REVIEW LIST RE: SAME	0.30 hrs	\$48.00
09/20/24	AME	REVIEW MATERIALS FOR OCTOBER 10, 2024 PLANNING COMMISSION MEETING	0.30 hrs	\$48.00
09/20/24	RMS	BEGIN RESEARCHING CHALLENGED VOTER REGISTRATION INFORMATION DISCLOSURE UNDER MICHIGAN LAW	1.10 hrs	\$99.00
09/23/24	RMS	RESEARCHING CHALLENGED VOTER REGISTRATION INFORMATION DISCLOSURE UNDER MICHIGAN LAW	0.60 hrs	\$54.00
09/23/24	RMS	RESEARCH MICHIGAN ELECTION LAW, CONTROLLING CASE LAW, FOIA COMPLIANCE. PREPARE REPORT OF FINDINGS AND NEXT STEPS TO BE TAKEN.	3.80 hrs	\$342.00
09/25/24	DPD	REVIEW EMAIL FROM AND EMAIL TO S. SHOCKEY RE: FOIA APPEAL FROM H. MOORE; REVIEW RELATED DOCUMENTS AND INFORMATION; BEGIN PREPARATION OF RESPONSE LETTER RE: SAME	0.80 hrs	\$128.00
09/30/24	MDK	PREPARE LETTERS RE: GREASE IN SEWER LINES FROM RESTUARANTS IN FALIS CLAIM; EMAIL CLIENT	2.00 hrs	\$320.00
09/30/24	DPD	CONTINUED PREPARATION OF RESPONSE FOR	0.90 hrs	\$144.00

MAYOR TO FOIA REQUEST FROM H. MOORE FOR
EMPLOYEE RECORDS; EMAIL TO M. HERNANDEZ
AND S. SHOCKEY RE: SAME; CONTINUED REVIEW
OF FOIA REQUEST FOR CHALLENGED VOTER
INFORMATION; REVIEW EMAIL FROM AND EMAIL
TO S. SHOCKEY RE: SAME

TOTAL FEES

\$5,871.00

DISBURSEMENTS

09/11/24 WESTLAW RESEARCH

\$10.30

TOTAL DISBURSEMENTS

\$10.30

BILLING SUMMARY

TOTAL FEES

\$5,871.00

TOTAL DISBURSEMENTS

\$10.30

TOTAL CHARGES FOR THIS INVOICE

\$5,881.30

STATEMENT OF ACCOUNT

Our records indicate the following invoices are outstanding on this matter:

INVOICE NO:	INVOICE DATE:	BILLED AMOUNT	AMOUNT DUE
252480	09/06/2024	\$5,776.50	\$5,776.50
Current Invoice	10/04/2024	\$5,881.30	\$5,881.30
TOTAL AMOUNT OUTSTANDING			<u>\$11,657.80</u>

To pay by AMERICAN EXPRESS, VISA or MASTERCARD: Please fill out information below and mail same to:
12900 Hall Road Suite 350 Sterling Heights, MI 48313

Name on Card: _____

Payment Amount: _____

Card No: _____

Billing Address (of Credit Card): _____

Card ID No: _____ (3 or 4 digits)

City _____ State _____ Zip _____

Expiration Date: _____

Signature: _____

Client No: 25001

Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligation set forth in the cardholder's agreement with issuer identified hereon.

Ant Jant
Approved 11/14/24
25001 / 00001

Page 4 of 4

O'REILLY RANCILIO P.C.

ATTORNEYS AT LAW

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

November 07, 2024

Invoice No: 253388

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

Client No:25001
Matter No: 00001
Billing Timekeeper: DPD
Billing Through:10/31/2024

DEARBORN HEIGHTS - GENERAL COUNSEL

FOR PROFESSIONAL SERVICES RENDERED

10/01/24	DPD	REVIEW EMAIL FROM AND EMAIL TO MAYOR BAZZI AND R. FARINHA RE: C. BLACKWELL EMAILS	0.20 hrs	\$32.00
10/02/24	DPD	FINALIZE RESPONSE FOR MAYOR BAZZI TO FOIA FEE APPEAL FROM C. BLACKWELL; EMAIL TO MAYOR BAZZI, R. FARINHA, M. HERNANDEZ, AND S. SHOCKEY RE: SAME	0.30 hrs	\$48.00
10/04/24	DPD	REVIEW PERSONNEL RECORDS FOR FOIA REDACTIONS; REVIEW EMAIL FROM AND EMAIL TO M. HERNANDEZ AND C. EGGLEY RE: SAME	2.00 hrs	\$320.00
10/04/24	AME	PREP FOR OCTOBER 10, 2024 PLANNING COMMISSION MEETING	1.50 hrs	\$240.00
10/08/24	DPD	CONTINUED PREPARATION FOR PLANNING COMMISSION MEETING	0.80 hrs	\$128.00
10/08/24	AME	PREP FOR OCTOBER 10, 2024 PLANNING COMMISSION MEETING	0.80 hrs	\$128.00
10/09/24	AME	PREP FOR OCTOBER 10, 2024 PLANNING COMMISSION MEETING	0.80 hrs	\$128.00
10/10/24	DPD	REVIEW EMAIL FROM AND EMAIL TO K. MCKINNON RE: INQUIRIES FROM H. FAKHOURY; REVIEW EMAIL FROM AND EMAIL TO R. FARINHA ET AL. RE: INQUIRIES FROM C. BLACKWELL	0.50 hrs	\$80.00
10/10/24	AME	PREP FOR AND ATTEND OCTOBER 10, 2024 PLANNING COMMISSION MEETING	4.50 hrs	\$720.00
10/10/24	AJH	E-MAIL FROM K. MCKINNON REGARDING QUESTIONS FROM HAKIM FAKHOURY; REVIEW ISSUE REGARDING FAKHOURY QUESTIONS	0.40 hrs	\$64.00
10/15/24	AJH	PREPARE FOR ZBA MEETING	0.60 hrs	\$96.00
10/17/24	DPD	CONTINUED PREPARATION FOR ZBA MEETING	0.80 hrs	\$128.00
10/17/24	AJH	PREPARE FOR AND ATTEND ZBA MEETING	5.20 hrs	\$832.00
10/29/24	DPD	REVIEW EMAIL FROM AND EMAIL TO S. SHOCKEY	0.30 hrs	\$48.00

RE: FOIA REQUEST FOR POLICE REIMBURSEMENT
REPORTS; REVIEW FOIA EXEMPTION FOR OFFICER
NAMES RE: SAME

TOTAL FEES

\$2,992.00

BILLING SUMMARY

TOTAL FEES

\$2,992.00

TOTAL CHARGES FOR THIS INVOICE

\$2,992.00

STATEMENT OF ACCOUNT

Our records indicate the following invoices are outstanding on this matter:

INVOICE NO:	INVOICE DATE:	BILLED AMOUNT	AMOUNT DUE
252480	09/06/2024	\$5,776.50	\$5,776.50
252895	10/04/2024	\$5,881.30	\$5,881.30
Current Invoice	11/07/2024	\$2,992.00	\$2,992.00
TOTAL AMOUNT OUTSTANDING			<u>\$14,649.80</u>

To pay by AMERICAN EXPRESS, VISA or MASTERCARD: Please fill out information below and mail same to:
12900 Hall Road Suite 350 Sterling Heights, MI 48313

Name on Card: _____

Payment Amount: _____

Card No: _____

Billing Address (of Credit Card):

Card ID No: _____ (3 or 4 digits)

City _____ State _____ Zip _____

Expiration Date: _____

Signature: _____

Client No: 25001

Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligation set forth in the cardholder's agreement with issuer identified hereon.


Approved
11/14/24

O'REILLY RANCILIO P.C.

ATTORNEYS AT LAW

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

September 06, 2024

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

Invoice No: 252479

Client No:25001
Matter No: 00003
Billing Timekeeper: DPD
Billing Through:08/31/2024

DEARBORN HEIGHTS - WATER & SEWER

FOR PROFESSIONAL SERVICES RENDERED

08/16/24	MDK	REVIEW STATUS OF ALL BACKUP CLAIMS; PREPARE FOLLOW-UP LETTERS TO RESIDENTS.	2.50 hrs	\$400.00
08/21/24	MDK	REVIEW PAUL FALIS SEWER BACK UP RESPONSES	1.00 hrs	\$160.00
TOTAL FEES				<u>\$560.00</u>

BILLING SUMMARY

TOTAL FEES	\$560.00
TOTAL CHARGES FOR THIS INVOICE	<u>\$560.00</u>

Approved
Paul Falis
11/14/24

O'REILLY RANCILIO P.C.

ATTORNEYS AT LAW

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

November 07, 2024

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

Invoice No: 253389

Client No:25003
Matter No: 00001
Billing Timekeeper: DPD
Billing Through:10/31/2024

DEARBORN HEIGHTS - LITIGATION / GENERAL

FOR PROFESSIONAL SERVICES RENDERED

10/18/24	DPD	REVIEW INFORMATION FROM MAYOR BAZZI RE: POTENTIAL EVICTION CASES; REVIEW EMAIL FROM AND EMAIL TO R. FARINHA AND MAYOR BAZZI RE: SAME	0.30 hrs	\$54.00
TOTAL FEES				\$54.00

BILLING SUMMARY

TOTAL FEES	\$54.00
TOTAL CHARGES FOR THIS INVOICE	<u>\$54.00</u>

To pay by AMERICAN EXPRESS, VISA or MASTERCARD: Please fill out information below and mail same to:
12900 Hall Road Suite 350 Sterling Heights, MI 48313

Name on Card: _____

Payment Amount: _____

Card No: _____

Billing Address (of Credit Card): _____

Card ID No: _____ (3 or 4 digits)

City _____ State _____ Zip _____

Expiration Date: _____

Signature: _____

Client No: 25003

Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligation set forth in the cardholder's agreement with issuer identified hereon.

O'REILLY RANCILIO P.C.

ATTORNEYS AT LAW

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

October 04, 2024

Invoice No: 252894

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

Client No:25003
Matter No: 00005
Billing Timekeeper: DPD
Billing Through:09/30/2024

DEARBORN HEIGHTS - LITIGATION / CLASS ACTION HEADLEE CLAIM
FOR PROFESSIONAL SERVICES RENDERED

09/23/24	NDP	ATTEND STATUS CONFERENCE WITH JUDGE VIA ZOOM	0.30 hrs	\$54.00
TOTAL FEES				<u>\$54.00</u>

BILLING SUMMARY

TOTAL FEES	\$54.00
TOTAL CHARGES FOR THIS INVOICE	<u>\$54.00</u>

To pay by AMERICAN EXPRESS, VISA or MASTERCARD: Please fill out information below and mail same to:
12900 Hall Road Suite 350 Sterling Heights, MI 48313

Name on Card: _____

Payment Amount: _____

Card No: _____

Billing Address (of Credit Card): _____

Card ID No: _____ (3 or 4 digits)

City _____ State _____ Zip _____

Expiration Date: _____

Signature: _____

Client No: 25003

Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligation set forth in the cardholder's agreement with issuer identified hereon.

O'REILLY RANCILIO P.C.

ATTORNEYS AT LAW

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

November 07, 2024

Invoice No: 253387

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

Client No:25003
Matter No: 00006
Billing Timekeeper: DPD
Billing Through:10/31/2024

DEARBORN HEIGHTS - LITIGATION - UNDERGROUND EASEMENT ACQUISITION

FOR PROFESSIONAL SERVICES RENDERED

10/16/24	DPD	PREP FOR AND ATTEND MEETING WITH R. FARINHA AND A. DIB RE: EVANGELINE AND KINMORE UNDERGROUND EASEMENT ACQUISITION	1.30 hrs	\$234.00
10/16/24	MDK	PREP FOR AND ATTEND MEETING WITH R. FARINHA AND A. DIB RE: EVANGELINE AND KINMORE UNDERGROUND EASEMENT ACQUISITION	1.00 hrs	\$180.00
10/16/24	AME	PREP FOR AND MEET WITH R. FARINHA AND A. DIB RE: EVANGELINE AND KINMORE UNDERGROUND EASEMENT ACQUISITION	1.00 hrs	\$180.00
10/16/24	AJD	PREPARE FOR AND MEET WITH R. FARINHA AND A. DIB RE: EVANGELINE AND KINMORE UNDERGROUND EASEMENT ACQUISITION	1.30 hrs	\$234.00
10/16/24	AJH	PREPARE FOR AND MEET WITH R. FARINHA AND A. DIB REGARDING EVANGELINE AND KINMORE UNDERGROUND EASEMENT ACQUISITION; FOLLOW UP E-MAIL REGARDING TASKS FOR SAME	1.90 hrs	\$342.00
10/16/24	RMS	PREP FOR AND MEET WITH R. FARINHA AND A. DIB RE: EVANGELINE AND KINMORE UNDERGROUND EASEMENT ACQUISITION	1.00 hrs	\$90.00
10/25/24	AME	REVIEW AND REVISE GOOD FAITH OFFER LETTER AND RESOLUTION	1.40 hrs	\$252.00
10/25/24	AJH	E-MAILS REGARDING DRAFT RESOLUTIONS AND GOOD FAITH OFFER LETTER; DRAFT SAMPLE RESOLUTIONS AND GOOD FAITH OFFER LETTER	2.10 hrs	\$378.00

TOTAL FEES

\$1,890.00

BILLING SUMMARY

TOTAL FEES

\$1,890.00

TOTAL CHARGES FOR THIS INVOICE

\$1,890.00

To pay by AMERICAN EXPRESS, VISA or MASTERCARD: Please fill out information below and mail same to:
12900 Hall Road Suite 350 Sterling Heights, MI 48313

Name on Card: _____

Payment Amount: _____

Billing Address (of Credit Card):

Card No: _____

Card ID No: _____ (3 or 4 digits)

City _____ State _____ Zip _____

Expiration Date: _____

Signature: _____

Client No: 25003

Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligation set forth in the cardholder's agreement with issuer identified hereon.

John F. [Signature]
Approved 11/14/24

25003/00006

Page 2 of 2

Page 65 of 487

O'REILLY RANCILIO P.C.

ATTORNEYS AT LAW

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

October 04, 2024

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

Invoice No: 252896

Client No:25004
Matter No: 00012
Billing Timekeeper: DPD
Billing Through:09/30/2024

DEARBORN HEIGHTS MTT VTP CARRIAGE PARK #23-1869

FOR PROFESSIONAL SERVICES RENDERED

09/19/24	MDK	RECEIPT OF PETITIONER'S VALUATION DISCLOSURE AND PREHEARING STATEMENT	0.70 hrs	\$112.00
09/19/24	MDK	PREPARE AND FILE PREHEARING STATEMENT; RECEIPT OF DOCUMENTS FROM CLIENT.	1.20 hrs	\$192.00
09/20/24	MDK	PREPARE AND FILE AMENDED PREHEARING STATEMENT ADDING J. WIDMER.	0.50 hrs	\$80.00

TOTAL FEES	<u>\$384.00</u>
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BILLING SUMMARY

TOTAL FEES	\$384.00
TOTAL CHARGES FOR THIS INVOICE	<u>\$384.00</u>

To pay by AMERICAN EXPRESS, VISA or MASTERCARD: Please fill out information below and mail same to:
12900 Hall Road Suite 350 Sterling Heights, MI 48313

Name on Card: _____

Payment Amount: _____

Billing Address (of Credit Card):

Card No: _____

Card ID No: _____ (3 or 4 digits)

City _____ State _____ Zip _____

Expiration Date: _____

Signature: _____

Client No: 25004

Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligation set forth in the cardholder's agreement with issuer identified hereon.

Int'l
Approved 11/14/24

25004/00012

Page 2 of 2

O'REILLY RANCILIO P.C.

ATTORNEYS AT LAW

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

October 04, 2024

Invoice No: 252897

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

Client No:25004
Matter No:00013
Billing Timekeeper: DPD
Billing Through:09/30/2024

WAYNE ENTERPRISES, LLC 324-1492, DEARBORN HEIGHTS MTT
FOR PROFESSIONAL SERVICES RENDERED

09/16/24	MDK	RECEIPT OF GENERAL CALL AND ORDER OF PROCEDURE	0.30 hrs	\$48.00
TOTAL FEES				<u>\$48.00</u>

BILLING SUMMARY

TOTAL FEES	\$48.00
TOTAL CHARGES FOR THIS INVOICE	<u>\$48.00</u>

To pay by AMERICAN EXPRESS, VISA or MASTERCARD: Please fill out information below and mail same to:
12900 Hall Road Suite 350 Sterling Heights, MI 48313

Name on Card: _____

Payment Amount: _____

Card No: _____

Billing Address (of Credit Card): _____

Card ID No: _____ (3 or 4 digits)

City _____ State _____ Zip _____

Expiration Date: _____

Signature: _____

Client No: 25004

Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligation set forth in the cardholder's agreement with issuer identified hereon.

Todd Russell Fertano Esq.
 Mohammed Arsem Hacoer Esq.
 Adam G. Clements Esq.
 Robert Gross Esq.
 Joshua Thomas Esq.
 Jeremy Bowie Esq.
 Edward Martell Esq.
 Ken Wilson Esq. - *Of Counsel*
 James Stump Esq. - *Of Counsel*
 Hon. Margie R. Braxton, *ret'd*



FORD BUILDING
 615 GRISWOLD SUITE 400
 DETROIT, MICHIGAN 48226

313.964.1702 OFFICE
 313.964.1980 FAX

September 3, 2024

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

Re: Invoice No. 12 - Invoice for Legal Services August 2024

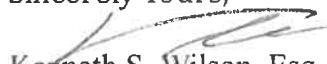
Date	DESCRIPTION	HOURS	AMOUNT (\$150.00/hr)	LAWYER
8/02	Review value of a Patrol Officer exhibit, review pension valuation, phone conv. with Union, text Union re grievances, phone General Counsel.	2.0	\$300.00	KSW
8/08	Further analysis of proposals received from Patrol union, review Patrol Grievances, email HR Director for additional information, prepare and send request for supplemental valuation to Plan Actuary, contacts with HR director, emails pension information.	3.50	\$525.00	KSW
8/09	Emails re Command, Kasalis TPOAM grievance, conv. with Plan Actuary, Conf. Call with D. Lamontaine, re TPOAM grievance, review TPOAM arbitration provisions, contact client re TPOAM request.	2.0	\$300.00	KSW
8/13	Phone conversation with Plan Actuary, review correspondence from Actuary, email correspondence to client with explanation.	1.0	\$150.00	KSW
8/15	Contacts with Police unions, client.	.50	\$75.00	KSW
8/22	Contacts with Chief, Swope X 2, re COAM grievances Detective Bureau issues, , respond to TPOAM request to modify arbitration provisions of the CBA, review Twadzik grievance, emails General Counsel.	4.0	\$600.00	KSW
8/23	Phone calls union, texts with client.	.50	\$75.00	KSW
8/27	Conf. call with client re Civil Service issue, COAM grievances.	.50	\$75.00	KSW

8/28	Conf. call with client, review Civil Service Rules, materials , emails	.50	\$75.00	KSW
8/29	Conf. calls with Mayor, re resolution of COAM grievance, contacts with Union, discuss Grievance settlement outline with client.	1.50	\$225.00	KSW
8/30	Phone Calls with Command re Grievance settlement, phone calls with client , discuss possible revised Grievance settlement proposal.	2.0	\$300.00	KSW
8/31	Conf. call with Chief, text General Counsel.	.50	\$75.00	KSW
	TOTAL FEES	18.5	\$2,775.00	KSW

Total Due for this Invoice:

\$2,775.00

Sincerely Yours,


Kenneth S. Wilson, Esq.

*Approved
Jm A. Foul
11/21/24*

Todd Russell Perkins Esq.
Adam P. Clements Esq.
Robert Gross Esq.
Martin Srope Esq.
Kaye Hickman Esq.
Justin Andrews Esq.
Ken Wilson Esq. - Of Counsel
Hon. Margie F. Braxton Esq.



FORD BUILDING
615 GRISWOLD SUITE 400
DETROIT, MICHIGAN 48226

313.964.1702 OFFICE
313.964.1980 FAX

October 1, 2024

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

Re: Invoice No. 13 - Invoice for Legal Services September 2024

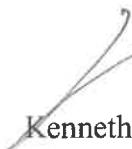
Date	DESCRIPTION	HOURS	AMOUNT (\$150.00/hr)	LAWYER
9/3/2024	Phone calls wi. K. Swope x 2, Union x 2, General counsel, revise proposal to resolve Detective bureau staffing and other issues.	3.50	\$525.00	KSW
9/4/2024	Prep for and attend Grievance settlement discussions, meet with client, conf. call with Chief Swope.	4.50	\$675.00	KSW
9/6/2024	Emails, text messages with General Counsel	1.00	\$150.00	KSW
9/10/2024	Emails, phone chief Swope, Union.	0.50	\$75.00	KSW
9/12/2024	Review 9/4 promotional agreement ,proposals from COAM ,begin drafting comprehensive TA.	3.50	\$525.00	KSW
9/13/2024	Conf. call with General Counsel, draft, revise and finalize a proposal for a successor CBA.	4.50	\$675.00	KSW
9/16/2024	Prepare for a meeting re Command bargaining, draft an agreement modifying Patrol uniform provisions.	3.00	\$450.00	KSW
9/17/2024	Prep for and attend meeting re COAM bargaining, review arbitration language sent by POAM.	4.50	\$675.00	KSW
9/18/2024	Revise MOU with Patrol re Uniform Allowance, phone call to Union, review Email re Patrol grievance.	1.50	\$225.00	KSW
9/19/2024	Finalize three alternative potential package proposals for review by client, send to client with explanation.	3.50	\$525.00	KSW
9/23/2024	Revise proposals to COAM, draft and send these to client. 3 conf. calls with client, review exhibit showing the value of a Command officer's retirement, prep for and organize exhibits for bargaining.	4.50	\$675.00	KSW
9/24/2024	Attend bargaining with Command, meet with HR Director, contact with Union, review Court time proposal.	4.00	\$600.00	KSW

9/30/2024	Review notes from Command bargaining session, revise proposal, review and compare Fire and Command pension provisions , conf. call with Chief, General Counsel, review again Director CBA provisions, Charter, Executive Branch provisions.	3.00	\$450.00	
	TOTAL FEES	41.50	\$6225.00	KSW

Total Due for this Invoice:

\$6,225.00

Sincerely Yours,


Kenneth S. Wilson, Esq.

Approved
[Signature] 11/21/24



Plante & Moran, PLLC
3000 Town Center
Suite 100
Southfield, MI 48075
Tel: +1 (248) 352-2500

INVOICE

City of Dearborn Heights
6045 Fenton
Dearborn Heights, MI 48127

Date: 11/04/2024
Client No: 1001975
Invoice No: 10324030
Page: 1

For Professional Services Rendered

For fees related to PMGAP University for the period October 2024 - September 2025.	1,500.00
Balance Due	\$1,500.00 USD

101-223-962.000
12/4/2024 *[Signature]*

Remittance Information:

Check:

Plante & Moran PLLC
16060 Collections Center
Drive
Chicago, IL 60693

Bank
Routing/ABA#
Bank Address

Account Number
Account Name

Wire Transfer:

Bank of America
026009593
222 Broadway
New York, NY 10038

9890996003
Plante & Moran, PLLC

ACH:

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

9890996003
Plante & Moran, PLLC



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



PRIORITY
INNOVATE ★ OPERATE
www.prioritywaste.com

Invoice

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

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

Invoice # INV618751
Account # PW00016714
Date: 11/15/2024
Master PO #
Payment Type: All
Payment Term: 30 Days Net
Due Date: 12/15/2024

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

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

ORD19676	12/01/2024 to 12/31/2024	Monthly Waste Service Municipality 95 GAL Cart/Bin			10.08	22,904.0000	230,872.32	230,872.32
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Payments to: Priority Waste, LLC 45000 River Ridge Drive, Suite # 200 Clinton Township, MI 48038		Invoice Totals
	Subtotal	230,872.32
	Tax	0.00
	Current Charges	230,872.32

 11/19/2024
101-200-810.000

----- ✂ -----

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

By paying this invoice, Customer agrees to be bound by the terms and conditions of the Service Agreement posted at www.PriorityWaste.com

Invoice #: INV618751
Date: 11/15/2024
Account #: PW00016714

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

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

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

Invoice

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

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
7735	11/27/2024	\$4,034.43	12/01/2024	Due on receipt	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
PostageActual	Actual Postage for Month of: November, 2024			1,534.43
PostageAverage	Postage Average for Month of: December, 2024			2,500.00
	SUBTOTAL			4,034.43
	TAX			0.00
	TOTAL			4,034.43
	BALANCE DUE			\$4,034.43

OK to pay
101-200-868-000
Madkins
12-4-24

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

Invoice

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

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSURE
7729	10/31/2024	\$4,522.26	11/01/2024	Due on receipt	
SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	
PostageActual	Actual Postage for Month of: October, 2024			2,022.26	
PostageAverage	Postage Average for Month of: November, 2024			2,500.00	
SUBTOTAL				4,522.26	
TAX				0.00	
TOTAL				4,522.26	
BALANCE DUE				\$4,522.26	

OK to pay
101-200-728-000
MAdkins
11-5-24

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

Invoice

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

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSURE
7728	10/31/2024	\$7,684.00	11/01/2024	Due on receipt	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Data Processing	Data Processing Services for the Month of: October, 2024		\$5360 \$136-818	4,500.00
Lein/Sos	LEIN/SOS Access Charge for the Month of: October, 2024			800.00
ETicket	E-Ticket Process for the Month of: October, 2024	9	20.00 \$680	180.00
Maintenance - JDW	Electronic process to Michigan JDW	0	\$136-804	250.00
Set Aside	Electronic MSP Set Aside process	0		250.00
Hearing Notices	Hearing Notices	3.50	240.00	840.00
Default Notices	Default Notice Mailers	1.40	240.00 \$1764	336.00
14Day Notices	14-Day Notice Mailers	1	240.00 \$136-728	240.00
Free Form Notices	Free Form Court Notice Mailers	1.20	240.00	288.00
SUBTOTAL				7,684.00
TAX				0.00
TOTAL				7,684.00
BALANCE DUE				\$7,684.00

OK to pay
Michelle Adkins
11-5-24

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

Invoice

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

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSURE
7734	11/27/2024	\$7,684.00	12/01/2024	Due on receipt	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Data Processing	Data Processing Services for the Month of: November, 2024		<u>\$5300</u>	4,500.00
Lein/Sos	LEIN/SOS Access Charge for the Month of: November, 2024		<u>#130-818</u>	800.00
ETicket	E-Ticket Process for the Month of: November, 2024	9	20.00	180.00
Maintenance - JDW	Electronic process to Michigan JDW		<u>#680</u>	250.00
Set Aside	Electronic MSP Set Aside process		<u>#130-804</u>	250.00
Hearing Notices	Hearing Notices	3.50	240.00	840.00
Default Notices	Default Notice Mailers	1.40	240.00	336.00
14Day Notices	14-Day Notice Mailers	1	240.00	240.00
Free Form Notices	Free Form Court Notice Mailers	1.20	240.00	288.00
SUBTOTAL				7,684.00
TAX				0.00
TOTAL				7,684.00
BALANCE DUE				\$7,684.00

OK to pay
Michelle Adkins
12-4-24

**Saad Law,
PLLC**

INVOICE

Invoice: 22

Date: 11/30/24

To:

City of Dearborn Heights

6045 Fenton St.

Dearborn Heights, MI
48127

DATE	DESCRIPTION OF SERVICE	TIME SPENT	QUANTITY UNIT	AMOUNT
11/05/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	3 Hrs. 19 Mins.	3.3	\$495.00
11/05/2024	Attended ordinance case docket, reviewed case files, drafted plea offers	2 Hrs. 06 Mins.	2.1	\$315.00
11/07/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	2 Hrs. 50 Mins.	2.8	\$420.00
11/07/2024	Attended ordinance case docket, reviewed	2 Hrs. 04 Mins.	2.0	\$300.00

	case files, drafted plea offers			
11/12/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	2 Hrs. 51 Mins.	2.8	\$420.00
11/12/2024	Attended ordinance case docket, reviewed case files, drafted plea offers	2 Hrs. 09 Mins.	2.1	\$315.00
11/14/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	2 Hrs. 21 Mins.	2.3	\$345.00
11/14/2024	Attended ordinance case docket, reviewed case files, drafted plea offers	2 Hrs. 01 Min.	2.0	\$300.00
11/15/2024	Reviewed mtn to set aside pleas, legal research, began drafting response to mtn to set aside pleas	1 Hr. 04 Mins.	1.0	\$150.00
11/19/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	3 Hrs. 10 Mins.	3.1	\$465.00

11/19/2024	Attended ordinance case docket, reviewed case files, drafted plea offers	1 Hr. 52 Mins.	1.8	\$270.00
11/21/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	2 Hrs. 44 Mins.	2.7	\$405.00
11/21/2024	Edited response to mtn to set aside pleas, attended ordinance case docket, reviewed case files, drafted plea offers	2 Hrs. 28 Mins.	2.4	\$360.00
11/22/2024	Attended arraignments, reviewed case files, drafted plea offers	3 Hrs. 11 Mins.	3.1	\$465.00
11/25/2024	Attended arraignments, attended civil infraction conferences, reviewed mtn to suppress, began drafting response to mtn to suppress, reviewed discovery	3 Hrs. 29 Mins.	3.4	\$510.00
11/25/2024	Reviewed mtn to suppress, drafted response to mtn to suppress, reviewed discovery, legal research	1 Hr. 40 Mins.	1.6	\$240.00
11/26/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	3 Hrs. 21 Mins.	3.3	\$495.00

11/26/2024	Attended ordinance docket, reviewed case files, drafted plea offers	2 Hrs. 03 Mins.	2.0	\$300.00
	TOTAL			\$6,570.00

Please make check payable to Saad Law, PLLC

Thank you.

Approved
Rafael 12/3/24



5671 Trumbull
Detroit, MI 48208

Invoice

Date	Invoice #
11/20/2024	5266

Bill To
City of Dearborn Heights 6045 Fenton Dearborn Heights, MI 48127

Permit No.		Location	
		Dearborn Heights	
Quantity	Description	Rate	Amount
1	Tree Trimming Work Performed WE 11/17/2024	1,925.00	1,925.00
GL # 101-440-818.000			
		<i>[Signature]</i>	11/22/24
		Total	\$1,925.00



5671 Trumbull
Detroit, MI 48208

Invoice

Date	Invoice #
11/14/2024	5247

Bill To
City of Dearborn Heights 6045 Fenton Dearborn Heights, MI 48127

Permit No.		Location	
		Dearborn Heights	
Quantity	Description	Rate	Amount
1	Tree Trimming 11/10/2024	3,850.00	3,850.00
GL # 101-440-818.000			
		Sh Di 11/22/24	
		Total	3,850.00

WK Ending	11/10/2024	Billing To: Rod Munroe	munroe@d.dearborn-heights.mi.us	Dearborn Heights
-----------	------------	------------------------	---------------------------------	------------------

City of Dearborn Heights Tree-Stump Removal/Trimming Billing

LABOR DATE	TREE/STUMP REMOVAL BILLING ADDRESS / LOCATIONS / REMARKS	Tree Removals				Tree Trimming		Stump Removal
		Regular MAINT		Emergency		Regular	Emergency	Regular
		12"-36" QTY	36"+ QTY	12"-36" QTY	36"+ QTY	Any Size QTY	Any Size QTY	Any Size QTY
11/4/2024	6701 Rockdale							1
	20530 Brooklawn							1
	8443 Riverview							1
	8308 Wormer							1
	Dwight/ Midway In Island							1
11/5/2024	26917 Clarview							1
	27132 Simone							1
	26211 Simone							1
	26654 Simone							1
	27072 Simone							1
	27131 Timbertrail							1
11/6/2024	20438 Williamsburg							1
	23325 Tireman							1
	20608 Ann Arbor Trail							1
	6101 Burger							1
	23299 Meadlawn							1
	23302 Meadlawn							1
	8330 Centralia							1
	6592 Gulley							1
	6531 Highland							1
	5902 Burger							1
	5912 Burger							1
TOTAL QUANTITY		0	0	0	0	0	0	22
TOTAL \$-Billing		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,850.00

Robert Conrad rconrad@ci.dearborn-heights.mi.us
Robert Conrad rconrad@ci.dearborn-heights.mi.us

Total \$3,850.00



5671 Trumbull
Detroit, MI 48208

Invoice

Date	Invoice #
10/31/2024	5194

Bill To
City of Dearborn Heights 6045 Fenton Dearborn Heights, MI 48127

Permit No.		Location	
		Dearborn Heights	
Quantity	Description	Rate	Amount
1	Tree Trimming performed WE 10/20/2024	4,200.00	4,200.00
GL # 101-440- 818.000		[Signature] 11/22/24	
		Total	\$4,200.00

Approved for the Agenda of:	REFERRED BACK TO ADMINISTRATION
12/10/2024	Motion No. 24-538

7.A.



Mayor's Office

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Ali Dib, City Engineer

DATE: December 3, 2024

RE: City Engineer Dib - Bid Award - Sale of City-Owned Properties

Honorable Council:

Attached please find the results of the requested solicitation for brokerage services to address the sale of city owned property. I am recommending to award the contract to the most qualified proposer which is Sunflower Realty.

Sincerely,
Ali M. Dib, P.E.

Attachments:

1. Sale of City Owned Properties
2. Sunflower Realty Proposal - RFP Dearborn Heights - Brokerage Services City Owned Properties
3. Sunflower Realty Pricing Proposal - RFP Dearborn Heights - Brokerage Services City Owned Properties
4. ARGREALTY Resume
5. ARGREALTY BROKERS LICENSE 2021 25
6. Century21CurranOberski City of Dearborn Heights RFP
7. ResoluteRealty
8. REAL ESTATE ONE DEARBORN HEIGHTS BROKERAGE SERVICE BID
9. RemaxTeam2000 final packg submt 091924
10. RemaxTeam2000 pricing
11. City of Dearborn Heights - RFP Brokerage Services
12. The Signature Group - Part 2
13. The Signature Group - Part 3
14. The Signature Group - Pricing
15. The Signature Group - Part 1
16. KWLegacy DH RFP Application Michael Phillips -compressed
17. MorningStarEquitiesLLCBROKERAGE SERVICES - Dearborn Heights
18. ARGREALTY DBN HTS SERVICES
19. ARGREALTY E _ O and General liability 2023-24
20. ARGREALTY narrative

SALE OF CITY OWNED PROPERTIES

Option 1 (Auction)

- Bidcorp.com - \$0 to City
8% buyer fee
- Biddergy LLC – 3% Seller fee
- Chuck Cryderman + Associates - \$0 to City
7% buyer fee (Real Estate)
10% fee (miscellaneous)

Option 2 (Brokerage Services)

- Sunflower Realty – 2% fee (Good work plan)
- Real Estate One – 2.5% Fee + Transfer Tax+
Revenue stamp+ Title policy (Weak work plan)
- KW Legacy – 3% fee (Very good work plan)
- Century 21 – 3% fee (Good work plan)
- Resolute Realty – 4% fee (Ok work plan)
- Morningstar Equities – 4.5% fee (OK work plan)
- The Signature Group – 5% (Good work plan)
- Remax Ledging Edge – 5% fee (Good work plan)
- Remax Team 2000 – 5% (Ok work plan)
- ARG Realty – 6% fee (No work plan)



SUNFLOWER
REALTY

Proposal Plan

RFP

City of Dearborn Heights

Brokerage Services for the sale of city owned properties

PROJECT NUMBER 2024-0010

Mariam Khalaf, Broker

835 Mason Street

Suite D175

Dearborn MI 48124

(313) 747-0700

(313) 377-8400

mariamsestate@aol.com

www.mariamkhalaf.com



Sunflower Realty
835 Mason St - Suite D175
Dearborn MI 48124
313.747.0700

August 28, 2024

To Whom It May Concern,

Sunflower Realty is excited to submit a proposal for the opportunity to list and market properties for the City of Dearborn Heights. With 28 years of experience in the real estate industry, I am confident that I can contribute valuable insights and expertise to your team. Sunflower Realty has the expertise and track record to successfully execute this important task. As a locally owned and operated real estate brokerage, we take pride in our ability to understand the unique needs and goals of the City of Dearborn Heights and its residents.

As a licensed real estate broker, I have a deep understanding of the local market and have built strong relationships with buyers, sellers, and other professionals in the industry. My proven track record of successfully listing and selling properties with a commitment to providing the highest level of service.

If given the opportunity to list properties for the city of Dearborn Heights, I would bring the following skills and expertise to the table:

1. Expertise in property valuation: With my extensive experience in the local market, I can provide accurate and reliable property valuations to ensure that properties are listed at the appropriate price.

2. Strategic marketing skills: I have a deep understanding of effective marketing strategies for real estate properties, including online and offline marketing, social media marketing, and more.

3. Negotiation skills: I have a proven track record of successful negotiations, which allows me to secure the best possible deal for my clients.

4. A strong network: I have built a strong network of industry professionals, including mortgage lenders, inspectors, and contractors, which allows me to provide my clients with comprehensive and reliable services.

If awarded the opportunity to list properties for the city of Dearborn Heights, I would work tirelessly to ensure that every property is listed and marketed effectively and that every client is satisfied with their experience. Sunflower Realty is confident that our experience and expertise make us the ideal partner for the City of Dearborn Heights. We look forward to the opportunity to discuss our proposal in more detail and answer any questions you may have.

Thank you for your consideration. I look forward to the opportunity to discuss this further.

Sincerely,

Mariam Khalaf, Broker / Owner

Purpose

Sunflower Realty is applying for the bid to list properties for the City of Dearborn Heights, leveraging our experience of 28 years in the industry to provide exceptional real estate services to our clients. We provide our real estate services and tools with an extensive customer service and sales experience. We meet the expected objectives of the city to sell residential properties. We assist and provide an outstanding service with the listing and selling process for the project. We assist and provide an outgoing sales experience for the project and assist with bringing in the best revenue possible for the project.

Our purpose at Sunflower Realty is to provide exceptional real estate services to our clients, and we believe that this opportunity aligns perfectly with our mission. Our team is committed to delivering high-quality, professional services that exceed our clients' expectations. As a locally owned and operated real estate brokerage, we take pride in our ability to understand the unique needs and goals of the City of Dearborn Heights and its residents.

Objective

Our objective is to work closely with the City of Dearborn Heights to ensure that all properties are marketed effectively and sold quickly and efficiently. We will focus on providing exceptional service to our clients and maximizing their return on investment.

About Me

As the founder of Sunflower Realty, I have been a Broker/Realtor for 28 years and have extensive experience in the industry. My focus has always been on building strong relationships with my clients, providing personalized service, and staying up to date with the latest trends and technologies in the industry. With the exceeding years of experience in the real estate industry and a deep understanding of the Dearborn Heights market, I am confident that I can provide the city with unparalleled expertise and support in listing their properties. As a local brokerage, we are deeply invested in the success of the community and take pride in our role as a trusted advisor and partner to our clients. By listing with Sunflower Realty, the city can rest assured that they will receive personalized attention, innovative marketing strategies, and a seamless transaction experience. We are committed to leveraging our expertise and resources to ensure that the city's properties are showcased to their fullest potential and achieve the highest possible value.

We provide you with service that is professional, courteous and responsive towards helping you sell or buy your property. We bring a wealth of knowledge on local communities, current market conditions, and property selling and buying process. Our brokerage services guarantee full commitment to provide you with excellent services. We consult and coordinate with our clients to process and determine their real estate needs. We always acknowledge that our services to all clients is completely confidential and therefore we take matters of privacy agreements and disclosures as an ethical standard. We strive to provide exceptional service every step of the way, so we can provide you with a real estate experience that exceeds the client expectations.

Our Mission for Proposal

At Sunflower Realty, our mission is to provide exceptional real estate services to our clients and to make the buying and selling process as smooth and stress-free as possible. We believe that real estate is not just about transactions, but about building lasting relationships with our clients and helping them achieve their goals.

We present superior real estate experience for the sellers and buyers. As a broker and owner of my own firm Sunflower Realty; I am a dedicated real estate company with many successful sales. Our brokerage is very familiar with the real estate industry. We will pass our knowledge on to you to help you make the best transactions for your real estate properties. We have an impeccable and etiquette reputation in our business field, many among communities and peers. We will make sure you receive the best possible care and attention with my services, from potentially listing properties to negotiating the final price and closing out the sale. We work great hours for your convenience.

We are dedicated to working and networking with many selling and buying transactions. We present listings and sales offer and show properties in accordance with our real estate practices. We also disclose material facts known about the properties. We will respond strictly to questions concerning the properties. As well as assist you in the preparation and completion of the necessary process and paperwork regarding selling your properties. We will present all written offers to the sellers, or their designated representative as prescribed by law or local practice. Upon the acceptance of an offer between you and the other parties, monitor all documents, procedures, escrow (pre-settlements) activities throughout the closing department, closing company and its closing agents as permitted by practice. I promise to keep you informed throughout the whole real estate sale process.

Our Marketing Materials & Strategy, Advertising, Objectives and Tools

Our marketing and strategy will focus on leveraging our extensive network of industry contacts, utilizing targeted online advertising, and partnering with local organizations to market the properties effectively. We will also use our experience in the industry to provide valuable insights into pricing and marketing strategies. At Sunflower Realty, we believe that effective marketing and advertising are key to successful real estate transactions. We have extensive experience developing targeted marketing strategies and utilizing the latest technology and tools to ensure that our clients' properties receive maximum exposure. Our team is well-versed in utilizing social media, online platforms, and other marketing channels to reach potential buyers and sellers.

We understand that each property is unique, and we tailor our marketing materials and strategy to best showcase its individual features and benefits. Our objective is to create a comprehensive and visually appealing marketing package that effectively communicates the value of each property to potential buyers. We utilize a variety of tools and techniques, such as professional photography, virtual tours, targeted social media advertising, and email campaigns, to reach a wider audience and generate interest in each property. With our extensive experience in real estate marketing, we are confident in our ability to develop and implement a successful marketing campaign for the city of Dearborn Heights.

We will use a variety of tools to help us achieve our objectives, including advanced real estate software, online advertising platforms, and industry-leading market analysis tools. Our services give a competitive advantage at no additional costs. For closings we have multiple title companies that we associate with through-out the business for sale closings. We provide free photography for all the properties for exterior and interior views. We have our own professional descriptive writer and ad creator for property postings in our firm that stream on social media. We have all the proper tools, software's, subscriptions, and channels within our firm. We provide secure property access through Sentilock lockboxes for the listed properties; as well as a precise appointment scheduling system known as ShowingTime. We place all "for sale" yard signs at no cost to our clients.

Our listed properties are published and featured through the MLS Realcomp II. Our advanced marketing plan means the maximum amount of exposure for your properties across the highest trafficked real estate listing websites. The listed properties are also advertised and published throughout many real estate stream websites. We have stream access to hundreds of additional ongoing data sharing initiatives with many channels. Our listings appear on over 100+ real estate channel streams such as: Realtor.com, Zillow, Redfin, moveinmichigan.com, Homes.com, Homesnap, etc... We also provide social media advertisings and postings on many apps and platforms. When it comes to selling your property; we market, evaluate, and compare your property, list it on the market based on the retail market value. We also prepare and oversee all the necessary paperwork required for the sale, inspections, services, ordering inspections, final water readings and closing documents. We take care of necessary tasks required for the sale of the property. Our strategy, materials and tools are a beneficiary to all of our clients, and we provide them for all of our services.

Broker-Brokerage Performance/Experience

With 28 years of experience in the industry, we have extensive experience in all aspects of real estate, including buying, selling, and leasing properties. Our team is highly experienced and knowledgeable, and we are committed to staying up to date with the latest trends and technologies in the industry to ensure that our clients receive the best possible service. Sunflower Realty has a proven track record of success in the industry, and we have received numerous awards and accolades for our performance. Our team of experienced brokers is committed to providing exceptional service and maximizing our clients' return on investment.

I have sold over 500 properties and have been an active member of the Dearborn Heights community for the past three decades. My extensive knowledge of the local market and my commitment to providing exceptional service to my clients has allowed me to build a strong reputation as a trusted real estate agent. I take great pride in helping families and individuals find their dream homes, and I believe that my expertise and dedication would be an asset in assisting the city of Dearborn Heights with listing their properties. As a long-time member of the community, I am passionate about the growth and development of this city, and I am excited at the opportunity to contribute to its success.

PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

OFFER TO: CITY OF DEARBORN HEIGHTS :

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Information to Respondents, Offer, and all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): MK, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

OBLIGATION:

The undersigned, by submission of this Offer, hereby agrees to be obligated, if the Offer is accepted by the City of Dearborn Heights to enter into a Contract to provide the stated goods and/or services for the term as stated herein in accordance with the Scope of Work, Specifications, and Terms and Conditions, together with any written Addenda as specified above and any negotiated terms. If this offer is accepted and signed by the City of Dearborn Heights this RFP document, together with any written Addenda and any negotiated terms shall be (collectively) the contract.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Proposal Form, the Respondent represents that:

1. The Respondent is in compliance with any applicable provisions of the City of Dearborn Heights Charter and Code of Ordinances.
2. If awarded a contract to operate the Concession or provide the goods or Services required in the RFP, the Respondent will comply with the City's Charter and Code of Ordinances. These documents can be found on the City of Dearborn Heights website on the City Clerk's page.

NON-COLLUSION:

The undersigned, by submission of this Proposal Form and other required forms, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

PERFORMANCE GUARANTEE:

The undersigned further agrees that if awarded the Contract, it will submit to the City any required type of guarantee (i.e. irrevocable letter of credit or cash deposit).

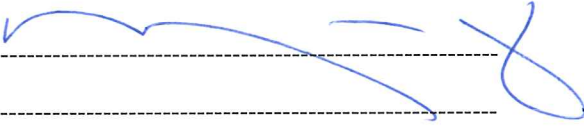
SUBMITTAL REQUIREMENTS: The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

No proposal may be accepted which has not been signed in the appropriate space below:

Company Name: Sunflower Realty LLC

Address 835 Mason Street Suite D175
Dearborn MI 48124

Contact Person Mariam Khalaf
Phone (313) 377-8400
Fax _____
Email mariamsestate@aol.com

Signature of Person Authorized to sign 
Title Broker / Owner
Date 8/28/2024

ACCEPTANCE OF OFFER (To be completed by the city of Dearborn Heights)

Mayor's signature _____

Date _____

City Clerk's signature _____

Date _____

EXCEPTIONS AND ALTERNATIVES FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Proposers are to comply with all requirements of this solicitation, otherwise the proposal may be deemed nonresponsive.

Exceptions may be considered if they are presented with the proposal and if the City determines that the exception does not materially alter the intent of this solicitation or that it exceeds the requirements of this solicitation.

---- -No Exceptions Taken

-----Exceptions Taken – See attached*

*Please note that if any exceptions are taken, all required information must be submitted as an attachment

Except as may be indicated above, Proposer is in complete agreement with this entire solicitation including any proposed terms, conditions and business arrangements described herein.

By

Mariam Khalaf
(Authorized Signature)

Date 8/28/2024

(Title) Broker / Owner

COST PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

Total Not-To-Exceed Cost: (If a percentage of sale price is intended, please indicate %)

2%

VERIFICATION OF MINIMUM QUALIFICATIONS FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without further evaluation.

1. Provide references that will support the minimum qualification of: "Respondent must have a minimum of three similar projects in the last five years as requested in the Minimum Qualifications section. References must demonstrate at least five years of experience and must reflect work of a repetitive nature.

A- Client Name: Mike Darwish

Title: Investor / Purchaser

Client Contact E-mail bigmike1964@hotmail.com

Contact Phone Number: (734) 709-0666

Services performed from and to (dates): 6/2017 - Present

B-Client Name: Imad Faraj

Title: Associate Broker

Client Contact imfaraj@gmail.com

Contact Phone Number: (313) 377-7717

Services performed from and to (dates): 4/2013 - Present

C-Client Name: Mahmoud Abdallah

Title: Investor

Client Contact E-mail mikeskg@yahoo.com

Contact Phone Number: (586) 222-5444

Services performed from and to (dates): 1/2009 - Present

D- Client Name: Mouhamad Katlan

Title: Investor / Purchaser

Client Contact E-mail moekatlan23@gmail.com

Contact Phone Number: (313) 492-4422

Services performed from and to (dates): 2/2019 - Present

BUSINESS INFORMATION QUESTIONNEER

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

NAME OF COMPANY Sunflower Realty LLC

PRINCIPAL OFFICE ADDRESS 835 Mason Street Suite D175 Dearborn MI 48124

TELEPHONE NUMBER (313) 747-0700

DUNS# AND/OR CCR (if applicable)#

FORM OF OWNERSHIP (Check One)

Corporation ()

LLC ☒

Joint Venture ()

State of Incorporation/Registration Michigan

Date of Incorporation/Registration 11/21/2018

Partnership () If Partnership, select one of the following: Limited ☒ or General () Individual ()

LIST OF PARTNERS, PRINCIPALS, CORPORATE OFFICERS OR OWNERS

Names : Mariam Khalaf

Titles: Organizer Resident Agent

LIST OF CORPORATE DIRECTORS

Principal Business Affiliation

Name: N/A

Other Than Respondent Directorship: N/A

HAS YOUR COMPANY OPERATED UNDER ANY DIFFERENT NAMES IN THE PAST FIVE (5) YEARS? YES / ☒ NO
IF YES, PLEASE IDENTIFY THE NAME(S) UNDERWHICH YOUR COMPANY HAS OPERATED:

SUBCONTRACTORS FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Are there any subcontractors to be utilized under this contract?

YES - You must complete both pages.

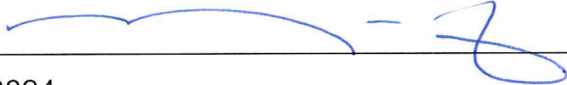
☒ NO - You must complete only this page.

ACKNOWLEDGED BY Mariam Khalaf

FIRM Sunflower Realty LLC

AUTHORIZED REPRESENTATIVE Mariam Khalaf

TITLE Broker / Owner

SIGNATURE 

DATE 8/28/2024

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.
Subcontractor:

Fed Tax ID _____

Address: _____

P.O. Box _____

City: County State Zip: _____

Phone:() _____

Fax:() _____

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: _____

Subcontract Amount \$ _____

Percent of Contract % _____

ACKNOWLEDGED BY: _____

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature _____

Name & Title Date _____

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date _____

Mariam Khalaf
835 Mason Street Suite D175
Dearborn MI 48124
(313) 377-8400
mariamsestate@aol.com

Objective

To secure and maintain a position as a valuable, skilled, and experienced real estate professional member in your real estate division that leverages my certifications, skills, achievements, and ability to lead real estate in a direction that provides superior listing and selling success with years of real estate experience within the real estate brokerage and marketing services. To continually strive to provide unprecedented service for vendors, clients, and customers. To manage the operations of a diversified real estate service that utilizes resources specializing in the marketing, listing, and selling of real estate properties.

Qualifications

- Licensed Broker since 11/2018
- Licensed Realtor since 01/2002
- 28+ years of professional real estate sales experience.
- Licensed member of NAR, MAR, Greater Metropolitan Real Estate Boards, Dearborn Area Board, CBOR
- Extensive network of clientele in the real estate sector.
- Hands on experience in all management and administrative phases of operating/maintaining a viable wireless channel.
- Exceptional communication skill at all levels, both written and verbal.
- Excellent interpretation skills
- Proven analytical and problem-solving skills, providing effective and efficient resolutions.
- Outstanding organization, management, and leadership skills.
- Excellent interpersonal skills, able to quickly establish and maintain conducive working relationships.
- Motivated and goal oriented, continually achieving/exceeding objectives and expectations.
- Eager to acquire knowledge and skills and apply to scope of responsibilities.
- Strong work ethic: professional, loyal, dedicated, enthusiastic, and conscientious.

Education

Henry Ford Community College	January 1987
Major in computer and business courses	
Michigan Institute of Real Estate	Fall 2001 - Present
Broker/Realtor Certifications	

Certifications & Real Estate Recognitions

-Certified Broker, Certified Residential Specialists, Seller Representative Specialist, Certified Short Sale & Foreclosure Resource, Equator Certified, Excellence in Endorsements Certifications, C2EX Endorsement, e-Pro Certification, Certification in Leasing and Commercial, Certification in Investment and Rental Properties. Exclusive Millionaire Club for past 10 years in sales.

Skills

Great problem solver, highly experienced business management, strong interpersonal skills, great team worker, and high-spirited motivated leader and multi tasker. Immaculate typing and writing skills, creative, fluent in middle eastern languages.

Experience / Career Credentials

Linked Communications Group	1/2000 - 1/2004
Account Executive	
-Directed and maintained all indirect Sub-Dealer Channel. Trained and recruited new accounts. Handled and solved all dealer issues for a better relationship between the sub-dealer and company. Implemented and initiated new techniques to ensure viability of operations, responsible for increasing profitability.	

Sunflower Realty LLC
Broker/Owner

01/2019 – Present

-Leveraged my real estate network into a solid base of business as the principal broker. Listed and sold homes, managed the day-to-day company responsibilities and tasks. Recruited highly sought-after talent real estate agents into organization. Hired, trained, and developed a team of agents for my company. Analyze and ascertain client requirements, then assist them with requirements and specifications during sale. Solicit real estate listings and keep an active customer base. Maintained current knowledge of financial institutions and loans offered. Worked with hundreds to thousands of property sale transactions with all types of real estate such as residential, multiple family, foreclosures, bank owned, vacant lands, commercials, and investments.

Contracted Real Estate Broker for the City of Dearborn

05/2023 - Present

Listed and sold city owned vacant lots for the City of Dearborn. Completed successful real estate transactions from listing to selling to closing. Prepared and delivered necessary sale documentations and deposits to the city administrative building. Processed and fulfilled duties and necessary tasks between the city of Dearborn and the title closing company. Assured and verified qualified buyers information, proof of funds, identity and LLC corporations.

Awards & Recognitions

Excellence in Business Benchmarking, Real Estate Marketing Sales and Superior Broker Performance 2019-2023

Agent of the Year 2015-2022

100% Club 2014-2018

Executive Club Award

Homesnap's Top 15% Award

Rate My Agent - Agent of the Year 2022

Homesnap's Excellence in Client Service Awards 2019-2023

Past Affiliated Real Estate Firms

01/2002 – 12/2018

Century 21 Curran & Christie

RE/Max Pavilion

RE/Max Leading Edge

Real Estate One

Keller Williams Legacy

Signature Group Realty

References available upon request.

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.
See Specific Instructions on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) MARIAM KHALAF	
2 Business name/disregarded entity name, if different from above. SUNFLOWER REALTY LLC	
3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) S Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
5 Address (number, street, and apt. or suite no.). See instructions. 835 MASON STREET SUITE D175	Requester's name and address (optional)
6 City, state, and ZIP code DEARBORN MI 48124	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
			-				-			
or										
Employer identification number										
8	3	-	3	0	1	8	7	0	3	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person

Date

08/28/2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
P.O. BOX 30670
LANSING, MI 48909

STATE OF MICHIGAN - DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
REAL ESTATE PRINCIPAL ASSOCIATE BROKER LICENSE

MARIAM KHALAF

EMPLOYING BROKER # 6505418756
SUNFLOWER REALTY LLC

LICENSE NO.	EXPIRATION DATE
6502418755	01/23/2025 21215094457

SUNFLOWER REALTY LLC
22270 GARRISON STREET
DEARBORN, MI 48124

COMPLAINT INFORMATION:
THE ISSUANCE OF THIS LICENSE SHOULD NOT BE CONSTRUED
AS A WAIVER, DISMISSAL OR ACQUIESCENCE TO ANY
COMPLAINTS OR VIOLATIONS PENDING AGAINST THE
LICENSEE, ITS AGENTS OR EMPLOYEES.

FUTURE CONTACTS:
YOU SHOULD DIRECT INQUIRIES REGARDING THIS LICENSE OR
ADDRESS CHANGES TO THE DEPARTMENT OF LICENSING AND
REGULATORY AFFAIRS BY EMAILING BPLHELP@MICHIGAN.GOV
OR CALL (517) 241-0199

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
REAL ESTATE PRINCIPAL ASSOCIATE BROKER LICENSE
(VOID IF BROKER IS NOT LICENSED)

MARIAM KHALAF
23941 WILSON AVE
DEARBORN, MI 48128

EMPLOYING BROKER # 6505418756
SUNFLOWER REALTY LLC
(COMPANY MAY BE AUTHORIZED TO OPERATE
UNDER AN ASSUMED NAME, SEE
WWW.MICHIGAN.GOV/MIPLUS FOR A LIST)

LICENSE NO.
6502418755

EXPIRATION DATE
01/23/2025

21215094457

THIS DOCUMENT IS DULY
ISSUED UNDER THE LAWS OF
THE STATE OF MICHIGAN

REA1553531D

Renewal of Number

United States Liability Insurance Company

1190 Devon Park Drive, Wayne, Pennsylvania 19087

A Member Company of United States Liability Insurance Group

POLICY DECLARATIONS

No. REA1553531E

NAMED INSURED AND ADDRESS:

SUNFLOWER REALTY LLC
23941 WILSON AVE
DEARBORN, MI 48128

This Policy is exempt from the filing requirements of
Section 2236 of the Insurance Code of 1956, 1956 PA 218
and MCL 500.2236

POLICY PERIOD: (MO. DAY YR.) From: 01/23/2024 To: 01/23/2025

12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE

FORM OF BUSINESS:

BUSINESS DESCRIPTION: Residential Sales, Real Estate Firm

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE
WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.

	PREMIUM
Real Estate Agents Professional Liability Errors and Omissions Coverage Part	\$869.00

TOTAL: \$869.00

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue
See Endorsement EOD (1/95)

Agent: AMWINS ACCESS INSURANCE SERVICES, LLC. (STOCKBRIDGE)
(1111)
One Gresham Landing
Stockbridge, GA 30281

Broker:

Issued: 01/15/2024 10:28 AM

By: 
Authorized Representative

UPD (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS,
COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF,
COMPLETE THE ABOVE NUMBERED POLICY.

REAL ESTATE AGENTS PROFESSIONAL LIABILITY ERRORS AND OMISSIONS COVERAGE PART DECLARATIONS

PLEASE READ YOUR POLICY CAREFULLY.

NOTICE

THIS IS A CLAIMS MADE POLICY AND UNLESS OTHERWISE PROVIDED HEREIN, THE COVERAGE OF THIS FORM IS LIMITED TO LIABILITY FOR CLAIMS WHICH ARISE FROM THE RENDERING OR FAILURE TO RENDER PROFESSIONAL SERVICES SUBSEQUENT TO THE RETROACTIVE DATE STATED IN THE DECLARATIONS AND PRIOR TO THE CANCELLATION, TERMINATION, OR EXPIRATION OF THE POLICY PERIOD AND WHICH ARE FIRST MADE AGAINST THE INSURED AND REPORTED TO THE COMPANY IN WRITING DURING THE POLICY PERIOD OR EXTENDED REPORTING PERIOD, IF ANY.

No. REA1553531E

Effective Date: 01/23/2024

12:01 AM STANDARD TIME

ITEM I. NAMED INSURED AND PRINCIPAL ADDRESS

SUNFLOWER REALTY LLC
23941 WILSON AVE
DEARBORN, MI 48128

ITEM II. POLICY PERIOD: (MM/DD/YYYY) From: 01/23/2024 To: 01/23/2025

Real Estate Agents

ITEM III. COVERAGE:	LIMITS OF LIABILITY:		PREMIUM:
A. Professional Services	\$1,000,000	Each Claim	\$869
Professional Services	\$2,000,000	In The Aggregate	Included
B. Discrimination	\$250,000	In The Aggregate	Included
C. Lock Box	\$50,000	In The Aggregate	Included
D. Mold Sublimit	Not Purchased		
\$869 Total Policy Premium			

ITEM IV. DEDUCTIBLE: \$2,500 EACH AND EVERY CLAIM

ITEM V. THE NAMED INSURED IS A(N): .

ITEM VI. RETROACTIVE DATE: 01/23/2019

If a date is indicated, this insurance will not apply to any negligent act, error, omission or personal injury resulting in the rendering or failure to render Professional Services, including Discrimination, Lock Box, and Supplementary Coverage which occurred before such date.

ITEM VII. Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:
See Endorsement EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Dearborn Agency Inc. 22691 Michigan Avenue Dearborn MI 48124	CONTACT NAME: PHONE (A/C, No, Ext): 313-562-8373 E-MAIL ADDRESS: info@dearbornagency.com FAX (A/C, No): 313-562-5371
INSURED Sunflower Realty, LLC 835 Mason St Ste D-175 Dearborn MI 48124-2208	INSURER(S) AFFORDING COVERAGE INSURER A : Westfield Insurance Co. INSURER B : INSURER C : INSURER D : INSURER E : INSURER F : NAIC # 24112

COVERAGES**CERTIFICATE NUMBER:** 1697109654**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☒ PRO-JECT ☒ LOC OTHER:		065571D	12/18/2023	12/18/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		065571D	12/18/2023	12/18/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☐ N/A	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability Broadened Coverage CG7164
Automatic Additional Insured when required by written contract, permit, or agreement
Co-Owners of Insured Premises
Concessionaires
Controlling Interest
Grantor of Franchise
Lessor or Leased Equipment
Managers or Lessors of Premises
See Attached...

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

AGENCY CUSTOMER ID: SUNFREA-01

LOC #:

**ADDITIONAL REMARKS SCHEDULE**Page 1 of 1

AGENCY The Dearborn Agency Inc.		NAMED INSURED Sunflower Realty, LLC 835 Mason St Ste D-175 Dearborn MI 48124-2208
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,****FORM NUMBER:** 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Mortgagee, Assignee or Receiver
Owners or Other Interests From whom Land has been leased
State or Governmental Agency or Subdivision or Political Subdivision
Permits or Authorizations
Vendors

Automatic Waiver of Subrogation when required by written contract, permit, or agreement

The City of Dearborn, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the City and within appointment of its operating budget including the City of Dearborn are named as additional insured and said coverage shall be considered primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City of Dearborn." City of Dearborn is also listed for waiver of subrogation regarding the General liability.

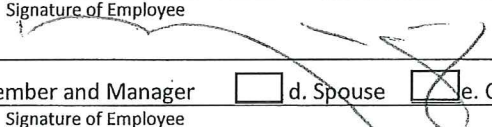
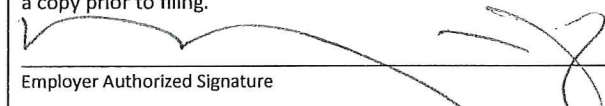
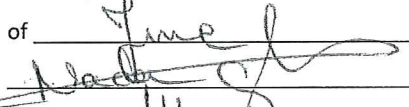
NOTICE OF EXCLUSION

Michigan Department of Labor and Economic Opportunity
 Workers' Disability Compensation Agency
 P.O. Box 30016, Lansing, MI 48909
 (517) 284-8922

**DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
 WORKERS' DISABILITY COMPENSATION AGENCY
 NOTICE OF EXCLUSION (WC-337 ON FILE)**

6-14-23 MJH

Read instructions and general information sheet prior to completing

1. Employer Federal I.D. Number 833018703		2. Name of Business(es) SUNFLOWER REALTY LLC			
3. Business Address 835 MASON ST., SUITE D175		4. City DEARBORN	5. State MI	6. ZIP Code 48124	7. Telephone Number 3137971200
8. Type of Organization ☐ a. Sole Proprietorship ☐ b. Partnership ☒ c. Limited Liability Company ☐ d. Corporation					
9. Name of sole proprietor, partners, officers of corporation, or members who are also managers of limited liability company					
Name MARIAM KHALAF			Title MEMBER AND MANAGER		
Name			Title		
Name			Title		
Name			Title		
Persons signing below certify that they are employed by employer and are eligible to be excluded under the Michigan Workers' Disability Compensation Act (See instructions and general information sheet). Each person signing this form voluntarily elects to be excluded from being considered an employee under the Act. This exclusion remains in effect no more than 20 days after the notice of termination of exclusion, Form WC-338 is received by the Agency. (See R408.41(c)).					
Name of Employee MARIAM KHALAF		Signature of Employee 		Social Security Number XXX-XX-6502	
☐ a. Corporate Officer ☐ b. Partner ☒ c. Member and Manager ☐ d. Spouse ☒ e. Child ☐ f. Parent					
Name of Employee		Signature of Employee		Social Security Number XXX-XX	
☐ a. Corporate Officer ☐ b. Partner ☐ c. Member and Manager ☐ d. Spouse ☐ e. Child ☐ f. Parent					
Name of Employee		Signature of Employee		Social Security Number XXX-XX	
☐ a. Corporate Officer ☐ b. Partner ☐ c. Member and Manager ☐ d. Spouse ☐ e. Child ☐ f. Parent					
Name of Employee		Signature of Employee		Social Security Number XXX-XX	
☐ a. Corporate Officer ☐ b. Partner ☐ c. Member and Manager ☐ d. Spouse ☐ e. Child ☐ f. Parent					
As an authorized representative of the employer, I have read sections 418.161(2), 418.161(3), 418.161(4), and 418.161(5) of the Michigan Workers' Disability Compensation Act of 1969. I have also read rule 408.41.b and 408.41c. I certify that the excluded employees comprise all of the employees of this employer and are eligible to be excluded. I understand this exclusion shall remain in effect no more than 20 days after the Notice of Termination of Exclusion, Form WC-338, is received by the Agency. I further certify that all parties signing this exclusion have received a copy prior to filing.					
Employer Authorized Signature 		Subscribed and sworn to before me this <u>6th</u> day of <u>June</u> , 20 <u>23</u>			
MARIAM KHALAF, MEMBER AND MANAGER		Notary Public 			
Employer Authorized Representative/Title (Please Print)		County: <u>Wayne</u> Commission Expires: <u>3-25-24</u>			

LEO is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Authority: **NADA GHAI**
 Completion: **NOTARY PUBLIC - STATE OF MICHIGAN**
 Penalty: **COUNTY OF WAYNE**
 My Commission Expires **March 25, 2029**
 Acting in the County of Wayne



Form Revision Date 02/201

ARTICLES OF ORGANIZATION
For use by DOMESTIC LIMITED LIABILITY COMPANY

Pursuant to the provisions of Act 23, Public Acts of 1993, the undersigned executes the following Articles:

Article I

The name of the limited liability company is:

SUNFLOWER REALTY LLC

Article II

Unless the articles of organization otherwise provide, all limited liability companies formed pursuant to 1993 PA 23 have the purpose of engaging in any activity within the purposes for which a limited liability company may be formed under the Limited Liability Company Act of Michigan. You may provide a more specific purpose:

Article III

The duration of the limited liability company if other than perpetual is:

Article IV

The street address of the registered office of the limited liability company and the name of the resident agent at the registered office (P.O. Boxes are not acceptable):

1. Agent Name: MARIAM KHALAF

2. Street Address: 23941 WILSON AVE.

Apt/Suite/Other:

City: DEARBORN

State: MI

Zip Code: 48128

3. Registered Office Mailing Address:

P.O. Box or Street

Address:

Apt/Suite/Other:

City:

State:

Zip Code:

Signed this 20th Day of November, 2018 by the organizer(s):

Signature	Title	Title if "Other" was selected
Mariam Khalaf	Organizer	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

☐ Decline ☒ Accept

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
FILING ENDORSEMENT

This is to Certify that the ARTICLES OF ORGANIZATION

for

SUNFLOWER REALTY LLC

ID Number: 802258253

received by electronic transmission on November 20, 2018 ***, is hereby endorsed.***

Filed on November 21, 2018, ***by the Administrator.***

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 21st day of November, 2018.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau

COST PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

Total Not-To-Exceed Cost: (If a percentage of sale price is intended, please indicate %)

2%

TARICK SALMACI

Dearborn, MI 48124 • 313-333-0111 • Tarick@Tarick.com

Professional Summary

Born and raised in the city of Dearborn. Tarick has over 20 yrs of real estate experience in residential/commercial sales and property management. He is currently the Principal Broker/President at ARG Realty. ARG assists clients in sales, acquisitions, and property management.

Tarick is also a former professional athlete who is very active in my community where he's developed and maintained key business relationships, as well as personal friendships with prominent figures in the Detroit area.

Skills

- Active MI Real Estate Broker's License.
- Sales and acquisitions
- High profile network
- Project management in real estate development.
- Real-estate asset, property and turnaround management, leasing, marketing and operations.
- Recruiting, training and management of interdisciplinary work teams.
- Strategic planning.
- Property assessments
- Comparative market analysis
- Strong organizational skills

Education

Bachelor of Arts: Business, 2002
University of Michigan - Dearborn, MI

Accomplishments

- Real estate business owner/broker for 11 yrs.
- Several real estate awards for sales and transactions.
- University of Michigan graduate.
- Olympic trials finalist.
- Former world rated professional boxer and 3 time US national amateur champion.
- Featured on NBC's tv show "The Contender".

Work History

Principal Broker/President, 04/2010 to Current

ARG Professionals LLC, Dba ARG Realty

- Real estate sales
- Project management.
- Property management.
- Oversee agents, team members and staff.
- Represent buyers and sellers of developed and undeveloped properties.
- Advertise client properties on websites, through social media and in real estate guides.
- Negotiate, facilitate and managed real estate transactions.
- Communicate with clients to understand their property needs and preferences.
- Liaison between buyers and sellers to ensure positive experiences for both parties.
- Oversee the advertising of properties for web and print media.
- Deliver positive, effective sales presentations.

Real estate sales agent, 02/2001 to 04/2005

REMAX Team 2000

- Coordinated appointments to show marketed properties.
- Accompanied buyers and sellers to their home inspections and appraisals.
- Negotiated, facilitated and managed real estate transactions.
- Marketed and sold property for clients by hosting open houses and advertising online and in print.
- Acted as liaison between buyers and sellers to ensure positive experiences for both parties.
- Delivered positive, effective sales presentations.
- Negotiated contracts on behalf of clients.

Professional Boxer, 07/1992 to 04/2005

Professional Athlete

- Kronk boxing gym in Detroit.
- 3 time US national champion.
- 6 time MI state champion.
- Olympic trials finalist.
- 136-12 amateur record.
- 20-2 professional record.
- Trained by Emanuel Steward and managed by Jackie Kallen.
- North America middleweight championship.
- Rated 4th in the world by the WBO and 6th by the WBC.
- Featured on NBC's boxing reality show "The Contender".

The Contender was a real life based drama that focused on the lives and families of 16 boxers. The ultimate prize was fighting for \$1,000,000 at Caesars Palace in Las Vegas. This show was hosted by Sylvester Stallone and Sugar Ray Leonard. Produced by Mark Burnett Prod and Dreamworks Ent.

Spokesperson , 01/1995 to 01/1998

Wayne County Health Department- Access

- Spokesperson for Wayne County health department.
- "Don't Let Smoking Knock You Out" anti-smoking campaign.
- Featured in media, commercials, and billboards throughout the metro Detroit area.
- Campaign targeted the general public, but focused mainly on the youth.
- Public speaking at schools talking to students about staying away from smoking, drugs, and setting goals for themselves.

GRETCHEN WHITMER
GOVERNOR

Q180560

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
REAL ESTATE PRINCIPAL ASSOCIATE BROKER LICENSE
(VOID IF BROKER IS NOT LICENSED)

MICHAEL TARICK SALMACI
7 ADAMS LANE
DEARBORN, MI 48120

EMPLOYING BROKER # 6505368289
ARG PROFESSIONALS LLC
(COMPANY MAY BE AUTHORIZED TO OPERATE
UNDER AN ASSUMED NAME, SEE
WWW.MICHIGAN.GOV/MIPLUS FOR A LIST)

LICENSE NO.
6502368290

EXPIRATION DATE
07/07/2025

21301025002

THIS DOCUMENT IS DULY
ISSUED UNDER THE LAWS OF
THE STATE OF MICHIGAN

Dear City of Dearborn Heights,

We appreciate the opportunity to present our proposal for providing brokerage services for the sale of city-owned properties. Century 21 Curran & Oberski, with over 75 years of experience, stands as a prominent leader in the real estate industry, renowned for our client-focused approach and extensive market expertise. Our long-standing reputation and comprehensive understanding of both residential and commercial real estate uniquely position us to effectively manage and market municipal surplus properties.

Proposal Overview

Century 21 Curran & Oberski is well-equipped to deliver a full spectrum of brokerage services, ensuring a seamless and efficient process for the City of Dearborn Heights. Our proposal highlights our commitment to professionalism and excellence in handling the sale of your surplus properties.

Scope of Services

- 1. Property Assessment and Inventory**
 - Conduct a thorough assessment of all city-owned properties designated for sale.
 - Provide high-quality photographs and a detailed inventory to support effective marketing and ensure transparency.
- 2. Marketing and Signage**
 - Implement a comprehensive marketing strategy that includes targeted advertising, online listings, and outreach to potential buyers.
 - Place necessary signage on properties to maximize visibility and attract qualified buyers.
- 3. Licensing and Compliance**
 - Operate with licensed real estate brokers in the state of Michigan, ensuring adherence to all local and state regulations governing property sales.
- 4. Transaction Management**
 - Manage and complete all real estate closing documentation once potential buyers are identified.
 - Oversee the administrative aspects of transactions to ensure a smooth closing process.
- 5. City Council Coordination**
 - Present all offers to the City Council, accompanied by our professional recommendations.
 - Facilitate informed decision-making and obtain the Council's approval for final sales before property transfer.

Why Choose Century 21 Curran & Oberski?

- **Extensive Experience:** Our firm's 75-year history in the local market provides unparalleled knowledge of real estate dynamics and trends. With over 275 agents, who

will sell 2,500+ transactions in 2024, making us the largest brokerage in the Dearborn/ Dearborn Heights marketplace.

- **Award-Winning Team:** Our team of top-performing, award-winning agents is known for professionalism and dedication.
- **Market Leadership:** Our substantial market share reflects our success in managing and closing a high volume of real estate transactions.

Conclusion

Century 21 Curran & Oberski is committed to delivering exceptional service and achieving optimal outcomes for the City of Dearborn Heights. We are prepared to manage the complexities of municipal surplus property sales with the highest standards of efficiency and expertise. We look forward to the opportunity to collaborate with you and contribute to the successful management of your surplus properties.

Thank you for considering our proposal. Please do not hesitate to contact us with any questions or for further information.

PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

OFFER TO: CITY OF DEARBORN HEIGHTS :

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Information to Respondents, Offer, and all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): none, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

OBLIGATION:

The undersigned, by submission of this Offer, hereby agrees to be obligated, if the Offer is accepted by the City of Dearborn Heights to enter into a Contract to provide the stated goods and/or services for the term as stated herein in accordance with the Scope of Work, Specifications, and Terms and Conditions, together with any written Addenda as specified above and any negotiated terms. If this offer is accepted and signed by the City of Dearborn Heights this RFP document, together with any written Addenda and any negotiated terms shall be (collectively) the contract.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Proposal Form, the Respondent represents that:

1. The Respondent is in compliance with any applicable provisions of the City of Dearborn Heights Charter and Code of Ordinances.
2. If awarded a contract to operate the Concession or provide the goods or Services required in the RFP, the Respondent will comply with the City's Charter and Code of Ordinances. These documents can be found on the City of Dearborn Heights website on the City Clerk's page.

NON-COLLUSION:

The undersigned, by submission of this Proposal Form and other required forms, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

PERFORMANCE GUARANTEE:

The undersigned further agrees that if awarded the Contract, it will submit to the City any required type of guarantee (i.e. irrevocable letter of credit or cash deposit).

SUBMITTAL REQUIREMENTS: The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

No proposal may be accepted which has not been signed in the appropriate space below:

Company Name: Century 21 Curran & Oberski

Address 25636 Ford Rd

Dearborn Heights, MI 48127

Contact Person Adam Oberski

Phone 734-777-0113

Fax 313-274-6268

Email adam@c21curranoberski.com

Signature of Person Authorized to sign Adam Oberski

Title Broker, Owner

Date 09-09-2024

ACCEPTANCE OF OFFER (To be completed by the city of Dearborn Heights)

Mayor's signature _____

Date _____

City Clerk's signature _____

Date _____

EXCEPTIONS AND ALTERNATIVES FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Proposers are to comply with all requirements of this solicitation, otherwise the proposal may be deemed nonresponsive.

Exceptions may be considered if they are presented with the proposal and if the City determines that the exception does not materially alter the intent of this solicitation or that it exceeds the requirements of this solicitation.

X

---- -No Exceptions Taken

-----Exceptions Taken – See attached*

*Please note that if any exceptions are taken, all required information must be submitted as an attachment

Except as may be indicated above, Proposer is in complete agreement with this entire solicitation including any proposed terms, conditions and business arrangements described herein.

By Adam Oberski

(Authorized Signature)

Date 09-09-2024

(Title) Broker, Owner

COST PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

Total Not-To-Exceed Cost: (If a percentage of sale price is intended, please indicate %)

3%

VERIFICATION OF MINIMUM QUALIFICATIONS FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without further evaluation.

1. Provide references that will support the minimum qualification of: "Respondent must have a minimum of three similar projects in the last five years as requested in the Minimum Qualifications section. References must demonstrate at least five years of experience and must reflect work of a repetitive nature.

A- Client Name: John B. O'Reilly, Jr, for City of Dearborn

Title: Mayor

Client Contact E-mail lyangouyian@ci.dearborn.mi.us

Contact Phone Number:

Services performed from and to (dates): 2017-2019

B-Client Name: U.S. Department of Housing and Urban Development

Title: Asset Manager, K. M. Minemier & Associates, LLC

Client Contact Nicole Lawson

Contact Phone Number: 843-790-9785

Services performed from and to (dates): ongoing

C-Client Name: Marty Hager

Title: Dearborn Federal Savings Bank

Client Contact E-mail

Contact Phone Number: 313-565-3100

Services performed from and to (dates): ongoing

D- Client Name:

Title:

Client Contact E-mail

Contact Phone Number:

Services performed from and to (dates): _____

BUSINESS INFORMATION QUESTIONNEER

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

NAME OF COMPANY Curran & Christie, Inc. DBA, Century 21 Curran & Oberski

PRINCIPAL OFFICE ADDRESS 24711 Michigan Ave, Dearborn, MI 48124

TELEPHONE NUMBER 313-274-7200

DUNS# AND/OR CCR (if applicable)# _____

FORM OF OWNERSHIP (Check One)

Corporation ☒

LLC ☐

Joint Venture ☐

State of Incorporation/Registration: Michigan

Date of Incorporation/Registration: 11-13-1974

Partnership ☐ If Partnership, select one of the following: Limited ☐ or General ☐ Individual ☐

LIST OF PARTNERS, PRINCIPALS, CORPORATE OFFICERS OR OWNERS

Names : Adam Oberski _____

Titles: President, Treasurer, Secretary, Director _____

LIST OF CORPORATE DIRECTORS

Principal Business Affiliation

Name: _____

Other Than Respondent Directorship: _____

HAS YOUR COMPANY OPERATED UNDER ANY DIFFERENT NAMES IN THE PAST FIVE (5) YEARS? **YES / NO**
IF YES, PLEASE IDENTIFY THE NAME(S) UNDERWHICH YOUR COMPANY HAS OPERATED:

SUBCONTRACTORS FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Are there any subcontractors to be utilized under this contract?

YES - You must complete both pages.

☒ NO - You must complete only this page.

ACKNOWLEDGED BY Adam Oberski

FIRM Century 21 Curran & Oberski

AUTHORIZED REPRESENTATIVE _____

TITLE Broker, Owner

SIGNATURE Adam Oberski

DATE 09-09-2024

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.

Subcontractor:

Fed Tax ID _____

Address: _____

P.O. Box _____

City: County State Zip: _____

Phone:() _____

Fax:() _____

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: _____

Subcontract Amount \$ _____

Percent of Contract % _____

ACKNOWLEDGED BY: _____

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature _____

Name & Title Date _____

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date _____

Previous Next · 2 of 4 Checked 0 All · None · Page Grid Single Line display

Display Full at 1 per page

☐ 3736 KATHERINE Street, Dearborn 48124-3650MLS#: 218005328
P Type: Residential
Status: SoldArea: 05093 - Dearborn
DOM: Y/108/108Short Sale: No
Trans Type: Sale
ERTS/FSLP: \$69,900
OLP: \$69,900
SP: \$52,000

1 / 15 IMG_5126.JPG



Remine Pro

Upload Docs

Report Bad Data

Location InformationCounty: Wayne
City: Dearborn
Mailing City: Dearborn
Side of Str: Dearborn
School Dist: Dearborn
Location: S of Carlisle E of Monroe
Directions: South of Carlisle East of MonroeParkingGarage: Yes
Grg Sz: 2 Car
Grg Dim: Detached
Grg Feat: DetachedLot InformationAcreage: 0.11
Lot Dim: 40.00X114.00
Rd Front Ft: 40Square FootageSqft Source: Public Records
Est Fin Abv Gr: 1,056
Est Fin Lower: 1,056
Est Tot Lower: 1,056
Est Tot Fin: 1,056
Price/SqFt: \$66.19LayoutBeds: 3
Baths: 1.0
Rooms: 5
Arch Sty: Bungalow
Arch Lvl: 1 1/2 Story
Site Desc:Contact InformationName: ROBERT MARX
Phone: 313-520-2105Waterfront InformationWtrfrnt Name:
Water Facilities:
Water Features:
Water Frt Feet:General InformationYear Built: 1953
Year Remod:Listing InformationListing Date: 01/22/2018
Activation Date: 03/10/2018
Pending Date: 03/10/2018
Land DWP: 30
Protect Period: 30
Terms Offered: Cash, Conventional, FHA 203K
List Type/Level Of Service: Exclusive Right to Sell/Full Service
Srvcs Offered: Arrange Appointments, Accept/Present Offers, Advise on Offers, Assist with Counteroffers, Negotiate for Seller
Off Mkt Date: 03/10/2018
Land Int Rate: %
Restrictions: BMK Date: Contingency Date:
Land Payment: Land Cntrt Term:
Exclusions: No
MLS Source: REALCOMP
Possession: Other
Originating MLS#: 218005328

Includes:

Foundation: Basement
Basement: Unfinished
Exterior: Aluminum
Heat & Fuel: Natural Gas, Forced Air
Wtr Htr Fuel: Natural Gas
Water Source: Public (Municipal)FeaturesFndtn Material: Block
Cnstrct Feat: Cooling:
Road: Paved, Pub. Sidewalk
Sewer: Public Sewer (Sewer-Sanitary)

Room	Level	Dimen	Flooring
Bath - Full	First/Entry	8 x 6	
Bedroom	First/Entry	12 x 11	
Kitchen	First/Entry	13 x 9	Linoleum

Room Information

Room	Level	Dimen	Flooring
Bedroom	First/Entry	13 x 8	
Bedroom - Primary	Upper	14 x 13	
Living Room	First/Entry	16 x 11	

Legal/Tax/FinancialProperty ID: 32820934101018
Ownership: Government - Owned
Tax Summer: \$0
SEV: Tax Winter: \$
Legal Desc: LOT 78 SOUTH DEARBORN PARK SUB
Subdivision: SOUTH DEARBORN PARK-DBN
Occupant: No
Homestead: No
Existing Lease: Oth/Sp Asmnt: 0
Home Warranty: NoAgent/Office InformationList Office: Century 21 Curran & Christie
List Agent: ROBERT P MARX
Listing Exemptions: Access: Appointment
List Office Ph: (313) 274-7200
List Agent Ph: (313) 274-7200
LB Location:

Public Remarks: WE HAVE AN ACCEPTED OFFER...CAN BE SHOW FOR BACK UP ONLY. This is a City of Dearborn owned property. Disclosures and city inspection reports available in Realcomp. All agents must have their potential buyers sign a waiver of liability and email/text to listing agent before showing home. See other docs in Realcomp for deed restrictions and further info. Buyer will be responsible for obtaining temporary certificate of occupancy from the city. All permit work required must be done by licensed contractors and be completed within one year. Investors can purchase and re-sell to owner occupant. Does not need to be the SAME owner-occupant for 10 years. CANNOT BE A RENTAL PROPERTY FOR 10 YEARS. Buyers agent to verify all data/measurements.

REALTOR® Remarks: WE HAVE AN ACCEPTED OFFER...CAN BE SHOW FOR BACK UP ONLY. WAIVER OF LIABILITY FORM MUST BE COMPLETED AND SENT TO LISTING AGENT BEFORE LOCKBOX WILL BE ISSUED. PLEASE READ ALL INSTRUCTIONS AND FORMS PRIOR TO REQUESTING A SHOWING. THE BUYERS AGENT IS REQUIRED TO BE PHYSICALLY PRESENT FOR ALL SHOWINGS UNLESS PRIOR EXPRESS WRITTEN CONSENT IS GIVEN BY THE LISTING AGENT AND/OR SELLER TO THE CONTRARY. This is a city owned property. Please see all attached items in Realcomp documents for disclosures and deed restrictions. Please note there is a waiver of liability form required for the potential buyer to sign and send back before being able to show the property. Be advised there is no power or water on at this property. Proceed with caution and it is recommended to bring a flashlight. Due to the fact that electrical and water systems may not be intact it will NOT be possible to turn these utilities on for inspections.

Sold InformationSold Date: 04/05/18
3rd Party Appr: No
Selling Office: RE/MAX Leading Edge
Selling Agent: Omar Ghazzawi
Co-Selling Agent:
Sell Concessions: No
Sold Price: \$52,000
Finance Code: Cash Sale
Short Sale: No
SP/SqFt Abv: \$49.24
SP/LP: 74.39%
SP/OLP: 74.39%
Selling Office Ph: (313) 277-7777
Selling Agent Ph: (313) 477-7447
Co-Selling Agt Ph:

Sell Concession
Comments:

Notices and Disclaimers

1. Through this platform, users MUST NOT IN ANY WAY: (i) make offers of broker compensation; (ii) disclose broker compensation; (iii) represent brokerage services are free or available at no cost unless no financial compensation from any source will be received; or (iv) make any concession limited to or conditioned on the retention of or payment to another broker or representative. ANY DISCOVERED VIOLATION OF THE FOREGOING SHOULD BE IMMEDIATELY REPORTED BY THE DISCOVERING PARTY TO REALCOMP II LTD FOR APPROPRIATE ACTION.

2. Broker commissions are not set by law and are fully negotiable.

3. The accuracy of all information transmitted herewith, regardless of source, though deemed reliable, is not guaranteed or warranted. All information should be independently verified.

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Street Number is 3736
Street Name is like 'katherine*'
Found 4 results in 0.02 seconds.

Previous Next · 5 of 7 Checked 0 All · None · Page Grid Single Line display

Display Full at 1 per page

☐ 2264 QUEEN Street, Dearborn 48124-2523

MLS#: 218005331 Area: 05093 - Dearborn
 P Type: Residential DOM: Y/70/70
 Status: Sold

Short Sale: No
 Trans Type: Sale
 ERTS/FS

LP: \$69,900
 OLP: \$69,900
 SP: \$58,500



1 / 13 IMG_5146.JPG

Location Information

County: Wayne
 City: Dearborn
 Mailing City: Dearborn
 Side of Str: Dearborn
 School Dist: Dearborn
 Location: S of MichiganE of Telegraph
 Directions: South of Michigan East of Telegraph

Parking

Garage: Yes
 Grg Sz: 2 Car
 Grg Dim: Detached, Direct Access, Electricity
 Grg Feat: Detached, Direct Access, Electricity

Lot Information

Acreage: 0.12
 Lot Dim: 45.00X118.00
 Rd Front Ft: 45

Square Footage

Sqft Source: Public Records
 Est Fin Abv Gr: 960
 Est Fin Lower: 960
 Est Tot Lower: 960
 Est Tot Fin: 960
 Price/SqFt: \$72.81

Layout

Beds: 3
 Baths: 1.0
 Rooms: 5
 Arch Sty: Bungalow
 Arch Lvl: 1 1/2 Story
 Site Desc:

Contact Information

Name: ROBERT MARX
 Phone: 313-520-2105

Waterfront Information

Wtrfrnt Name:
 Water Facilities:
 Water Features:
 Water Frt Feet:

General Information

Year Built: 1944
 Year Remod:

Listing Information

Listing Date: 01/22/2018 List Type/Level Of Service: Exclusive Right to Sell/Full Service
 Activation Date: Srvcs Offered: Arrange Appointments, Accept/Present Offers, Advise on Offers, Assist with Counteroffers, Negotiate for Seller
 Pending Date: 01/31/2018 Off Mkt Date: 01/31/2018 BMK Date:
 Land DWP: Land Int Rate: % Land Payment:
 Protect Period: 30 Restrictions: Exclusions:
 Terms Offered: Cash, Conventional, FHA 203K MLS Source: REALCOMP Possession: Other
 Includes: Originating MLS# 218005331

Features

Foundation: Basement
 Basement: Unfinished
 Exterior Feat: Fenced
 Exterior: Aluminum
 Porch Type: Porch
 Heat & Fuel: Natural Gas, Forced Air
 Wtr Htr Fuel: Natural Gas
 Water Source: Public (Municipal)
 Fndtn Material: Block
 Cnstrct Feat:
 Cooling: Central Air
 Road: Paved, Pub. Sidewalk
 Sewer: Public Sewer (Sewer-Sanitary)

Room Information

Room	Level	Dimen	Flooring
Bath - Full	First/Entry	10 x 9	Wood
Bedroom	First/Entry	11 x 10	Wood
Bedroom - Primary	Upper	16 x 10	Wood
Kitchen	First/Entry	13 x 11	Laminate
Living Room	First/Entry	15 x 12	Laminate

Legal/Tax/Financial

Property ID: 32820928110028
 Ownership: Government - Owned
 Tax Summer: \$0 Tax Winter: \$
 SEV: Taxable Value:
 Legal Desc: LOT 84 EASTPARK SUB
 Subdivision: EAST PARK SUB
 Occupant:
 Homestead: Yes
 Existing Lease:
 Oth/Sp Asmnt: 0
 Home Warranty: No

Agent/Office Information

List Office: Century 21 Curran & Christie
 List Agent: ROBERT P MARX
 Listing Exemptions:
 Access: Appointment
 List Office Ph: (313) 274-7200
 List Agent Ph: (313) 274-7200
 LB Location:

Remarks

Public Remarks: (REALTORS Please see Realtor remarks section for important information) This is a City of Dearborn owned property. Disclosures and city inspection reports available in Realcomp. All agents must have their potential buyers sign a waiver of liability and email/text to listing agent before showing home. See other docs in Realcomp for deed restrictions and further info. Buyer will be responsible for obtaining temporary certificate of occupancy from the city. All permit work required must be done by licensed contractors and be completed within one year. Investors can purchase and re-sell to owner occupant. Does not need to be the SAME owner-occupant for 10 years. CANNOT BE A RENTAL PROPERTY FOR 10 YEARS. Buyers agent to verify all data/measurements.

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Sold Information

Sold Date: 02/27/18 Sold Price: \$58,500 Short Sale: No
 3rd Party Appr: No Finance Code: Cash Sale SP/SqFt Abv: \$60.94
 Selling Office: ARG Realty SP/LP: 83.69%
 Selling Agent: Qassim Al-Omairi SP/OLP: 83.69%
 Co-Selling Agent: Selling Office Ph: (313) 792-8030
 Sell Concessions: No Selling Agent Ph: (313) 792-8030
 Co-Selling Agt Ph:

Sell Concession
Comments:

Notices and Disclaimers

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Street Number is 2264

Street Name is like 'queen*'

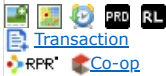
Found 7 results in 0.02 seconds.

Previous Next · 1 of 4 Checked 0 All · None · Page Grid Single Line display

Display Full at 1 per page

☐ 1050 S HIGHLAND Street, Dearborn 48124-1665MLS#: 218017261
P Type: Residential
Status: SoldArea: 05093 - Dearborn
DOM: N/17/17Short Sale: No
Trans Type: Sale
ERTS/FSLP: \$154,900
OLP: \$154,900
SP: \$165,000

1 / 25 1050 S. HIGHLAND 001

Location InformationCounty: Wayne
City: Dearborn
Mailing City: Dearborn
Side of Str: Dearborn
School Dist: Dearborn
Location: S of FORDSON/E of TELEGRAPH
Directions: FROM TELEGRAPH EAST ON FORDSON AND SOUTH ON HIGHLAND TO HOUSEParkingGarage: No
Grg Sz: No Garage
Grg Dim: No Garage
Grg Feat: No GarageLot InformationAcreage: 0.16
Lot Dim: 103 X115.00
Rd Front Ft: 103Square FootageSqft Source: Public Records
Est Fin Abv Gr: 1,434
Est Fin Lower: 528
Est Tot Lower: 528
Est Tot Fin: 1,434
Price/SqFt: \$108.02LayoutBeds: 3
Baths: 1.1
Rooms: 6
Arch Sty: Colonial
Arch Lvl: 2 Story
Site Desc: Corner LotContact InformationName: SALLY
Phone: (313) 350-2238Waterfront InformationWtrfrnt Name:
Water Facilities:
Water Features:
Water Frt Feet:General InformationYear Built: 1954
Year Remod:Listing Information

Listing Date: 03/04/2018

List Type/Level Of Service: Exclusive Right to Sell/Full Service

Activation Date:

Srvcs Offered: Arrange Appointments, Accept/Present Offers, Advise on Offers, Assist with Counteroffers, Negotiate for Seller

Pending Date: 03/21/2018

Off Mkt Date: 03/21/2018

Land DWP:

Land Int Rate: %

Protect Period: 30

Restrictions:

Terms Offered: Cash, FHA 203K

Includes:

Foundation: Basement
Basement: Unfinished
Exterior Feat: Lighting
Exterior: Aluminum, Brick, Vinyl
Fireplc Fuel: Natural
Porch Type: Porch
Roof Material: Asphalt
Heat & Fuel: Natural Gas, Forced Air
Wtr Htr Fuel: Natural Gas
Water Source: Public (Municipal)Features

Fndtn Material: Block

Cnstrct Feat: Living Room
Fireplace Loc:Cooling: Paved
Road: Public Sewer (Sewer-Sanitary)
Sewer:Room Information

Room	Level	Dimen	Flooring	Room	Level	Dimen	Flooring
Bath - Full	Upper	12 x 4	Ceramic	Bath - Lav	First/Entry	7 x 4	Ceramic
Bedroom	Upper	10 x 9	Wood	Bedroom	Upper	15 x 11	Wood
Bedroom - Primary	Upper	14 x 12	Wood	Dining Room	First/Entry	12 x 10	Wood
Kitchen	First/Entry	12 x 10	Vinyl	Living Room	First/Entry	18 x 14	Wood

Legal/Tax/Financial

Property ID: 32820921122027

Ownership: Government - Owned

Tax Summer: \$0

Tax Winter: \$

SEV:

Taxable Value:

Legal Desc: LOT 375 HANNAN'S DEARBORN HILLS SUB NO 1

Subdivision: HANNAN DEARBORN HILL NO 1

Occupant:

Homestead: No

Oth/Sp Asmnt: 0

Existing Lease:

Home Warranty: No

Agent/Office Information

List Office: Century 21 Curran & Oberski

List Agent: SALLY MROZOWSKI

Listing Exemptions:

Access: Lock Box

List Office Ph: (313) 274-7200

List Agent Ph: (313) 350-2238

LB Location:

Remarks

Public Remarks: City required all offers by 3/15. ALL AGENTS MUST SIGN AND HAVE POTENTIAL BUYER'S SIGN A WAIVER OF LIABILITY FORM & EMAIL OR TEXT TO LISTING AGENT PRIOR TO SHOWING BEING CONFIRMED. Property being sold "AS-IS". Sale includes Hannan's Dbn. Hills Sub No. 1 Lot 375 and Lot 376 (West of House) which are being combined by city and can't be re-split. Three bdrm 1434 brick colonial with 1 1/2 bath. Needs work; however, poss. potential. Disclosures and City Insp. Reports available on Realcomp. See other docs in Realcomp for deed restrictions and further info. Buyer to obtain Temp. C of O from the City. All permit work required must be completed by lic. contractor and C of O must be obtained w/i one year. Investors can purchase and re-sell to an owner occupant. There is a 10 year owner occupant deed restriction; however, does not have to be the same owner for 10 years. CANNOT BE A RENTAL PROPERTY FOR 10 YEARS *Subject to City Council Approval* B.A.T.V.A.D.

REALTOR® Remarks:

WAIVER OF LIABILITY FORM MUST BE COMPLETED AND SIGNED BY AGENT AND BUYER'S, AND MUST BE SENT TO LIST. AGENT BEFORE LOCKBOX WILL BE ISSUED. TEXT TO SALLY M. AT 313 350-2238 OR EMAIL TO SALLYMROZOWSKI@GMAIL.COM (IF EMAILING, SEND TEXT MESS. ADVISING FORM SENT EMAIL). *CITY OF DBN. OWNED PROPERTY BEING SOLD "AS-IS" *DISCLOSURES AND CITY INSPECT. AVAILABLE ON REALCOMP ***PLEASE READ ALL INSTRUCTIONS AND FORMS PRIOR TO REQ. A SHOWING. *INCOMPLETE FORMS WILL NOT BE CONSIDERED IF AN OFFER IS PRESENTED. NO VISUAL TOURS ALLOWED. LIC. R.E. AGENT MUST BE PHY. PRESENT FOR ALL SHOWINGS. ***PROCEED WITH CAUTION/IT IS REC. TO BRING A FLASHLIGHT AS NO ELEC. OR WATER. (Due to fact that water and elec. systems may not be intact, it will NOT be possible to turn these utilities on for inspections)*WHEN SUB. AN OFFER, PLEASE CALL OR TEXT SALLY M. AT (313) 350-2238. FORWARD OFFER PACKAGES TO SALLYMROZOWSKI@GMAIL.COM. INC. PROOF OF FUNDS OR BANK APP., COPY OF EMD, AND SIGNED DISC. WITH PACKAGE. B.A.T.V.A.D.

Sold Information

Sold Date:	07/30/18	Sold Price:	\$165,000	Short Sale:	No	SP/LP:	106.52%
3rd Party Appr:		Finance Code:	CONV Sale	SP/SqFt Abv:	\$115.06	SP/OLP:	106.52%
Selling Office:						Selling Office Ph:	
Selling Agent:						Selling Agent Ph:	
Co-Selling Agent:						Co-Selling Agt Ph:	
Sell Concessions:	No						
Sell Concession							
Comments:							

Notices and Disclaimers

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Street Number is 1050

Street Name is like 'highland*'

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☐ 2645 BYRD Street, Dearborn 48124-4182MLS#: 218005327
P Type: Residential
Status: SoldArea: 05093 - Dearborn
DOM: Y/70/70Short Sale: No
Trans Type: Sale
ERTS/FSLP: \$69,900
OLP: \$69,900
SP: \$65,000

1 / 15 IMG_5108.JPG



Remine Pro

Upload Docs

Report Bad Data

Location InformationCounty: Wayne
City: Dearborn
Mailing City: Dearborn
Side of Str: Dearborn
School Dist: Dearborn
Location: S of Rotunda Dr E of Pelham
Directions: South of Rotunda Dr East of PelhamParkingGarage: Yes
Grg Sz: 1 Car
Grg Dim: Detached
Grg Feat: DetachedLot InformationAcreage: 0.15
Lot Dim: 50.00X134.00
Rd Front Ft: 50Square FootageSqft Source: Public Records
Est Fin Abv Gr: 894
Est Fin Lower: 894
Est Tot Lower: 894
Est Tot Fin: 894
Price/SqFt: \$78.19LayoutBeds: 2
Baths: 1.0
Rooms: 4
Arch Sty: Ranch
Arch Lvl: 1 Story
Site Desc:Contact InformationName: ROBERT MARX
Phone: (313) 520-2105Waterfront InformationWtrfrnt Name:
Water Facilities:
Water Features:
Water Frt Feet:General InformationYear Built: 1948
Year Remod:Listing InformationListing Date: 01/22/2018
Activation Date:
Pending Date: 01/31/2018
Land DWP:
Protect Period: 30
Terms Offered: Cash, Conventional, FHA 203K
List Type/Level Of Service: Exclusive Right to Sell/Full Service
Srvcs Offered: Arrange Appointments, Accept/Present Offers, Advise on Offers, Assist with Counteroffers, Negotiate for Seller
Off Mkt Date: 01/31/2018
Land Int Rate: %
Restrictions:
BMK Date:
Land Payment:
Exclusions: No
MLS Source: REALCOMP
Contingency Date:
Land Cntrt Term:
Possession: Other
Originating MLS#: 218005327

Includes:

FeaturesFoundation: Basement
Basement: Unfinished
Exterior: Brick
Roof Material: Asphalt
Heat & Fuel: Natural Gas, Forced Air
Wtr Htr Fuel: Natural Gas
Water Source: Public (Municipal)

Fndtn Material: Block

Cnstrct Feat:

Cooling: Central Air
Road: Paved, Pub. Sidewalk
Sewer: Public Sewer (Sewer-Sanitary)Room Information

Room	Level	Dimen	Flooring
Bath - Full	First/Entry		
Bedroom	First/Entry	14 x 10	Wood
Living Room	First/Entry	21 x 14	Wood

Room	Level	Dimen	Flooring
Bedroom	First/Entry	12 x 10	Wood
Kitchen	First/Entry	14 x 10	Linoleum

Legal/Tax/FinancialProperty ID: 32820926308011
Ownership: Government - Owned
Tax Summer: \$0
SEV:
Legal Desc: SLY 20 FT OF LOT 893 & NLY 30 FT OF 894 FORDSON HEIGHTS SUB NO 2
Subdivision: FORDSON HEIGHTS NO 2-DBN
Occupant:
Homestead: No
Existing Lease:
Oth/Sp Asmnt: 0
Home Warranty: NoAgent/Office InformationList Office: Century 21 Curran & Christie
List Agent: ROBERT P MARX
Listing Exemptions:

Access: Appointment

List Office Ph: (313) 274-7200

List Agent Ph: (313) 274-7200

LB Location:

Remarks

Public Remarks: REALTORS Please see Realtor remarks section for important information This is a City of Dearborn owned property. Disclosures and city inspection reports available in Realcomp. All agents must have their potential buyers sign a waiver of liability and email/text to listing agent before showing home. See other docs in Realcomp for deed restrictions and further info. Buyer will be responsible for obtaining temporary certificate of occupancy from the city. All permit work required must be done by licensed contractors and be completed within one year. Investors can purchase and re-sell to owner occupant. Does not need to to the SAME owner-occupant for 10 years. CANNOT BE A RENTAL PROPERTY FOR 10 YEARS. Buyers agent to verify all data/measurements.

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Sold InformationSold Date: 03/27/18
3rd Party Appr: No
Selling Office: RE/MAX Team 2000
Selling Agent: Bill A Hamie
Co-Selling Agent:
Short Sale: No
SP/SqFt Abv: \$72.71
SP/LP: 92.99%
SP/OLP: 92.99%
Selling Office Ph: (313) 561-0900
Selling Agent Ph: (313) 561-0900
Co-Selling Agt Ph:Sell Concessions: No
Sell Concession
Comments:

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Street Number is 2645

Street Name is like 'byrd*'

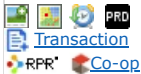
Found 2 results in 0.02 seconds.

Previous Next · 1 of 1 Checked 0 All · None · Page Grid Single Line display

Display Full at 1 per page

☐ 24622 ROSS Street, Dearborn 48124-3147MLS#: 217090138
P Type: Residential
Status: SoldArea: 05093 - Dearborn
DOM: N/30/30Short Sale: No
Trans Type: Sale
ERTS/FSLP: \$69,900
OLP: \$69,900
SP: \$56,000

1 / 16 IMG_5161.JPG

Location InformationCounty: Wayne
City: Dearborn
Mailing City: Dearborn
Side of Str: Dearborn
School Dist: Dearborn
Location: S of Michigan AvenueW of Telegraph
Directions: South of Michigan Avenue West of TelegraphParkingGarage: Yes
Grg Sz: 1 Car
Grg Dim: 11 x 9
Grg Feat:Lot InformationAcreage: 0.14
Lot Dim: 45.00X138.00
Rd Front Ft: 45Square FootageSqft Source: Public Records
Est Fin Abv Gr: 1,269
Est Fin Lower: 728
Est Tot Lower: 1,269
Price/SqFt: \$55.08LayoutBeds: 3
Baths: 1.1
Rooms: 7
Arch Sty: Bungalow
Arch Lvl: 1 1/2 Story
Site Desc:Contact InformationName: ROBERT MARX
Phone: 313-520-2105Waterfront InformationWtrfrnt Name:
Water Facilities:
Water Features:
Water Frt Feet:General InformationYear Built: 1949
Year Remod:Listing InformationListing Date: 11/20/2017
Activation Date: 12/20/2017
Pending Date: 12/20/2017
Land DWP: 30
Protect Period: 30
Terms Offered: Cash, Conventional, FHA 203K
List Type/Level Of Service: Exclusive Right to Sell/Full Service
Arrange Appointments, Accept/Present Offers, Advise on Offers, Assist with Counteroffers, Negotiate for Seller
Off Mkt Date: 12/20/2017
Land Int Rate: %
Restrictions: BMK Date:
Land Payment: Contingency Date:
Exclusions: No
MLS Source: REALCOMP
Possession: Other
Originating MLS#: 217090138

Includes:

Foundation: Basement
Basement: Unfinished
Exterior: Vinyl
Heat & Fuel: Natural Gas, Forced Air
Wtr Htr Fuel: Natural Gas
Water Source: Public (Municipal)FeaturesFndtn Material: Block
Cnstrct Feat: Central Air
Cooling: Paved, Pub. Sidewalk
Road: Public Sewer (Sewer-Sanitary)
Sewer:

Room	Level	Dimen	Flooring
Bath - Full	First/Entry	8 x 6	Ceramic
Bedroom	First/Entry	11 x 10	Wood
Bedroom - Primary	Upper	19 x 9	Linoleum
Family Room	First/Entry	13 x 12	Ceramic
Living Room	First/Entry	15 x 12	Wood

Room Information

Room	Level	Dimen	Flooring
Bath - Lav	Upper	6 x 3	Ceramic
Bedroom	Upper	12 x 11	Linoleum
Dining Room	First/Entry	11 x 9	Wood
Kitchen	First/Entry	13 x 9	Ceramic

Legal/Tax/FinancialProperty ID: 32820932201020
Ownership: Government - Owned
Tax Summer: \$0
SEV: Tax Winter: \$
Legal Desc: LOT 65 DEARBORN GARDENS SUB
Subdivision: DEARBORN GARDENS SUB - DBN
Occupant: Yes
Homestead: Yes
Existing Lease: Oth/Sp Asmnt: 0
Home Warranty: NoAgent/Office InformationList Office: Century 21 Curran & Christie
List Agent: ROBERT P MARX
Listing Exemptions: Access: Lock Box
List Office Ph: (313) 274-7200
List Agent Ph: (313) 274-7200
LB Location:Remarks

Public Remarks: This is a City of Dearborn owned property. Disclosures and city inspection reports available in Realcomp. All agents must have their potential buyers sign a waiver of liability and email/text to listing agent before showing home. See other docs in Realcomp for deed restrictions and further info. Buyer will be responsible for obtaining temporary certificate of occupancy from the city. All permit work required must be done by licensed contractors and be completed within one year. Investors can purchase and re-sell to owner occupant. Does not need to to the SAME owner-occupant for 10 years. CANNOT BE A RENTAL PROPERTY FOR 10 YEARS. Buyers agent to verify all data/measurements.

REALTOR® Remarks: PLEASE READ ALL INSTRUCTIONS AND FORMS PRIOR TO REQUESTING A SHOWING. ANY INCOMPLETE FORMS INCLUDING PROPERTY ADDRESS, SIGNATURES OF BOTH SELLING AGENT AND BUYERS WILL BE KICKED BACK AND/OR NOT CONSIDERED IF AN OFFER IS PRESENTED. THE BUYERS AGENT IS REQUIRED TO BE PHYSICALLY PRESENT FOR ALL SHOWINGS UNLESS PRIOR EXPRESS WRITTEN CONSENT IS GIVEN BY THE LISTING AGENT AND/OR SELLER TO THE CONTRARY. This is a city owned property. Please see all attached items in Realcomp documents for disclosures and deed restrictions. Please note there is a waiver of liability form required for the potential buyer to sign and send back before being able to show the property. Be advised there is no power or water on at this property. Proceed with caution and it is recommended to bring a flashlight. Due to the fact that electrical and water systems may not be intact it will NOT be possible to turn these utilities on for inspections.

Sold InformationSold Date: 01/30/18
3rd Party Appr: No
Selling Office: Century 21 Curran & Christie
Selling Agent: Mohamed A. Garallah
Co-Selling Agent: Sold Price: \$56,000
Finance Code: Cash Sale
Short Sale: No
SP/SqFt Abv: \$44.13
SP/LP: 80.11%
SP/OLP: 80.11%
Selling Office Ph: (313) 274-1700
Selling Agent Ph: (313) 274-1700
Co-Selling Agt Ph:

Sell Concessions: **No**

Sell Concession

Comments:

Notices and Disclaimers

1. Through this platform, users MUST NOT IN ANY WAY: (i) make offers of broker compensation; (ii) disclose broker compensation; (iii) represent brokerage services are free or available at no cost unless no financial compensation from any source will be received; or (iv) make any concession limited to or conditioned on the retention of or payment to another broker or representative. ANY DISCOVERED VIOLATION OF THE FOREGOING SHOULD BE IMMEDIATELY REPORTED BY THE DISCOVERING PARTY TO REALCOMP II LTD FOR APPROPRIATE ACTION.

2. Broker commissions are not set by law and are fully negotiable.

3. The accuracy of all information transmitted herewith, regardless of source, though deemed reliable, is not guaranteed or warranted. All information should be independently verified.

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Street Number is 24622

Street Name is like 'ross*'

Found 1 result in 0.02 seconds.

Previous Next · 2 of 3 Checked 0 All · None · Page Grid Single Line display

Display Full at 1 per page

☐ 22668 NONA Street, Dearborn 48124-4711MLS#: 218005321
P Type: Residential
Status: SoldArea: 05093 - Dearborn
DOM: Y/70/70Short Sale: No
Trans Type: Sale
ERTS/FSLP: \$69,900
OLP: \$69,900
SP: \$76,000

1 / 11 IMG_5096.JPG

Location InformationCounty: Wayne
City: Dearborn
Mailing City: Dearborn
Side of Str: Dearborn
School Dist: Dearborn
Location: S of Michigan AvenueW of S Military Street
Directions: South of Michigan Avenue West of S Military StreetParkingGarage: No
Grg Sz: No Garage
Grg Dim: No Garage
Grg Feat: No GarageLot InformationAcreage: 0.14
Lot Dim: 50.00X125.00
Rd Front Ft: 50Square FootageSqft Source: Public Records
Est Fin Abv Gr: 1,296
Est Fin Lower: 1,296
Est Tot Lower: 640
Est Tot Fin: 1,296
Price/SqFt: \$53.94LayoutBeds: 3
Baths: 1.0
Rooms: 6
Arch Sty: Colonial
Arch Lvl: 2 Story
Site Desc:Contact InformationName: ROBERT MARX
Phone: (313) 520-2105Waterfront InformationWtrfrnt Name:
Water Facilities:
Water Features:
Water Frt Feet:General InformationYear Built: 1919
Year Remod:Listing Information

Listing Date: 01/22/2018

Activation Date:

Pending Date: 01/31/2018

Land DWP:

Protect Period: 30

Terms Offered: Cash, FHA 203K

Includes:

List Type/Level Of Service: Exclusive Right to Sell/Full Service

Srvcs Offered: Arrange Appointments, Accept/Present Offers, Advise on Offers, Assist with Counteroffers, Negotiate for Seller

Off Mkt Date: 01/31/2018

Land Int Rate: %

Restrictions:

BMK Date:

Land Payment:

Exclusions: No

MLS Source: REALCOMP

Contingency Date:

Land Cntrt Term:

Possession:

Originating MLS# Other 218005321

FeaturesFoundation: Basement
Basement: Unfinished
Exterior: Other
Fireplc Fuel: Natural
Heat & Fuel: Natural Gas, Forced Air
Wtr Htr Fuel: Natural Gas
Water Source: Public (Municipal)

Fndtn Material: Brick/Mortar

Cnstrct Feat: Family Room
Fireplace Loc: Central Air
Cooling: Paved, Pub. Sidewalk
Road: Public Sewer (Sewer-Sanitary)
Sewer:Room Information

Room	Level	Dimen	Flooring
Bath - Full	Upper	12 x 4	
Bedroom	Upper	12 x 8	
Dining Room	First/Entry	14 x 12	
Living Room	First/Entry	18 x 12	

Room	Level	Dimen	Flooring
Bedroom	Upper	12 x 10	
Bedroom - Primary	Upper	14 x 10	
Kitchen	First/Entry	12 x 10	

Legal/Tax/FinancialProperty ID: 32820921417004
Ownership: Government - Owned
Tax Summer: \$0
SEV:
Legal Desc: LOT 24 BLK B J B MOLONEY'S SUBTax Winter: \$
Taxable Value:Subdivision: J B MOLONEY
Occupant:
Homestead: No
Existing Lease:Oth/Sp Asmnt: 0
Home Warranty: NoAgent/Office InformationList Office: Century 21 Curran & Christie
List Agent: ROBERT P MARX

Listing Exemptions:

Access: Appointment

List Office Ph: (313) 274-7200

List Agent Ph: (313) 274-7200

LB Location:

Remarks

Public Remarks: (REALTORS...Please see Realtor Remarks section for important information) This is a City of Dearborn owned property. Disclosures and city inspection reports available in Realcomp. All agents must have their potential buyers sign a waiver of liability and email/text to listing agent before showing home. See other docs in Realcomp for deed restrictions and further info. Buyer will be responsible for obtaining temporary certificate of occupancy from the city. All permit work required must be done by licensed contractors and be completed within one year. Investors can purchase and re-sell to owner occupant. Does not need to be the SAME owner-occupant for 10 years. CANNOT BE A RENTAL PROPERTY FOR 10 YEARS. Buyers agent to verify all data/measurements.

REALTOR® Remarks: As of 01/12/18 the city has tentatively accepted an offer on this property pending Dearborn City Council formal approval. You are still welcome to show as we will accept back up offers) WAIVER OF LIABILITY FORM MUST BE COMPLETED AND SENT TO LISTING AGENT BEFORE LOCKBOX WILL BE ISSUED. THE BUYERS AGENT IS REQUIRED TO BE PHYSICALLY PRESENT FOR ALL SHOWINGS UNLESS PRIOR EXPRESS WRITTEN CONSENT IS GIVEN BY THE LISTING AGENT AND/OR SELLER TO THE CONTRARY. This is a city owned property. Please see all attached items in Realcomp documents for disclosures and deed restrictions. Please note there is a waiver of liability form required for the potential buyer to sign and send back before being able to show the property. Be advised there is no power or water on at this property. Proceed with caution and it is recommended to bring a flashlight. Due to the fact that electrical and water systems may not be intact it will NOT be possible to turn these utilities on for inspections.

Sold InformationSold Date: 02/13/18
3rd Party Appr: No
Selling Office: RE/MAX On The Boulevard
Selling Agent: Jocelyne S Wendelken
Co-Selling Agent:Sold Price: \$76,000
Finance Code: Cash SaleShort Sale: No
SP/SqFt Abv: \$58.64SP/LP: 108.73%
SP/OLP: 108.73%
Selling Office Ph: (734) 571-2100
Selling Agent Ph: (734) 571-2500
Co-Selling Agt Ph:

Sell Concessions: **No**

Sell Concession

Comments:

Notices and Disclaimers

1. Through this platform, users MUST NOT IN ANY WAY: (i) make offers of broker compensation; (ii) disclose broker compensation; (iii) represent brokerage services are free or available at no cost unless no financial compensation from any source will be received; or (iv) make any concession limited to or conditioned on the retention of or payment to another broker or representative. ANY DISCOVERED VIOLATION OF THE FOREGOING SHOULD BE IMMEDIATELY REPORTED BY THE DISCOVERING PARTY TO REALCOMP II LTD FOR APPROPRIATE ACTION.

2. Broker commissions are not set by law and are fully negotiable.

3. The accuracy of all information transmitted herewith, regardless of source, though deemed reliable, is not guaranteed or warranted. All information should be independently verified.

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Street Number is 22668

Street Name is like 'nona*'

Found 3 results in 0.02 seconds.

To Whom It May Concern:

I am Andrea Fitzgerald, Broker/Owner of Resolute Realty, a distinguished real estate firm based in Dearborn. With 17 years of experience in the industry, I have dedicated my career to serving the Dearborn and Dearborn Heights communities, particularly during the foreclosure market. My extensive experience and passion for real estate drive my commitment to our local community.

Our primary goal is to not only maximize profits for the city but also to foster home ownership and attract new businesses, which will encourage continued growth. We believe that a balanced approach is crucial for maintaining a healthy real estate market.

To that end, we do not recommend listing all properties at once. Flooding the market could negatively impact current property values and the overall real estate landscape in the city. Instead, we suggest a strategic, phased approach to ensure sustained interest and favorable conditions for both sellers and buyers.

In 2019, I had the honor of serving as President of the Dearborn Area Board of Realtors, where I played a crucial role in developing and implementing a system for listing and selling city-owned properties in Dearborn. This experience has equipped me with a comprehensive understanding of the processes involved in managing city-owned listings.

Recognized for my dedication and ethical practices, I was named Realtor of the Year by my peers in 2018. My approach to real estate is rooted in honesty, integrity, and fairness. At Resolute Realty, we provide full-service brokerage support, from initial consultation through closing. Our in-house transaction coordinator ensures a seamless process for each transaction, while our in-house attorney, who holds a contract with HUD, brings valuable expertise in government-owned properties. Additionally, we are aligned with a title company that offers specialized knowledge and discounted closing fees for city-owned properties.

Founded in 2022, Resolute Realty is a woman-owned brokerage with a team of 14 dedicated agents, including fluent speakers of Arabic and Spanish. We maintain an impartial stance with no affiliations to the Dearborn Heights city council or mayor, ensuring unbiased representation.

Partnering with a smaller brokerage like Resolute Realty allows for personalized attention and meticulous management of each property. We prioritize maximizing returns for the city by dedicating ample time and effort to each listing, avoiding the rushed approach often seen in larger firms.

To effectively market city-owned properties, I recommend a strategic approach that treats each property individually. An auction format may not yield the highest returns, particularly in a shifting market. Instead, we will ensure comprehensive exposure by listing properties on the MLS and associated real estate websites (Zillow, Realtor.com, etc.). Additionally, Resolute Realty will cover the costs of social media promotions, postcards, and open houses, as well as install property signs to enhance visibility and attract potential buyers.

Thank you for considering Resolute Realty as a partner in managing and marketing city-owned properties. I look forward to the opportunity to contribute to the city's success and am available to discuss how we can best serve your needs.

Sincerely,

Andrea Fitzgerald

Broker/Owner, Resolute Realty

A handwritten signature in black ink, appearing to read "Andrea Fitzgerald", written over the printed name.

REQUIRED SUBMITTAL FORMS

The Following forms are required :

- 1- Proposal form
- 2- Exceptions and alternatives form
- 3-cost proposal form
- 4-verifications of minimum qualifications form
- 5-Business information questioner
- 6-Sub-Contractors form

PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

OFFER TO: CITY OF DEARBORN HEIGHTS :

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Information to Respondents, Offer, and all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): none, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

OBLIGATION:

The undersigned, by submission of this Offer, hereby agrees to be obligated, if the Offer is accepted by the City of Dearborn Heights to enter into a Contract to provide the stated goods and/or services for the term as stated herein in accordance with the Scope of Work, Specifications, and Terms and Conditions, together with any written Addenda as specified above and any negotiated terms. If this offer is accepted and signed by the City of Dearborn Heights this RFP document, together with any written Addenda and any negotiated terms shall be (collectively) the contract.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Proposal Form, the Respondent represents that:

1. The Respondent is in compliance with any applicable provisions of the City of Dearborn Heights Charter and Code of Ordinances.
2. If awarded a contract to operate the Concession or provide the goods or Services required in the RFP, the Respondent will comply with the City's Charter and Code of Ordinances. These documents can be found on the City of Dearborn Heights website on the City Clerk's page.

NON-COLLUSION:

The undersigned, by submission of this Proposal Form and other required forms, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

PERFORMANCE GUARANTEE:

The undersigned further agrees that if awarded the Contract, it will submit to the City any required type of guarantee (i.e. irrevocable letter of credit or cash deposit).

SUBMITTAL REQUIREMENTS: The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

No proposal may be accepted which has not been signed in the appropriate space below:

Company Name: Resolute Realty

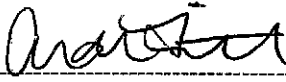
Address 22231 Michigan Ave
Dearborn MI 48124

Contact Person Andrea Fitzgerald

Phone 313-283-1729

Fax none

Email andrea.fitzgerald@live.com

Signature of Person Authorized to sign 

Title Broker/Owner

Date 9/19/2024

ACCEPTANCE OF OFFER (To be completed by the city of Dearborn Heights)

Mayor's signature _____

Date _____

City Clerk's signature _____

Date _____

EXCEPTIONS AND ALTERNATIVES FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Proposers are to comply with all requirements of this solicitation, otherwise the proposal may be deemed nonresponsive.

Exceptions may be considered if they are presented with the proposal and if the City determines that the exception does not materially alter the intent of this solicitation or that it exceeds the requirements of this solicitation.

~~XX~~ -No Exceptions Taken

-----Exceptions Taken – See attached*

*Please note that if any exceptions are taken, all required information must be submitted as an attachment

Except as may be indicated above, Proposer is in complete agreement with this entire solicitation including any proposed terms, conditions and business arrangements described herein.

By 

(Authorized Signature)

Date 9/19/2024

(Title) Broker/Owner

COST PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

Total Not-To-Exceed Cost: (If a percentage of sale price is intended, please indicate %)

Cost to be a commission of 4% of total sales price and a compliance fee of \$295 per property. Commission to be split 2% to listing brokerage and 2% to buyer brokerage.

Commission to include:

- professional photos of each property
- Sale sign outside of each property
- professional marketing tailored to each property's needs (open houses, social media ads, etc)
- coordinating city inspection and As-Is letter from buyer
- Coordinating transaction with title company, applicable lenders and any other parties involved.
- Transaction coordination from Listing to closing.
- Guidance, advice and negotiation to ensure the city is making the most profit for each property

Compliance fee includes:

- abiding by ever-changing rules and regulation
- storage of original documents for each property for at least 7 years

VERIFICATION OF MINIMUM QUALIFICATIONS FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without further evaluation.

1. Provide references that will support the minimum qualification of: "Respondent must have a minimum of three similar projects in the last five years as requested in the Minimum Qualifications section. References must demonstrate at least five years of experience and must reflect work of a repetitive nature.

A- Client Name: Joe Dakroub/ Legal Connections

Title: Attorney/Owner

Client Contact E-mail jd@thelawconnect.com

Contact Phone Number: 313-942-7200

Services performed from and to (dates): 2/22-present

B-Client Name: Ali Younes/Mortgage Connections

Title: President/Co-Owner

Client Contact ay@themortgageconnect.com

Contact Phone Number: 313-516-0510

Services performed from and to (dates): 2/22-present

C-Client Name: Nabih Saad/ Estates Title

Title: Branch Manager

Client Contact E-mail nabih.saad@estatetitle.com

Contact Phone Number: 313-623-6727

Services performed from and to (dates): 1/19-present

D- Client Name: Maureen Winfree/Servpro Dearborn

Title: Owner

Client Contact E-mail maureen@servprodearborn.com

Contact Phone Number: 313-475-5155

Services performed from and to (dates): 1/2018-present

BUSINESS INFORMATION QUESTIONNEER

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

NAME OF COMPANY Resolute Realty

PRINCIPAL OFFICE ADDRESS 22231 Michigan Ave Dearborn MI 48124

TELEPHONE NUMBER 313-283-1729

DUNS# AND/OR CCR (if applicable)# NA

FORM OF OWNERSHIP (Check One)

Corporation ()

LLC ☒

Joint Venture ()

State of Incorporation/Registration

Date of Incorporation/Registration

Partnership () If Partnership, select one of the following: Limited () or General () Individual ()

LIST OF PARTNERS, PRINCIPALS, CORPORATE OFFICERS OR OWNERS

Names : none

Titles: none

LIST OF CORPORATE DIRECTORS

Principal Business Affiliation

Name: none

Other Than Respondent Directorship: none

HAS YOUR COMPANY OPERATED UNDER ANY DIFFERENT NAMES IN THE PAST FIVE (5) YEARS? **YES / NO**
IF YES, PLEASE IDENTIFY THE NAME(S) UNDERWHICH YOUR COMPANY HAS OPERATED:

SUBCONTRACTORS FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Are there any subcontractors to be utilized under this contract?

YES - You must complete both pages.

☒ NO - You must complete only this page.

ACKNOWLEDGED BY Andrew Fitzgerald
FIRM Resolute Realty
AUTHORIZED REPRESENTATIVE Andrew Fitzgerald
TITLE Broker/owner
SIGNATURE Andrew Fitzgerald
DATE 9-19-24

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.

Subcontractor:

Fed Tax ID _____

Address: _____

P.O. Box _____

City: County State Zip: _____

Phone:() _____

Fax:() _____

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: _____

Subcontract Amount \$ _____

Percent of Contract % _____

ACKNOWLEDGED BY: _____

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature _____

Name & Title Date _____

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date _____

INTRODUCTION AND BRIEF HISTORY - REAL ESTATE ONE DEARBORN HEIGHTS

Real Estate One - Dearborn Heights, a trusted name in the community, was established in 2004 by seasoned broker Mike Fayz. With over 32 years of dedicated service to the Dearborn Heights area, Mike has built a solid reputation for his expertise in managing and selling government and bank-owned properties. Throughout his career, he has held exclusive contracts with renowned institutions such as Fannie Mae, Freddie Mac, the Department of Veterans Affairs (VA), CitiBank, and several other financial institutions. His responsibilities included property assessments, determining occupancy status, valuations, and conducting auction-style sales for these properties. Mike has achieved over \$1.2 billion in total sales, making him one of the most accomplished brokers in the region.

In 2018, Mike's son, Ali Fayz, joined the firm as a graduate of Wayne State University, where he earned a double major in Supply Chain and Business Management. Ali now oversees the VA Bank Owned properties, managing the entire process from initial assessment to auction-style sale. With over \$75 million in sales to date, Ali has quickly become a key figure in the firm's success. Together, the Fayz Group and Real Estate One Dearborn Heights has facilitated the sale of over 1,500 bank and institution-owned properties, establishing Real Estate One - Dearborn Heights as a leader in government and institution-owned property sales, recognized for delivering exceptional service and outstanding results to both clients and financial institutions alike.

PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

OFFER TO: CITY OF DEARBORN HEIGHTS :

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Information to Respondents, Offer, and all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): N/A, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

OBLIGATION:

The undersigned, by submission of this Offer, hereby agrees to be obligated, if the Offer is accepted by the City of Dearborn Heights to enter into a Contract to provide the stated goods and/or services for the term as stated herein in accordance with the Scope of Work, Specifications, and Terms and Conditions, together with any written Addenda as specified above and any negotiated terms. If this offer is accepted and signed by the City of Dearborn Heights this RFP document, together with any written Addenda and any negotiated terms shall be (collectively) the contract.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Proposal Form, the Respondent represents that:

1. The Respondent is in compliance with any applicable provisions of the City of Dearborn Heights Charter and Code of Ordinances.
2. If awarded a contract to operate the Concession or provide the goods or Services required in the RFP, the Respondent will comply with the City's Charter and Code of Ordinances. These documents can be found on the City of Dearborn Heights website on the City Clerk's page.

NON-COLLUSION:

The undersigned, by submission of this Proposal Form and other required forms, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

PERFORMANCE GUARANTEE:

The undersigned further agrees that if awarded the Contract, it will submit to the City any required type of guarantee (i.e. irrevocable letter of credit or cash deposit).

SUBMITTAL REQUIREMENTS: The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

No proposal may be accepted which has not been signed in the appropriate space below:

Company Name: 25000 FORD LLC

DBA: REAL ESTATE ONE DEARBORN HEIGHTS

Address 25000 FORD RD DEARBORN HTS MI, 48127

Contact Person ALI FAYZ

Phone 313-460-1981

Fax 313-561-3890

Email ALIFAYZ95@GMAIL.COM

Signature of Person Authorized to sign 

Title Mike Fayz - Broker / Owner

Date 9-12-24

ACCEPTANCE OF OFFER (To be completed by the city of Dearborn Heights)

Mayor's signature _____

Date _____

City Clerk's signature _____

Date _____

EXCEPTIONS AND ALTERNATIVES FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Proposers are to comply with all requirements of this solicitation, otherwise the proposal may be deemed nonresponsive.

Exceptions may be considered if they are presented with the proposal and if the City determines that the exception does not materially alter the intent of this solicitation or that it exceeds the requirements of this solicitation.

X
---- -No Exceptions Taken

-----Exceptions Taken – See attached*

*Please note that if any exceptions are taken, all required information must be submitted as an attachment

Except as may be indicated above, Proposer is in complete agreement with this entire solicitation including any proposed terms, conditions and business arrangements described herein.

By



MUHAMMAD F. FAYZ
(Authorized Signature)

Date 9/19/2024

(Title) BROKER/ OWNER

COST PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

Total Not-To-Exceed Cost: (If a percentage of sale price is intended, please indicate %)

2.5% OF SALES PRICE PLUS TRANSFER TAX, REVENUE STAMP AND TITLE POLICY.

VERIFICATION OF MINIMUM QUALIFICATIONS FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without further evaluation.

1. Provide references that will support the minimum qualification of: "Respondent must have a minimum of three similar projects in the last five years as requested in the Minimum Qualifications section. References must demonstrate at least five years of experience and must reflect work of a repetitive nature.

A- Client Name: FANNIE MAE

Title: GSE- GOVERNMENT SPONSORED ENTITY

Client Contact E-mail corporate_supplier_requests@fanniemae.com

Contact Phone Number: 1-888-363-8442

Services performed from and to (dates): 1994 - CURRENT

B-Client Name: FREDDIE MAC

Title: GSE- GOVERNMENT SPONSORED ENTITY

Client Contact vendor@freddiemac.com

Contact Phone Number: 1-800-972-7555

Services performed from and to (dates): 1994- CURRENT

C-Client Name: VA- VETERAN ADMINISTRATION

Title: US GOVERNMENT

Client Contact E-mail

Contact Phone Number: 1-877-827-3702

Services performed from and to (dates): 2004- CURRENT

D- Client Name: Dr. Fouad Fardous

Title: Pharmacist/ Real Estate Investor

Client Contact E-mail ffardous69@gmail.com

Contact Phone Number: 313-445-3262

Services performed from and to (dates): 2000- CURRENT

BUSINESS INFORMATION QUESTIONEER

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

NAME OF COMPANY 25000 FORD LLC DBA REAL ESTATE ONE DEARBORN HEIGHTS

PRINCIPAL OFFICE ADDRESS 25000 FORD RD DEARBORN HEIGHTS MI, 48127

TELEPHONE NUMBER 313-561-3860

DUNS# AND/OR CCR (if applicable)#

FORM OF OWNERSHIP (Check One)

Corporation ()

LLC (X)

Joint Venture ()

State of Incorporation/Registration MICHIGAN

Date of Incorporation/Registration SEPTEMBER 2010

Partnership () If Partnership, select one of the following: Limited () or General () Individual ()

LIST OF PARTNERS, PRINCIPALS, CORPORATE OFFICERS OR OWNERS

Names : MOHAMMED FAYZ ALI FAYZ

Titles: BROKER- OWNER AGENT- MANAGER

LIST OF CORPORATE DIRECTORS

Principal Business Affiliation

Name: N/A

Other Than Respondent Directorship: N/A

HAS YOUR COMPANY OPERATED UNDER ANY DIFFERENT NAMES IN THE PAST FIVE (5) YEARS? **YES / NO**
IF YES, PLEASE IDENTIFY THE NAME(S) UNDERWHICH YOUR COMPANY HAS OPERATED:

N/A

SUBCONTRACTORS FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Are there any subcontractors to be utilized under this contract?

YES - You must complete both pages.

X NO - You must complete only this page.

ACKNOWLEDGED BY MOHAMMED FAYZ
FIRM REAL ESTATE ONE DEARBORN HEIGHTS
AUTHORIZED REPRESENTATIVE MOHAMMED FAYZ
TITLE BROKER- OWNER
SIGNATURE 
DATE 9-12-24

MARKETING AND SOLICITATION STRATEGIES

When marketing city-owned properties to the public, we would implement a clear and effective strategy similar to our approach with bank-owned and VA properties. Highly visible signage would be placed on each property, featuring a scannable QR code that takes potential buyers directly to a dedicated bidding site. This platform would provide all necessary details, including property information, photos, valuation reports, and auction terms.

To encourage homeownership and community investment, we recommend making residential properties available exclusively to owner-occupants for the first two weeks, ensuring local residents have the first opportunity to purchase. This approach creates a seamless, user-friendly experience while supporting neighborhood stability and growth.

ACTIVE PROPERTIES AND RECENT SALES

1. 6833 FENTON ST DEARBORN HEIGHTS MI, 48127
FANNIE MAE/ FREDDIE MAC PROPERTY
<https://portal.onehome.com/en-US/share/1156709J97173>
2. 43051 FERNWOOD ST CANTON MI, 48188
ESTATE/ PROBATE SALE
<https://portal.onehome.com/en-US/share/1156716d09330>
3. 16740 GILCHRIST ST DETROIT MI, 48235
FANNIE MAE/ FREDDIE MAC PROPERTY
<https://portal.onehome.com/en-US/share/1156721H31800>
4. 11708 ALLEN ROAD TAYLOR MI, 48180
COMMERCIAL PROPERTY SALE
<https://portal.onehome.com/en-US/share/1156724m36430>
5. 3644 VASSAR ST DEARBORN MI, 48124
PRIVATE OWNED SALE
<https://matrix.realecomponline.com/matrix/shared/kg8Rn95Q33Hd/3644VASSARStreet>
6. HASS ST VACANT LAND SALE
<https://portal.onehome.com/en-US/share/1156731e23198>



RE/MAX Team 2000

Established 1989

Broker: Eddie Mallad

Remaxteam2000@msn.com

313-675-4500

Contact: Mike Ayoub

mayoubremax@yahoo.com

313-675-6755

The Firm

Introduction

RE/MAX Team 2000 (RT2K) was established in 1989 by Dearborn Heights native and Class of 1987 Crestwood graduate, Eddie Mallad. The firm has over 40 agents with an average of over 12 years' experience, quite a few agents have well over 20 and even 30 years' experience.

Team 2000 has the highest retention rate of any local brokerage, and they also pride themselves on being a team those other brokerages model themselves after. The culture at RT2K is that of a small business, owned and operated by a tight knit family. The firm has received numerous sales awards at both the local and national level, however, RT2K prides themselves on their clients and partners #1 choice for all their real estate needs. Whether it's residential, commercial, or vacant land, RT2K has been servicing the local community for over 40 years!

Team 2000 is also a leading supporter of local schools and nonprofits. Given back to the community is a staple in the office!

The Firm

History/Experience

RE/MAX Team 2000 (RT2K) was established in 1989 by Dearborn Heights native and Class of 1987 Crestwood graduate, Eddie Mallad. The firm has over 40 agents with an average of over 12 years' experience, quite a few agents have well over 20 and even 30 years' experience.

Current Projects include servicing distressed properties for local and Nationwide financial institutions, Fane Mae/Freddie Mac, hedge funds, property asset management companies and out of state and international investors.

EXPERTISE/EXPERIENCE

Our default staff/partners include:

A dedicated office admin who specializes and handles only default properties. Our office admin and

staff have over 20+ years of experience in default assets.

Field Inspector who visits all our properties (listed or not) on a weekly basis. He checks on properties and will take date/time stamped photos which we load into our platforms which enables our partners to view. This will include Dearborn Heights assets.

The Evaluation Dept. offers experienced agents who've completed THOUSANDS of Broker Price Opinions (BPO) all trained, and some are licensed appraisers. Default Assets rely heavily on BPO's, this is where price/value is determined. We will also provide a monthly status report on every property. This will give the City the past months activity on their property, including number of showings, offers and any feedback. It will also provide any recent comparable sales and listings. This will effectively help us in any recommendation moving forward. Inexperience can cost a municipality/financial institution tens of thousands of dollars, we've unfortunately seen it happen in the past.

Title: Title One has been our preferred title company since we opened our doors in 1989! Title One has been in business for over 30 plus years and conveniently have an in-house office right here in our building. With 3 locations (Dearborn Heights, Dearborn and Livonia) and over 65 full-time employees, they are well equipped to handle all title insurance needs. Their principal leaders have countless amounts of experience and knowledge in all types of real estate transactions, including municipal/default and always exhaust every option to get the transaction closed. I can't stress enough how important and significant it is to have a title partner who has decades of experience.

Dearborn Hgts. Sales Team

Team Members

The two main agents who will handle the Dearborn Heights owned properties will be the following:

Mike Ayoub (contract contact) and Allen Gawell:

Mike and Allen have each been selling real estate locally for over 25 years, both since the 1990's.

Both have received numerous awards including the RE/MAX Hall of Fame and RE/MAX Lifetime Achievement Awards and Recognition.

Mike has been ranked as a Top 20 agent nationally and consistently in the Top 10 in Michigan.

Both have extensive experience in selling default and institutional properties, aka, Real Estate Owned (REO)

Their respective teams have closed THOUSANDS of distressed/bank/municipalities owned properties. The experience and knowledge of selling default/institutional properties is what will set them apart from other applicants.

TEAM MEMEBRS EXPERIENCE/EXPERTISE

- **20+ years' experience of selling default/institutional/foreclosed properties. These include banks, government, government seized and hedge funds properties. These past and current clients also include Fannie Mae Direct, Vendor Resource Management, Key Link Asset Management, Olympus Asset Management, CitiMortgage, Nationwide REO Brokers, HMO Bank, Keystone Asset Management, Bankers Asset Management, REO Experts, REOWorld LLC, Vendor Resource Management, OneWest Bank, Old Republic Asset Management, Meridian Asset Management, Aurora Asset Management, Default Servicing Inc, Carrington, Chrisley Asset Management, Washington Mutual, Chase Bank, Bank of America, HSBC, National City, Flagstar.**
- **From initial assignment of an asset to post closing, we will do the following: Broker Price Opinion, weekly occupancy checks and time stamped photos. Monthly status reports while the property is listed and has not sold. Confirm**

ongoing preservation, lawn care/snow removal are all being taken care of.

- **At initial assignment, we include a detailed Brokers Price Opinion, aka a BPO. We've done THOUSANDS of these over the last two decades. We have a licensed appraiser on our team. We will use the most recent comparable sales to determine value and with today's market conditions and lack of inventory, we will go back up to 90 days unless we need to go back further. We will provide an as is value as well as a repaired value.**
- **Our agents are trained and certified in the Default Asset Industry. This requires training and attending major default conferences across the Country. (5 Star, REOMAC, NRBA)**

NO LOCAL AGENTS HAVE SOLD MORE DISTRESSED PROPERTIES OVER THE LAST TWO DECADES THAN THIS TEAM HERE AT REMAX TEAM 2000

Hyperlink/sales/listings

<https://portal.onehome.com/en-US/properties/map?token=eyJPU04iOiJSRUZFMQ09NUCIsInR5cGUiOiIlwliwiY29udGFjdGlkljoxNzA1MzA1LCJzZXRpZCI6IjQwNDgwMTQxOSIsInNldGtleSI6IjIwNyIsImVtYWlsljoibWF5b3VicmVtYXhAeWFob28uY29tliwicmVzb3VyY2VpZCI6MCwiYWdlbnRpZCI6MjlyNzYsIlZpZXdnb2RlljoiMSJ9&SMS=0&searchId=ee6a0038-d60b-31f3-90ec-c008d0e8d15e>

<https://portal.onehome.com/en-US/properties/map?token=eyJPU04iOiJSRUZFMQ09NUCIsInR5cGUiOiIlwliwiY29udGFjdGlkljoxNzA1MzA1LCJzZXRpZCI6IjQwNDgwMTM1NyIsInNldGtleSI6IjIwNyIsImVtYWlsljoibWF5b3VicmVtYXhAeWFob28uY29tliwicmVzb3VyY2VpZCI6MCwiYWdlbnRpZCI6MjlyNzYsIlZpZXdnb2RlljoiMSJ9&SMS=0&searchId=480c1229-a2af-3bc9-b31f-0a4e49f86a01>

<https://portal.onehome.com/en-US/properties/map?token=eyJPU04iOiJSRUZFMQ09NUCIsInR5cGUiOiIlwliwiY29udGFjdGlkljoxNzA1MzA1LCJzZXRpZCI6IjQwNDgwMTAxOCIsInNldGtleSI6IjIwNyIsImVtYWlsljoibWF5b3VicmVtYXhAeWFob28uY29tliwicmVzb3VyY2VpZCI6MCwiYWdlbnRpZCI6MjlyNzYsIlZpZXdnb2RlljoiMSJ9&SMS=0&searchId=7c276377-25f4-33da-86aa-c1cedb3781a9>

<https://portal.onehome.com/en-US/properties/map?token=eyJPU04iOiJSRUZFMQ09NUCIsInR5cGUiOiIlwliwiY29udGFjdGlkljoxNzA1MzA1LCJzZXRpZCI6IjQwNDgwMDg5OCIsInNldGtleSI6IjIwNyIsImVtYWlsljoibWF5b3VicmVtYXhAeWFob28uY29tliwicmVzb3VyY2VpZCI6MCwiYWdlbnRpZCI6MjlyNzYsIlZpZXdnb2RlljoiMSJ9&SMS=0&searchId=3971c96f-0ce7-3d71-9199-4dcf42451c35>

Strategies/Solicit to Public

Besides using the statewide MLS websites, all properties will be shared on popular platforms like Zillow, Realtor.com, Homes.com, Redfin and many others.

We will also have a dedicated website strictly for City of Dearborn Heights properties. Potential clients will be able to go directly there and even submit any offers there. It will be very user friendly. We will also separately market this dedicated website, including on social media and billboards throughout the area.

We will also market all properties through social media which has proven results. This will include videos showcasing the properties and a “how to” on submitting offers. Our focus is to provide as much traffic as possible for each property and an end goal of potential bidding wars which will drive the price up!

Finally, and important!

We will have a dedicated platform portal where all offers will be submitted by real estate agents!

TRANSPARENCY is vital, especially when working with any offers that are default assets. We will ensure EVERYONE has a fair shot and we will also make sure that CITY/CITY COUNCIL have access to view offers at any point they like. Letting a real estate agent handle offers with no accountability will open the door to scrutiny and unsureness from the public. THIS IS VITAL!

We will make our recommendation on what best offer (s) is but again, City should be able to monitor this. This isn't new to us. We've been using these types of platforms for over two decades. IT'S FAIR AND LEAVES LITTLE DOUBT ON THE BEST OFFER BEING ACCEPTED.

We also recommend a buying period to owner occupants, similar to what HUD, Fannie and Freddie do. First X days (10-15 days) subject property is only available for purchase to those who intend to occupy the property as their principal residence. A deed restriction can be used to

prohibit an immediate sale. This will encourage home ownership.

FIRM EXPERIENCE

RE/MAX Team 2000 has the highest retention rate of any local brokerage, and they also pride themselves on being a team those other brokerages model after. The culture at RT2K is that of a small business, owned and operated by a tight knit family. The firm has received numerous sales awards at both the local and national level, however, RT2K prides themselves on their clients and partners #1 choice for all their real estate needs. Whether it's residential, commercial, or vacant land, RT2K has been servicing the local community for over 40 years!

Team 2000 is a leading supporter of local schools and nonprofits. Given back to the community is a staple in the office. We pride ourselves on given back and never forgetting where we came from!

References

Allison Rexin

REO Asset Manager

Fay Servicing, LLC

440 S. LaSalle St. Suite 2000 | Chicago, IL 60605

(312) 780-0441 direct

2018-present

Brad Blancett

Vendor Resource Management (VRM)

4100 International Parkway

Suite 1000, Carrollton, TX 75007

(855) 843-8334

bblancett@vrmco.com

2007-present

Crystal Kittleman

Default Asset Manager

Denver, Colorado

720-453-0367

cryskittel@gmail.com

2008-present

David Mack

Platinum Res.

Portfolio Manager

313-673-9224

Dmack.platinumres@gmail.com

2010-present

PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

OFFER TO: CITY OF DEARBORN HEIGHTS :

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Information to Respondents, Offer, and all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): NONE, NONE (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

OBLIGATION:

The undersigned, by submission of this Offer, hereby agrees to be obligated, if the Offer is accepted by the City of Dearborn Heights to enter into a Contract to provide the stated goods and/or services for the term as stated herein in accordance with the Scope of Work, Specifications, and Terms and Conditions, together with any written Addenda as specified above and any negotiated terms. If this offer is accepted and signed by the City of Dearborn Heights this RFP document, together with any written Addenda and any negotiated terms shall be (collectively) the contract.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Proposal Form, the Respondent represents that:

1. The Respondent is in compliance with any applicable provisions of the City of Dearborn Heights Charter and Code of Ordinances.
2. If awarded a contract to operate the Concession or provide the goods or Services required in the RFP, the Respondent will comply with the City's Charter and Code of Ordinances. These documents can be found on the City of Dearborn Heights website on the City Clerk's page.

NON-COLLUSION:

The undersigned, by submission of this Proposal Form and other required forms, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

PERFORMANCE GUARANTEE:

The undersigned further agrees that if awarded the Contract, it will submit to the City any required type of guarantee (i.e. irrevocable letter of credit or cash deposit).

SUBMITTAL REQUIREMENTS: The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

A handwritten signature in blue ink, reading "Mike Ayoub". The signature is written in a cursive style with a large, stylized "M" and "A".

No proposal may be accepted which has not been signed in the appropriate space below:

Company Name: RE/MAX TEAM 2000

Address 23676 Park St.
Dearborn, MI 48124

Contact Person Mike Ayoub
Phone 313-675-6755
Fax 313-561-0468
Email mayoubremax@yahoo.com

Signature of Person Authorized to sign Mike Ayoub
Title Associate
Date 9/19/24

ACCEPTANCE OF OFFER (To be completed by the city of Dearborn Heights)

Mayor's signature _____

Date _____

City Clerk's signature _____

Date _____

EXCEPTIONS AND ALTERNATIVES FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Proposers are to comply with all requirements of this solicitation, otherwise the proposal may be deemed nonresponsive.

Exceptions may be considered if they are presented with the proposal and if the City determines that the exception does not materially alter the intent of this solicitation or that it exceeds the requirements of this solicitation.

☒ --- No Exceptions Taken

-----Exceptions Taken – See attached*

*Please note that if any exceptions are taken, all required information must be submitted as an attachment

Except as may be indicated above, Proposer is in complete agreement with this entire solicitation including any proposed terms, conditions and business arrangements described herein.

By Mika Ouyoub

(Authorized Signature)

Date 9/19/24

(Title) Associate

COST PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

Total Not-To-Exceed Cost: (If a percentage of sale price is intended, please indicate %)

COST

We will the City of Dearborn Heights a total of 5%

That 5% will be spilt 50/50 with buyers' agents.

We will also charge the buyer a \$595 disposition fee per transaction. This will allow us to use a dedicated portal (Pyramid) for all offer submissions; this portal does have a monthly subscription fee. (we will cover all expenses)

VERIFICATION OF MINIMUM QUALIFICATIONS FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without further evaluation.

1. Provide references that will support the minimum qualification of: "Respondent must have a minimum of three similar projects in the last five years as requested in the Minimum Qualifications section. References must demonstrate at least five years of experience and must reflect work of a repetitive nature.

A- Client Name:

Title:

Client Contact E-mail

Contact Phone Number:

Services performed from and to (dates): _____

Attached separate document

B-Client Name:

Title:

Client Contact

Contact Phone Number:

Services performed from and to (dates): _____

C-Client Name:

Title:

Client Contact E-mail

Contact Phone Number:

Services performed from and to (dates): _____

D- Client Name:

Title:

Client Contact E-mail

Contact Phone Number:

References

Allison Rixin

REO Asset Manager

Fay Servicing, LLC

440 S. LaSalle St. Suite 2000 | Chicago, IL 60605

(312) 780-0441 direct

2018-present

Brad Blancett

Vendor Resource Management (VRM)

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Suite 1000, Carrollton, TX 75007

(855) 843-8334

bblancett@vrmco.com

2007-present

Crystal Kittleman

Default Asset Manager

Denver, Colorado

720-453-0367

cryskittel@gmail.com

2008-present

David Mack

Platinum Res.

Portfolio Manager

313-673-9224

Dmack.platinumres@gmail.com

2010-present

Services performed from and to (dates): _____

BUSINESS INFORMATION QUESTIONNEER

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

NAME OF COMPANY RE/MAX TEAM 2000

PRINCIPAL OFFICE ADDRESS 23676 Park St. Dearborn, MI. 48124

TELEPHONE NUMBER 313-561-0900

DUNS# AND/OR CCR (if applicable)# _____

FORM OF OWNERSHIP (Check One)

Corporation ☒

LLC ()

Joint Venture ()

State of Incorporation/Registration

Date of Incorporation/Registration

Partnership () If Partnership, select one of the following: Limited () or General () Individual ()

LIST OF PARTNERS, PRINCIPALS, CORPORATE OFFICERS OR OWNERS

Names : Eddie Mallad Mike Ayoub Allen Gawell

Titles: Owner Partner Partner

LIST OF CORPORATE DIRECTORS

Principal Business Affiliation

Name: Eddie Mallad

Other Than Respondent Directorship: _____

HAS YOUR COMPANY OPERATED UNDER ANY DIFFERENT NAMES IN THE PAST FIVE (5) YEARS? YES / **NO**
IF YES, PLEASE IDENTIFY THE NAME(S) UNDERWHICH YOUR COMPANY HAS OPERATED:

SUBCONTRACTORS FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Are there any subcontractors to be utilized under this contract?

YES - You must complete both pages.

☒ NO - You must complete only this page.

ACKNOWLEDGED BY Mike Ayoub
FIRM Remax Team 2000
AUTHORIZED REPRESENTATIVE _____
TITLE Partner
SIGNATURE Mike Ayoub
DATE 9/19/24

SUBCONTRACTORS FORM (Continued)

NONE

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.

Subcontractor:

Fed Tax ID _____

Address: _____

P.O. Box _____

City: County State Zip: _____

Phone:() _____

Fax:() _____

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: _____

Subcontract Amount \$ _____

Percent of Contract % _____

ACKNOWLEDGED BY: _____

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature _____

Name & Title Date _____

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date _____



A DIVISION OF ONE80

Regulatory Office

Dept Regulatory
505 Eagleview Blvd., Suite 100
Exton, PA 19341-1120
Telephone: 800-688-1840

Insurance Company Providing Coverage: Greenwich Insurance Company

REAL ESTATE PROFESSIONALS ERRORS AND OMISSIONS DECLARATIONS
THIS IS A CLAIMS MADE INSURANCE POLICY. PLEASE READ IT CAREFULLY.

PRODUCER: Pearl Insurance Group POLICY NUMBER: PEG9181418-4
PRODUCER #: 98938 RENEWAL OF: PEG9181418-3

THIS IS A CLAIMS MADE POLICY. THE POLICY APPLIES ONLY TO THOSE CLAIMS THAT ARE FIRST MADE AGAINST THE INSURED DURING THE POLICY PERIOD. THE CLAIM MUST BE REPORTED IN WRITING TO THE COMPANY DURING THE POLICY PERIOD OR WITHIN 60 DAYS AFTER THE END OF THE POLICY PERIOD. CLAIM EXPENSES ARE GENERALLY IN ADDITION TO AND WILL NOT REDUCE THE LIMIT OF LIABILITY. HOWEVER, CERTAIN COVERAGE EXTENSIONS HAVE LIMITS OF INSURANCE THAT INCLUDE AND WILL BE REDUCED BY CLAIMS EXPENSES. PLEASE REVIEW THIS POLICY CAREFULLY.

Item 1. NAMED INSURED: 2000 Realty, Inc. dba REMAX Team 2000
Item 2. ADDRESS: 23578 Park St
Dearborn, MI 48124-2548

Item 3. POLICY PERIOD: FROM: 08/28/2024 TO: 08/28/2025
1201 A.M. Standard Time at the address of the Named Insured as stated herein.

Item 4. LIMITS OF LIABILITY:
A. Limits of Liability \$ 1,000,000 Each Claim \$ 1,000,000 Policy Aggregate
B. Fair Housing Discrimination Limit of Liability \$ 1,000,000 Aggregate
C. Fungi and Bacteria Limit of Liability \$ 1,000,000 Aggregate
D. Open House Limit of Liability \$ 1,000,000 Aggregate

Item 5. DEDUCTIBLE: \$ 5,000 Each Claim
Item 6. PREMIUM:

Item 7. RETROACTIVE DATE: 8/28/2003
Item 8. NOTICES TO BE SENT TO:
Report A Claim
AXA XL - Commercial E & O Claims
100 Constitution Plaza, 8th Floor
Hartford, CT 06103
877-791-3777 (Phone)
860-548-9686 (Fax)
Report A Claim
Pearl Insurance
1200 East Glen Avenue
Peoria Heights, IL 61616
1-800-467-4962

Item 9. FORMS AND ENDORSEMENTS ATTACHED AT POLICY EFFECTIVE DATE:
JPP-PF (08/18) Real Estate Errors & Omissions Policy Form
JPP-148 (08/18) Sellers Shield Deductible Forgiveness
JPP-M11 (05/05) Michigan Changes
JPP-147 (06/16) Consumer Financial Protection Bureau Defense Endorsement
JPP-149 (08/20) Home Warranty Program Deductible Reduction Endorsement
JPP-150 (12/21) ERISA, Securities, Consumer Protection and Similar Act or Law Exclusion
JPP-140 (08/20) Deductible Forgiveness Endorsement

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/28/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pearl Insurance 1200 East Glen Avenue Peoria Heights, IL 61616	CONTACT NAME: Gary Pearl PHONE (A/C, No, Ext): 1-800-447-4982 FAX (A/C, No): 1-866-817-9009 ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: GREENWICH INSURANCE COMPANY INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED 2000 Realty, Inc. dba RE/MAX Team 2000 23676 Park St Dearborn, MI 48124-2548	NAIC # 22322

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	ADDL. INSURED	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GENL. AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER: AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y ☐ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ex occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ COMBINED SINGLE LIMIT (Ex accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE ☐ OTHER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Real Estate E&O		N	PEG0181418-4	08/28/2024	08/28/2025	Limit: \$1,000,000/\$1,000,000 Deductible: \$5000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

Vendor Resource Management Inc
4100 International Parkway Suite 1000
Carrollton, TX 75007

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Pearl Insurance

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ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

FW: VRM COI

From: EDDIE MALLAD (remaxteam2000@msn.com)

To: thefarhatteam@yahoo.com

Date: Tuesday, August 20, 2024 at 12:33 PM EDT

Sent from my T-Mobile 5G Device

----- Original message -----

From: "Mullen, Kate" <kate.mullen@pearlinsurance.com>

Date: 8/20/24 9:50 AM (GMT-05:00)

To: EDDIE MALLAD <REMAXTEAM2000@msn.com>, 'Blanca Cardona' <bcardona@vrmmo.com>, VRM Mortgage Services <vendors@vrmmo.com>

Subject: VRM COI

Attached please find the 2024-2025 VRM COI.

Thank you,

Kate

Kate Mullen Client Relations Representative



PEARL INSURANCE

A DIVISION OF ONE80

Pearl Insurance | 1200 E. Glen Ave Peoria Heights, IL 61616

P: 855.845.5693 F: 866.817.9009 E: kate.mullen@pearlinsurance.com

www.pearlinsurance.com | Coverage That's Right For You

PEARL COMPANIES CONFIDENTIALITY: This communication, including attachments, is for exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, any use, copying, disclosure, or distribution or the taking of any action in reliance upon this information is strictly prohibited. If you are not the intended recipient, please notify the sender immediately and delete this communication and destroy all copies [v1.0.002].



VRM COI.pdf

133.2kB

CERTIFICATE OF INSURANCE

FARM BUREAU MUTUAL INSURANCE COMPANY OF MICHIGAN
FARM BUREAU GENERAL INSURANCE COMPANY OF MICHIGAN

Lansing, Michigan 48909

Email to: CommercialAllOther@fbinsml.com

Fax to: 877-822-2875

Name and Address of Certificate Holder:

Vendor Resource Management
4100 International Parkway Suite 1000
Carrollton, TX 75007

AMENDED

Named Insured and Address:

2000 Realty Inc d/b/a
RE/Max Team 2000
23676 Park St
Dearborn MI 48124

Issue Date: 10/20/2023

This is to certify that the following policy(ies) of insurance has (have) been or will be issued by the Company to the Named Insured. This certificate is not a guarantee that the policy(ies) will remain in effect until its (their) stated expiration date. In the event of cancellation of any of the insurance policies before the expiration date, the Company will endeavor to mail notice of such cancellation to the Certificate Holder designated above at the Certificate Holder's last known address, but failure to mail such notice shall impose no obligation or liability of any kind upon the Company. This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This certificate does not amend, extend, or alter the coverage afforded by the policy(ies) of insurance indicated below. The information conveyed in this Certificate of Insurance is only valid for the indicated policy periods. Certificates of insurance for subsequent policy periods must be requested by the Certificate Holder.

Type of Insurance	Policy Number	Policy Period	Limits of Liability
Business Auto Liability Any Auto (Symbol 1) Owned Autos (Symbol 2) Specifically Described Autos (Symbol 7) Hired Auto (Symbol 8) Non-Owned Auto (Symbol 9)		Eff. Exp.	Combined Single Limit Each Accident \$
Worker's Disability Compensation	WCC-2814214	Eff. 06/24/2023 Exp. 06/24/2024	Coverage A - Statutory Coverage B - Bodily Injury by Accident \$ 1,000,000 ☒ Each Accident (Employer's Liab.) Bodily Injury by Disease \$ 1,000,000 ☒ Each Employee Bodily Injury by Disease \$ 1,000,000 ☒ Policy Limit
Comprehensive General Liability or Commercial Package ☒ Including ☐ Excluding Products-Completed Operations ☒ Personal Injury and Advertising Injury Liability Coverage is included ☒ Hired Auto ☒ Non-Owned Auto ☒ CERTIFICATE HOLDER is an Additional Insured Excluding:	BO-11374194	Eff. 11/03/2023 Exp. 11/03/2024	Each Occurrence \$ 2,000,000 ☒ Products Aggregate \$ 4,000,000 ☒ General Aggregate \$ 4,000,000 ☒ Medical Payments Limit \$ 10,000 ☒
Owners and Contractors Protective Liability		Eff. Exp.	Each Occurrence \$ General Aggregate \$
Umbrella Liability		Eff. Exp.	Limit \$
Farmowners Liability including Products		Eff. Exp.	Limit \$ Type: Describe:
Business Pursuits ☐ Excluded ☐ Included			
Other		Eff. Exp.	

x

Richard Mackie / 

Authorized Signature

3511

Agent Number

(734) 722-2070

Agent Phone Number



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Tammy Brown Agency 40600 Ann Arbor Rd Suite 150 Plymouth MI 48170		CONTACT NAME: Tammy Brown PHONE (A/C No. Ext): (734) 844-8180 E-MAIL ADDRESS: tammybrown@fbinsmi.com FAX (A/C No.): (734) 981-7884	
INSURED 2000 Realty Inc DBA Remax Team 2000 23678 Park Dearborn MI 48124		INSURER(S) AFFORDING COVERAGE INSURER A: Farm Bureau General Insurance Co of Michigan INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR	TYPE OF INSURANCE	ADDL INSTR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X	BC-11374194	11/03/2023	11/03/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE DED: RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WCC-2814214	08/24/2024	08/24/2025	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Vendor Resource Management Inc 4100 International Pkwy #1000 Carrollton TX 75007	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Tammy Brown <i>Tammy Brown/KR</i>
--	--

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ACORD 25 (2015/03)

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Form W-9
(Rev. October 2018)

Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2000 Realty Inc

2 Business name/disregarded entity name, if different from above

RE/Max Team 2000

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☒ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

4 Exceptions (codes apply only to certain entities; not individuals; see instructions on page 3):

Exempt payee code (if any):

Exception from FATCA reporting (codes (if any))

Payee for records maintained outside the U.S.

5 Address (number, street, and apt. or suite no.), city, state, and ZIP code.

23676 Park Street

Dearborn, MI, 48124

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number to Give the Requester for guidelines on whose number to enter.

Employer identification number								
8	4	-	3	6	7	9	1	5

Social security number								

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Confirmation instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contribution to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person

Eddie Smith

Date 2-22-24

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/formw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-MISC (miscellaneous income)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-INT (interest earned or paid)

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

COST PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

Total Not-To-Exceed Cost: (If a percentage of sale price is intended, please indicate %)

COST

We will the City of Dearborn Heights a total of 5%

That 5% will be spilt 50/50 with buyers' agents.

We will also charge the buyer a \$595 disposition fee per transaction. This will allow us to use a dedicated portal (Pyramid) for all offer submissions; this portal does have a monthly subscription fee. (we will cover all expenses)



*Proposal for Brokerage Services
City of Dearborn Heights
Surplus Property Sales*

Greetings,

On behalf of RE/MAX LEADING EDGE, and in response to the City of Dearborn Heights' RFP for Brokerage Services, please find the requested documentation enclosed, along with our proposal.

Sincerely,

Sender Name: Sherri Saad
Position: Broker/Owner
Phone: 313-598-5322
Email: Sherri.saad@remax.net
Date: 9/6/2024

I. Introduction

RE/MAX Leading Edge, a premier Real Estate Brokerage firm in Metro Detroit with three office locations in Dearborn Heights, Detroit, and Canton, is pleased to submit our proposal to the City of Dearborn Heights to provide brokerage services for the sale of city-owned surplus properties. With over 25 years of experience and a proven track record in successfully managing REO and Bank owned property sales, we understand the importance of compliance, efficiency, and strategic marketing. RE/MAX Leading Edge has ranked number 1 transactions in Southeastern Michigan since 2009-2023.

II. Firm History, Experience, and Expertise

RE/MAX Leading Edge has been serving Southeast Michigan for over 25 years, specializing in Residential, Commercial, Land, Multi Family, and bank owned/municipal property transactions. Our brokerage has extensive experience in handling the sale of bank-owned surplus properties, and understands the need for complete transparency, obtaining appropriate approvals, marketing municipal property, and compliance with all state and local laws.

Recent sales, active listings, and evidence of expertise can be found through the various hyperlinks:

www.leadingedgerealtors.com

www.sherrisaad.com

<https://www.realtrends.com/ranking/best-real-estate-agents-michigan/>

<https://www.realtrends.com/agent-profile/sherri-saad-michigan/>

<https://arabamericannews.com/2022/03/26/sherri-saad-named-broker-owner-of-the-year-for-re-max-of-southeastern-michigan/>

<https://news.remax.com/remax-circle-of-legends>

Our services extend beyond listing and marketing traditional residential and commercial properties. We offer a full turn-key solution for municipal property sales, HUD HOMES, Foreclosures including property evaluations, buyer solicitation, closing services, property management and more. Our local expertise and comprehensive service package make us an ideal partner for this project.

III. Team Member Experience and Expertise

Sherri Saad, Lead Broker/Owner

- 25 years of real estate experience, specializing in municipal and surplus property sales.
- Successfully closed over 1,000+ surplus property deals in the past five years alone.
- Ranked # 1 RE/MAX Agent in the country in 2014, 2016 and 2018
- Ranked # 1 RE/MAX Agent in the state of Michigan based on individual closed transactions.

IV. Available Strategies to Solicit Public Interest

Our comprehensive marketing approach encompasses professional real estate photography and virtual tours, strategic placement of signage at all property locations and community engagement events to drive local awareness; as well as, utilize extensive online marketing through Zillow, Realtor.com, REMAX.com, KvCore, and various MLS real estate platforms. Additionally, marketing campaigns targeting first-time home owners, and owner-occupiers will take precedence prior to targeting investors, developers, and individuals interested in surplus city properties. RE/MAX Leading Edge is committed to coordinating with local real estate agents and brokers to maximize property visibility, as well as maintain local representation for the City of Dearborn Heights and Dearborn Heights residents.

V. Approach to Scope of Work

RE/MAX Leading Edge will handle all aspects of the property sale, including:

Inventory and Marketing: We will photograph and inventory all city-owned properties, ensuring detailed and accurate listings.

Signage Placement: Proper signage will be placed on each property, complying with all local ordinances, and state laws.

Closing Services: Our team will manage all real estate closings and ensure compliance with city requirements.

City Council Approval: We will present all offers to the Dearborn Heights City Council, providing recommendations for each offer and assisting in the approval process.

VI. Work Plan and Timeline

RE/MAX Leading Edge understands City Council's concerns of maintaining owner occupancy throughout the city; therefore, each property awarded by the city will be subject to a 30-day "first look" period identical to the restrictions our office implements when listing bank-owned REO properties, and HUD homes. This ensures no offers made by investors will be considered prior to the expiration of the "first look" period. Specifically, listings on the MLS, and other platforms, will include the following verbiage: "Priority to be given to Owner Occupant Buyers, Eligible Nonprofit Organizations, and government entities until (month/day/year)." The "first look" period specified will be subject to City Council approval. Moreover, except for parcels of vacant land, each deed will contain a 12-month restriction on the sale, or transfer, of the property.

Please see a comprehensive, but non-exhaustive, breakdown of services our office provides for traditional, HUD homes, and bank-owned REO properties:

- 24-Hour turn-around to confirm vacancy/occupancy
- Re-key property and start services
- Ensure utilities are turned on
- Verify and correct any code violations; (water, taxes, liens, etc.)
- Register property with city if vacant; ("VPR")
- Conduct BPO or CMA to determine property value; ("as is," and "repair" value)
- Obtain bids for rehab services; (if necessary)
- Maintain property landscaping; (lawn and snow services, etc.)
- Order and place signage
- Order and upload marketing photos
- Stage the property for showings, or utilize virtual staging
- Notify all brokers of property as "coming soon"
- Implementation of social media marketing; (Facebook, Instagram, TikTok, etc.)
- Open House
- Present offers to seller; (review each offer, and advise on contract terms)

VII. Cost Proposal

RE/MAX Leading Edge proposes a competitive commission of 5% of the sale price for each property, and will not charge a broker compliance fee in connection with the sale of City owned surplus property. 2.5% will be offered as compensation to the Buyer's Agent. This fee includes all marketing, listing, and real estate related services.

VIII. Conclusion

RE/MAX Leading Edge is uniquely qualified to manage the sale of Dearborn Heights' surplus properties. Our local expertise, experienced team, and strategic approach to public property sales ensure successful, transparent, and compliant transactions. We look forward to the opportunity to work with the City of Dearborn Heights and deliver exceptional results. Please let me know if you'd like to adjust any part of this proposal or need additional information.

Selling your home is one of the most significant transactions of your life. I take my responsibility very seriously, and approach this task with sensitivity, concern and the highest professionalism. Thank you for this opportunity.

Sherri Saad

Broker/Owner

Mobile (313) 598-5322

Office (313) 277-7777



RE/MAX[®]
LEADING EDGE

Exclusive Marketing Proposal



www.sherrisaad.com
sherri.saad@remax.net



25050 Ford Rd
Dearborn Heights, MI 48127

SHERRI SAAD

On a daily basis, Sherri's favorite aspect of being a REALTOR® is "the 'grind' of it all" —

She genuinely enjoys the work and chaos of getting a file to the closing table, and finds a great sense of reward and pride from helping her clients find their dream home.

"Countless times in this industry — whether it's a home seller who's had their home on the market for years, a buyer who was denied preapproval or an agent who is struggling to hit their yearly transaction goals — I emphatically enjoy turning those 'no's' into 'yes's,'

Background

Sherri is a first-generation American who was born and raised in the Metro-Detroit region. Her tenacity and strong passion for sales began in 1994 when she took over a full-time position as a specialist in the women's retail department at J.L. Hudson Company for 12 years. In 2002, she began building her empire in real estate while continuing her job at Hudson's for four years. During this time period, she was able to cultivate

excellent interpersonal and communication skills, while learning the definition of hustle. When asked what her main motivation was, she simply said, "My two boys, Nabih and Ali". She is a single mother of two, Nabih, who operates a Real Estate Title services agency, and Ali, 20, who is pursuing a Business Management degree from Michigan State University. Sherri strives to provide for them and have an active role in their lives as her father provided for her and her siblings.



Call Now! (313) 598-5322



RE/MAX LEADING EDGE



Can I have the exact awards and content to add to this area? Thank You

#1 in the U.S for Closed Transactions in 2014, 2015, and 2018.

Re/Max's #1 agent for closed transactions and earned commission in Michigan since 2014.

18 years of experience, over 200 million in sales, and 3,816 career-closed transactions

SHERRI'S ACCOMPLISHMENTS

Throughout her career, Sherri's relentless pursuit of advancement and excellence has been recognized at the regional, state and national level. **With 18 years of experience, a total volume of over 200 million in sales, and 3,816 career-closed transactions and counting, Sherri has ranked #1 in the U.S for Closed Transactions in 2014, 2015, and 2018.** On top of that, she has also been awarded with the Lifetime Achievement from Re/Max, and a member of Re/Max's Titan Club. She has also been named **Re/Max's #1 agent for closed transactions and earned commission in Michigan for five years dating back to 2014.** As a broker and owner of three RE/MAX Leading Edge locations in Detroit, Dearborn Heights, and Canton, Sherri has also gained national acclaim in **The Wall Street Journal, ranking #10 in 2017 and #5**

in 2018 for individual transactions in Real Trends The Thousand, which is a publication firm that highlights the top one-half percent of the nation's real estate professionals. More significantly, she has built a roster of over 70 qualified agents whose valuable ideas and experiences play a crucial role in sharpening Sherri's skills and in sustaining her flourishing brokerage. By continuously displaying her grit, determination, and ceaseless work ethic she hopes to inspire and motivate others in her offices to become the best version of themselves. As a result, the Leading Edge team has achieved greatness in the industry. **Most notably, in 2019, Leading Edge averaged 39.4 transaction sides per agent, which made them the #1 team in the nation for transaction sides per agent in the 2019 Real Trends 500.** With unprecedented work experience and unstoppable work ethic, Sherri Saad is a name you can trust.

The Power of RE/MAX We Get Results!

My local experience and expertise, combined with the brand power and influence of RE/MAX, enables me to help you achieve all your objectives in your home sale.

Internet Exposure

Additional exposure for your listing may include the sites of RE/MAX partners such as:



As professional on your side, I will...

-  Help you determine the highest possible selling price for your home
-  Present a list of suggested repairs, if necessary
-  Take professional pictures for marketing
-  Share your home with our extensive network
-  Enter your home in the local listing service
-  Advertise your home to ensure the greatest exposure to buyers





ADVERTISING THAT ATTRACTS BUYERS



MAXIMIZING VALUE

We can't control market conditions, location or size. Our focus will be on factors we can control to get maximum value:

- **Price**
- **Condition**
- **Marketing for maximum exposure**



COMPARATIVE MARKET ANALYSIS

The recommended listing price of your home has been determined by:

- **Recently sold homes in your area**
- **Other homes on the market in your area**
- **Features and condition of your home**

All of these will determine the current market value of your property.

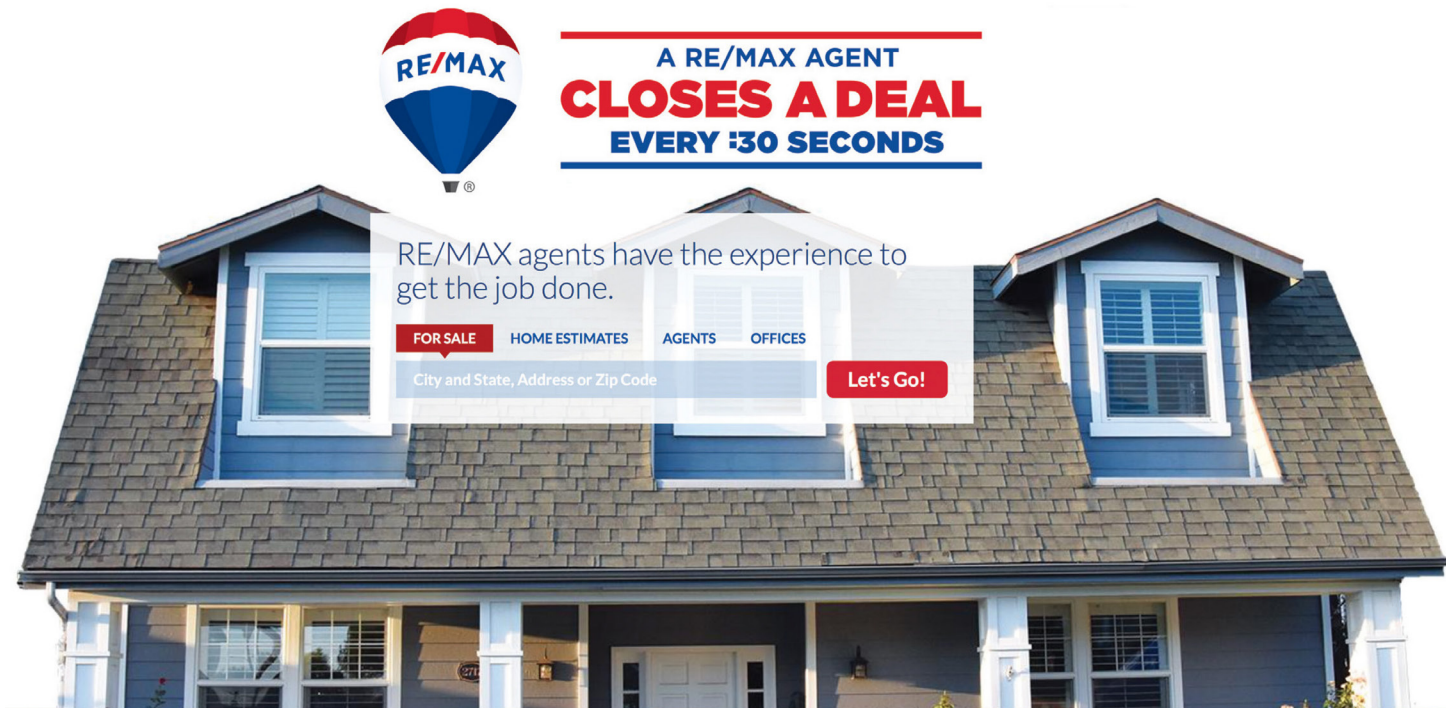


www.sherrisaad.com
sherri.saad@remax.net



25050 Ford Rd
Dearborn Heights, MI 48127

A joint study between the National Association of Realtors and Google revealed that 90% of buyers searched for properties online.



Your property will be featured on remax.com, one of the industry's most popular sites, with more than 40 million visits annually.

Premier Quality Service

- Guide and advise you through the process. We're a team, working together
- Prepare a comparative market analysis
- Refer to other professionals (stager, contractors, etc) if needed
- Present all offers to you
- Facilitate negotiations
- Monitor progress – ensure everything is on track
- Inform you of obstacles that may threaten a closing
- Monitor the buyer's loan approval
- Be present at closing to ensure a successful transaction

Our Marketing Services



Staging



Photography



Script Writing



Videos



Virtual Tour



Signage



Window Display



Brochures



Magazine



Editorial



Social Media



Websites

7

BENEFITS OF USING A REAL ESTATE AGENT TO SELL YOUR HOME



**LIST AT THE
RIGHT PRICE**



**BETTER HOME
PRESENTATIONS**



**GET MORE BUYER
EXPOSURE**



**HIGHER OFFERS
FROM BUYERS**



**NEGOTIATES
INSPECTION RESULTS**



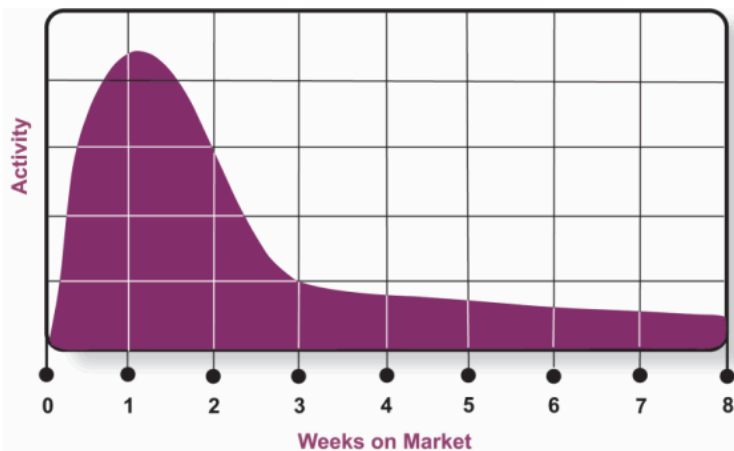
**SPEEDS UP TIME
TO CLOSE**



**HOME SELLS AT
TOP DOLLAR**

Activity vs. Timing

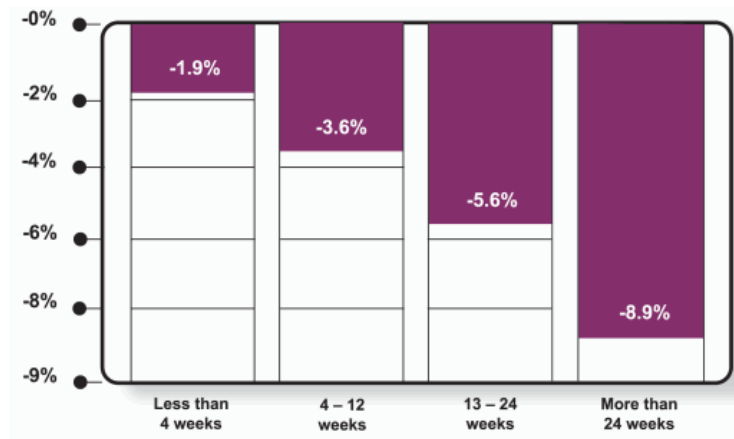
This chart highlights the importance of pricing correctly at market value.



This chart illustrates the level of excitement and interest in a new listing over time. It also demonstrates the importance of pricing correctly. When a property is first listed, it generates a very high level of interest from prospective buyers, which reduces dramatically over time. It is important to be priced correctly from the beginning, during the peak of this curve.

Effect of Over Pricing

This chart highlights the importance of pricing correctly at market value.

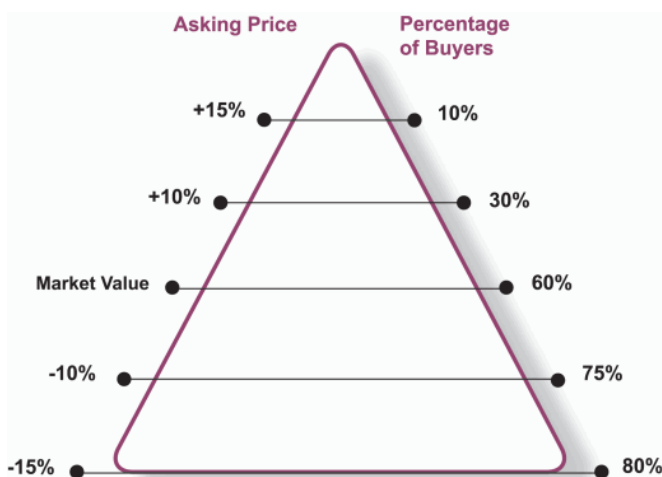


This is the average percentage difference between the Selling and Asking Price by the length of time the home was on the market

- Put your best foot forward immediately
- Establish a competitive asking price
- Keep your home in top showing condition
- Offer favorable financing terms

Importance of Pricing

This chart highlights the importance of pricing correctly at market value.



This graph illustrates the importance of pricing correctly. The centerline represents market value. As you move above this market value, you attract much smaller percentage of prospective buyers, greatly reducing your chances of a sale. Conversely, as you move below market value, you attract a much larger percentage of potential buyers.

Market Analysis Explanation

This is an explanation and overview of this market analysis.



RE/MAX
LEADING EDGE

This Comparative Market Analysis will help to determine the correct selling price of your home. Ultimately, the correct selling price is the highest possible price the market will bear.

This market analysis is divided into three categories:

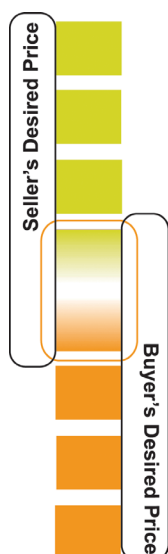
1. Comparable homes that are currently for sale
2. Comparable homes that were recently sold
3. Comparable homes that failed to sell

Looking at similar homes that are currently offered for sale, we can assess the alternatives that a serious buyer has from which to choose. We can also be sure that we are not under pricing your home.

Looking at similar homes that were sold in the past few months, we can see a clear picture of how the market has valued homes that are comparable to yours. Banks and other lending institutions also analyze these sales to determine how much they can lend to qualified buyers.

Looking at similar homes that failed to sell, we can avoid pricing at a level that would not attract buyers.

This Comparative Market Analysis has been carefully prepared for you, analyzing homes similar to yours. The aim of this market analysis is to achieve the maximum selling price for your home, while being able to sell your home within a relatively short period of time.



Setting the Price

When setting a price for your property, the listing level must strike a balance between the seller's need to achieve the best-possible return and the buyer's need to get good value. With many years of experience, a professional Real Estate Agent can help you set a price that will accomplish both objectives.

Establishing market value

The market value of your property is determined in exactly the same way as any other commodity - what a buyer is willing to pay for it in today's market. Despite the price you paid originally, or the value of any improvements you may have made, the value is determined by market forces.

Look at the competition

Buyers look at about a dozen properties on average before making an offer on a property. As a result, they have a good overview of the market and will compare your property against the competition. If it's not in line with similar properties that are available, buyers won't consider it good value for money.

Sources of Buyers

This chart highlights the importance of pricing correctly at market value.

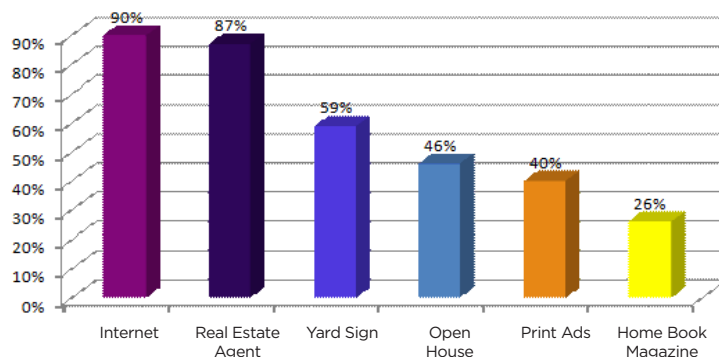


RE/MAX
LEADING EDGE

When you want a buyer, come to us first.

There are several excellent reasons for selecting a professional Real Estate Agent to handle the sale of your property. For starters, our long-standing real estate expertise gives us the ability to network with other firms' agents to promote your property to the widest possible audience, including the Internet. Selling your property depends on a lot more than advertising and signage - it takes referrals, word-of-mouth advertising, and networking.

Sources of Buyers



The Benefits of Using a Professional REALTOR®



You'll experience a wide variety of benefits when you hire a real estate professional. Successfully selling a property is a complicated exercise, and REALTORS® have the experience, resources and contacts to complete your sale quickly and smoothly.

Pricing

A REALTOR® will help you determine the selling price of your property at a level that accurately reflects its value in current market conditions and will not cost you missed opportunities.

Marketing

A REALTOR® will have many useful suggestions on ways to improve the marketability of your property, including cosmetic repairs and other items that will create a favorable impression among buyers. Your property will enjoy a wider exposure among buyers when you use a REALTOR®. In addition to using flyers and organizing open house days, a REALTOR®'s extensive contact list of former clients, newly qualified buyers and other industry professionals can significantly reduce the time your property is on the market.

A REALTOR® will also allow you to tap into a highly productive and extensive industry network, such as a Multiple Listing Service or other industry marketing system.

Advertising your property efficiently is another area where a REALTOR® can play an important role. A REALTOR®'s experience in deciding on the most appropriate type and frequency of advertising for your property can be invaluable. For example, placing too many ads can create the impression that there may be something wrong with the property or that the seller is desperate.

Security

Security is a major consideration when showing your home. By using a REALTOR®, you can rest assured that all showings will be pre-screened and supervised.

Negotiating

When negotiating a purchase, most buyers prefer to deal with a middleperson who is objective, unemotional and professional. Buyers will often feel more comfortable with a REALTOR® than with the owner when they want to raise issues that need resolving before making an offer.

Monitoring, Renegotiating, Closing or Settling

A REALTOR® will guide you through the minefield of potential problems associated with the appraisal, inspection and financing process, including the often complicated escrow instructions. In addition, your agent can meet and instruct any specialists or tradespeople who may be required for repairs or other issues that need to be completed before closing.

Steps to a Positive Showing

Key steps to making for a positive showing of your property.



You only get one opportunity to make a good impression, so you want to make it count. By following these guidelines, you'll enhance the attractiveness of your property and reduce the time it takes to generate serious offers.

First Impressions

How your property appears from the outside is important. To make a good first impression on a buyer, a clean driveway, a freshly mown lawn or a trimmed hedge will work wonders.

Do a critical inspection of the exterior of your property, paying special attention to the condition of your windows, shutters, screens and gutters. One of the first things a buyer will notice is the need for painting. If your property looks like it needs painting, many buyers will form an unfavorable impression. Elsewhere, little things count. Make sure the front door is spotless, including the doorknob, and that the windows gleam.

Cleanliness Counts

Once inside your property, one of the key factors that influences its appeal to a buyer is cleanliness. Most important is front hallway, the kitchen and the bathrooms. Do a room-by-room cleaning, and don't forget any out-of-sight areas because that's often where a discriminating buyer will look first. The state of the carpets can also be a determining factor. At the very least, have your carpets cleaned, and if they are worn, it's wise to replace them, or remove them if there is hardwood underneath.

Less is More

Clutter makes a poor impression. In closets, cabinets, kitchen countertops and other storage areas like basements, remove anything not needed for daily housekeeping. To make each room in your property look larger, get rid of or donate unnecessary furniture. Walk through your property and think: "Less is more."

Repairs

Make sure everything is in good working order. Dripping faucets, squeaky steps and loose doorknobs can easily create a bad impression and reduce the value of your property. A few hours spent on repairs, whether by yourself or a tradesman, can pay big dividends when an offer is made.

Little Things Count

It's easy to improve the appearance of any room. You may want to replace worn rugs or small pillows, put new towels in the bathroom or brighten up a room with a vase of flowers.

Pull Together

Get all the members of your household to pull together when it comes to getting – and keeping – your property ready to view. By getting everyone into the habit of spending a few minutes tidying up every morning for an afternoon showing, you improve your chances considerably.

2021



AGENT PRODUCTIVITY BY BRAND

T3 SIXTY REAL ESTATE ALMANAC

Among national U.S. brands, RE/MAX® agents average more home sales than agents at any other national real estate brand.

RE/MAX

15.7



8.6



8.1



7.8

REDFIN

7.6

COMPASS

7.5



7.2

kw

KELLERWILLIAMS

7.2

CENTURY 21

7.1



7.1



6.9



6.1



5.8



3.7

NATIONAL BRANDS

RANKED BY TRANSACTION
SIDES PER AGENT

*U.S. transaction sides per agent are from the T3 Sixty Real Estate Almanac Enterprises report, citing 2020 transaction sides, some of which are estimated by T3 Sixty.
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2021

★ USA

RE/MAX[®] (vs.) THE INDUSTRY

Choose the brand with outstanding agents, leading brand awareness and an unmatched global presence.

NATIONAL, FULL-SERVICE BROKERAGE BRANDS						
	TRANSACTION SIDES PER U.S. AGENT ¹	U.S. TRANSACTION SIDES ²	U.S. BRAND AWARENESS (UNAIDED) ³	COUNTRIES & TERRITORIES	OFFICES WORLDWIDE	AGENTS WORLDWIDE
RE/MAX[®]	15.7	979,522	37.3%	110+	8,664	137,792
	8.6	110,686	2.0%	33	2,300	36,700
	8.1	54,579	0.2%	6	500	8,000
	7.8	706,420	19.4%	40	3,100	98,600
REDFIN	7.6	60,510	9.0%	2	50	7,924
COMPASS	7.5	144,784	1.3%	1	300	19,385
	7.2	150,738	3.9%	75	1,000	24,000
	7.2	1,154,613	14.1%	51	1,070	176,467
CENTURY 21	7.1	359,430	33.4%	84	13,222	144,700
	7.1	359,859	8.7%	9	1,500	50,000
	6.9	85,457	1.9%	5	400	12,500
	6.1	238,981	0.3%	9	NA	41,313
	5.8	87,512	0.3%	2	300	15,000
	3.7	74,200	0.3%	1	180	20,000

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remax.com: The site they see.

OVER 80 MILLION VISITS

RE/MAX® #1 Real Estate Franchisor Site**

Century 21

25% FEWER VISITS**

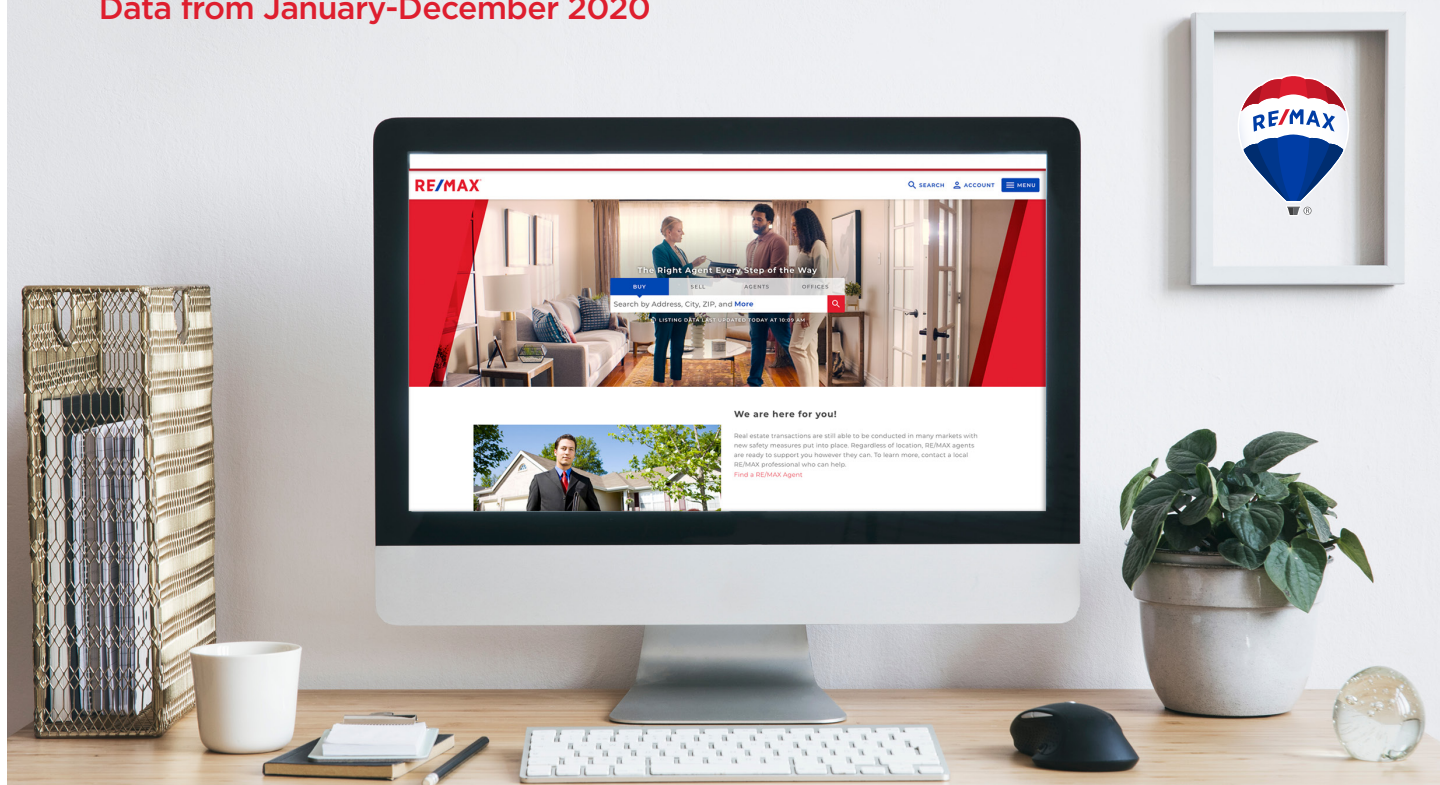
Coldwell Banker

32% FEWER VISITS**

Keller Williams

45% FEWER VISITS**

Data from January-December 2020



* Source: RE/MAX first-party data for full-year 2020.

** Source: More visits than any other national real estate franchisor website, according to SimilarWeb report of 2020 data for all U.S. real estate franchisors among website visits in the "Business and Consumer Services/Real Estate" category. ©2021 RE/MAX, LLC. All rights reserved. 21_303272



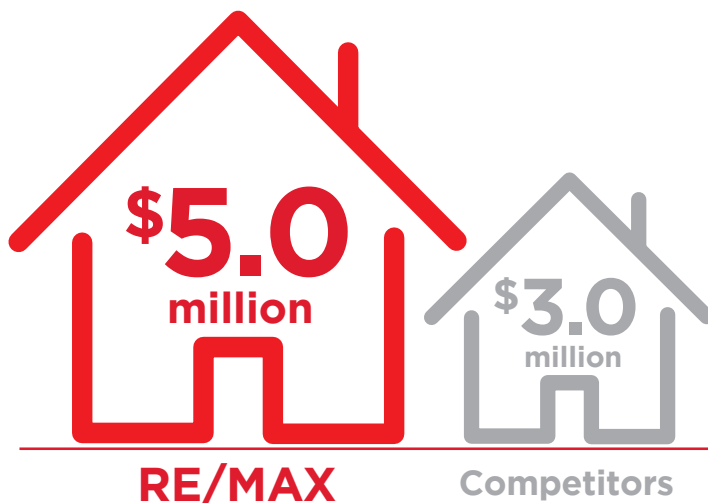
THE REALTRENDS FIVE HUNDRED

2021

Among the country's largest real estate brokerages, RE/MAX® agents continue to outperform the competition in both transaction sides and sales volume.*

DOUBLE THE OTHERS

RE/MAX agents averaged more than twice as many transaction sides as competitors.



HIGHER VOLUME BY FAR

RE/MAX agents averaged 67% more sales volume than the average for competitors.

Productivity. That's the sign of a RE/MAX agent.

*Based on 2021 REAL Trends 500 data, citing 2020 transaction sides for the 1,753 largest participating U.S. brokerages (ranked by transaction sides).
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HOW TO BUY A HOME NOW

Let our experience be your guide.

Newsflash: The real estate market still has a pulse. And with such low-interest rates, it's quite a strong one. So, how are homebuyers buying—now? Here are some tips to set your sights back on that dream home:



Sherri Saad

Broker/Owner

Mobile (313) 598-5322

Office (313) 277-7777

www.sherrisaad.com

Consult

with your RE/MAX® agent to put an experienced professional into play.

Download

the RE/MAX app to search for properties updated in real-time.

Organize

your finances to determine a budget and get pre-qualified or -approved.

Virtualize

the home buying process with digital tours and video conferences.

Invest

in safety supplies (booties, masks, hand sanitizer) for individual home showings.





RE/MAX[®]

LEADING EDGE

A GUARANTEE YOU CAN COUNT ON

I'm so committed to meeting your sales objectives in a professional and pleasing manner, that I am willing to put our guarantee in writing.

MY PERFORMANCE GUARANTEE

I will develop a Property Marketing Plan that clearly spells out the methods I will use to promote your property to the widest-possible audience.

SPECIAL CONTRACT TERMS AND CONDITIONS

CONTRACT TERM: The fully executed contract is for a three year period renewable at the sole discretion of the City.

2. NEGOTIATION: Services, and prices listed in the Scope of Work and in the Respondent's response to this RFP may be subject to negotiation. Any agreements resulting from negotiation that differ from what is presented in this RFP or in the Respondent's response shall be documented and included as a part of the final contract.

3. INSURANCE SUBMISSION REQUIREMENTS: The successful Proposer (Contractor) must submit proof to the Purchasing Office that they meet all City of Dearborn Heights insurance requirements prior to receiving an executed contract and/or purchase order. Proof of insurance as stated below will be required no later than five (5) business days of request. An "Intent to Award" letter will serve as the request and will be faxed and/or emailed to the intended Contractor. To expedite the process, a copy of your current coverage may be submitted with your bid/proposal/quote. Prior to expiration dates of any required insurance, Contractor shall be responsible for providing proof of continuing coverage. Contractor's name as it appears in the bid documents must be listed as the named insured on the insurance certificate that is submitted.

4. INSURANCE REQUIREMENTS: The Contractor, at its own expense and in its own name, must provide and keep in force during the term of this Agreement the following types of insurance in not less than the amounts indicated below:

- a) Commercial General Liability Coverage: Commercial General Liability Coverage including products/completed operations, contractual liability, and personal injury. This insurance shall be on a commercial insurance, occurrence form. The limit amount for this insurance shall be not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- b) Endorsement - Additional Insured: The certificate must contain, as an endorsement, the following language pertaining to the general liability coverage: "The City of Dearborn Heights, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the City and within appointment of its operating budget including the City of Dearborn Heights are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City of Dearborn Heights".
- c) Workers Compensation Coverage: At a minimum, Workers Compensation Insurance as required by State of Michigan law, Michigan statutory coverage, or evidence of an exemption for sole proprietors or a State issued exemption for corporations, partnerships or LLCs who have three or less employees. Employer's Liability limits of \$500,000 each accident, \$500,000 disease policy limit and \$500,000 disease each employee.
- d) Endorsement - Other: For the above General Liability and Workers Compensation insurance, the policy shall be endorsed to include a waiver of subrogation by the affording carrier in favor of the City of Dearborn.

STANDARD TERMS AND CONDITIONS OF AGREEMENT

1) Assignment/Transfer: Assignment or transfer of this contract without written consent of the City of Dearborn Heights (Purchaser) may be construed by the Purchaser as a breach of contract sufficient to cancel this agreement at the discretion of the Purchaser.

2) Inspection: All goods and services shall be subject to inspection and approval by Purchaser at all reasonable times including inspection during manufacture. Inspection and approval by Purchaser at Contractor's (Seller's) plant does not preclude rejection for defects upon discovery by subsequent inspection. Any goods and services rejected by Purchaser shall be promptly repaired or replaced at Seller's expense. Any and all costs incurred by Purchaser in connection with the return of goods rejected by Purchaser as defective shall be at Seller's risk and expense.

3) FOB and Risk of Loss: All items must be FOB Destination and all freight charges must be included in the Proposal. Seller agrees to bear all risks of loss, injury or destruction of goods and materials ordered herein which occur prior to delivery and acceptance; and such loss, injury or destruction shall not release Seller from any obligation hereunder.

4) Warranty: Seller warrants that it has good and merchantable title to the goods sold hereunder and that said goods shall conform to the descriptions and applicable specifications and samples. Such goods shall be of good merchantable quality and fit for the known purposes for which sold, and are free and clear of all liens and encumbrances. Seller and Purchaser agree that this order does not exclude, or in any way limit, other warranties provided for in this agreement or by law.

5) Excise and Sales Tax: The prices herein must not include any Federal excise taxes or sales taxes imposed by any State or Municipal Government. Such taxes, if included, must be deducted by the Seller when submitting invoice for payment.

6) Invoices: Invoices for goods must be submitted on date of complete shipment. Invoices for services must be submitted within 45 days after completion of Services. Payment will be delayed if the invoice fails to reference PO number, ordering department, unit prices, quantities, totals, and a full description of the order that matches the PO.

7) Payment Terms: Payment will be 2%/10, Net 30 unless otherwise specified by the City of Dearborn Heights.

8) IRS Form W-9: Seller must have on file with the City of Dearborn Heights an IRS Form W-9 before Purchaser will issue any payment to Seller.

9) Compliance with Laws: Contractor represents and warrants that the performance of this order and the furnishing of goods or services required shall be in accordance with the applicable standards, and in compliance with federal, State of Michigan and the city of Dearborn Heights laws, rules, regulations, resolutions, and ordinances including but not limited to the Fair Labor Standards Act, the Equal Employment Opportunity rules and regulations, the Transportation Safety Act and the Occupational Safety and Health Acts.

10) Amendments: No amendment, modification or supplement to this contract shall be binding unless it is in writing and signed by authorized representatives of the parties

11) Termination: When in the City of Dearborn Heights best interest, the City may unilaterally cancel this agreement at any time, whether or not the Contractor is in default of any of its obligations hereunder. Under any such cancellation, the Contractor agrees to waive any claim for damages, including loss of anticipated profit on account hereof. However, the City of Dearborn Heights agrees that the Contractor shall be paid for items and/or services already accepted by the City, but in no event shall the City of Dearborn Heights be liable for any loss of profits on the order or portion thereof so terminated. Either party may terminate this agreement at any time for the failure of the other to comply with any of its material terms and conditions.

12) Waiver of Breach: No waiver by either party of any breach of any of the covenants or conditions herein contained performed by the other party shall be construed as a waiver of any succeeding breach of this same or of any other covenant or condition.

13) Records and Right to Audit: Contractor's "records" shall upon reasonable notice be open to inspection and subject to audit and/or reproduction at during normal business working hours. The City's representative or an outside representative engaged by City may perform such audits. The City or its designee may conduct such audits or inspections throughout the term of this contract and for a period of three years after final payment or longer if required by law. a. Contractor's "records" as referred to in this contract shall include any and all information, materials and data of every kind and character, including without limitation, records, books, papers, documents, subscriptions, recordings, agreements, purchase orders, leases, contracts, commitments, arrangements, notes, daily diaries, superintendent reports, drawings, receipts, vouchers and memoranda, and any and all other agreements, sources of information and matters that may in the City's judgment, have any bearing on or pertain to any matters, rights, duties or obligations under or covered by any Contract Document. Such records shall include (hard copy, as well as computer readable data if it can be made available), written policies and procedures; time sheets; payroll registers; cancelled checks; subcontract files (including proposals of successful and unsuccessful proposers, proposal recaps, etc.); original estimates; estimating work sheets; correspondence; change order files (including documentation covering negotiated settlements); back charge logs and supporting documentation; general ledger entries detailing cash and trade discounts earned, insurance rebates and dividends; and any other contractor records which may have a bearing on matters of interest to the City in connection with rite contractor's dealings with the City (all foregoing hereinafter referred to as "records") to the extent necessary to adequately permit evaluation and verification of:

a) contractor compliance with contract requirements, b) compliance with the City's Charter and policies, and c) compliance with provisions for pricing change orders, invoices or claims submitted by the contractor or his payees.

b. Contractor shall require all payees (examples of payees include subcontractors, insurance agents, material suppliers, etc.) to comply with the provisions of this article by incurring the requirements hereof in a written contract agreement between Contractor and payee. Such requirements to include flow-down right of audit provisions in contracts with payees will also apply to Subcontractors and Sub-Subcontractors, material suppliers, etc. Contractor will cooperate fully and will cancel Related Parties and all of Contractor's subcontractors (including those entering into lump sum subcontracts) to cooperate fully in furnishing or in making available to the City from time to time whenever requested in an expeditious manner any and all such information, materials and data.

c. The City's authorized representative or designee shall have reasonable access to the Contractor's facilities, shall be allowed to interview all current or former employees to discuss matters pertinent to the performance of this contract and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with this article.

d. If an audit inspection or examination in accordance with this Article, discloses overpricing or overcharges (of any nature) by the contractor to the City more than one-half of one percent (.5%) of the total contract billings the reasonable actual cost of the City's audit shall be reimbursed to the City by the Contractor. Any adjustments and/or payments which must be made as a result of any such audit or inspection of the contractor's invoices and/or records shall be made within a reasonable amount of time (not to exceed 90 days) from presentation of the City's findings to Contractor.

14) Complete Agreement: The parties agree that the conditions of purchase stated herein or attachments hereto set forth their entire agreement and there are no promises or understandings other than those stated herein, and that any prior negotiations between the Purchaser and Seller or terms or conditions of sales set forth in the Seller's quotation or order or sales acknowledgement shall not constitute a part of the agreement between the Purchaser and Seller concerning this purchase. The term "agreement" as used in this clause shall include any future written amendments, modifications, or supplements made in accordance herewith.

15) Liability and Indemnity: Contractor agrees to protect, defend, reimburse, indemnify and hold the City of Dearborn, its officers, affiliates, employees and agents harmless at all times from and against any and all claims, liabilities, expenses, losses, demands, damages, fines and causes of action of every kind and character made, incurred, sustained or initiated by any party hereto, any party acquiring any interest hereunder, any agent or employee of any party hereto, any third or other party whomsoever, or any governmental agency, arising out of, incident to, or in connection with this contract, or in the performance, nonperformance or purported performance of the work or services or breach of the terms hereof, except when the City of Dearborn Heights is solely at fault. The City of Dearborn Heights is mindful that this demand for indemnity is more extensive than the corresponding liability coverage that the insurance industry may afford to satisfy this indemnification request.

16) Records: The City of Dearborn Heights reserves the right to inspect all vendor documents relating to this agreement for up to three (3) years after expiration.

17) Insurance: The Contractor, at its own expense and in its own name must provide and keep in force during the term of this Agreement, insurance coverage with limits not less than indicated in the Special Instructions, Terms and Conditions must comply with Federal, State of Michigan, and the city of Dearborn Heights Rules and regulations.

18) Noncompliance: Failure to deliver in accordance with specifications will be cause for the City of Dearborn Heights to cancel the contract or any part thereof and purchase on the open market, charging any additional cost to the Contractor.

19) Protection of Resident Workers: The City of Dearborn Heights supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification and non-discrimination. The contractor is held responsible to establish appropriate

procedures and controls so no services under this contract will be performed by any worker who is not legally eligible to perform such services. The City of Dearborn Heights shall have the right to terminate the contract if the City determines that the contractor has failed to perform satisfactorily with respect to its employment practices in support of INA.

20) Non-Discrimination Clause: The proposer agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to hire, tenure, terms, conditions or privileges, of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as material breach of the contract as provided for in Act 220 and Act 453 of the Public Acts of 1976, as amended, entitled "Michigan Handicapper's Civil Rights Act" and the Michigan Elliott Larson Civil Rights Act." The proposer further agrees to require similar provisions from any subcontractors, or suppliers.

21) Subcontracting: The use of a subcontractor is subject to the written approval of the Corporation Counsel of the City of Dearborn Heights.

22) Use of the City Seal: Contractors are prohibited from using the official Seal of the City of Dearborn Heights in this Proposal or in any other manner.

23) Legal Proceedings: Any legal proceedings shall be resolved in Michigan courts.

24) Federally Funded Purchases: Purchases using federal funds are subject to eligibility verifications through the System for Award Management (SAM) prior to award.

PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

OFFER TO: CITY OF DEARBORN HEIGHTS :

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Information to Respondents, Offer, and all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): NONE, (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

OBLIGATION:

The undersigned, by submission of this Offer, hereby agrees to be obligated, if the Offer is accepted by the City of Dearborn Heights to enter into a Contract to provide the stated goods and/or services for the term as stated herein in accordance with the Scope of Work, Specifications, and Terms and Conditions, together with any written Addenda as specified above and any negotiated terms. If this offer is accepted and signed by the City of Dearborn Heights this RFP document, together with any written Addenda and any negotiated terms shall be (collectively) the contract.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Proposal Form, the Respondent represents that:

1. The Respondent is in compliance with any applicable provisions of the City of Dearborn Heights Charter and Code of Ordinances.
2. If awarded a contract to operate the Concession or provide the goods or Services required in the RFP, the Respondent will comply with the City's Charter and Code of Ordinances. These documents can be found on the City of Dearborn Heights website on the City Clerk's page.

NON-COLLUSION:

The undersigned, by submission of this Proposal Form and other required forms, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

PERFORMANCE GUARANTEE:

The undersigned further agrees that if awarded the Contract, it will submit to the City any required type of guarantee (i.e. irrevocable letter of credit or cash deposit).

SUBMITTAL REQUIREMENTS: The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

No proposal may be accepted which has not been signed in the appropriate space below:

Company Name: Re/Max Leading Edge

Address: 25050 Ford Road, Dearborn Heights, Michigan, 48127

Contact Person: Sherri Saad, Broker/Owner

Phone: 313-598-5322

Fax: 313-277-6600

Email: Sherri.saad@comcast.net

Signature of Person Authorized to sign Sherri Saad

Title Broker/owner

Date 9-5-2024

ACCEPTANCE OF OFFER (To be completed by the city of Dearborn Heights)

Mayor's signature _____

Date _____

City Clerk's signature _____

Date _____

EXCEPTIONS AND ALTERNATIVES FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Proposers are to comply with all requirements of this solicitation, otherwise the proposal may be deemed nonresponsive.

Exceptions may be considered if they are presented with the proposal and if the City determines that the exception does not materially alter the intent of this solicitation or that it exceeds the requirements of this solicitation.



☒ -No Exceptions Taken

☐ -Exceptions Taken – See attached*

*Please note that if any exceptions are taken, all required information must be submitted as an attachment

Except as may be indicated above, Proposer is in complete agreement with this entire solicitation including any proposed terms, conditions and business arrangements described herein.

By Mike Lee

(Authorized Signature)

Date 9-5-2024

(Title) Broker/owner

COST PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

Total Not-To-Exceed Cost: (If a percentage of sale price is intended, please indicate %)
The total cost for performance of services detailed in the "scope of work" section will be 5% of the property's sale price. The brokerage will not charge any compliance fees in connection with the sale of municipal properties owned by the City of Dearborn Heights.

VERIFICATION OF MINIMUM QUALIFICATIONS FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without further evaluation.

1. Provide references that will support the minimum qualification of: "Respondent must have a minimum of three similar projects in the last five years as requested in the Minimum Qualifications section. References must demonstrate at least five years of experience and must reflect work of a repetitive nature.

A- Client Name: Chris McMahon

Title: Chief Operations Officer/REO Director

Client Contact E-mail: Chris.Mcmahon@mortgagefamily.com

Contact Phone Number: 281-536-6767

Services performed from and to (dates): 2009-Present

B-Client Name: Sergio Montelongo

Title: REO Manager

Client Contact: Smontelongo@ascribeval.com

Contact Phone Number: 714-591-8303

Services performed from and to (dates): 2014-Present

C-Client Name: Tina Nordev (Auction.com)

Title: Vice President/Asset Manager

Client Contact E-mail: Tina.nordev@skyhillfinancial.com

Contact Phone Number: 714-698-5243

Services performed from and to (dates): 2009-Present

D- Client Name: Jennifer Geller (Xome.com)

Title: Agent Relations Director

Client Contact E-mail: Jennifer.geller@xome.com

Contact Phone Number: 972-998-3338

Services performed from and to (dates): 2015-Present

BUSINESS INFORMATION QUESTIONNEER

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

NAME OF COMPANY: Leading Edge Realty Group, d.b.a., Re/Max Leading Edge

PRINCIPAL OFFICE ADDRESS: 25050 Ford Rd., Dearborn Heights, MI, 48127

TELEPHONE NUMBER: 313-277-7777

DUNS# AND/OR CCR (if applicable): #075492259

FORM OF OWNERSHIP (Check One)

Corporation ☒

LLC ()

Joint Venture ()

State of Incorporation/Registration: Michigan

Date of Incorporation/Registration: 6/1/2015

HAS YOUR COMPANY OPERATED UNDER ANY DIFFERENT NAMES IN THE PAST FIVE (5) YEARS? **YES /**

☒ **NO** IF YES, PLEASE IDENTIFY THE NAME(S) UNDERWHICH YOUR COMPANY HAS OPERATED:

SUBCONTRACTORS FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Are there any subcontractors to be utilized under this contract?

YES - You must complete both pages.

☒ NO You must complete only this page.

ACKNOWLEDGED BY *Sherry Saad*
FIRM *Re/Max Leading Edge*
AUTHORIZED REPRESENTATIVE *Sherry Saad*
TITLE *Broker/owner*
SIGNATURE *Sherry Saad*
DATE *9-5-2024*



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/17/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Covura Insurance Group 32600 Telegraph Rd Suite 100 A Franklin, MI 48025	CONTACT NAME: David Saleh PHONE (A/C, No, Ext): 248-812-9920 FAX (A/C, No): 248-861-2079 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Casualty and Surety Company of America NAIC # 31194
INSURED Leading Edge Realty Group Inc. 25050 Ford Rd Dearborn Heights, MI 481273114	INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$
								\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE ☐ OTH-ER ☐	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Real Estate Agents Errors and Omissions			107861455	06/26/2024	06/26/2025	Each Claim Aggregate Deductible	\$1,000,000 \$2,000,000 \$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

RE/Max LLC 5075 S. Syracuse St Denver, CO 80237	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>David Saleh</i>
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PART 2 – SCOPE OF WORK AND QUALIFICATIONS REQUEST FOR PROPOSAL

THIS SECTION INCLUDES:

- A Detailed breakdown of our Qualifications in response to minimum qualifications required by RFP.



SEPTEMBER 19, 2024

RESPONSE TO REQUEST FOR PROPOSAL FOR BROKERAGE SERVICE FOR THE CITY OF DEARBORN HEIGHTS CITY-OWNED ASSETS BY:

THE SIGNATURE GROUP REALTY

23420 FORD ROAD

DEARBORN HEIGHTS MI 48127

PHONE: 313-565-000

WWW.THESIGNATUREGROUP.ORG

~~BROKER: TAMARA L. FIEMA~~

INTRODUCTION:

The Signature Group Realty is proud to present our proposal to serve as the premier real estate brokerage partner for the City of Dearborn Heights. With a proven track record in facilitating the sale of large property portfolios and a strong history of leading projects that have driven the city's economic growth, we are uniquely positioned to meet and exceed the City's objectives for its commercial, residential, and vacant land assets.

HISTORY:

Founded in December 2014 by CEO Tamara Fiema, The Signature Group was born out of a vision and passion to elevate the real estate experience both our clients and our team. What began as a part-time real estate career as a solo agent in 2003 has grown into a powerhouse brokerage, recognized not only for its innovation but also for its collaborative culture, high standards and a fierce commitment to success. The Signature Group has grown to a family 80+ real estate professionals who proudly embody our brand and values. Powered by our ability to seamlessly blend 300+ years of expertise with cutting edge technology and traditional core values, we provide our clients with exceptional service, outstanding results and a stress-free transaction experience.

We proudly serve buyers and sellers from around the world, across all demographics, including first-time homebuyers, corporate entities, developers and the most seasoned international investors. As our clients' needs evolve, so do our services, allowing us to consistently deliver tailored solutions at every stage of the real estate journey. We are a multifaceted, full-service real estate brokerage with three distinct divisions to align with our goal to serve all of our client's needs under one roof:

The Signature Group Realty - Residential Real Estate Sales + Property Management;

TSG Commercial Real Estate – Commercial Sales and Leasing

Real Brokerage, LLC – National Brokerage Partnership with a network of 21,000 of the highest performing agents across United States and Canada.

Our operations are headquartered in the heart of Dearborn Heights, where The Signature Group has made a profound impact on the local real estate landscape. Our commercial team has spearheaded some of the City's most transformative projects, including the initial marketing and sale of the residential lots along the south side of Ford Road and the sale and conversion of the former Faith Baptist Church into the Islamic Institute of America. We pride ourselves for being visionaries. Our ability to recognize opportunity where others do not sparked the redevelopment of the Ford Road commercial corridor between Beech Daly and Inkster Roads—an ongoing transformation that continues to revitalize the area today.

Detailed Description of Firm's Experience –

Expertise and Innovation –

Home to a team of 80+ real estate professionals allows us to offer expertise in several areas of real estate specialty. Annually, our firm is responsible for orchestrating an average of 400+ real estate transactions of various property types, including complex commercial transactions, single family residential sales, new construction developments, and private and municipal vacant land sales. Powered by market insights and experience, our team excels at navigating the intricacies of property valuation, market analysis, innovative marketing strategies and buyer engagement -- ensuring optimal outcomes for our clients.

The Signature Group Realty was born out of founder, Tamara Fiema's, long history of working with developers and large investment groups -- successfully building large real estate portfolios, managing them and when the time is right, facilitating the successful sale of those portfolios for huge gains. To date, The Signature Group has successfully orchestrated the sale of multiple large scale portfolios encompassing the sale of over 500 properties. Over the years, Tamara has successfully overseen more than 1,000 investor transactions, expertly handling both the buying and selling of properties. Her comprehensive services have also included renovation oversight and property management, ensuring that every investment is optimized for success from acquisition to management. She has collaborated extensively with custom home builders on three major development projects, managing the acquisition, development, and sale of over 50 custom luxury homes. Her hands-on involvement ensured each project's success, from initial land acquisition to the final sale of these exclusive properties.

Commercial Real Estate Expertise:

Our Commercial Team has been trailblazers in the industry, with over 100 years of combined experience. They have expertly facilitated hundreds of commercial real estate transactions, ranging from vacant land parcels and shopping centers to gas stations, office/retail buildings,

junkyards, and auto repair facilities. As experts in valuation and marketing, they ensure that each property is strategically positioned for maximum exposure and value. Additionally, we maintain an extensive network of clients actively seeking these types of properties. Notably, our team has been at the forefront of the ongoing revitalization of the commercial corridor on Ford Road between Inkster and Beech Daly Roads, playing a key role in this transformative effort.

Past Projects – Large Portfolios:

- ❑ AMG HOLDINGS – 2009-2019 - Acquisition, Renovation and Sale of 116 SINGLE FAMILY HOMES and Numerous Vacant Land Parcels throughout Wayne County acquired from Wayne County Tax Auction, Banks and various Government entities such as HUD, Fannie Mae and Freddie Mac.
- ❑ EMPIRE REAL ESTATE HOLDINGS (and related entities) 2009 to Present – Acquisition and sale of 100's of Single Family homes throughout Wayne County, Michigan.
- ❑ FORECLOSURE CAPITAL OF AMERICA – 2013-2020 – Portfolio recover and management of 87 distressed Single family Homes in Detroit, Michigan.
- ❑ GRIN HOLDINGS – 2016 to 2020 - Acquisition and Exit of 63 Single Family in Detroit Michigan.
- ❑ NAM LUXURY HOMES – 2007 - 2012 (now known as Custom Design Builders)
 - o Halsted Estates – Development and Sale 20 Single Family Custom Homes on 17 acre parcel located in the City of Farmington Hills, Michigan.
 - o City of Dearborn – Construction of 15 Single Family Luxury Homes on City Lots
 - ❑ Acquisition of 15 City-Owned lots previously known as Fordson Soccer Field
 - ❑ Design, Marketing and Sale of 15 Luxury Homes on Kenilworth and Argyle Streets in Dearborn, Michigan.

Current Projects:

- ❑ EMPIRE REAL ESTATE HOLDINGS (and related entities) – Marketing and Sale of 160 residential properties located throughout Wayne County, Michigan valued at \$15 Million Dollars.
- ❑ Peter Fraley – Marketing and Sale of 10 New Construction Homes on City Owned Lots – Wyandotte, Michigan valued at over \$5 Mil Dollars.
 - ❑ Acquisition of City-Owned Lots from City of Wyandotte
 - ❑ 2021-Present – Achieving Record Breaking Sale Prices for new construction homes the City of Wyandotte
- ❑ Sale and Proposed Redevelopment of a 5 Acre Parcel in the City of Dearborn adjacent to Edsel Ford High School listed at \$4.7 Million Dollars.

- Day-to-Day Ongoing Marketing, Sale and Leasing activities of Brokerage - Each month, we manage the sale of approximately 30-40 residential, vacant land, and commercial properties for our clients and the general public. Our proven strategies consistently achieve some of the highest historical sale prices, setting new benchmarks in the market.

Team Member Years of Experience and expertise:

SEE PART 3 OF RFP RESPONSE – TEAM MEMBERS AND EXPERIENCE

Meet our Entire Team including years of service in the Real Estate Industry and specialties

With a combined 300+ years of experience. Our brokerage works as a team to serve our clients. Upon contract award and obtaining the list of assets to be sold team members will be selected to assist with marketing and sales activities based on their expertise and areas of service. Our commercial team will assist with Commercial assets – Sales Team will assist with residential/vacant land marketing efforts by conducting various sales activities including but not limited to direct mail and email campaigns, open houses events and increased social media exposure. All activities will be overseen by Broker.

Summary and hyperlinks to recent public property sales currently underway by proposers.

No Past/Current Public Property Sales for Municipalities – See Exception Request

Here are a few examples of current listings from our current investor/builder projects:

New Construction for Peter Fraley:

<http://www.thesignaturegroup.org/listing-detail/1150551836>

Single Family Portfolio Sale for Empire Real Estate Holdings:

<http://www.thesignaturegroup.org/listing-detail/1147021298>

<https://portal.onehome.com/en-US/share/1156579C28270>

These examples are pulled from our public website.

Detailed description of available strategies to solicit public interest.

At The Signature Group Realty, we implement a multi-faceted, technology-driven strategy to generate public interest in our listings, leveraging a blend of advanced marketing techniques, professional services, and an extensive national and international network.

Technology and AI-Based Solutions:

Our operations are enhanced by cutting-edge technology and AI solutions that allow us to work around the clock, ensuring continuous market engagement. This technology enables us to optimize the visibility and success of our clients' listings by capturing and responding to public interest promptly and efficiently.

Digital Marketing with Sheridan Street:

Partnering with Sheridan Street, we utilize advanced digital marketing techniques to reach the right audience. Our campaigns include:

- Targeted Social Media Ads: Strategically placed to engage buyers across platforms like Facebook and Instagram.
- Google Search Ads: Optimized for high intent-based searches.
- Retargeting Ads: Following up with potential buyers who have previously engaged with our content to ensure continued interest.

High-Quality Visual Media:

We collaborate with Chris Burton Visuals to create visually stunning and engaging content. This includes:

- Virtual Staging: Helping potential buyers visualize the property's potential.
- Walk-Through and Social Media Videos: Bringing listings to life through video, essential for digital marketing campaigns.
- Drone Photography: Showcasing properties and their surroundings from an aerial perspective.
- Floor plans and Renderings: For both commercial and residential listings, helping buyers understand layout and dimensions.

Events:

~~Our high-profile Open Houses and Broker Open Events~~
draw significant attention, allowing both the public and other real estate professionals to experience the property in person. These events are paired with targeted online campaigns to maximize attendance and exposure.

Local Visibility with Digital Signage:

We utilize a Digital Sign on Ford Road in Dearborn Heights to promote listings, offering an innovative approach through QR codes that capture leads directly from the signage, ensuring easy interaction and immediate access to property information.

National and International Outreach:

Our extensive network gives us access to both national and international buyers:

- Real Broker Network: Through Workplace Groups, we expose listings to over 21,000 agents across the U.S. and Canada, opening doors to a wide range of potential buyers.
- National/International Buyers: Our past work allows us to tap into national/international pools of buyers and agent referrals, creating opportunities beyond local markets.

Lead Generation & CRM Integration:

Our advanced Customer Relationship Management (CRM) software integrates with our marketing efforts to track and manage leads efficiently. It includes:

- Reverse Prospecting: Our technology identifies and engages qualified leads, even when they haven't directly reached out to us.
- Landing Pages with QR Codes: Each property has a dedicated landing page and QR code attached to signage and marketing pieces for seamless lead capture.
- Direct Mail Campaigns
- E-mail Campaigns: Targeted campaigns to our database of 12,000 active buyers ensure maximum property exposure.

In-House Custom Signage:

Our Xante UV Flatbed Printer allows us to produce high-quality, custom signage in-house, providing flexibility and rapid turnaround times to keep our listings fresh and updated with compelling visuals.

Continuous Marketing Strategy Updates:

Our team of marketing professionals constantly refines and enhances these strategies, ensuring that our efforts are always cutting-edge, putting us ahead of the competition in connecting with the right audience at the right time.

Commitment to Excellence:

~~At The Signature Real Estate Realty~~
Our passion for real estate and commitment to excellence drives everything we do. We are dedicated to providing unparalleled service, leveraging our expertise to achieve outstanding results for the City of Dearborn Heights. Our vision is to elevate the value and appeal of city-owned properties, ensuring that each asset is presented in its best light while utilizing our unique marketing strategies to ensure each property is sold for the highest possible return.

We are excited about the opportunity to partner with the City of Dearborn Heights and to contribute to the continued growth and revitalization of this vibrant community. Our team is ready to deliver exceptional results and support the City's goals with dedication and expertise.

CAPCITY TO PROVIDE FULL SCOPE:

Please list the equipment/assets your company owns or will rent which you intend to use to complete this work.

We pride ourselves on the quality and impact of our marketing assets. We go above and beyond to ensure all signage and marketing materials are designed to look exceptional, capturing the attention of potential buyers and showcasing each property at its best. To achieve this, we offer more than just the standard yard sign. Using our in-house Xante UV Flatbed printer, we create custom signage tailored to each listing, including:

- Custom Property Signs: Professionally designed and printed with high-quality images and information, ensuring maximum visibility.
- Sign Riders: Fully customizable, high-impact riders printed on our Xante printer to provide additional property details and create a polished, professional look.
- Directional Signage: Strategically placed to guide potential buyers and ensure easy navigation to the property.
- Branded Banners: Eye-catching banners for high-profile properties or developments, further enhancing the property's appeal.
- Open House and Event Signage: Fully customizable signage for open houses, broker tours, and property events to create a cohesive and professional presence.

Additionally, we can produce high-quality, full-color flyers and other marketing assets on our high-resolution printers. This enables us to provide beautiful, professionally designed materials that leave a lasting impression on potential buyers. By leveraging our advanced printing capabilities, we deliver unique, standout marketing materials that enhance every listing and attract the right buyers.

SUBMIT A DETAILED WORK PLAN (HOW YOU WILL APPROACH THE PROJECT AS OUTLINED IN THE SCOPE OF SERVICES). SUBMIT A TIMELINE, PREFERABLY IN GANTT FORMAT.

We utilize Asana for our project management solutions. Our timeline was created in the requested Gantt format, however, it appears Asana does not allow for timeline to be printed in Gantt format. A read only link can be accessed at:

Please use the following log-in info: [User Name: gantt@thesignaturegroup.org](#)
[Password: Timeline01!](#)

We have also attached a printed version of the timeline exported to Google Sheets.

Estimated Timeline for Assignment of an Asset – Days 1-30. We used the assumption starting October 1 – 30. For initial assignment of the assets – Information received at the Pre-

proposal meeting estimated that the initial grouping of assets assigned to brokerage would be approximately 50 units. Assuming this is correct we will follow the above timeline with an initial assessment period of 14-30 days evaluate the entire grouping. Should the number of properties at initial assessment be greater than 50 units adjustments to timeline would have to be made to accommodate the workload particularly with regard to allowing additional time for initial assessment of the property, market valuations and photography. This would be largely affected by the type of property.

EXPORT OF GANTT TIMELINE TO GOOGLE SHEETS

Task ID	Created At	Completed At	Last Modified	Name	Section/Column	Assignee	Assignee Email	Start Date	Due Date	Tags	Notes	Projects	Parent task	Blocked By (Blocking Dependencies)	Priority	Status
											Name: Tamar Fien Email address: therealbrokerT@gmail.com This task was submitted via https://form.asana.com					
1208312802371	2024-09-15		2024-09-15	Brokerage Services for the Sale of City Owned Properties		Tamar...	therealbrokerT@gmail.com					Brokerage Services for the Sale of City Owned Properties				
1208312793020	2024-09-15		2024-09-15	Intake of New Property Address and / To do		Tamar...	therealbrokerT@gmail.com	2024-10-01	2024-10-01			Brokerage Services for the Sale of City Owned Properties			High	
1208313109156	2024-09-15		2024-09-15	Send Confirmation Email to City		Tamar...			2024-10-01			Intake of New Property Address and Access Information				
1208313109156	2024-09-15		2024-09-15	Add New Project To Asana		Listing...			2024-10-01			Intake of New Property Address and Access Information				
1208316498396	2024-09-16		2024-09-16	Send Confirmation Email to City		Tamar...			2024-10-01			Duplicate of Intake of New Property Address and Access Information				
1208316583539	2024-09-16		2024-09-16	Add New Project To Asana		Listing...			2024-10-01			Duplicate of Intake of New Property Address and Access Information				
1208312793020	2024-09-15		2024-09-15	Visit the Site - Site Assessment Work		Tamar...	therealbrokerT@gmail.com	2024-10-02	2024-10-04			Brokerage Services for the Sale of City Owned Properties			High	
1208313109156	2024-09-15		2024-09-15	Obtain Copy of City Inspection Report To do		Tamar...	therealbrokerT@gmail.com	2024-10-02	2024-10-04			Brokerage Services for the Sale of City Owned Properties			Medium	
1.20831E+15	2024-09-15		2024-09-15	City Inspection Report Received		Listing...						Obtain Copy of City Inspection Report				
1208312793020	2024-09-15		2024-09-15	Perform Market Valuation Report	To do	Tamar...	therealbrokerT@gmail.com	2024-10-03	2024-10-06			Brokerage Services for the Sale of City Owned Properties			High	
1208313108661	2024-09-15		2024-09-15	Send Report to City of Dearborn Heights with Pricing		Tamar...						Perform Market Valuation Report				
1208313108661	2024-09-15		2024-09-15	Receive approval for Pricing		Tamar...						Perform Market Valuation Report				
1208312793020	2024-09-15		2024-09-15	Listing Documentation & Disclosure C To do		Listing...	listings@thesignaturegroup.org	2024-10-04	2024-10-07			Brokerage Services for the Sale of City Owned Properties			Medium	
1208313108661	2024-09-15		2024-09-15	Send to City for Signature		Listing...						Listing Documentation & Disclosure Documents				
1208313108661	2024-09-15		2024-09-15	Return of Signed Docs from City		Listing...						Listing Documentation & Disclosure Documents				
1208313108661	2024-09-15		2024-09-15	Turn in for Processing		Listing...						Listing Documentation & Disclosure Documents				
1208313108661	2024-09-15		2024-09-15	Add to Agent Data Spreadsheet		Listing...						Listing Documentation & Disclosure Documents				
1208313108661	2024-09-15		2024-09-15	Create File		Listing...						Listing Documentation & Disclosure Documents				
1208313109156	2024-09-15		2024-09-15	Broker Review for Compliance		Tamar...						Listing Documentation & Disclosure Documents				
1208312793020	2024-09-15		2024-09-15	Send Property to Compass Title for Pre-Title work	To do	Listing...	listings@thesignaturegroup.org		2024-10-09			Brokerage Services for the Sale of City Owned Properties			Low	
1208313109156	2024-09-15		2024-09-15	Confirmation of File Received By Compass		Listing...			2024-10-10			Send Property to Compass Title for Pre-Title work				
1208313109156	2024-09-15		2024-09-15	Title Commitment Received by TSG		Listing...			2024-10-17			Send Property to Compass Title for Pre-Title work				
1208313109156	2024-09-15		2024-09-15	Review of Title Commitment for Exceptions and Requirements		Tamar...	therealbrokerT@gmail.com	2024-10-17	2024-10-22			Send Property to Compass Title for Pre-Title work				
1.20831E+15	2024-09-15		2024-09-15	Pre-Photo Prep of Property	To do	Tamar...			2024-10-07			Brokerage Services for the Sale of City Owned Properties			High	
1208313109156	2024-09-15		2024-09-15	Install Digital Lockbox	To do	Listing...	listings@thesignaturegroup.org	2024-10-02	2024-10-03			Brokerage Services for the Sale of City Owned Properties			Medium	
1208313109156	2024-09-15		2024-09-15	Order Listing Photography and Add to Calendar	To do	Listing...	listings@thesignaturegroup.org	2024-10-07	2024-10-09			Brokerage Services for the Sale of City Owned Properties			High	
1.20831E+15	2024-09-15		2024-09-15	Order Drone if Required		Listing...		2024-10-07	2024-10-08			Listing Photography				
1208313191491	2024-09-15		2024-09-15	Order Walkthrough Video if Required		Listing...		2024-10-07	2024-10-08			Listing Photography				
1208313191491	2024-09-15		2024-09-15	Order Floorplan Drawing if Required		Listing...		2024-10-07	2024-10-08			Listing Photography				
1208313109156	2024-09-15		2024-09-15	Listing Photos Received		Listing...		2024-10-09	2024-10-11			Listing Photography				
1208313109156	2024-09-15		2024-09-15	Order Signage Install	To do	Listing...	listings@thesignaturegroup.org		2024-10-09			Brokerage Services for the Sale of City Owned Properties			Medium	
1208313109156	2024-09-15		2024-09-15	Print QR Code Rider, Banner or Yard Sign		Listing...						Order Signage Install				
1208313109156	2024-09-15		2024-09-15	Install QR Code Signage		Listing...						Order Signage Install				
1208313109156	2024-09-15		2024-09-15	If Commercial Order Sign Post Install, Banners or Extra		Listing...						Order Signage Install				
1208313109156	2024-09-15		2024-09-15	Confirm Sign Installation		Listing...						Order Signage Install				
1208313109156	2024-09-15		2024-09-15	Send Marketing assets to Sheridan St To do		Listing...	listings@thesignaturegroup.org	2024-10-09	2024-10-10			Brokerage Services for the Sale of City Owned Properties			High	
1208313109156	2024-09-15		2024-09-15	Launch Pre-Listing Marketing Campaign To do		Tamar...	therealbrokerT@gmail.com	2024-10-09	2024-10-12			Brokerage Services for the Sale of City Owned Properties			Medium	
1208313109156	2024-09-15		2024-09-15	Email to VIP Buyers		Listing...	listings@thesignaturegroup.org		2024-10-11			Launch Pre-Listing Marketing Campaign				
1.20831E+15	2024-09-15		2024-09-15	Schedule Open House		Listing...	listings@thesignaturegroup.org		2024-10-10			Launch Pre-Listing Marketing Campaign				
1208313109156	2024-09-15		2024-09-15	Create Open House Invite/Post		Listing...	listings@thesignaturegroup.org		2024-10-11			Launch Pre-Listing Marketing Campaign				
1208313109156	2024-09-15		2024-09-15	Post Invite to FB/IG		Tamar...	therealbrokerT@gmail.com		2024-10-12			Launch Pre-Listing Marketing Campaign				
1208313280157	2024-09-15		2024-09-15	Enter Residential Listing to FB Marketplace		Listing...	listings@thesignaturegroup.org		2024-10-11			Launch Pre-Listing Marketing Campaign				
1208313280157	2024-09-15		2024-09-15	Share Post to relevant FB Groups		Listing...	listings@thesignaturegroup.org		2024-10-11			Launch Pre-Listing Marketing Campaign				
1208313280157	2024-09-15		2024-09-15	Email to All Agents		Tamar...	therealbrokerT@gmail.com		2024-10-11			Launch Pre-Listing Marketing Campaign				
1208313109156	2024-09-15		2024-09-15	Enter Listing In REALCOMP/LOOPNET To do		Listing...	listings@thesignaturegroup.org	2024-10-08	2024-10-11			Brokerage Services for the Sale of City Owned Properties			High	
1208313109156	2024-09-15		2024-09-15	If Commercial Enter on Loopnet		Listing...			2024-10-09			Enter Listing In REALCOMP/LOOPNET(CREX)				
1208313109156	2024-09-15		2024-09-15	Upload Photos to Listings		Listing...			2024-10-11			Enter Listing In REALCOMP/LOOPNET(CREX)				
1208313109156	2024-09-15		2024-09-15	Activate Listing		Tamar...			2024-10-11			Enter Listing In REALCOMP/LOOPNET(CREX)				
1.20831E+15	2024-09-15		2024-09-15	Enter Showing Instructions		Listing...			2024-10-11			Enter Listing In REALCOMP/LOOPNET(CREX)				
1208313109156	2024-09-15		2024-09-15	Create Property Landing Page in Loft To do		Listing...	listings@thesignaturegroup.org		2024-10-09			Brokerage Services for the Sale of City Owned Properties			Low	
1208313109156	2024-09-15		2024-09-15	Generate Landing Page QR Code for Signage		Listing...						Create Property Landing Page in Loft				
1208313109156	2024-09-15		2024-09-15	Schedule Open House	To do	Listing...	listings@thesignaturegroup.org		2024-10-10			Brokerage Services for the Sale of City Owned Properties			High	
1208313109156	2024-09-15		2024-09-15	Enter Open House Dates in MLS		Listing...			2024-10-11			Schedule Open House				
1208313109156	2024-09-15		2024-09-15	Confirm 2 Team Members Min.		Tamar...			2024-10-11			Schedule Open House				
1.20831E+15	2024-09-15		2024-09-15	Post Open House Marketing Assets on IG/FB		Tamar...			2024-10-11			Schedule Open House				
1208313109156	2024-09-15		2024-09-15	Approve Ad Copy from Sheridan StreetP		Tamar...			2024-10-10			Schedule Open House				
1208313109156	2024-09-15		2024-09-15	Prepare Flyers and Print MLS Tickets for Open House		Listing...		2024-10-10	2024-10-12			Schedule Open House				
1.20831E+15	2024-09-15		2024-09-15	Install Sign Rider or Yard Sign for Open House		Listing...			2024-10-11			Schedule Open House				

1208313280156	2024-09-15		2024-09-15	Post Open House Data Entry	To do	Listing...	listings@thesignaturegroup.org	2024-10-14				Brokerage Services for the Sale of City Owned Properties	Low	
1208313280157	2024-09-15		2024-09-15	Enter all contacts into Lofly		Listing...		2024-10-14				Post Open House Data Entry		
1.20831E+15	2024-09-15		2024-09-15	Send Thank you Email		Listing...		2024-10-14				Post Open House Data Entry		
1208313280157	2024-09-15		2024-09-15	Send Contacts to Sheridan Street Pipeline		Tamar...		2024-10-14				Post Open House Data Entry		
1208313280157	2024-09-15		2024-09-15	Post Listing Marketing Tasks	To do	Tamar...	therealbrokert@	2024-10-14	2024-10-31			Brokerage Services for the Sale of City Owned Properties	Medium	
1208313109156	2024-09-15		2024-09-15	Create Social Media Post/Reel	To do	Listing...	listings@thesignaturegroup.org	2024-10-12				Brokerage Servi-Post Listing Marketing Tasks		
1208313191491	2024-09-15		2024-09-15	Send to Sheridan Street to Create Google Ad		Listing...		2024-10-15				Post Listing Marketing Tasks		
1.20831E+15	2024-09-15		2024-09-15	Launch Direct Mail Campaign		Listing...		2024-10-16				Post Listing Marketing Tasks		
1208313191491	2024-09-15		2024-09-15	Post to Relevant FB Pages		Tamar...		2024-10-17				Post Listing Marketing Tasks		
1.20831E+15	2024-09-15		2024-09-15	Consider Additional Open House Events		Listing...		2024-10-15				Post Listing Marketing Tasks		
1208313191491	2024-09-15		2024-09-15	Call Center Circle Calling Around Listing		Listing...		2024-10-17				Post Listing Marketing Tasks		
1208313191491	2024-09-15		2024-09-15	Sheridan St to Create 2nd Target Ad		Tamar...		2024-10-22				Post Listing Marketing Tasks		
1208313191491	2024-09-15		2024-09-15	Send Email to Database Advising of Price Reduction		Listing...		2024-10-22				Post Listing Marketing Tasks		
1208313191491	2024-09-15		2024-09-15	Targeted Ads with Landing Page Link		Listing...		2024-10-22				Post Listing Marketing Tasks		
1208313191491	2024-09-15		2024-09-15	Retargeting Ad to Matching Buyers		Listing...		2024-10-25				Post Listing Marketing Tasks		
1208313280157	2024-09-15		2024-09-15	Review Market Conditions if Listing N To do		Tamar...	therealbrokert@gmail.com	2024-10-24				Brokerage Services for the Sale of City Owned Properties	High	
1208313191491	2024-09-15		2024-09-15	Enter Price Reduction if Any								Review Market Conditions if Listing Not Sold		

PART 3 – MEET THE TEAM

REQUEST FOR PROPOSAL

THIS SECTION INCLUDES:

- AWARDS AND RECOGNITION
- MEET THE BROKER - TAMARA FIEMA
 - BROKER ACHIEVEMENTS
- MEET THE LEADERSHIP TEAM
- MEET THE LISTING TEAM
- MEET THE SALES TEAM

AWARDS & RECOGNITION



**TOP
WORK
PLACES
2023**

Detroit Free Press
PART OF THE USA TODAY NETWORK

**CRAIN'S
COOL
PLACES
TO WORK**

**TOP
WORK
PLACES
2022**

Detroit Free Press

*TOP WORKPLACE
DETROIT FREE PRESS
2022 & 2023*

*COOL PLACES TO WORK
CRAINS BUSINESS DETROIT
2022*

*COOL PLACES TO WORK
CRAINS BUSINESS DETROIT
2022*

WE LOVE WHAT WE DO

At The Signature Group Realty, real estate is about more than transactions—it's about people, trust, and building lasting relationships. We are a family of passionate realtors who love what we do and thrive in doing it together. Dedicated to becoming your trusted partners for life, our success is defined by the connections we build and the lives we positively impact – for both our clients and our agents.

We believe in continuous learning and staying ahead of market trends to consistently deliver exceptional results. By leveraging cutting-edge technology and integrated marketing strategies, we maximize exposure, optimize pricing, and streamline negotiations. With over 300 years of combined experience and a culture built on teamwork and passion, we sail through even the most complex transactions with confidence and care. At The Signature Group Realty, we don't just deliver success—we create lasting connections, exceptional outcomes, and an experience that reflects our love for what we do.



TOGETHER WE CAN DO GREAT THINGS

MEET OUR LEADERSHIP TEAM AND LISTING TEAM



Tamara Fiema
PRINCIPAL BROKER
CEO | TEAM LEADER



Hussein Berry
ASSOCIATE BROKER
TEAM LEADER



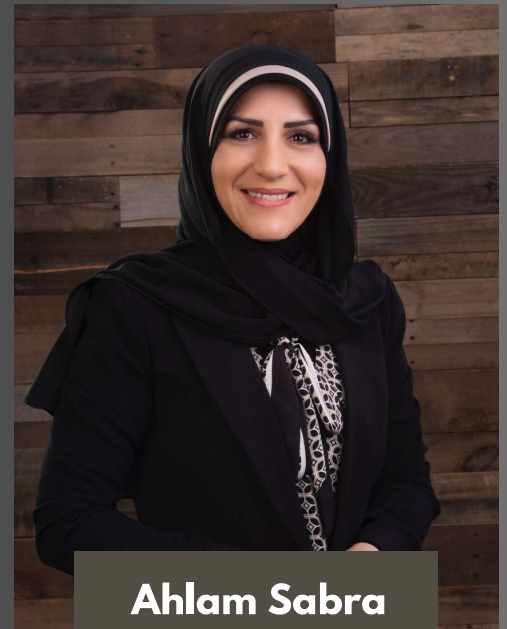
Heather McGinnis
OFFICE MANAGER
AGENT SUPPORT
HUMAN RESOURCES
LISTING TEAM

TEAM MEMBER FOR
9 YEARS - 20 YEARS
EXPERIENCE



Sarah Darwich
HEAD OF FINANCE
AGENT/BROKER
SUPPORT
REALTOR
LISTING TEAM

TEAM MEMBER FOR
8 YEARS



Ahlam Sabra
REALTOR
MARKETING/LISTING/
AGENT/SUPPORT
LISTING TEAM

TEAM MEMBER FOR
3 YEARS



Tamara Fiema
Founder, Team Leader, Principal Broker
The Signature Group Realty

Tamara Fiema is a passionate and innovative leader who brings a wealth of experience and new energy to the real estate industry. Before embarking on her real estate journey, Tamara spent 12 years as a paralegal, honing her analytical and problem-solving skills. In 2003, Her entrepreneurial drive led her to explore a career in real estate. In 2007, as the market faced a sharp downturn, Tamara pivoted from traditional real estate to partnering with international investors to build large-scale real estate portfolios. She became an expert in navigating distressed property acquisitions, rehabilitation, management, and exit strategies, transforming underperforming assets into high-value investments. Her efforts played a crucial role in revitalizing Michigan's most impacted communities during the recession.

Tamara's passion for innovation and collaboration lead to the next leg of her journey . As the market began to recover she saw yet another opportunity to grow...born is The Signature Group Realty, which she founded in December 2014. Today, the brokerage is an award-winning, full-service firm with a team of more than 80 agents with over 300 years of combined experience. Tamara's commitment to cultivating a supportive, family-like culture has made the firm a standout in Southeast Michigan. Her brokerage operates through three subsidiaries: The Signature Group Realty, TSG Commercial Real Estate, and a nationwide partnership with REAL Broker, LLC, giving her team access to a network of 21,000 realtors across the U.S. and Canada. Tamara's legacy is defined by her ability to see opportunity in challenges, her leadership in mentoring new agents, and her unwavering commitment to excellence in every endeavor. Teamwork makes the Dream Work!

BROKER ACHIEVEMENTS



DEARBORN AREA BOARD OF REALTORS

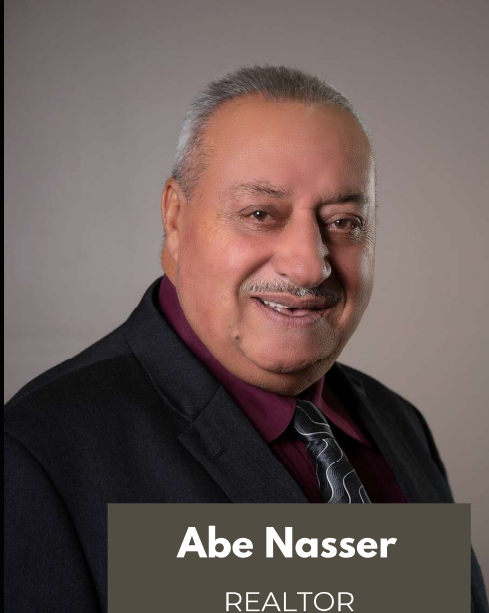
**2023
REALTOR
OF THE
YEAR**



THE
SIGNATURE
GROUP REALTY

real

MEET OUR TSG COMMERCIAL SALES SPECIALIST

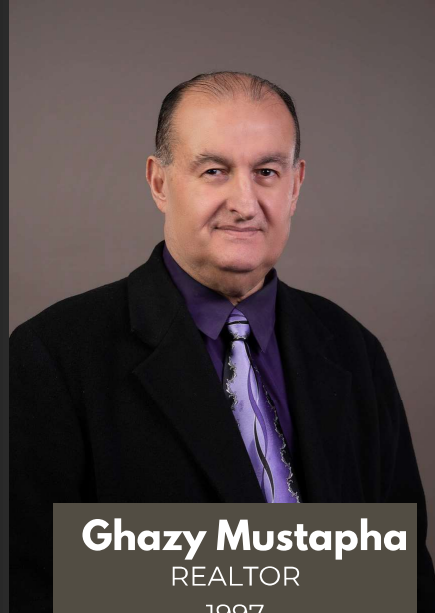


Abe Nasser

REALTOR
1996

28 YEARS
EXPERIENCE

COMMERCIAL SALES
GAS STATIONS
CHURCHES
MULTI-FAMILY
AUTO REPAIR
FACILITIES
SHOPPING CENTERS
RETAIL SPACES



Ghazy Mustapha

REALTOR
1997

27 YEARS EXPERIENCE

PLAZA
MULTI-FAMILY
OFFICE BUILDINGS
RETAIL SHOPPING
CENTERS



Mike Pirzadeh

REALTOR
1994

30 YEARS
EXPERIENCE

COMMERCIAL SALES
GAS STATIONS
LAND
SHOPPING CENTERS
OFFICE BUILDINGS
RETAIL SPACES
SHOPPING CENTERS



Mohamad Fares

REALTOR
2021

3 YEARS EXPERIENCE

JUNK YARDS
DEALERSHIPS
RETAIL OFFICE
AUTO REPAIR FACILITIES



MEET OUR SALES TEAM



Abe Nasser

REALTOR
1996



Abbas Aldalimi

REALTOR
2010



Abe Yazbek

REALTOR
2016



Ahmed Zahreldin

REALTOR
2024



Ali Abdallah

REALTOR
2023



Ali Al-Badery

REALTOR
2023



MEET OUR SALES TEAM



Ali Eltanoukhi

REALTOR
2023



Ali Gacham

REALTOR
2023



Amanda Hadous

REALTOR
2021



Amy Baydoun

REALTOR
2023



Ana Vazquez-Kirma

REALTOR
2024



Angel Graddy

REALTOR



MEET OUR SALES TEAM



Ayman Al-Sahar

REALTOR
2019



Bahaa Khader

REALTOR
2020



Bill Haider

REALTOR
2023



Bishoy Matta

REALTOR
2023



Carletta Snipes

REALTOR
2021



Shay Bazzi

REALTOR
2023



MEET OUR SALES TEAM



Charlotte Garnett

REALTOR



Enoch Dunn

REALTOR
2002



Eric Lomax

REALTOR
2021



Erica Regan

REALTOR
2021



Joshua White

REALTOR
2006



Evan Piscitelli

REALTOR
2021



MEET OUR SALES TEAM



Ghada Turk

REALTOR
2023



Ghazy Mustapha

REALTOR
1997



Hana Assi

REALTOR



Hanan Fardous

REALTOR
2013



Hassan Ali

REALTOR
1996



Eddie Sabbagh

REALTOR
2022



MEET OUR SALES TEAM



James Wallen

REALTOR
1990



Jاليا Gadson

REALTOR
2023



Judie Levitt

REALTOR
1992



Julia Mansor

REALTOR
2023



Kay Ready

REALTOR



Kaysha Woodall-Bell

REALTOR
2024



MEET OUR SALES TEAM



Kelle Rodrigues

REALTOR
2015



Ken Hunter

REALTOR
2007



Khalil Mustapha

REALTOR
2024



Mahdi Bazzi

REALTOR
2019



Mariam Baydoun

REALTOR
2019



Maya Hachem

REALTOR
2021



MEET OUR SALES TEAM



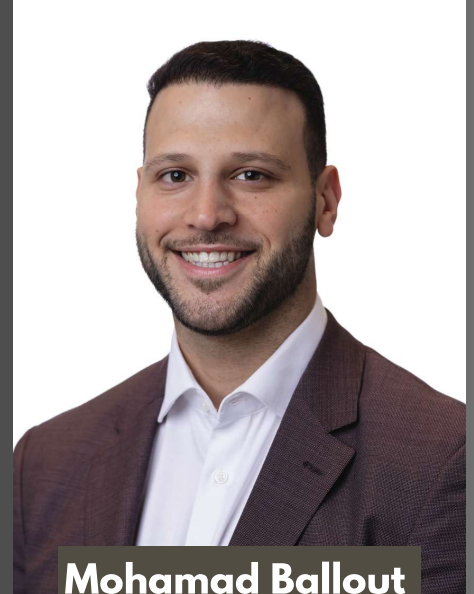
Megan Evans

REALTOR
2024



Mike Pirzadeh

REALTOR
1994



Mohamad Ballout

REALTOR
2024



Mohamed Berry

REALTOR
2023



Mohamad Darwich

REALTOR
2023



Mohamad Fares

REALTOR
2021

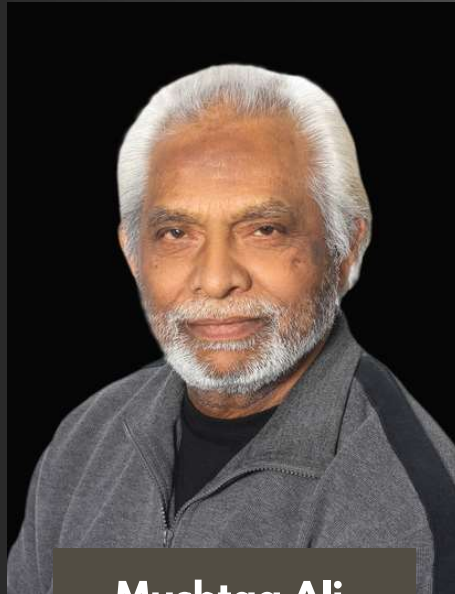


MEET OUR SALES TEAM



Monica Haidar

REALTOR
2016



Mushtaq Ali

REALTOR
1991



Nasser Safa

REALTOR
2007



Nassir Alaouieh

REALTOR
2016



Nofila Haidar

REALTOR



Rajaa Sobh

REALTOR
2020



MEET OUR SALES TEAM



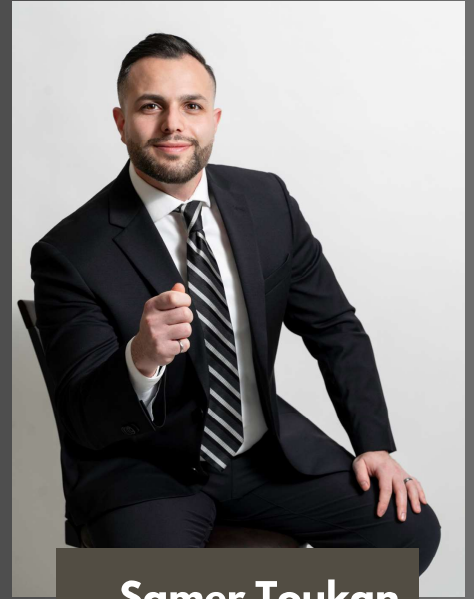
Ruby Nasser

REALTOR
1998



Houssam Jawad

REALTOR
2007



Samer Toukan

REALTOR
2023



Samir Jaward

REALTOR
1996



Tamijo Schutzler

REALTOR
1992



Trung Hieu Bui

REALTOR
2024



OUR PARTNERS:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed pellentesque ipsum at tellus vestibulum, eget euismod mauris ultricies.



COMPASS TITLE TITLE & CLOSING SERVICES

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed pellentesque ipsum at tellus vestibulum, eget euismod mauris ultricies.



CHRIS BURTON VISUALS PHOTOS/VIDOE/DRONE PHOTOGRAPHY

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed pellentesque ipsum at tellus vestibulum, eget euismod mauris ultricies.



SHERIDAN STREET DIGITAL MARKETING STRATEGIES AND ADVERTISING

IMPLEMENTS OUR DIGITAL MARKETING STRATEGIES SUCH AS TARGETED FACEBOOK AND SOCIAL MEDIA ADS THAT TARGET THE IDEAL BUYER FOR LISTED PROPERTIES. FULL-TIME CALL CENTER TO FOLLOW UP ON LEADS GENERATED THROUGH LISTING ADS.

PARTNERS CONTINUED:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed pellentesque ipsum at tellus vestibulum, eget euismod mauris ultricies.



MCE SIGNS *SIGNS & BANNERS*

MCE Signs is Michigan's Largest Signage Company. We have 42 years of experience serving 15,000 realtors across Michigan.



COSTAR GROUP *COMMERCIAL REAL ESTATE LISTINGS/DATA*

A global leader in commercial real estate information, analytics, and data-driven news. The #1 Global Commercial Real Estate Marketplace



REAL COMP MLS *MULTIPLE LIST SERVICE*



Realcomp II Ltd. is proud to be Michigan's largest Multiple Listing Service delivering cutting-edge

COST PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

Total Not-To-Exceed Cost: (If a percentage of sale price is intended, please indicate %)

5% OF SALE PRICE with Min. Flat Fee of \$2000 for properties with a sale price of less than \$40,000.

50% OF THE ABOVE STATED COMPENSATION WILL BE SHARED WITH THE BUYER AGENT ASSOCIATED WITH THE SALE IF ANY. IN THE EVENT NO BUYER AGENT IS PARTICIPATING IN THE SALE, THE COMMISSION SHALL BE REDUCED TO 4%. WITH a \$2000 Min. for properties with a sale price of less than \$40,000.

*TOTAL NOT-TO-EXCEED-COST LISTED ABOVE REPRESENTS THE COST OF BROKER SERVICES PROVIDED BY THE SIGNATURE GROUP REALTY. IN ADDITION, SELLER WILL ALSO BE RESPONSIBLE FOR CUSTOMARY SELLER CLOSING COSTS SUCH AS TITLE INSURANCE POLICY, CLOSING FEES/PROCESSING FEES, DEED RECORDING FEES, TRANSFER TAX (IF APPLICABLE), ETC. AT THE TIME OF CLOSING. CERTAIN COSTS SUCH AS TITLE INSURANCE POLICIES ARE BASED OFF OF THE SALE PRICE AND THEREFORE CANNOT BE ESTIMATED AT THIS TIME.

RESPONSE TO REQUEST FOR PROPOSAL

City of Dearborn Heights

*Brokerage Services for the Sale of
City Owned Properties*



PART - 1

REQUEST FOR PROPOSAL SUBMISSION REQUIREMENTS

THIS SECTION INCLUDES:

- ALL RFP FORMS COMPLETED AND SIGNED
- PROOF BIDDER IS A DULY LICENSED REAL ESTATE BROKER IN THE STATE OF MICHIGAN
- PROOF OF PROFESSIONAL E & O INSURANCE COVERAGE FOR RESPONDENT AND COMPASS TITLE
- SUBCONTRACTOR FORMS SIGNED AND DATED BY TEAM AND VENDORS

No proposal may be accepted which has not been signed in the appropriate space below:

THE SIGNATURE GROUP REALTY

Company Name: _____

Address

23420 FORD ROAD

DEARBOR HEIGHTS MI 48127

TAMARA FIEMA

Contact Person _____

Phone CELL: 248-302-1777 Fax 313-565-0001

OFFICE: 313-565-0000

Email TFIEMA@THESIGNATUREGROUP.ORG

Signature of Person Authorized to sign



Title SOLE MEMBER

Date

9/18/24

ACCEPTANCE OF OFFER (To be completed by the city of Dearborn Heights)

Mayor's signature _____

Date _____

City Clerk's signature _____

Date _____

EXCEPTIONS AND ALTERNATIVES FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Proposers are to comply with all requirements of this solicitation, otherwise the proposal may be deemed nonresponsive.

Exceptions may be considered if they are presented with the proposal and if the City determines that the exception does not materially alter the intent of this solicitation or that it exceeds the requirements of this solicitation.

---- No Exceptions Taken



----- Exceptions Taken – See attached*

*Please note that if any exceptions are taken, all required information must be submitted as an attachment

Except as may be indicated above, Proposer is in complete agreement with this entire solicitation including any proposed terms, conditions and business arrangements described herein.

By

(Authorized Signature)

TAMARA FIEMA

Date

9/18/24

(Title)

SOLE MEMBER

ATTACHMENT TO EXCEPTIONS AND ALTERNATIVES FORM

RE: THE SIGNATURE GROUP REALTY

Exception Request - Re: Scope of Work Experience

Under the SPECIFICATIONS AND SCOPE OF WORK the RFP states:

- 1- Introduction: the city of Dearborn heights seeks a qualified Real Estate brokerage firm to handle address the sale of city owned surplus property . Successful proposers must have verifiable experience providing a turn-key service of municipal surplus properties and understand the importance of properly marketing these types of sale.

While Tamara Fiema, broker/owner of The Signature Group Realty, has not yet worked directly with municipalities, our team has a proven track record of managing large-scale investor portfolio sales over the past decade. Currently, we are facilitating the sale of a portfolio comprising 160 homes, alongside several listings for new construction and commercial land sales. Our extensive experience with high-volume transactions positions us well to manage the sale of City-Owned assets. With established systems in place, we are fully equipped to market and successfully sell large property portfolios with precision and efficiency.

COST PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

Total Not-To-Exceed Cost: (If a percentage of sale price is intended, please indicate %)

5% OF SALE PRICE with Min. Flat Fee of \$2000 for properties with a sale price of less than \$40,000.

50% OF THE ABOVE STATED COMPENSATION WILL BE SHARED WITH THE BUYER AGENT ASSOCIATED WITH THE SALE IF ANY. IN THE EVENT NO BUYER AGENT IS PARTICIPATING IN THE SALE, THE COMMISSION SHALL BE REDUCED TO 4%. WITH a \$2000 Min. for properties with a sale price of less than \$40,000.

*TOTAL NOT-TO-EXCEED-COST LISTED ABOVE REPRESENTS THE COST OF BROKER SERVICES PROVIDED BY THE SIGNATURE GROUP REALTY. IN ADDITION, SELLER WILL ALSO BE RESPONSIBLE FOR CUSTOMARY SELLER CLOSING COSTS SUCH AS TITLE INSURANCE POLICY, CLOSING FEES/PROCESSING FEES, DEED RECORDING FEES, TRANSFER TAX (IF APPLICABLE), ETC. AT THE TIME OF CLOSING. CERTAIN COSTS SUCH AS TITLE INSURANCE POLICIES ARE BASED OFF OF THE SALE PRICE AND THEREFORE CANNOT BE ESTIMATED AT THIS TIME.

VERIFICATION OF MINIMUM QUALIFICATIONS FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without further evaluation.

1. Provide references that will support the minimum qualification of: "Respondent must have a minimum of three similar projects in the last five years as requested in the Minimum Qualifications section. References must demonstrate at least five years of experience and must reflect work of a repetitive nature.

A- Client Name: EMPIRE REAL ESTATE HOLDINGS – SKENDER IZAIRI
Title: PRESIDENT

Client Contact E-mail SCOTT_IZAIRI @YAHOO.COM

Contact Phone Number: 248-907-5775

Services performed from and to (dates): 2009 TO PRESENT

B-Client Name: FORECLOSURE CAPITAL OF AMERICA – EUGENE GRIN
Title: PRESIDENT

Client Contact REWAHOMES@GMAIL.COM

Contact Phone Number: 313-551-4606

Services performed from and to (dates): 2013 TO MARCH 2020

C-Client Name: AMG HOLDINGS U.S.A. – ABDULLAHI FUNSHO
Title: PRESIDENT

Client Contact E-mail ACCOUNTSAMG@GMAIL.COM

Contact Phone Number: 313-551-4606

Services performed from and to (dates): 2009 TO 2019

D- Client Name: CUSTOM DESIGN INC – KAMAL MAJED
Title: PRESIDENT

Client Contact E-mail CUSTOMDESIGNINC@HOTMAIL.COM

Contact Phone Number: 313-645-2600

Services performed from and to (dates): 2005 – PRESENT

BUSINESS INFORMATION QUESTIONNEER

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

NAME OF COMPANY SIGNATURE INTERNATIONAL GROUP, LLC
D/B/A THE SIGNATURE GROUP REALTY, TSG COMMERCIAL REAL ESTATE AND
REAL BROKER, LLC

PRINCIPAL OFFICE ADDRESS 23420 FORD ROAD DEARBORN HEIGHTS MI 48127

TELEPHONE NUMBER 313-565-0000

DUNS# AND/OR CCR (if applicable)# _____

FORM OF OWNERSHIP (Check One)

Corporation ()

LLC (✓)

Joint Venture ()

State of Incorporation/Registration MICHIGAN

Date of Incorporation/Registration 02/2013

Partnership () If Partnership, select one of the following: Limited () or General () Individual ()

LIST OF PARTNERS, PRINCIPALS, CORPORATE OFFICERS OR OWNERS

Names : TAMARA L. FIEMA

Titles: SOLE MEMBER

LIST OF CORPORATE DIRECTORS

Principal Business Affiliation

Name: TAMARA L. FIEMA

Other Than Respondent Directorship: N/A

HAS YOUR COMPANY OPERATED UNDER ANY DIFFERENT NAMES IN THE PAST FIVE (5) YEARS? YES / NO

IF YES, PLEASE IDENTIFY THE NAME(S) UNDERWHICH YOUR COMPANY HAS OPERATED:

THE SIGNATURE GROUP REALTY
THE SIGNATURE GROUP REALTY | REAL BROKER
TSG COMMERCIAL REAL ESTATE

SUBCONTRACTORS FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Are there any subcontractors to be utilized under this contract? **YES**

YES - You must complete both pages.

NO - You must complete only this page.

ACKNOWLEDGED BY TAMARA L. FIEMA
FIRM THE SIGNATURE GROUP REALTY
AUTHORIZED REPRESENTATIVE TAMARA L. FIEMA
TITLE SOLE MEMBER
SIGNATURE 
DATE 9/18/24

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor THE SIGNATURE GROUP REALTY

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.
Subcontractor:

Fed Tax ID 381-23-2920

Address: 4967 McKinley St

P.O. Box _____

City: County State Zip: Dearborn Hts, MI 48125

Phone: () (313) 917-7999

Fax: () 313 565-0001

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: Real Estate Sales & Marketing Residential

Subcontract Amount \$ TBD

Percent of Contract % TBD

ACKNOWLEDGED BY: [Signature]

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature Amanda Hader

Name & Title Date Amanda Hader 9/18/24 REALTOR

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date [Signature] 9/18/24
member / Broker

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor THE SIGNATURE GROUP REALTY

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.
Subcontractor:

Fed Tax ID 365292540

Address: 6115 Coolidge St

P.O. Box _____

City: County State Zip: Dearborn heights MI 48127

Phone: () 313 953-3435

Fax: () 313 545-0001

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: Real Estate Sales & Marketing
Residential

Subcontract Amount \$ TBD

Percent of Contract % TBD

ACKNOWLEDGED BY: [Signature]

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature [Signature]

Name & Title Date Ahlan Sabra Realtor 9/18/14

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature [Signature] Name & Title Date 9/18/14
member/Broker

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor THE SIGNATURE GROUP REALTY

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.

Subcontractor:

Fed Tax ID 174-90-8878

Address: 8765 Oak Ridge Trl

P.O. Box _____

City: County State Zip: Westland MI 48185

Phone:() 313-243-4208

Fax:() 313-565-0001

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: Real Estate Marketing
4 Sales Residential

Subcontract Amount \$ TBD

Percent of Contract % TBD

ACKNOWLEDGED BY: [Signature]

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature Ana Varquez Kirma

Name & Title Date Ana Varquez Kirma Realtor 09/18/24

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date [Signature] 9/18/24
Member Broker

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor THE SIGNATURE GROUP REALTY

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.

Subcontractor:

Fed Tax ID 83-1516247

Address: 3250 W Big Beaver Road

P.O. Box _____

City: County State Zip: Troy MI 48064

Phone: () 248-379-1111

Fax: () 248-731-0020

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: ESCROW, TITLE & CLOSING SERVICES

Subcontract Amount \$

Percent of Contract %

ACKNOWLEDGED BY:

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature

Name & Title Date

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor THE SIGNATURE GROUP REALTY

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.
Subcontractor:

Fed Tax ID 3808971

Address: 448 Huntmaster Court

P.O. Box _____

City: County State Zip: Bloomfield Hills MI 48304

Phone: () 248-914-7152

Fax: () 313 565 0001

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: REAL Estate Sales & Marketing Residential

Subcontract Amount \$ TBD

Percent of Contract % TBD

ACKNOWLEDGED BY: [Signature]

I acknowledge that all the above information has been completely filled out and is true.
SUBCONTRACTOR Authorized Signature [Signature]

Name & Title Date Kelle Rodriguez Agent/Realtor 9/18/24

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date 9/18/24

[Signature] member/ Broker

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor THE SIGNATURE GROUP REALTY

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.
Subcontractor:

Fed Tax ID 384-061407

Address: 3491 GREENSPRING LN

P.O. Box _____

City: County State Zip: ROCHESTER HILLS MI 48309

Phone: () 248-379-1111

Fax: () 313-565-0001

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: Real Estate Sales & Marketing Residential

Subcontract Amount \$ TBD

Percent of Contract % ~~1000~~ 0

ACKNOWLEDGED BY: [Signature]

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature [Signature]

Name & Title Date SYED HAIDER Realtor 9/11/2024

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date 9/18/24

[Signature] Member Broker

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor THE SIGNATURE GROUP REALTY

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.
Subcontractor:

Fed Tax ID 379-27-3531

Address: 421 Robinlake ave

P.O. Box _____

City: County State Zip: Dearborn, MI 48128

Phone: () 313-969-9745

Fax: () 313-565-0001

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: Real Estate Sales & Marketing + Admin Residential

Subcontract Amount \$ TBD

Percent of Contract % TBD

ACKNOWLEDGED BY: [Signature]

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature [Signature]

Name & Title Date Sarah Darwich Realtor 9/18/24

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date [Signature] 9/18/24

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor THE SIGNATURE GROUP REALTY

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.
Subcontractor:

Fed Tax ID 219-41-5352

Address: 23142 Arlington St

P.O. Box _____

City: County State Zip: Dearborn MI 48128

Phone: () 313-229-2678

Fax: () 313 565-0001

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: Real Estate Sales & Marketing Residential

Subcontract Amount \$ TBD

Percent of Contract % TBD

ACKNOWLEDGED BY: [Signature]

I acknowledge that all the above information has been completely filled out and is true.
SUBCONTRACTOR Authorized Signature [Signature]

Name & Title Date Imad Sabbagh, Realtor, 9/11/24

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date [Signature] 9/18/24 Member Broker

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor THE SIGNATURE GROUP REALTY

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.
Subcontractor:

Fed Tax ID 568-71-0578

Address: 6440 Coleman St.

P.O. Box _____

City: County State Zip: Dearborn MI 48126

Phone: () 313-712-8000

Fax: () 313-565-0001

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: Real Estate Sales & Marketing
Residential
Commercial

Subcontract Amount \$ TBD

Percent of Contract % TBD

ACKNOWLEDGED BY: [Signature]

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature

Name & Title Date CHAZ MUSTAFA 9/13/24 Realtor

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date

[Signature] 9/18/2024 Broker/Member

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor THE SIGNATURE GROUP REALTY

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.
Subcontractor:

Fed Tax ID 375-25-5841

Address: 21757 Hickorywood Dr

P.O. Box _____

City: County State Zip: Dearborn Heights, MI 48127

Phone: () (313) 353-0569

Fax: () (313) 565-0004

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: Real Estate Sales & Marketing Residential

Subcontract Amount \$ TBD

Percent of Contract % TBD

ACKNOWLEDGED BY: [Signature]

I acknowledge that all the above information has been completely filled out and is true.
SUBCONTRACTOR Authorized Signature [Signature]

Name & Title Date Mohamed Darwich Realtor 9/11/24

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature [Signature] Name & Title Date 9/18/24 member/Broker

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor THE SIGNATURE GROUP REALTY

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.

Subcontractor:

Fed Tax ID ~~36~~ 456-29-6493

Address: 39800 Woodside Dr. S.

P.O. Box

City: County State Zip: Northville MI 48168

Phone: () 734-516-4172

Fax: () (313) 565-0001

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform:

Real Estate Sales & Marketing
Commercial & Residential

Subcontract Amount \$

TBD

Percent of Contract %

TBD

ACKNOWLEDGED BY:

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature

Name & Title Date

9/11/24

Agent (Realtor)

MAHMOOD

Pirzadeh

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date

9/18/24

Broker/Member

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor THE SIGNATURE GROUP REALTY

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.

Subcontractor:

Fed Tax ID 380-19-9841

Address: 6108 Argyle St.

P.O. Box _____

City: County State Zip: Dearborn, Wayne County, Michigan, 48126

Phone: () (313)-721-3696

Fax: () (313)-565-0001

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform:

Real Estate Sales & Marketing Residential

Subcontract Amount \$

TBD

Percent of Contract %

TBD

ACKNOWLEDGED BY:

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature

Name & Title Date

Khalil Mustapha, Broker, 9/11/24

RECTOR

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date

9/18/24
[Signature]

9/18/24
Broker/member

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor THE SIGNATURE GROUP REALTY

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.
Subcontractor:

Fed Tax ID 365-80-8918

Address: 8156 Lochdale

P.O. Box _____

City: County State Zip: Dearborn Hgts, MI 48127

Phone: () 248-228-2066

Fax: () 313-565-0001

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: Real Estate Sales & Marketing
Residential / Vacant land / Commercial

Subcontract Amount \$ TBD

Percent of Contract % TBD

ACKNOWLEDGED BY: _____

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature Tami Jo Schuetzler

Name & Title Date Tami Jo Schuetzler - Realtor - 9/11/24

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date 9/18/24

Mike Broker/member

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor THE SIGNATURE GROUP REALTY

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.
Subcontractor:

Fed Tax ID 3690964419

Address: 1360 W. Charlesworth St. Dearborn Heights MI 48127

P.O. Box

City: County State Zip: Dearborn Heights MI 48127

Phone: () (313) 244 8005

Fax: () 313 525-0001

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform:

Real Estate Sales & Marketing
Residential & Commercial

Subcontract Amount \$ TBD

Percent of Contract % TBD

ACKNOWLEDGED BY: [Signature]

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature [Signature]

Name & Title Date Mariam Bayden 9/11/24 Realtor

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date 9/18/24

[Signature] member / Broker

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor THE SIGNATURE GROUP REALTY

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.
Subcontractor:

Fed Tax ID 366-23-6571

Address: 14424 Cornell Street

P.O. Box _____

City: County State Zip: Taylor Mi 48180

Phone: () (248)-986-3035

Fax: () (313)-565-0001

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: Real Estate Sales & Marketing
Residential

Subcontract Amount \$ TBD

Percent of Contract % TBD

ACKNOWLEDGED BY: [Signature]

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature [Signature]

Name & Title Date Megan Evans, Realtor 9/11/2024

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date [Signature] 9/18/24 Broker/member

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor THE SIGNATURE GROUP REALTY

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.

Subcontractor:

Fed Tax ID

99-0447750

Address:

20217 Blackstone St

P.O. Box

City: County State Zip:

Detroit, MI 48219

Phone: ()

313-377-5836

Fax: ()

313-565-0001

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform:

Real Estate Sales &
Marketing Residential

Subcontract Amount \$

TBD

Percent of Contract %

TBD

ACKNOWLEDGED BY:

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature

Charlotte Garnett

Name & Title Date

Charlotte Garnett Real Estate Agent 9/12/24

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date

9/18/24
Broker/member

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor THE SIGNATURE GROUP REALTY

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.
Subcontractor:

Fed Tax ID 371-17 8944

Address: 1298 Hendrix

P.O. Box _____

City: County State Zip: Canton Wayne MI. 48187

Phone: () 313-790-3219

Fax: () 313 565 0001

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: Real Estate Sales & Marketing
Residential

Subcontract Amount \$

TBD

Percent of Contract %

TBD

ACKNOWLEDGED BY:

[Signature]

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature Abbas AlDnagimi

Name & Title Date Abbas ALDnagimi 09-13-2021

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date

[Signature] 9/18/21
Broker / member

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor **THE SIGNATURE GROUP REALTY**

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.
Subcontractor:

Fed Tax ID 384-06-3627

Address: 25 Danvers Lane, Dearborn, MI 48120

P.O. Box _____

City: County State Zip: Dearborn, Wayne, 48120

Phone:() (313) 522-7549

Fax:() _____

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform:

Real Estate Sales & Marketing
Residential & Commercial

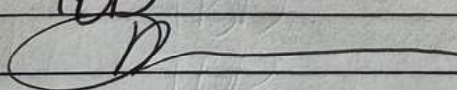
Subcontract Amount \$

TBD

Percent of Contract %

TBD

ACKNOWLEDGED BY:



I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature

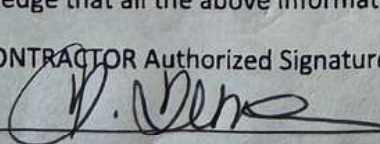
AHMAD ZAHRELDIN

dotloop verified
09/12/24 7:57 PM EDT
6DDK-IH2W-EAUZ-UMYD

Name & Title Date Ahmad Zahreldin Realtor 9/11/24

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date

 9/18/24
member / Broker

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor THE SIGNATURE GROUP REALTY

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.
Subcontractor:

Fed Tax ID 371-74-8665

Address: 2015 HOLLYWOOD, DEARBORN, MI 48124

P.O. Box _____

City: County State Zip: Dearborn MI 48124

Phone: () 313-729-8499

Fax: () 313-565-6001

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: Real Estate Sales & Marketing
Residential

Subcontract Amount \$ TBD

Percent of Contract % TBD

ACKNOWLEDGED BY: [Signature]

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature [Signature]

Name & Title Date Hassan Ali Agent 9/17/2024

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date 9/18/24

[Signature] Member/Broker

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor **THE SIGNATURE GROUP REALTY**

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.

Subcontractor:

Fed Tax ID _____

Address: 1102 Wayburn St. #2

P.O. Box _____

City: County State Zip: Grosse Point Park, Mi 48230

Phone:() 313-949-7886

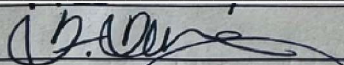
Fax:() _____

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

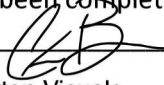
Work to perform: Listing Photography

Subcontract Amount \$ \$140 for listing photography - per house

Percent of Contract % 100%

ACKNOWLEDGED BY: 

I acknowledge that all the above information has been completely filled out and is true.

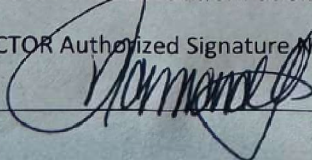
SUBCONTRACTOR Authorized Signature 

Chris Burton - Owner - Chris Burton Visuals

Name & Title Date PHOTOGRAPHER/VIDEOGRAPHER - 9/11/2024

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date 9/18/24

 Member Broker

INSURANCE CERTIFICATE - THE SIGNATURE GROUP REALTY



301 E. Fourth Street, Cincinnati, OH 45202

DECLARATIONS for REAL ESTATE PROFESSIONAL ERRORS & OMISSIONS INSURANCE POLICY

THIS IS A CLAIMS MADE INSURANCE POLICY.

THIS POLICY APPLIES ONLY TO THOSE CLAIMS THAT ARE FIRST MADE AGAINST AN INSURED DURING THE POLICY PERIOD. ALL CLAIMS MUST BE REPORTED IN WRITING TO THE COMPANY DURING THE POLICY PERIOD OR WITHIN SIXTY (60) DAYS AFTER THE END OF THE POLICY PERIOD.

Insurance is afforded by the company indicated below: (A capital stock corporation)

☒ Great American Assurance Company

Note: The Insurance Company selected above shall herein be referred to as the **Company**.

Policy Number: RAB3875738-24

Renewal of: RAB3875738-23

Program Administrator: Herbert H. Landy Insurance Agency Inc.
100 River Ridge Drive, Suite 301
Norwood, MA 02062

Item 1. **Named Insured:** Signature International Group, LLC dba The Signature Group Realty, LLC

Item 2. **Address:** 23420 Ford Rd
City, State, Zip Code: Dearborn Heights, MI 48127
Attn:

Item 3. **Policy Period:** From 01/13/2024 To 01/13/2025
(Month, Day, Year) (Month, Day, Year)
(Both dates at 12:01 a.m. Standard Time at the address of the **Named Insured** as stated in Item 2.)

Item 4. **Limits of Liability:** (inclusive of claim expenses):
A. \$ 1,000,000 Limit of Liability - Each Claim
B. \$ 1,000,000 Limit of Liability - Policy Aggregate
C. \$ 500,000 Limit of Liability - Fair Housing Claims
D. \$ 500,000 Limit of Liability - Fungi Claims

Item 5. **Deductible:** (inclusive of Claim Expense): \$ 5,000 Each Claim

Item 6. **Premium:** \$ 4,836.00

Item 7. **Retroactive Date** (if applicable): 01/13/2015

Item 8. **Forms, Notices and Endorsements attached:**

D43100 (08/19) D43300 MI (05/13) D43444 (03/17) D43411 (03/15)
D43442 (03/15) D43447 (06/17) D43448 (06/17) D43425 (05/13)
IL7324 (07/21)

A handwritten signature in cursive script, reading "Betty A. Magnuson", is written over a horizontal line.
Authorized Representative

D43101 (03/15)

Page 1 of 1

Broker License - The Signature Group Realty

SIGNATURE INTERNATIONAL GROUP LLC
23420 FORD ROAD
DEARBORN HEIGHTS, MI 48127

COMPLAINT INFORMATION:

THE ISSUANCE OF THIS LICENSE SHOULD NOT BE CONSTRUED
AS A WAIVER, DISMISSAL OR ACQUIESCENCE TO ANY
COMPLAINTS OR VIOLATIONS PENDING AGAINST THE LICENSEE,
ITS AGENTS OR EMPLOYEES.

FUTURE CONTACTS:

YOU SHOULD DIRECT INQUIRIES REGARDING THIS LICENSE OR
ADDRESS CHANGES TO THE DEPARTMENT OF LICENSING AND
REGULATORY AFFAIRS BY EMAILING BPLHELP@MICHIGAN.GOV
OR CALL (517) 241-0199

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
REAL ESTATE BROKER COMPANY LICENSE

SIGNATURE INTERNATIONAL GROUP LLC
23420 FORD ROAD
DEARBORN HEIGHTS, MI 48127

(BROKER MAY BE AUTHORIZED TO OPERATE
UNDER AN ASSUMED NAME, SEE
WWW.MICHIGAN.GOV/MIPLUS FOR A LIST)

LICENSE NO.
6505387321

EXPIRATION DATE
12/18/2027

24263054404

THIS DOCUMENT IS DULY
ISSUED UNDER THE LAWS OF
THE STATE OF MICHIGAN

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
P.O. BOX 30670
LANSING, MI 48909

Broker License BRANCH OFFICE - REAL BROKER, LLC
(license is currently being renewed...awaiting receipt of new
license which will expire 9/28/28)

REAL BROKER LLC 2750
S STATE ST SUITE 3 ANN
ARBOR, MI 48104

COMPLAINT INFORMATION:

THE ISSUANCE OF THIS LICENSE SHOULD NOT BE CONSTRUED
AS A WAIVER, DISMISSAL OR ACQUIESCENCE TO ANY
COMPLAINTS OR VIOLATIONS PENDING AGAINST THE
LICENSEE, ITS AGENTS OR EMPLOYEES.

FUTURE CONTACTS:

YOU SHOULD DIRECT INQUIRIES REGARDING THIS LICENSE OR
ADDRESS CHANGES TO THE DEPARTMENT OF LICENSING AND
REGULATORY AFFAIRS BY EMAILING BPLHELP@MICHIGAN.GOV
OR CALL (517) 241-0199

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
REAL ESTATE BRANCH OFFICE LICENSE

REAL BROKER LLC 23420 FORD
ROAD DEARBORN HEIGHTS, MI
48127

EMPLOYING BROKER # 6505431497

(COMPANY MAY BE AUTHORIZED TO OPERATE
UNDER AN ASSUMED NAME, SEE
WWW.MICHIGAN.GOV/MIPLUS FOR A LIST)

LICENSE NO.
6505431497BR0003

EXPIRATION DATE
09/28/2024

2389145452

THIS DOCUMENT IS DULY
ISSUED UNDER THE LAWS OF
THE STATE OF MICHIGAN

INSURANCE CERTIFICATE - COMPASS TITLE & CLOSING SERVICES



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/12/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Riebling Insurance Agency, LLC 100 Fire Island Avenue Babylon NY 11702		CONTACT NAME: Denise Finn PHONE (A/C, No, Ext): (516) 280-6760 E-MAIL ADDRESS: dfinn@rialc.net FAX (A/C, No):	
		INSURER(S) AFFORDING COVERAGE INSURER A : QBE Specialty Insurance Company	NAIC # 11515
INSURED Compass Title & Closing Services, LLC 3250 W Big Beaver Road Suite 228 Troy MI 48084		INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES

CERTIFICATE NUMBER: CL2361223220

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	\$ \$ \$ \$ \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED ☐ HIRED AUTOS ONLY ☐ AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$ \$ \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE AGGREGATE	\$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$ \$ \$
A	Errors & Omissions			STA11203-00	06/18/2023	06/18/2024	Each Claim Aggregate Deductible	\$1,000,00 0 \$1,000,00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

0 \$10,000

CERTIFICATE HOLDER

CANCELLATION

Evidence of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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Michael Phillips, Operating Principal
22371 W. Village Drive
Dearborn, MI 48124
(313) 460-9171

September 10, 2024

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6. Dearborn Heights Market Share Totals (Last 12 months)
7. Multi-year trends
 - a. Agent count, closed units, closed sales volume, listings taken: *This data was provided as verification for ability to handle large volume of transactions.*
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Introduction and History of KW Legacy & Michael Phillips

Founded in January of 2019, KW Legacy was created with the vision of building a real estate company into the Dearborn/Dearborn Heights community with a primary focus on training, development, and raising the bar for real estate professionals in our industry. In addition, my vision included building a market center that our community could count on for various events, including but not limited to, local schools, religious organizations, charities, and many local governments. In a quick 5 years, I am proud to say that we have thus far achieved that vision. KW Legacy currently holds approximately 20% market share in Dearborn and Dearborn Heights, and successfully handles over 2000 real estate transactions per year, with the highest level of full service our industry offers. In addition, KW Legacy contributes an average of 40k+ per year in charitable contributions to the Dearborn/Dearborn Heights community.

My name is Michael Phillips, I'm the founder, operating principal, and broker of KW Legacy based in Dearborn MI. A lifelong Dearborn/Dearborn Heights resident, I have an unmatched love for our community. I exhibit that love through leadership within my company, and externally throughout the community in many avenues. I originally became a licensed real estate professional in 1999, with a primary focus on Dearborn and Dearborn Heights sales. In my 25 years, I have experienced a market bubble, the housing/banking crisis crash of 2008-2012, the rebound of the crash, and a worldwide pandemic all of which had significant impact on the housing industry. City government had a role in assisting our community through those events, which I worked closely with and through our respective government officials to transition through. In addition, I worked with several financial institutions during the housing crisis to mitigate losses by helping homeowners, through many available programs, to avoid foreclosure. I believe it is imperative the city puts a considerable amount of value on the level of experience for this particular role, as our industry has once again transitioned through one of its' greatest changes via the NAR legal settlement court case. This case has changed the manner in which commissions are paid, which has been addressed in my proposal. I, without a doubt, am prepared for this role, and look forward to representing the City and protecting and promoting the City and our communities' betterment at all times.

Furthermore, I was a resident of Dearborn Heights from 1999-2011, before moving back to Dearborn. Dearborn Heights is just as much home to me as Dearborn is, considering I own many real estate properties in the city, as well as my parents and siblings. In my time as a resident of Dearborn Heights, I served as a board member and coach for the NDHBL, board member and coach of the Dearborn Heights Raiders, coach for the D7 Dads league basketball organization. In addition, I was a Varsity football coach for Dearborn High School 2012-2021. Industry related, I served as a Director for The Dearborn Area Board of Realtors 2014-2020, as well as Ethics committee member, and grievance committee chairman. Today, I am a member of the City of Dearborn Planning Commission. Nonetheless, all of my volunteer duties are committed to and done from the heart, with the utmost love for this community. I look forward to serving this community once again.

Thank you,
Michael M Phillips
Operating Principal
Broker/Owner

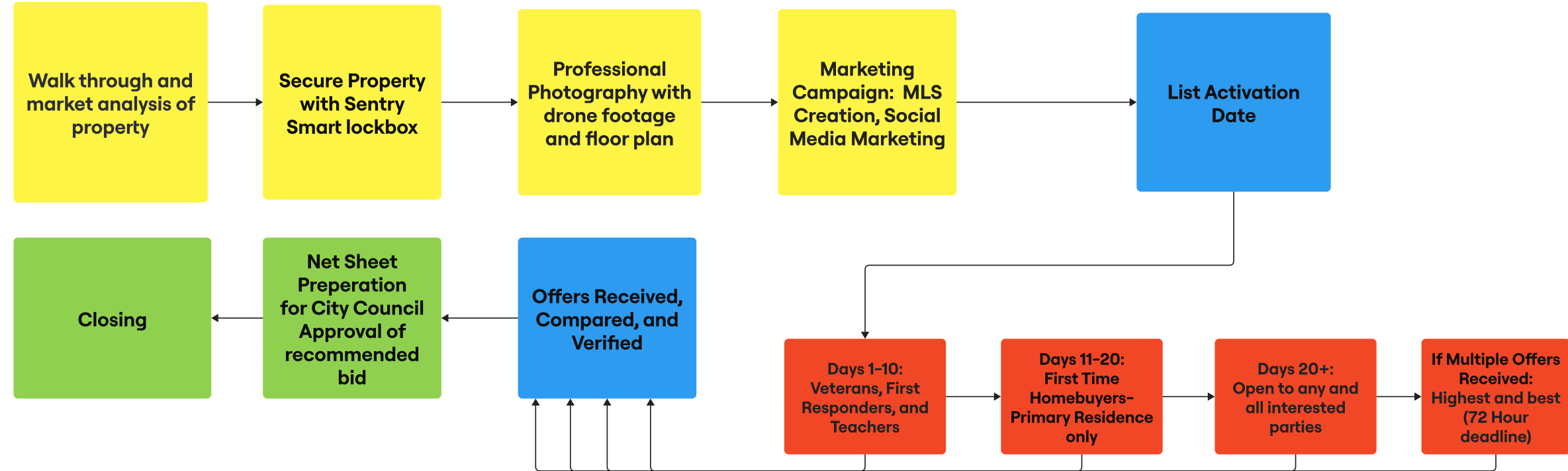
SCOPE OF WORK PROPOSAL

1. Upon receiving notification of City property to be listed, KW Legacy will perform a walk through of the property, complete a thorough analysis of the condition and marketability of the property and order title.
2. KW Legacy will then complete a market analysis with comparable sales of the property, and submit a list price recommendation for review and/or approval by the City of Dearborn Heights City Council.
3. Once a pricing recommendation has been agreed upon, KW Legacy will secure property with Sentri Smart Lockbox (Bluetooth access only). Only licensed agents in good standing, or any approved contractors/inspectors with confirmed appointments will be granted access.
4. Professional photography with drone footage and floor plan, will be ordered and conducted. KW Legacy will cover all costs associated with photographing and marketing of property.
5. Once photography has been delivered, KW Legacy will create marketing campaigns to be listed on social media channels, and MLS creation that will be shared through all major real estate websites.
6. It is KW Legacys' proposal that **any city residential property for sale will be offered to Veterans, first responders, and teachers for the first ten days of sale that will occupy said property. After the first ten days, days 11-20, the availability will open to all first time home buyers that will occupy the property as a primary residence.** If no offer is accepted within the first 20 days, then all potential buyers will be considered. We believe that this offering will be very beneficial to strengthening our community.
7. If multiple offers are received within the first three days of listing, a "highest and best" notification will be issued, with a 72 hour deadline for all competing offers to be submitted.

8. All offers will be thoroughly vetted for completeness, and financing capability of prospective buyers.
9. A breakdown of any offers, and net amount to the City will be completed. KW Legacy will then submit a recommendation of Highest and Best offer to the City Council for review and potential acceptance. *Time will be of the essence.* If awarded contract, I would like to discuss further implementation of acceptance of the highest and best recommended offer without the waiting period of "next council meeting".
10. The commission charged by KW Legacy for services rendered to the City of Dearborn Heights will be 3% of sales price. **This will be the total commission paid. No buyer broker compensation will be paid by the City. If the purchaser of any city property is represented by a buyer broker, the commission paid to the buyer broker will be agreed and settled by the buyer broker and their client, the purchaser.**
11. There will be no other costs, or fees assessed to the city by KW Legacy for the representation of available properties.

SCOPE OF WORK PROPOSAL

1. Upon receiving notification of City property to be listed, KW Legacy will perform a walk thru of the property, and complete a thorough analysis of the condition and marketability of the property.
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1. All offers will be thoroughly vetted for completeness, and financing capability of prospective buyers.
1. A breakdown of any offers, and net amount to the City will be completed, and submitted to the appropriate decision maker within the City.



A Commitment to Service.



MICHAEL PHILLIPS
GROUP

Michael Phillips



Page 303 of 487



ABOUT US

An Industry Leader

When you work with us, you work with a trained agent that has the backing of the world's largest real estate company, consisting of 16,000+ associates around the globe. That puts your listing within the largest real estate network with the largest reach.

Keller Williams was built on a single yet revolutionary principle people are what matter most. To help convert this understanding, we've formulated a belief system that guides how we treat each other and how we do business.

WHAT IS IMPORTANT TO YOU?



Your Plans



Timing



Method



Change Over



Selling Price

The process is in the DETAILS!

COMING SOON CAMPAIGN

- Walk-through and needs analysis
- Professional photography & videography
- Professional print signage
- "Coming soon" email blast
- "Coming soon" social media - Facebook, Instagram, & Twitter
- "Coming soon" online campaign to highly qualified buyers

JUST LISTED CAMPAIGN

- Launch listing on Zillow, MLS & other syndication websites
- Professional print signage & blowups - then
- "Just listed" email blast
- "Just listed" social media video on Facebook, Instagram, & Twitter
- "Just listed" online campaign to highly qualified buyers
- Custom landing page & formal campaign promoting open house
- Open house three days after listing

JUST SOLD CAMPAIGN

- "Just sold" print signage
- "Just sold" email, social, & digital touches



Bottom Line:

Real Estate is complicated. That's where we come in. At the closing table, our goal is for you to feel that the experience of selling your home exceeded all your expectations...in throughout all of our interactions...from listing to closing - we will work hard to achieve that goal.

When you choose us as your partner, you are not just getting a broker, a coach, agent - you are getting trusted, local experts who are passionate about serving the community and those who call it home.

THE COMPLETE REAL ESTATE SELLING BLUEPRINT



Meeting Agenda:

What is the goal, why is it important?
How long will this take (approximately)?
What are the objectives? Goals?
What is the end (meeting) point?



4 Easy Steps to
a Successful
Sale

- 1 PREPARE ✓
- 2 INSPECT ✓
- 3 BUYERS ✓
- 4 SOLD! ✓



MEET YOUR AGENCY

Why to choose the Michael Phillips Group

Real estate is actually more about people and relationships than property. When a seller chooses an agent to sell on their behalf, they are also handing over a piece of their responsibility. The Michael Phillips Group is not only aware of this responsibility, we live and breathe it every day when we help our clients to take steps of every kind. Property sellers choose The Michael Phillips Group because we have a reputation of dedication to help each seller achieve their goals. It's not just about the sale, it's about the relationship. We are not just a real estate agency, we are a real estate partner. We are not just a real estate agency, we are a real estate partner. We are not just a real estate agency, we are a real estate partner. The only way to achieve real estate success is by following a proven process. It's not a one-size-fits-all solution, it's a solution.



THE BEST MARKETING OPTIONS

Creating Buyer Competition

Every property is different. Our mission is to bring the most creative and most effective marketing ideas to a property we are selling to create buyer competition. In fact, the most successful seller knows that when the agent happens, the property market is often crowded and with buyers being subjected to lots and lots of advertising, we only have a small "window" to make a real connection and create our identity. We are not just a real estate agency, we are a real estate partner. We are not just a real estate agency, we are a real estate partner. We are not just a real estate agency, we are a real estate partner. The only way to achieve real estate success is by following a proven process. It's not a one-size-fits-all solution, it's a solution.

ARE YOU READY TO WORK TOGETHER?

AGREEMENT

Are we ready to work together? If you are buying, selling, or investing in real estate, make your first decision the best one.

Why choose us?

Customer Focused:

We take great pride in helping clients take positive and well-considered action to realize their dreams.

Service-oriented:

We always have the best interests of clients foremost, while boundless energy ensures the service and communication provided is second to none.

Results driven:

We continue to push the limits to better serve clients and further their career. With a planned sales approach, we can minimize days on market and maximize price.

Customer Focused:

With 25-years in the business, Michael Phillips and the agents of Michael Phillips Group have the skills and experience to assist you with buying, selling, and investing.

Diverse track record:

The Michael Phillips Group experience includes all types of residential property sales, house and land packages, investment coaching which enable tailored, customized real estate sales and purchasing strategies for clients.



M I C H A E L P H I L L I P S
— G R O U P —

CONTACT US

Direct Office: 313-403-0011

mike_phillips@kw.com

www.mikephillips.kw.com

Michael Phillips, Operating Principal/Broker

Michael Phillips is the Operating Principal and Broker for Keller Williams Legacy in Dearborn. In addition to running his real estate group, the Michael Phillips Group. Throughout his 20-year real estate career, Michael has worked diligently at garnering an impeccable reputation in the Dearborn and surrounding community. Consistently ranked in the Top 1% for real estate sales in the state of Michigan, Michael was officially awarded into his office's Hall of Fame at the age of 50 in 2010. Michael's love for his work has made it easy for him to provide superior service to his clients, and his passion for technology keeps him on the cutting edge of real estate service. When the workday ends, Michael dedicates himself to his second passion, the youth sports community. Michael is currently the Offensive Coordinator for Dearborn High School's Varsity Football team. He believes the reward of impacting children to be the more often, coaching the community's youth is a passion of his, and there is no better venue to help instill valuable life lessons in our children.

Your Custom Marketing Plan

Digital Marketing That Drives Results.

With 30% of buyers looking online at some point in their home search, mastering the digital space is a must. My award-winning suite of technology marketing tools in combination with my market expertise will deliver optimized search, social media and email campaigns to ensure your listing shines online. It is my goal to provide innovative digital marketing strategies to ensure the right buyers find your property and take action.





MICHAEL PHILLIPS
GROUP



PROFESSIONAL PHOTOGRAPHY



PRO FLASH PHOTO - DRONE - VIDEO WALKTHROUGH

6011 Burger • 48127
JUST LISTED

6011 BURGER ST

313-403-0011
 mike_phillips@kw.com
 www.mikephillips.kw.com

2801 Wilson St • 48127
COMING SOON

313-403-0011
 mike_phillips@kw.com
 www.mikephillips.kw.com

8228 Robindale • 48127
JUST LISTED

3 Bed • 2 Bath • 900 sqft

313-403-0011
 mike_phillips@kw.com
 www.mikephillips.kw.com

Michael Phillips Group
 July 29 at 11:34 AM

JUST LISTED in Dearborn Heights 🌳 Act fast, this one won't last long!
 🔥 **3 Bed - 3 Bath - 1,727 SQFT**
 Stunning & filled with updates, with a huge fenced in yard & covered patio. You don't want to miss this one!
 📞 Want to see this home in person? Call the Michael Phillips Group 313-403-0011

8456 **409**
 PEOPLE REACHED ENGAGEMENTS

Under CONTRACT

1421 Beaver St • 48128

313-403-0011
 mike_phillips@kw.com
 www.mikephillips.kw.com

SOCIAL MEDIA MARKETING



MICHAEL PHILLIPS GROUP
JUST LISTED IN YOUR AREA

716 N Elizabeth Dearborn, MI 48128

Michael Phillips
 Operating Principal / Broker
 mike_phillips@kw.com

Call: 313.403.0011

KW LEGACY
 KELLER WILLIAMS

Michael Phillips Real Estate References



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KW Legacy Office Attorney
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sdabaja@saflegal.com

Jeahad Kadaf

Kadaf Law – Owner, Lawyer
313-290-0000
jkadaf@kadaflaw.com

Mike Sareini

Dearborn City Council President
313-350-8710
mikesareini@gmail.com

Bob Schnieders

Past Client for Multiple Dearborn Transactions
313-590-6228
bobschnieders@gmail.com

Dennis Koczicki

Neighbor and Active Client
313-303-2477
dennis8590@att.net

Lola Elzein

Venture Title Agency - Owner
313-995-0298
lelzein@vtclosings.com

*Please search **Michael Phillips** on Zillow for comprehensive reviews of properties sold and reviews from our clients.
Additional reviews to be found on the Keller Williams Legacy google page.



22371 West Village Drive
Suite 1
Dearborn, MI 48124
Main: (313) 460-9171
mike_phillips@kw.com

Each Office is Independently Owned and Operated



5-STAR PREMIER AGENT



Local Knowledge: ★★★★★

Process Expertise: ★★★★★

Responsiveness: ★★★★★

Negotiation Skills: ★★★★★



Lead of Michael Phillips Group

Michael Phillips

Zillow Premier Agent ⓘ

★★★★★ 5.0 • 49 Reviews

87 sales in the last 12 months



Hyperlinks of Properties sold in Dearborn Heights:

Residential Properties:

<https://portal.onehome.com/en-US/share/1152271f78884>

Commerical Properties:

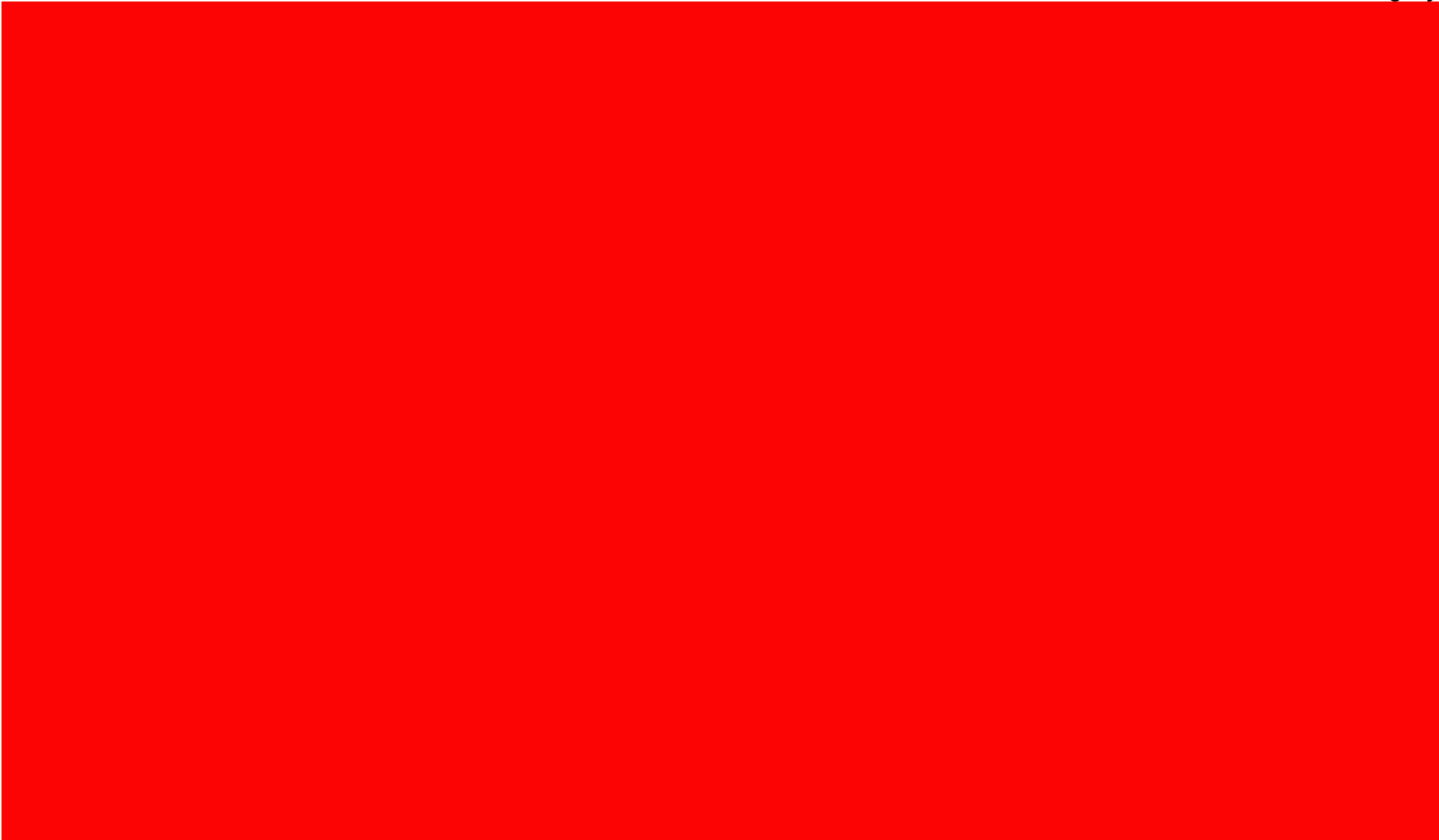
<https://portal.onehome.com/en-US/share/1151830x68433>

Vacant Land:

<https://portal.onehome.com/en-US/share/1151833q60376>

Market Share Totals

Keller Williams Legacy



MLS: REALCOMP	Date: 09/01/2023 - 08/31/2024	Type: Office	Status: Total Sold List + Sell	Price: All	Construction Type: All	Bedrooms: All	Bathrooms: All
Property Types:	Residential: (Residential), Condominium: (Condominium), Vacant Land: (Vacant Land), Multifamily: (Multifamily), Commercial: (Commercial)						
Cities:	Dearborn Heights						

Market Share Totals

Total \$ Volume

Keller Williams Legacy

#	Name	ZIP	List #	List \$	Sell #	Sell \$	Total #	Total \$	Market Share %	Avg Price	DOM	Prod Agents (Total)	Prod Agents (Search)
1	Keller Williams Legacy	48124	82.0	23,370,145	147.0	36,350,333	229.0	59,720,478	19.6	260,788	18	101	57
2	RE/MAX Team 2000	48124	61.0	16,212,775	62.0	15,421,674	123.0	31,634,449	10.4	257,191	28	40	35
3	Century 21 Curran &	48127	51.5	15,019,300	47.0	14,777,800	98.5	29,797,100	9.8	302,509	40	73	25
4	RE/MAX Leading Edge	48127	24.5	6,907,800	37.0	10,478,800	61.5	17,386,600	5.7	282,709	24	45	22
5	Exp Realty LLC	48375	23.0	5,645,250	34.0	7,261,200	57.0	12,906,450	4.2	226,429	17	485	39
6	Century 21 Curran &	48124	25.0	5,385,400	15.0	3,479,200	40.0	8,864,600	2.9	221,615	19	29	14
7	Got Key'D Realty	48124	6.0	2,721,500	7.0	3,112,500	13.0	5,834,000	1.9	448,769	130	6	2
8	Real Estate One-Dbn Hts	48127	7.0	2,231,900	12.0	3,265,900	19.0	5,497,800	1.8	289,358	53	5	5
9	The Signature Group	48127	10.0	2,088,900	13.0	3,227,813	23.0	5,316,713	1.7	231,161	27	21	14
10	Arg Realty	48124	8.0	1,662,500	13.0	3,364,500	21.0	5,027,000	1.7	239,381	62	11	5
Subtotals/Averages			299.0	81,245,470	387.0	100,739,720	686.0	181,985,190	59.7	265,672	29	816	218
MLS Totals/Averages			653.0	152,345,467	647.0	152,345,467	1,300.0	304,690,934	100.0	235,464	24	5,316	704

Market Center Multi-Year Trends

August 2024

Market Center - Legacy - 1116

Region - MI/NO - 22

OP: Michael Phillips TL: Wael Hussein MCA: Ayah Abouarabi



Total Agent Count

*MOM = Month over Month for Aug - *YTD = Jan - Aug - every year calculates YTD for the sam

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	MOM Aug	YTD Jan - Aug
2018	0	0	0	0	0	0	0	0	0	0	0	41	41	0.0%	0.0%
2019	46	47	51	54	54	58	67	74	77	76	75	80	80	0.0%	0.0%
2020	85	88	97	95	88	92	96	100	110	118	119	126	126	35.1%	35.1%
2021	125	130	133	141	143	132	140	146	155	158	159	160	160	46.0%	46.0%
2022	159	156	157	155	157	162	165	171	172	172	177	175	175	17.1%	17.1%
2023	175	176	178	177	176	179	180	177	173	169	170	173	173	3.5%	3.5%
2024	171	176	173	166	168	165	158	151					151	-14.7%	-14.7%

Total Recruiting Appointments R1 and R2

*MOM = Month over Month for Aug - *YTD = Jan - Aug - every year calculates YTD for the sam

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	MOM Aug	YTD Jan - Aug
2018	0	0	0	0	0	0	0	0	0	0	0	21	21	0.0%	0.0%
2019	43	25	42	26	28	38	29	49	19	24	23	28	374	0.0%	0.0%
2020	28	17	11	3	21	26	27	21	23	29	27	22	255	-57.1%	-45.0%
2021	24	23	19	20	13	15	20	18	21	22	19	16	230	-14.3%	-1.3%
2022	10	19	30	18	19	19	15	16	13	12	15	14	200	-11.1%	-3.9%
2023	13	17	20	11	22	18	17	14	16	13	28	14	203	-12.5%	-9.6%
2024	15	20	15	15	16	8	10	12					111	-14.3%	-15.9%

R2 Appointments (8+ Transactions Annually)

*MOM = Month over Month for Aug - *YTD = Jan - Aug - every year calculates YTD for the sam

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	MOM Aug	YTD Jan - Aug
2018	0	0	0	0	0	0	0	0	0	0	0	7	7	0.0%	0.0%
2019	20	15	27	13	14	22	19	41	8	8	13	15	215	0.0%	0.0%
2020	14	8	8	2	9	9	8	6	6	6	6	3	85	-85.4%	-62.6%
2021	7	6	4	4	3	3	5	4	5	5	3	2	51	-33.3%	-43.8%
2022	2	3	4	3	3	3	4	2	3	2	3	2	34	-50.0%	-33.3%
2023	3	3	5	3	1	2	3	3	3	4	8	3	41	50.0%	-4.2%
2024	4	2	2	3	3	2	2	2					20	-33.3%	-13.0%



Market Center Multi-Year Trends

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9/10/2024

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Market Center Multi-Year Trends

August 2024

Market Center - Legacy - 1116

Region - MI/NO - 22

OP: Michael Phillips TL: Wael Hussein MCA: Ayah Abouarabi



Gross Agent Gain

*MOM = Month over Month for Aug - *YTD = Jan - Aug - every year calculates YTD for the sam

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	MOM Aug	YTD Jan - Aug
2018	0	0	0	0	0	0	0	0	0	0	0	41	41	0.0%	0.0%
2019	5	2	5	4	2	7	11	8	7	5	2	5	63	0.0%	0.0%
2020	8	6	11	0	0	6	5	5	11	8	3	7	70	-37.5%	-6.8%
2021	2	6	6	8	4	5	8	7	13	6	6	8	79	40.0%	12.2%
2022	4	4	8	2	3	7	4	9	4	5	8	1	59	28.6%	-10.9%
2023	4	5	8	4	9	7	4	5	5	2	10	7	70	-44.4%	12.2%
2024	7	10	4	5	5	1	2	2					36	-60.0%	-21.7%

Net Agents

*MOM = Month over Month for Aug - *YTD = Jan - Aug - every year calculates YTD for the sam

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	MOM Aug	YTD Jan - Aug
2018	0	0	0	0	0	0	0	0	0	0	0	41	41	0.0%	0.0%
2019	5	1	4	3	0	4	9	7	3	-1	-1	5	39	0.0%	0.0%
2020	5	3	9	-2	-7	4	4	4	10	8	1	7	46	-42.9%	-39.4%
2021	-1	5	3	8	2	-11	8	6	9	3	1	1	34	50.0%	0.0%
2022	-1	-3	1	-2	2	5	3	6	1	0	5	-2	15	0.0%	-45.0%
2023	0	1	2	-1	-1	3	1	-3	-4	-4	1	3	-2	-150.0%	-81.8%
2024	-2	5	-3	-7	2	-3	-7	-7					-22	-133.3%	,200.0%

Closed Units

*MOM = Month over Month for Aug - *YTD = Jan - Aug - every year calculates YTD for the sam

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	MOM Aug	YTD Jan - Aug
2018	0	0	0	0	0	0	0	0	0	0	0	5	5	0.0%	0.0%
2019	22	32	51	40	61	54	79	91	98	84	69	75	756	0.0%	0.0%
2020	74	106	62	53	50	82	141	175	163	143	110	137	1,296	92.3%	72.8%
2021	99	112	147	151	135	170	153	165	190	191	184	210	1,907	-5.7%	52.4%
2022	143	138	191	162	183	187	190	206	183	155	161	119	2,018	24.8%	23.7%
2023	107	131	178	159	194	187	152	199	146	193	141	165	1,952	-3.4%	-6.6%
2024	129	166	191	194	211	179	207	182					1,459	-8.5%	11.6%



Market Center Multi-Year Trends

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9/10/2024

Market Center Multi-Year Trends

August 2024

Market Center - Legacy - 1116

Region - MI/NO - 22

OP: Michael Phillips TL: Wael Hussein MCA: Ayah Abouarabi



Closed Units per Agent

*MOM = Month over Month for Aug - *YTD = Jan - Aug - every year calculates YTD for the sam

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	MOM Aug	YTD Jan - Aug
2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.10	0.10	0.0%	0.0%
2019	0.50	0.70	1.00	0.70	1.10	0.90	1.20	1.20	1.30	1.10	0.90	0.90	11.60	0.0%	0.0%
2020	0.90	1.20	0.60	0.60	0.60	0.90	1.50	1.80	1.50	1.20	0.90	1.10	12.70	42.3%	7.9%
2021	0.80	0.90	1.10	1.10	0.90	1.30	1.10	1.10	1.20	1.20	1.20	1.30	13.20	-35.4%	4.2%
2022	0.90	0.90	1.20	1.00	1.20	1.20	1.20	1.20	1.10	0.90	0.90	0.70	12.30	6.6%	5.3%
2023	0.60	0.70	1.00	0.90	1.10	1.00	0.80	1.10	0.80	1.10	0.80	1.00	11.10	-6.7%	-15.5%
2024	0.80	0.90	1.10	1.20	1.30	1.10	1.30	1.20					8.80	7.2%	19.8%

Closed Sales Volume

*MOM = Month over Month for Aug - *YTD = Jan - Aug - every year calculates YTD for the sam

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	MOM Aug	YTD Jan - Aug
2018	0	0	0	0	0	0	0	0	0	0	0	881,200	881,200	0.0%	0.0%
2019	2,874,900	5,543,600	8,539,750	5,409,500	9,226,910	10,689,390	13,581,800	13,628,700	16,142,500	15,072,799	11,364,500	12,284,500	124,358,849	0.0%	0.0%
2020	9,159,655	16,879,440	9,833,000	10,551,840	7,835,200	14,441,819	28,166,840	60,484,499	-2,329,834	28,844,194	22,245,736	24,960,618	231,073,007	343.8%	126.4%
2021	16,502,139	21,252,075	29,422,481	30,188,260	26,214,000	33,766,785	32,301,204	40,769,085	39,383,740	47,358,050	40,404,145	42,030,326	399,592,290	-32.6%	46.4%
2022	32,484,925	32,704,600	46,093,000	38,047,050	43,728,925	45,345,707	50,398,298	34,778,675	41,032,491	30,767,451	34,756,484	23,716,450	453,854,056	-14.7%	40.4%
2023	18,217,396	25,804,849	34,741,890	35,783,650	42,621,780	39,607,685	33,981,300	45,752,613	33,175,050	41,879,050	33,715,609	33,522,775	418,803,647	31.6%	-14.5%
2024	26,678,007	36,084,567	43,713,549	40,836,589	41,024,782	37,814,352	52,325,546	47,721,281					326,198,673	4.3%	18.0%

Sales Volume per Agent

*MOM = Month over Month for Aug - *YTD = Jan - Aug - every year calculates YTD for the sam

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	MOM Aug	YTD Jan - Aug
2018	0	0	0	0	0	0	0	0	0	0	0	21,493	21,493	0.0%	0.0%
2019	62,498	117,949	167,446	100,176	170,869	184,300	202,713	184,172	209,643	198,326	151,527	153,556	1,903,174	0.0%	0.0%
2020	107,761	191,812	101,371	111,072	89,036	156,976	293,405	604,845	-21,180	244,442	186,939	198,100	2,264,579	228.4%	39.2%
2021	132,017	163,478	221,222	214,101	183,315	255,809	230,723	279,240	254,089	299,734	254,114	262,690	2,750,531	-53.8%	1.4%
2022	204,308	209,645	293,586	245,465	278,528	279,912	305,444	203,384	238,561	178,881	196,364	135,523	2,769,600	-27.2%	20.3%
2023	104,099	146,618	195,179	202,168	242,169	221,272	188,785	258,489	191,763	247,805	198,327	193,773	2,390,449	27.1%	-22.8%
2024	156,012	205,026	252,679	246,004	244,195	229,178	331,174	316,035					1,980,303	22.3%	27.0%



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Market Center Multi-Year Trends

August 2024

Market Center - Legacy - 1116

Region - MI/NO - 22

OP: Michael Phillips TL: Wael Hussein MCA: Ayah Abouarabi



Listings Taken

*MOM = Month over Month for Aug - *YTD = Jan - Aug - every year calculates YTD for the sam

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	MOM Aug	YTD Jan - Aug
2018	0	0	0	0	0	0	0	0	0	0	0	42	42	0.0%	0.0%
2019	23	37	21	26	35	42	49	59	64	38	45	46	485	0.0%	0.0%
2020	61	45	53	18	36	55	46	63	91	54	46	57	625	6.8%	29.1%
2021	42	109	80	72	65	67	104	102	102	86	74	72	975	61.9%	70.0%
2022	69	95	97	91	116	115	113	120	118	84	76	76	1,170	17.6%	27.3%
2023	77	81	96	80	79	118	84	108	103	98	88	26	1,038	-10.0%	-11.4%
2024	22	44	65	71	72	112	137	125					648	15.7%	-10.4%

Listings Taken Volume

*MOM = Month over Month for Aug - *YTD = Jan - Aug - every year calculates YTD for the sam

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	MOM Aug	YTD Jan - Aug
2018	0	0	0	0	0	0	0	0	0	0	0	8,171,000	8,171,000	0.0%	0.0%
2019	2,633,800	3,572,300	2,279,499	4,869,600	6,084,499	8,279,890	9,136,797	11,632,725	10,616,156	8,010,149	6,789,200	10,018,699	83,923,314	0.0%	0.0%
2020	9,519,999	9,573,000	9,563,698	3,092,200	7,930,300	10,695,299	11,296,100	10,027,400	16,230,928	13,207,700	7,488,509	9,565,300	118,190,433	-13.8%	47.9%
2021	7,658,499	9,770,867	14,505,350	13,017,246	17,922,099	13,337,645	23,581,392	26,751,189	19,520,184	18,582,366	23,339,585	15,930,067	203,916,489	166.8%	76.5%
2022	13,399,598	17,304,788	23,235,795	21,554,795	29,571,495	28,924,586	26,057,061	24,187,653	25,762,954	25,016,899	16,949,540	14,878,341	266,843,505	-9.6%	45.6%
2023	15,422,604	14,436,594	18,643,368	15,345,197	16,947,997	26,002,131	26,367,890	29,365,341	23,230,029	17,999,341	21,155,496	5,098,298	230,014,286	21.4%	-11.8%
2024	4,756,300	9,773,684	14,095,745	14,024,599	11,366,302	27,538,479	28,428,490	23,153,874					133,137,473	-21.2%	-18.1%

Listings Sold

*MOM = Month over Month for Aug - *YTD = Jan - Aug - every year calculates YTD for the sam

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	MOM Aug	YTD Jan - Aug
2018	0	0	0	0	0	0	0	0	0	0	0	2	2	0.0%	0.0%
2019	9	9	12	11	20	14	25	32	34	28	27	28	249	0.0%	0.0%
2020	28	37	16	16	22	34	39	68	63	53	40	60	476	112.5%	97.0%
2021	40	46	61	58	56	63	50	64	57	64	57	74	690	-5.9%	68.5%
2022	43	48	65	49	57	61	57	66	53	48	49	40	636	3.1%	1.8%
2023	38	49	60	52	56	49	50	63	44	61	44	59	625	-4.5%	-6.5%
2024	43	58	69	79	73	52	70	56					500	-11.1%	19.9%



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My professional fiduciary recommendations to the City of Dearborn Heights as a broker/owner representative:

After reviewing all of the documentation from the city, there are no clauses that protect the city from intentional and/or unintentional misrepresentation of failure. After my experiences during the banking and housing crisis, I would be remiss to not include the following recommendations below as best practice to protect the city's best interest.

1. To protect and promote fiduciary responsibilities to the City of Dearborn Heights, I am willing to swear by oath to protect and promote the best interests of the city in procuring the highest & best offer for all properties to be sold.
2. To avoid any potential conflict of interests, I will remove myself and any entities I have interest in, as any potential buyer/investor for any city properties to be sold within this contract in any capacity.
3. No offers on any properties listed will be recommended for acceptance within the first 96 hours of listing activation in order to assure the property has received enough exposure time on market to seek competitive offers.

M/P

Michael M. Phillips

OBJECTIVES

Provide a dynamic learning environment that reflects a commitment to real estate excellence and agent success.

Prepare agents to be future leaders.

Maintain the highest standards of accountability, conduct, and financial performance.



ADDRESS

1800 Belmont St.
Dearborn, MI 48128



PHONE

313.460.9171



EMAIL

Mike_Phillips@KW.com



WEBSITE-

www.kwlegacydearborn.com

EXPERIENCE

May 1996– July 2002

Owner • VIP Valet • Dearborn, MI

January 1999– January 2000

Realtor • Real Estate One • Dearborn, MI

January 2000– January 2012

Realtor • Re/Max Team 2000 • Dearborn, MI

January 2012– August 2018

Associate Broker • Re/Max Team 2000 • Dearborn, MI

August 2018– Present

Operating Principal • Keller Williams Legacy • Dearborn, MI

EDUCATION

Fordson High School, Dearborn, MI

Grand Valley State University, Grand Rapids, MI

LEADERSHIP

Varsity Offensive Coordinator-Dearborn High School

Team Leader of the Michael Phillips Group

Dearborn Board of Realtors-Director

Dearborn Board of Realtors-Board of Ethics

Arab American Pharmacy Association

GPO Board

Dearborn Education Foundation-Director

Dearborn Association Board of Realtors- Realtor of the Year Award
(2021)

Dearborn Area Chamber of Commerce Start-up Business of the Year
Award (2022)

Director of City of Dearborn Planning Commission (Present)

REFERENCES

See attached

CITY OF DEARBORN HEIGHTS

Bill Bazzi Mayor



REQUEST FOR PROPOSAL

FOR

Brokerage services for the sale of City owned properties.

PROJECT NUMBER 2024-0010

Issue Date: August 26, 2024

Pre-proposal Meeting: September 9, 2024, at 1:00p.m., Local Time

Dearborn Heights City Hall

6045 Fenton Street

Dearborn Heights, MI 48127

Proposal Deadline: September 12, 2024 at 3:00 p.m., Local Time

Advertised on Bid-Net

Purchasing Contact: Mathew Paul, Buyer

Phone: (313) 791-3443

Email: mpaul@dearbornheightsmi.gov

Contract manager /City Engineer: Ali M. Dib P.E : ADib@dearbornheightsmi.gov

DESCRIPTION: Proposals are being solicited from State licensed firms to provide professional Brokerage services related to the sale of surplus city owned properties.

RFP Instructions

1) PRE-PROPOSAL INFORMATION AND QUESTIONS: Each proposal that is received by the deadline will be evaluated on its merit and completeness of all requested information. In preparing proposals, Respondents are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the City of Dearborn Heights Purchasing Division. If a Respondent finds a discrepancy, error, or omission in the RFP package, or requires any written addendum thereto, the Respondent is requested to notify the Purchasing contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Respondents.

THE CITY IS NOT RESPONSIBLE FOR ANY ORAL INSTRUCTIONS. All questions must be submitted in writing to the Purchasing contact before the Pre-Proposal Question Deadline indicated on the front of this document. No contact regarding this document with other City employees is permitted. All answers will be issued in the form of an addendum.

a) All questions must be submitted in writing to the Purchasing contact before the pre-proposal Question Deadline indicated on the front of this document.

b) No communication is permitted between Proposers and other City of Dearborn Heights Departments or Divisions prior to the award of the proposal unless sanctioned by the Purchasing Division.

2) PRE-PROPOSAL MEETING: A pre-proposal meeting concerning this RFP may be held. If so, the date, time and location will be indicated on the cover of this RFP. Staff will be available at this meeting to answer questions about this RFP. Attendance at the meeting is strongly encouraged.

3) RFP MODIFICATIONS/ADDENDA: Clarifications, modifications, or amendments may be made to this RFP at the discretion of the City. Any and all Addenda issued by the City will be posted as noted on the Cover Page of this document. It is the responsibility of the Respondent to obtain the available Addenda and acknowledge Addenda on the Proposal Form of this RFP. Failure to acknowledge Addenda may result in your proposal being deemed non-responsive and rejected without any further evaluation. If any changes are made to this RFP document by any party other than the City, the original RFP document and associated Addenda in the City's files shall take precedence.

4) PROPOSAL SUBMISSION: The Respondent must include the following items or the proposal may be deemed non-responsive:

i) All forms contained in this RFP, fully completed

ii) Evidence that the Minimum Qualifications listed in the Specifications/Scope of Work are met.

a) Proposals must be electronically uploaded to the MITN (www.mitn.info) website by the due date and time. Allow sufficient time to go through the uploading process. Submit a single file, in PDF, with a size limitation of 20MB. If the file size exceeds 20 MB, please upload in 20 MB increments. For assistance on how to upload, contact MITN directly at (800) 677-1997. The MITN system will not allow for late submittals and a submittal must be completed before the due date and time. This responsibility rests entirely with the Respondent, regardless of delays resulting from the uploading process.

b) Submission of a proposal establishes a conclusive presumption that the Respondent is thoroughly familiar with the Request for Proposal (RFP), and that the Respondent understands and agrees to abide by each and all of the stipulations and requirements contained therein. Businesses that have done work for the City of Dearborn Heights are not exempt from submitting required documents or meeting other requirements listed in this RFP.

c) All prices and notations must be filled in. If not offering on a line item, you must write in "N/A" or "No Offer." Mistakes may be crossed out and corrections must be initialed by the person(s) signing the bid.

d) All costs incurred in the preparation and presentation of the proposal is the Respondent's sole responsibility; no pre-proposal costs will be reimbursed to any Respondent. All documentation submitted with the proposal will become the property of the City of Dearborn Heights.

e) Proposals must be held firm for a minimum of 90 days.

5) WITHDRAWAL: Proposals may only be withdrawn by written notice prior to the date and time set for the opening of proposals. No Proposal may be withdrawn after the deadline for submission.

6) PRICING: In cases where discrepancies are found on the price page when computing the total amount on the price sheet, the unit price shall prevail.

7) REJECTION: The City reserves the right to reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received if it is determined by the Purchasing Agent that the best interest of the City will be served by doing so. If all Proposals are rejected by the City, notice will be posted on the City's websites as noted on the Cover Page of this document. No Proposal will be considered from any person, firm or corporation in arrears or in default to the City on any contract, debt, or other obligation, or if the Respondent is debarred by the City from consideration for a contract award, or if Respondent has committed a violation of the City's Charter and/or Code of Ordinances which resulted in a termination of a contract or other material sanction within the five (5) years immediately preceding the date of issuance of this document.

8) PROCUREMENT POLICY: Procurement for the City will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City.

9) PROPOSAL SIGNATURES: Proposals must be signed by an authorized official of the Respondent. Each signature represents binding commitment upon the Respondent to provide the goods and/or services offered to the City if the Respondent is determined to be the most responsive and responsible Respondent. The resulting contract is not binding until fully executed by both parties should the contract require Council approval.

10) CONTRACT AWARD: The City reserves the right to award by item, group of items, or total proposal. The Respondent to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the proposal, intent to recommend award of a contract and actual award of the contract will be provided by written notice sent to the Respondent at the address designated in the proposal. After a final award of the Agreement by the City of Dearborn Heights, the Contractor must execute and perform said Agreement upon full execution by both parties. The date on which the Agreement is signed by the City of Dearborn Heights marks the beginning of the Agreement and shall be binding.

11) NO RFP RESPONSE: For those Businesses who receive this RFP but who do not submit a response, it would help the City of Dearborn Heights if you would please return a notice of why you have chosen not to respond.

12) FOIA REQUIREMENTS: Proposals are subject to public disclosure after the deadline for submission in accordance with state law.

13) CITY SEAL USAGE – USE OF THE CITY SEAL WITH YOUR SUBMITTAL IS STRICTLY PROHIBITED BY ORDINANCE.

Request for Proposals
Brokerage Services for the sale of city owned properties.

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A. TENTATIVE SCHEDULE

Key milestones for procurement are shown below. Proposers shall note that the dates provided are provided as a guideline only and are subject to change as the City deems them in its own best interests.

RFP Release	Monday August 26,2024
Pre-proposal meeting	Monday September 9,2024
Responses to RFP Due	Thursday September 12,2024
Award Approved by City Council (tentative)	Tuesday September 23 ,2024

SCOPE OF WORK AND SPECIFICATIONS

1- Introduction: the city of Dearborn heights seeks a qualified Real Estate brokerage firm to handle address the sale of city owned surplus property. Successful proposers must have verifiable experience providing a turn-key service of municipal surplus properties and understand the importance of properly marketing these types of sale.

City owned property covered under this service may include but not limited to:

- 1- Real estate (parcels and/or residential or commercial structures).
- 2- Bidder shall photograph and inventory all assets going to auction.
- 3- Bidder shall provide and place all necessary signage for real estate properties listed for sale.
- 4- successful Bidder must be a licensed real estate broker in the state of Michigan.

5- Successful Bidder will be responsible for completing all necessary real estate closing documents once potential buyers are identified.

6- Final sales must be approved by the city council of the city of Dearborn Heights prior to actual transfer. Successful bidder must present offers to council along with their recommendations to either accept or deny the sale.

Submittal requirements:

Responses to this RFP must include:

- Brief written introduction.
- Firm history, experience, expertise, & current projects.
- Team member years of experience & areas of expertise.
- Summary and hyperlinks to recent public property sales currently underway by proposers.
- Detailed description of available strategies to solicit public interest.
- Description of firm's experience.

EVALUATION CRITERIA AND SUBMITTAL REQUIREMENTS :

1) EVALUATION: All proposals received will be evaluated by an Evaluation Team that consists of City representatives. The following factors will be considered in making the selection:

- a) Experience and Qualifications – (50 points)
- b) Capacity to Provide Full Scope – (25 points)
- d) Cost – (25 points)

Each proposal submitted in response to this RFP shall focus on these criteria. In addition, the Evaluation Team also may consider the past performance of the Respondent on other contracts with the City or other entities. The City reserves the right to make such additional investigations as it deems necessary and may require the submission of additional information.

2) GENERAL SUBMITTAL REQUIREMENTS:

a) **NUMBER OF COPIES:** The entire response must be uploaded to the Bid-Net. Do not submit a hardcopy. Allow sufficient time to upload to the website. It is preferred that one file, in PDF, be submitted with a single file size limitation of 20MB. The City is not responsible for failure to have the submittal uploaded in a timely manner.

b) **PROPOSAL FORMAT:** Each proposal should be prepared simply and economically. Responses shall be in the same order as the requirements are listed below to ensure the Evaluation Team is able to easily locate the information that is requested in this solicitation.

c) **PROPOSAL CONTENT:** The Respondent must include the following items or the proposal will be deemed non-responsive and rejected without any further evaluation.

i) All general forms contained in this RFP, fully completed*:

ii) A complete response to each of the Submittal Requirements in the next section, which are specific to the evaluation criteria.

d) **SUBMITTAL REQUIREMENTS:** Submit a complete response to each of the following items which are specific to the evaluation criteria:

a) Experience and Qualifications

i) Describe the experience providing similar services

ii) Describe the experience and qualifications of lead personnel.

iii) Describe how you meet or exceed the Minimum Qualifications in this document.

iv) Provide at least 3 references for similar projects/contracts, including name of establishment, full address, dates of service, contact name and contact telephone number for reference checks.

e) Capacity to provide full scope:

i) Please list the equipment/assets your company owns or will rent which you intend to use to complete this work.

ii) Submit a detailed work plan (how you will approach the project as outlined in the scope of services). Submit a timeline, preferably in Gantt format.

f) Cost:

i) Complete the Cost Proposal Form included herein.

2) **SHORTLISTING:** The City may shortlist the Respondents based upon responses to the above items. If necessary, the City will conduct interviews/demonstrations. The City will notify each Respondent on the shortlist, if such presentation is required. These presentations will provide an opportunity for the Respondents to respond to questions posed by the Evaluation Team and to clarify their proposals through exhibition and discussion. The City will not reimburse oral presentation costs of any Respondent. The City reserves the right to modify scoring based on its findings from interviews/demonstrations

SPECIAL CONTRACT TERMS AND CONDITIONS

CONTRACT TERM: The fully executed contract is for a three year period renewable at the sole discretion of the City.

2. NEGOTIATION: Services, and prices listed in the Scope of Work and in the Respondent's response to this RFP may be subject to negotiation. Any agreements resulting from negotiation that differ from what is presented in this RFP or in the Respondent's response shall be documented and included as a part of the final contract.

3. INSURANCE SUBMISSION REQUIREMENTS: The successful Proposer (Contractor) must submit proof to the Purchasing Office that they meet all City of Dearborn Heights insurance requirements prior to receiving an executed contract and/or purchase order. Proof of insurance as stated below will be required no later than five (5) business days of request. An "Intent to Award" letter will serve as the request and will be faxed and/or emailed to the intended Contractor. To expedite the process, a copy of your current coverage may be submitted with your bid/proposal/quote. Prior to expiration dates of any required insurance, Contractor shall be responsible for providing proof of continuing coverage. Contractor's name as it appears in the bid documents must be listed as the named insured on the insurance certificate that is submitted.

4. INSURANCE REQUIREMENTS: The Contractor, at its own expense and in its own name, must provide and keep in force during the term of this Agreement the following types of insurance in not less than the amounts indicated below:

a) Commercial General Liability Coverage: Commercial General Liability Coverage including products/completed operations, contractual liability, and personal injury. This insurance shall be on a commercial insurance, occurrence form. The limit amount for this insurance shall be not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

b) Endorsement - Additional Insured: The certificate must contain, as an endorsement, the following language pertaining to the general liability coverage: "The City of Dearborn Heights, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the City and within appointment of its operating budget including the City of Dearborn Heights are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City of Dearborn Heights".

c) Workers Compensation Coverage: At a minimum, Workers Compensation Insurance as required by State of Michigan law, Michigan statutory coverage, or evidence of an exemption for sole proprietors or a State issued exemption for corporations, partnerships or LLCs who have three or less employees. Employer's Liability limits of \$500,000 each accident, \$500,000 disease policy limit and \$500,000 disease each employee.

d) Endorsement - Other: For the above General Liability and Workers Compensation insurance, the policy shall be endorsed to include a waiver of subrogation by the affording carrier in favor of the City of Dearborn.

e) Automobile Liability Coverage: If performance of this Contract requires use of motor vehicles licensed for highway use, Automobile Liability Coverage is required that shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.

f) Cancellation Clause: Cancellation clause shall state not less than thirty (30) days. It is incumbent upon the Contractor to affect all changes (additional insured, Primary/ noncontributory, and waiver of subrogation) indicated above to its insurance policy. Insurance must be with an insurance company or companies licensed to conduct business in the State of Michigan that has an A.M. Best Company rating of A-, VII or better and is satisfactory to the City of Dearborn Heights.

The demanded coverage that is to be afforded by the Contractor shall be primary and non-contributory in relationship to any and all insurance or self-administered SIR maintained and/or controlled by the City of Dearborn Heights and its budgeted subdivisions. The City reserves the right to require complete, certified copies of all required insurance policies at any time. Any contractors and/or subcontractors utilized by the awarded vendor must also comply with all of the City's insurance requirements. The awarded vendor is solely responsible for ensuring that all contractors and/or subcontractors comply with the City's insurance requirements.

5. KEY PERSONNEL AND SUBCONTRACTORS: It is essential that the Contractor provides adequate experienced personnel and subcontractors, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.

a) The Contractor agrees that, once assigned to work under this contract, key personnel and subcontractors shall not be removed or replaced without written notice to the City.

b) If key personnel and subcontractors are not available for work under this contract for a continuous period exceeding thirty (30) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the City, and shall if needed, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.

c) The use of any subcontractor is subject to pre-approval by the City of Dearborn Heights Contract Administrator and Purchasing Department.

STANDARD TERMS AND CONDITIONS OF AGREEMENT

1) Assignment/Transfer: Assignment or transfer of this contract without written consent of the City of Dearborn Heights (Purchaser) may be construed by the Purchaser as a breach of contract sufficient to cancel this agreement at the discretion of the Purchaser.

2) Inspection: All goods and services shall be subject to inspection and approval by Purchaser at all reasonable times including inspection during manufacture. Inspection and approval by Purchaser at Contractor's (Seller's) plant does not preclude rejection for defects upon discovery by subsequent inspection. Any goods and services rejected by Purchaser shall be promptly repaired or replaced at Seller's expense. Any and all costs incurred by Purchaser in connection with the return of goods rejected by Purchaser as defective shall be at Seller's risk and expense.

3) FOB and Risk of Loss: All items must be FOB Destination and all freight charges must be included in the Proposal. Seller agrees to bear all risks of loss, injury or destruction of goods and materials ordered herein which occur prior to delivery and acceptance; and such loss, injury or destruction shall not release Seller from any obligation hereunder.

4) Warranty: Seller warrants that it has good and merchantable title to the goods sold hereunder and that said goods shall conform to the descriptions and applicable specifications and samples. Such goods shall be of good merchantable quality and fit for the known purposes for which sold, and are free and clear of all liens and encumbrances. Seller and Purchaser agree that this order does not exclude, or in any way limit, other warranties provided for in this agreement or by law.

5) Excise and Sales Tax: The prices herein must not include any Federal excise taxes or sales taxes imposed by any State or Municipal Government. Such taxes, if included, must be deducted by the Seller when submitting invoice for payment.

6) Invoices: Invoices for goods must be submitted on date of complete shipment. Invoices for services must be submitted within 45 days after completion of Services. Payment will be delayed if the invoice fails to reference PO number, ordering department, unit prices, quantities, totals, and a full description of the order that matches the PO.

7) Payment Terms: Payment will be 2%/10, Net 30 unless otherwise specified by the City of Dearborn Heights.

8) IRS Form W-9: Seller must have on file with the City of Dearborn Heights an IRS Form W-9 before Purchaser will issue any payment to Seller.

9) Compliance with Laws: Contractor represents and warrants that the performance of this order and the furnishing of goods or services required shall be in accordance with the applicable standards, and in compliance with federal, State of Michigan and the city of Dearborn Heights laws, rules, regulations, resolutions, and ordinances including but not limited to the Fair Labor Standards Act, the Equal Employment Opportunity rules and regulations, the Transportation Safety Act and the Occupational Safety and Health Acts.

10) Amendments: No amendment, modification or supplement to this contract shall be binding unless it is in writing and signed by authorized representatives of the parties

11) Termination: When in the City of Dearborn Heights best interest, the City may unilaterally cancel this agreement at any time, whether or not the Contractor is in default of any of its obligations hereunder. Under any such cancellation, the Contractor agrees to waive any claim for damages, including loss of anticipated profit on account hereof. However, the City of Dearborn Heights agrees that the Contractor shall be paid for items and/or services already accepted by the City, but in no event shall the City of Dearborn Heights be liable for any loss of profits on the order or portion thereof so terminated. Either party may terminate this agreement at any time for the failure of the other to comply with any of its material terms and conditions.

12)Waiver of Breach: No waiver by either party of any breach of any of the covenants or conditions herein contained performed by the other party shall be construed as a waiver of any succeeding breach of this same or of any other covenant or condition.

13) Records and Right to Audit: Contractor's "records" shall upon reasonable notice be open to inspection and subject to audit and/or reproduction at during normal business working hours. The City's representative or an outside representative engaged by City may perform such audits. The City or its designee may conduct such audits or inspections throughout the term of this contract and for a period of three years after final payment or longer if required by law. a. Contractor's "records" as referred to in this contract shall include any and all information, materials and data of every kind and character, including without limitation, records, books, papers, documents, subscriptions, recordings, agreements, purchase orders, leases, contracts, commitments, arrangements, notes, daily diaries, superintendent reports, drawings, receipts, vouchers and memoranda, and any and all other agreements, sources of information and matters that may in the City's judgment, have any bearing on or pertain to any matters, rights, duties or obligations under or covered by any Contract Document. Such records shall include (hard copy, as well as computer readable data if it can be made available), written policies and procedures; time sheets; payroll registers; cancelled checks; subcontract files (including proposals of successful and unsuccessful proposers, proposal recaps, etc.); original estimates; estimating work sheets; correspondence; change order files (including documentation covering negotiated settlements); back charge logs and supporting documentation; general ledger entries detailing cash and trade discounts earned, insurance rebates and dividends; and any other contractor records which may have a bearing on matters of interest to the City in connection with rite contractor's dealings with the City (all foregoing hereinafter referred to as "records") to the extent necessary to adequately permit evaluation and verification of:

a) contractor compliance with contract requirements, b) compliance with the City's Charter and policies, and c) compliance with provisions for pricing change orders, invoices or claims submitted by the contractor or his payees.

b. Contractor shall require all payees (examples of payees include subcontractors, insurance agents, material suppliers, etc.) to comply with the provisions of this article by incurring the requirements hereof in a written contract agreement between Contractor and payee. Such requirements to include flow-down right of audit provisions in contracts with payees will also apply to Subcontractors and Sub-Subcontractors, material suppliers, etc. Contractor will cooperate fully and will cancel Related Parties and all of Contractor's subcontractors (including those entering into lump sum subcontracts) to cooperate fully in furnishing or in making available to the City from time to time whenever requested in an expeditious manner any and all such information, materials and data.

c. The City's authorized representative or designee shall have reasonable access to the Contractor's facilities, shall be allowed to interview all current or former employees to discuss matters pertinent to the performance of this contract and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with this article.

d. If an audit inspection or examination in accordance with this Article, discloses overpricing or overcharges (of any nature) by the contractor to the City more than one-half of one percent (.5%) of the total contract billings the reasonable actual cost of the City's audit shall be reimbursed to the City by the Contractor. Any adjustments and/or payments which must be made as a result of any such audit or inspection of the contractor's invoices and/or records shall be made within a reasonable amount of time (not to exceed 90 days) from presentation of the City's findings to Contractor.

14) Complete Agreement: The parties agree that the conditions of purchase stated herein or attachments hereto set forth their entire agreement and there are no promises or understandings other than those stated herein, and that any prior negotiations between the Purchaser and Seller or terms or conditions of sales set forth in the Seller's quotation or order or sales acknowledgement shall not constitute a part of the agreement between the Purchaser and Seller concerning this purchase. The term "agreement" as used in this clause shall include any future written amendments, modifications, or supplements made in accordance herewith.

15) Liability and Indemnity: Contractor agrees to protect, defend, reimburse, indemnify and hold the City of Dearborn, its officers, affiliates, employees and agents harmless at all times from and against any and all claims, liabilities, expenses, losses, demands, damages, fines and causes of action of every kind and character made, incurred, sustained or initiated by any party hereto, any party acquiring any interest hereunder, any agent or employee of any party hereto, any third or other party whomsoever, or any governmental agency, arising out of, incident to, or in connection with this contract, or in the performance, nonperformance or purported performance of the work or services or breach of the terms hereof, except when the City of Dearborn Heights is solely at fault. The City of Dearborn Heights is mindful that this demand for indemnity is more extensive than the corresponding liability coverage that the insurance industry may afford to satisfy this indemnification request.

16) Records: The City of Dearborn Heights reserves the right to inspect all vendor documents relating to this agreement for up to three (3) years after expiration.

17) Insurance: The Contractor, at its own expense and in its own name must provide and keep in force during the term of this Agreement, insurance coverage with limits not less than indicated in the Special Instructions, Terms and Conditions must comply with Federal, State of Michigan, and the city of Dearborn Heights Rules and regulations.

18) Noncompliance: Failure to deliver in accordance with specifications will be cause for the City of Dearborn Heights to cancel the contract or any part thereof and purchase on the open market, charging any additional cost to the Contractor.

19) Protection of Resident Workers: The City of Dearborn Heights supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification and non-discrimination. The contractor is held responsible to establish appropriate

procedures and controls so no services under this contract will be performed by any worker who is not legally eligible to perform such services. The City of Dearborn Heights shall have the right to terminate the contract if the City determines that the contractor has failed to perform satisfactorily with respect to its employment practices in support of INA.

20) Non-Discrimination Clause: The proposer agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to hire, tenure, terms, conditions or privileges, of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as material breach of the contract as provided for in Act 220 and Act 453 of the Public Acts of 1976, as amended, entitled "Michigan Handicapper's Civil Rights Act" and the Michigan Elliott Larson Civil Rights Act." The proposer further agrees to require similar provisions from any subcontractors, or suppliers.

21) Subcontracting: The use of a subcontractor is subject to the written approval of the Corporation Counsel of the City of Dearborn Heights.

22) Use of the City Seal: Contractors are prohibited from using the official Seal of the City of Dearborn Heights in this Proposal or in any other manner.

23) Legal Proceedings: Any legal proceedings shall be resolved in Michigan courts.

24) Federally Funded Purchases: Purchases using federal funds are subject to eligibility verifications through the System for Award Management (SAM) prior to award.

REQUIRED SUBMITTAL FORMS

The Following forms are required :

- 1- Proposal form
- 2- Exceptions and alternatives form
- 3-cost proposal form
- 4-verifications of minimum qualifications form
- 5-Business information questioner
- 6-Sub-Contractors form

PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

OFFER TO: CITY OF DEARBORN HEIGHTS :

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Information to Respondents, Offer, and all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): None, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

OBLIGATION:

The undersigned, by submission of this Offer, hereby agrees to be obligated, if the Offer is accepted by the City of Dearborn Heights to enter into a Contract to provide the stated goods and/or services for the term as stated herein in accordance with the Scope of Work, Specifications, and Terms and Conditions, together with any written Addenda as specified above and any negotiated terms. If this offer is accepted and signed by the City of Dearborn Heights this RFP document, together with any written Addenda and any negotiated terms shall be (collectively) the contract.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Proposal Form, the Respondent represents that:

1. The Respondent is in compliance with any applicable provisions of the City of Dearborn Heights Charter and Code of Ordinances.
2. If awarded a contract to operate the Concession or provide the goods or Services required in the RFP, the Respondent will comply with the City's Charter and Code of Ordinances. These documents can be found on the City of Dearborn Heights website on the City Clerk's page.

NON-COLLUSION:

The undersigned, by submission of this Proposal Form and other required forms, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

PERFORMANCE GUARANTEE:

The undersigned further agrees that if awarded the Contract, it will submit to the City any required type of guarantee (i.e. irrevocable letter of credit or cash deposit).

SUBMITTAL REQUIREMENTS: The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

No proposal may be accepted which has not been signed in the appropriate space below:

Company Name: SMA Realty LLC dba
Keller Williams Legacy

Address 22371 West Village Drive
Dearborn Mi 48124

Contact Person Michael Phillips
Phone 313-460-9171
Fax
Email mike_phillips@kw.com

Signature of Person Authorized to sign
Title Operating Principal/Broker/Owner
Date 09/09/2024

ACCEPTANCE OF OFFER (To be completed by the city of Dearborn Heights)

Mayor's signature
Date

City Clerk's signature
Date

EXCEPTIONS AND ALTERNATIVES FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Proposers are to comply with all requirements of this solicitation, otherwise the proposal may be deemed nonresponsive.

Exceptions may be considered if they are presented with the proposal and if the City determines that the exception does not materially alter the intent of this solicitation or that it exceeds the requirements of this solicitation.



---- -No Exceptions Taken

-----Exceptions Taken – See attached*

*Please note that if any exceptions are taken, all required information must be submitted as an attachment

Except as may be indicated above, Proposer is in complete agreement with this entire solicitation including any proposed terms, conditions and business arrangements described herein.

By


16b6392

(Authorized Signature)

Date 11:13a.m. 09-10-2024

(Title) Operating Principal

COST PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

Total Not-To-Exceed Cost: (If a percentage of sale price is intended, please indicate %)

3%*

***Applicant proposes that if awarded the contract, total commission paid per sale will be 3%. No buyer broker commission will be offered or paid out by the city for any city property sale.**

VERIFICATION OF MINIMUM QUALIFICATIONS FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without further evaluation.

1. Provide references that will support the minimum qualification of: "Respondent must have a minimum of three similar projects in the last five years as requested in the Minimum Qualifications section. References must demonstrate at least five years of experience and must reflect work of a repetitive nature.

A- Client Name: Ismael Hamade

Title: CEO- Elite Custom Design

Client Contact E-mail elitrcustomdesign@yahoo.com

Contact Phone Number: 313-477-1891

Services performed from and to (dates): multiple projects/properties sold in dearborn heights from 2011-present

B-Client Name: Dennis Kociziki

Title: Neighbor/ Real estate investor

Client Contact dennis8590@att.net

Contact Phone Number: 313-303-2477

Services performed from and to (dates): 2011-present

C-Client Name: Donna Abraham

Title: Real Estate Investor/ DH resident

Client Contact E-mail donnaa@flash.net

Contact Phone Number: 313-980-1125

Services performed from and to (dates): 2008-Present

D- Client Name: Steve Fawaz

Title: CEO Your Neighbor Contractor LLC

Client Contact E-mail sfawaz11@gmail.com

Contact Phone Number: 313-790-4500

E. Adila Saadat

Title : CEO - Saadat Family LLC

email :asaadat@gmail.com

Phone number :

Services performed from and to (dates) :
2017- present

Services performed from and to (dates): 2010- present

BUSINESS INFORMATION QUESTIONNEER

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

NAME OF COMPANY SMA Realty LLC DBA Keller Williams Legacy

PRINCIPAL OFFICE ADDRESS 22371 West Village Drive Dearborn MI 48124

TELEPHONE NUMBER 313-752-0000

DUNS# AND/OR CCR (if applicable)# 114267413

FORM OF OWNERSHIP (Check One)

Corporation ()

LLC (✓)

Joint Venture ()

State of Incorporation/Registration

Date of Incorporation/Registration

Partnership () If Partnership, select one of the following: Limited () or General () Individual ()

LIST OF PARTNERS, PRINCIPALS, CORPORATE OFFICERS OR OWNERS

Names : Michael Phillips

Titles: Operating Principal

LIST OF CORPORATE DIRECTORS

Principal Business Affiliation

Name: _____

Other Than Respondent Directorship: _____

HAS YOUR COMPANY OPERATED UNDER ANY DIFFERENT NAMES IN THE PAST FIVE (5) YEARS? YES / NO ✓

IF YES, PLEASE IDENTIFY THE NAME(S) UNDERWHICH YOUR COMPANY HAS OPERATED:

SUBCONTRACTORS FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Are there any subcontractors to be utilized under this contract?

✓ YES - You must complete both pages.

NO - You must complete only this page.

ACKNOWLEDGED BY Michael Phillips

FIRM KW Legacy

AUTHORIZED REPRESENTATIVE Michael Phillips

TITLE Operating Principal

SIGNATURE 

DATE 11:14a.m. 09-10-2024

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor Kalid Shami Steven Phillips Michael Phillips JR

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.

Subcontractor:

Fed Tax ID 363-29-3008 Kalid Shami 367-21-3043 Steven Phillips 378-23-5872 Michael Phillips JR.

Address: 22371 West Village Drive

P.O. Box

City: County State Zip: Dearborn Michigan 48124

Phone:() 313-752-0000

Fax:()

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: All three are licensed realtors on my team, that will be assisting in the listing, marketing, showing, and sales of the properties.

All three agents will be compensated within KW Legacy for duties performed.

The city will not pay or be charged for any work performed by these agents

Subcontract Amount \$outside of the 3% being paid to the brokerage.

Percent of Contract %

ACKNOWLEDGED BY: Michael Phillips

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature Kalid Shami 11:01a.m. 09-10-2024

Steven Phillips 11:11a.m. 09-10-2024 Michael Phillips Jr. 11:10a.m. 09-10-2024

Name & Title Date Licensed Realtors in State of MI 09/10/24

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date Michael M Phillips 11:17a.m. 09-10-2024

Operating Principal/Broker/Owner

GRETCHEN WHITNER
GOVERNOR

Q037876

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
REAL ESTATE BROKER COMPANY LICENSE

SMA REALTY LLC
22371 WEST VILLAGE DRIVE
DEARBORN, MI 48124

(BROKER MAY BE AUTHORIZED TO OPERATE
UNDER AN ASSUMED NAME, SEE
WWW.MICHIGAN.GOV/MIPLUS FOR A LIST)

LICENSE NO.
6505416803

EXPIRATION DATE
10/24/2025

21216071249

THIS DOCUMENT IS DULY
ISSUED UNDER THE LAWS OF
THE STATE OF MICHIGAN

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
P.O. BOX 30670
LANSING, MI 48909

STATE OF MICHIGAN - DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
REAL ESTATE SALESPERSON LICENSE

MICHAEL M PHILLIPS

EMPLOYING BROKER # 6505416803
SMA REALTY LLC

LICENSE NO.	EXPIRATION DATE	
6501421378	07/12/2025	21313144750

SMA REALTY LLC
22371 WEST VILLAGE DRIVE
DEARBORN, MI 48124

COMPLAINT INFORMATION:
THE ISSUANCE OF THIS LICENSE SHOULD NOT BE CONSTRUED
AS A WAIVER, DISMISSAL OR ACQUIESCENCE TO ANY
COMPLAINTS OR VIOLATIONS PENDING AGAINST THE
LICENSEE, ITS AGENTS OR EMPLOYEES.

FUTURE CONTACTS:
YOU SHOULD DIRECT INQUIRIES REGARDING THIS LICENSE OR
ADDRESS CHANGES TO THE DEPARTMENT OF LICENSING AND
REGULATORY AFFAIRS BY EMAILING BPLHELP@MICHIGAN.GOV
OR CALL (517) 241-0199

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
REAL ESTATE SALESPERSON LICENSE
(VOID IF BROKER IS NOT LICENSED)

MICHAEL M PHILLIPS
1800 BELMONT
DEARBORN, MI 48128

EMPLOYING BROKER # 6505416803
SMA REALTY LLC
(COMPANY MAY BE AUTHORIZED TO OPERATE
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LICENSE NO.
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EXPIRATION DATE
07/12/2025

21313144750

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BUREAU OF PROFESSIONAL LICENSING
P.O. BOX 30670
LANSING, MI 48909

6506049056APP24

STATE OF MICHIGAN - DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
REAL ESTATE NON PRINCIPAL ASSOCIATE BROKER
LICENSE

KALID ALI SHAMI

EMPLOYING BROKER # 6505416803
SMA REALTY LLC

LICENSE NO.	EXPIRATION DATE	
6506049056	07/08/2027	24190143851

SMA REALTY LLC
22371 WEST VILLAGE DRIVE
DEARBORN, MI 48124

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GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
REAL ESTATE NON PRINCIPAL ASSOCIATE BROKER LICENSE
(VOID IF BROKER IS NOT LICENSED)

KALID ALI SHAMI
8439 WHITEFIELD ST
DEARBORN HEIGHTS, MI 48127

EMPLOYING BROKER # 6505416803
SMA REALTY LLC
(COMPANY MAY BE AUTHORIZED TO OPERATE
UNDER AN ASSUMED NAME, SEE
WWW.MICHIGAN.GOV/MIPLUS FOR A LIST)

LICENSE NO.
6506049056

EXPIRATION DATE
07/08/2027

24190143851

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BUREAU OF PROFESSIONAL LICENSING
P.O. BOX 30670
LANSING, MI 48909

6501439348APP21

STATE OF MICHIGAN - DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
REAL ESTATE SALESPERSON LICENSE

STEVEN MOHAMAD PHILLIPS

EMPLOYING BROKER # 6505416803
SMA REALTY LLC

LICENSE NO.	EXPIRATION DATE	
6501439348	01/21/2025	2221123759

SMA REALTY LLC
22371 WEST VILLAGE DRIVE
DEARBORN, MI 48124

COMPLAINT INFORMATION:
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AS A WAIVER, DISMISSAL OR ACQUIESCENCE TO ANY
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OR CALL (517) 241-0199

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
REAL ESTATE SALESPERSON LICENSE
(VOID IF BROKER IS NOT LICENSED)

STEVEN MOHAMAD PHILLIPS
1800 BELMONT
DEARBORN, MI 48128

EMPLOYING BROKER # 6505416803
SMA REALTY LLC
(COMPANY MAY BE AUTHORIZED TO OPERATE
UNDER AN ASSUMED NAME, SEE
WWW.MICHIGAN.GOV/MIPLUS FOR A LIST)

LICENSE NO.
6501439348

EXPIRATION DATE
01/21/2025

2221123759

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DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
P.O. BOX 30670
LANSING, MI 48909

STATE OF MICHIGAN - DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
REAL ESTATE PRINCIPAL ASSOCIATE BROKER LICENSE

MICHAEL MOHAMAD PHILLIPS

EMPLOYING BROKER # 6505416803
SMA REALTY LLC

LICENSE NO.	EXPIRATION DATE	
6502416804	10/24/2025	21291093317

SMA REALTY LLC
22371 WEST VILLAGE DRIVE
DEARBORN, MI 48124

COMPLAINT INFORMATION:
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GRETCHEN WHITMER
GOVERNOR

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DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
REAL ESTATE PRINCIPAL ASSOCIATE BROKER LICENSE
(VOID IF BROKER IS NOT LICENSED)

MICHAEL MOHAMAD PHILLIPS
1800 BELMONT
DEARBORN, MI 48128

EMPLOYING BROKER # 6505416803
SMA REALTY LLC
(COMPANY MAY BE AUTHORIZED TO OPERATE
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WWW.MICHIGAN.GOV/MIPLUS FOR A LIST)

LICENSE NO.
6502416804

EXPIRATION DATE
10/24/2025

21291093317

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ISSUED UNDER THE LAWS OF
THE STATE OF MICHIGAN

Morningstar Equities is dedicated to transforming the real estate experience - buying, selling and investing. We have a special focus on underrepresented communities, by providing inclusive, empowering, and educational services.

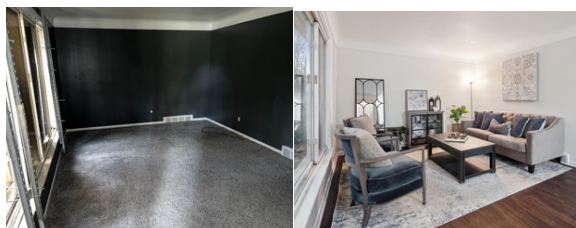
Our company provides comprehensive education and life skills training, equipping buyers and renters with the knowledge to maintain their properties. For those utilizing alternative financing, Morningstar Equities offers strategies to build credit and equity, ensuring lasting benefits for themselves and their families. Moreover, it aims to support disadvantaged groups, including those released from incarceration, victims of domestic violence, and refugees, with both temporary and long-term housing solutions.

Past Performance

Morningstar Equities has proven experience in developing communities and providing housing opportunities through home rehabilitation in Wayne, Oakland, and Macomb counties.

Sample Projects

26661 W HILLS DRIVE
3631 MEADOWDALE
29138 HAZELWOOD
8139 LAMPHERE
1541 CRESCENT



Core Competencies



Temporary Housing Provider

- Corporate Housing
- Relocation Housing
- Insurance Housing
- Emergency Housing



Real Estate Data Analytics



Real Estate Acquisition



Real Estate Disposition



Residential Real Estate Negotiation

Differentiator

- 8 years in the Real Estate Business
- Real Estate Investor & Landlord
- Associate Broker & Licensed Realtor®
- Experienced Temporary Housing Facilitator
- Seller Representation Specialist
- Real Estate Negotiation Expert
- Accredited Buyer Representative
- Military Relocation Professional
- Pricing Strategy Advisor
- Powered by Cyberbacker

Point of Contact:

Sonseeahray Harvin, Owner

248-207-6251

morningstarequitiesllc@gmail.com

www.morningstarequities.com

531210 - Selling real estate for others (i.e., agents, brokers)

531110 - Real estate rental or leasing of residential building

53121 - Offices of Real Estate Agents and Brokers

53111 - Lessors of Residential Buildings and Dwellings

53139 - Other Activities Related to Real Estate

Who is Morningstar Equities LLC?

Morningstar Equities LLC is a Minority Business Enterprise (MBE) certified by the Michigan Minority Supplier Development Council. Owned by Ms. Sonseeahray "Sonni" Harvin, an experienced REALTOR®, Associate Broker, Mortgage Loan Originator, and an Investor with over 8 years in the real estate industry, Morningstar is dedicated to providing expert brokerage services to both public and private sectors. We have specialties in selling retail real estate, providing temporary housing solutions, property renovation, and analyzing real estate market data. We prioritize our client's interests and make sure they receive optimal profits on each transaction.

Our History, Experience, Expertise & Current Projects

Morningstar Equities was founded in 2018 in a suburb about 20 minutes from Detroit's city center. The company is a woman owned business started by Ms. Sonseeahray Harvin, a native Michigander who attended elementary school in Dearborn.

Initially, Ms. Harvin focused on helping individuals buy and sell homes, quickly establishing a reputation for excellence within the first two years of obtaining her license. In 2018, she expanded her horizons by founding Morningstar Equities with the vision of creating a lasting legacy and financial foundation for her children while helping others achieve homeownership.

Morningstar Equities specializes in assisting buyers and sellers with real estate purchases, sales, and investments. More specifically on the investment end, Morningstar works to provide high quality rental properties and renovating homes to improve communities. Ms. Harvin is committed to ensuring that her renovation projects reflect a high standard, making them homes she herself would live in. Additionally, the company offers alternative financing options for those unable or unwilling to pursue traditional mortgages.

Ms. Harvin had 143 total clients served for the past 8 years, currently with 2 pending listings, 2 active, and 7 pending buyer contracts. She also has 5 rental properties as of the moment.

Team Member Years of Experience & Areas of Expertise

- **Sonseeahray "Sonni" Harvin:** Founder, REALTOR®, Associate Broker, Mortgage Loan Originator, and an Investor with over 8 years of experience. With a background in information technology and digital marketing, she is very comfortable with all things digital and utilizes the time-saving technology that is available in the industry today. She works to stay current with the trends of the industry, to best serve all of her clients. She is also an Accredited Buyer Representative, Military Relocation Professional, Seller

Representative Specialist, Real Estate Negotiation Expert, and Pricing Strategy Advisor. Powered by her expertise and backed by Cyberbacker's administrative support, she ensures her clients receive top-tier service.

Summary and Hyperlinks to Recent Public Property Sales

- [24233 Johnston Ave, Eastpointe, MI 48021](#) - Residential property listed at \$205,000, pending for \$212,500.00.
- [18914 Monte Vista St, Detroit, MI 48221](#) - Residential property listed at \$175,000, pending for \$182,000.00.
- [3010 Fullerton St, Detroit, MI 48238](#) - Multifamily property listed at \$75,000.

Available Strategies to Solicit Public Interest

Morningstar Equities uses a range of strategies to generate interest in public and private property sales:

I. Strategic Promotion

At Morningstar Equities, our comprehensive promotion strategy ensures maximum visibility and interest for all properties we represent. Our approach is both strategic and tailored, designed to deliver results efficiently and effectively.

A. Finding Your Buyer

We focus on targeting the platforms and channels that buyers are already using to search for homes. Through a combination of traditional methods and innovative marketing, we ensure your property is seen by the right buyers. Our approach includes:

- Dynamic fliers and postcards.
- Lead-optimized landing pages and custom lookbooks.
- Direct outreach to top agents and buyer specialists in the area.
- Active participation in the local real estate community to generate excitement about new listings.

B. Digital Marketing

Our digital marketing strategy ensures maximum online exposure for every property:

- **SEO:** We optimize all digital content to ensure high visibility in search engine results, drawing in buyers who are actively searching for properties like yours.

- **Social Media:** Through tailored campaigns on platforms like Instagram and Facebook, we create engaging posts and videos to showcase properties. This includes "coming soon" teasers, "just listed" promotions, and open house announcements.
- **Email Blasts & Callout Campaigns:** We leverage our extensive database to reach out to qualified buyers with targeted emails and callouts, ensuring interested parties are notified early and often.

C. Relationships and Networking

Our strong relationships within the real estate community and local networks ensure your property receives the attention it deserves. We:

- Work closely with local agents and industry professionals to spread the word about new listings.
- Collaborate with community organizations to target underrepresented buyers.
- Use professional yard signage and host well-publicized open houses to attract local interest.

II. Strategic Pricing

Strategically pricing a property is essential for attracting serious buyers and achieving optimal sale outcomes. By conducting thorough market analysis and utilizing real estate data analytics, we price homes at or just below market value to draw in the highest number of potential buyers. This high volume of interest creates demand, fosters competition, and can lead to multiple offer scenarios. When buyers compete for the same property, it drives the price up to the highest level the market will bear, resulting in faster sales and potentially higher bids.

III. Our Promise

We promise to serve our clients with the highest level of professionalism and integrity. We are committed to providing straightforward advice, consistent communication, and personalized support throughout the entire real estate transaction. Our focus is on building trust and ensuring every client's needs are met, no matter how small the request.

IV. The Bottomline

Real estate transactions can be complex, but that's where Morningstar Equities excels. Our goal is to make the process as smooth and stress-free as possible for our clients. At the

closing table, we want you to feel that your experience exceeded expectations. You can trust Morningstar Equities to deliver results that meet your goals and provide lasting value.

Description of Firm's Experience

Morningstar Equities LLC is a distinguished leader in the real estate sector, with diversified and extensive knowledge and support to both sellers and buyers alike, as the owner, Ms. Harvin is an investor herself. She is knowledgeable on how it goes on both ways of the transaction, ensuring that the listings she handles are all being sold right away. For the past 8 years, we have served a diverse clientele, including professionals, investors themselves, housing voucher recipients, renters turned into homeowners, and people who needs relocation. Over the years, we also have developed an efficient infrastructure that makes our clients feel prioritized and have the best experience in both selling and buying their homes. This can be exhibited by authentic reviews from our clients - both in [Google](#) and [Zillow](#).

PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

OFFER TO: CITY OF DEARBORN HEIGHTS :

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Information to Respondents, Offer, and all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): none, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

OBLIGATION:

The undersigned, by submission of this Offer, hereby agrees to be obligated, if the Offer is accepted by the City of Dearborn Heights to enter into a Contract to provide the stated goods and/or services for the term as stated herein in accordance with the Scope of Work, Specifications, and Terms and Conditions, together with any written Addenda as specified above and any negotiated terms. If this offer is accepted and signed by the City of Dearborn Heights this RFP document, together with any written Addenda and any negotiated terms shall be (collectively) the contract.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Proposal Form, the Respondent represents that:

1. The Respondent is in compliance with any applicable provisions of the City of Dearborn Heights Charter and Code of Ordinances.
2. If awarded a contract to operate the Concession or provide the goods or Services required in the RFP, the Respondent will comply with the City's Charter and Code of Ordinances. These documents can be found on the City of Dearborn Heights website on the City Clerk's page.

NON-COLLUSION:

The undersigned, by submission of this Proposal Form and other required forms, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

PERFORMANCE GUARANTEE:

The undersigned further agrees that if awarded the Contract, it will submit to the City any required type of guarantee (i.e. irrevocable letter of credit or cash deposit).

SUBMITTAL REQUIREMENTS: The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

No proposal may be accepted which has not been signed in the appropriate space below:

Company Name: Morningstar Equities LLC

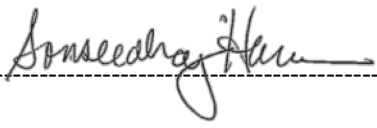
Address 29916 Muirland Drive
Farmington Hills, MI 48334

Contact Person Sonseeahray Harvin

Phone 248-207-6251

Fax N/A

Email sonni@sonnirealestate.com

Signature of Person Authorized to sign 

Title Owner

Date September 10, 2024

ACCEPTANCE OF OFFER (To be completed by the city of Dearborn Heights)

Mayor's signature _____

Date _____

City Clerk's signature _____

Date _____

EXCEPTIONS AND ALTERNATIVES FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Proposers are to comply with all requirements of this solicitation, otherwise the proposal may be deemed nonresponsive.

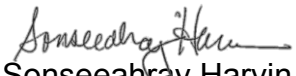
Exceptions may be considered if they are presented with the proposal and if the City determines that the exception does not materially alter the intent of this solicitation or that it exceeds the requirements of this solicitation.

☒ --No Exceptions Taken

☐ -----Exceptions Taken – See attached*

*Please note that if any exceptions are taken, all required information must be submitted as an attachment

Except as may be indicated above, Proposer is in complete agreement with this entire solicitation including any proposed terms, conditions and business arrangements described herein.

By  Sonseeahray Harvin

(Authorized Signature)

Date September 10, 2024

(Title) Owner

COST PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

Total Not-To-Exceed Cost: (If a percentage of sale price is intended, please indicate %)
4.5%; 2% to listing agent, 2.5% buyers agent

VERIFICATION OF MINIMUM QUALIFICATIONS FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without further evaluation.

1. Provide references that will support the minimum qualification of: "Respondent must have a minimum of three similar projects in the last five years as requested in the Minimum Qualifications section. References must demonstrate at least five years of experience and must reflect work of a repetitive nature.

A- Client Name: Lynn Lasley

Title: Seller (31773 Folkstone Drive) and Buyer (14400 Ellen Drive)

Client Contact E-mail twosteacher@yahoo.com

Contact Phone Number: (248) 469-6711

Services performed from and to (dates): 2019-2024

B-Client Name: Alicia Stokes

Title: Buyer (27439 Bonnie Drive)

Client Contact aliciarstokes@gmail.com

Contact Phone Number: (313) 773-4282

Services performed from and to (dates): 3/1/2021 - 4/23/2021

C-Client Name: Robert Scherer

Title: Seller of 3644 Vassar St

Client Contact E-mail megrobcar@hotmail.com

Contact Phone Number: (609) 709-2415

Services performed from and to (dates): 5/1/2021 - 6/15/2021

D- Client Name: Stefany Currey

Title: Buyer of 42811 Bradley Drive

Client Contact E-mail doggirl2015@yahoo.com

Contact Phone Number: (734) 777-9059

Services performed from and to (dates): 2/1/2020 - 3/6/2020

BUSINESS INFORMATION QUESTIONNEER

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

NAME OF COMPANY Morningstar Equities LLC

PRINCIPAL OFFICE ADDRESS 29916 Muirland Drive, Farmington Hills, MI 48334

TELEPHONE NUMBER 248-207-6251

DUNS# AND/OR CCR (if applicable)# 12-252-1574

FORM OF OWNERSHIP (Check One)

Corporation ()

LLC ☒

Joint Venture ()

State of Incorporation/Registration Michigan

Date of Incorporation/Registration February 15, 2018

Partnership () If Partnership, select one of the following: Limited () or General () Individual ()

LIST OF PARTNERS, PRINCIPALS, CORPORATE OFFICERS OR OWNERS

Names : Sonseeahray Harvin N/A N/A

Titles: Owner N/A N/A

LIST OF CORPORATE DIRECTORS N/A

Principal Business Affiliation N/A

Name: N/A

Other Than Respondent Directorship: N/A

HAS YOUR COMPANY OPERATED UNDER ANY DIFFERENT NAMES IN THE PAST FIVE (5) YEARS? YES ☒ NO

IF YES, PLEASE IDENTIFY THE NAME(S) UNDERWHICH YOUR COMPANY HAS OPERATED:

N/A

SUBCONTRACTORS FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Are there any subcontractors to be utilized under this contract?

YES - You must complete both pages.

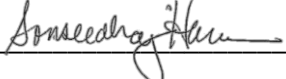
☒ **NO** - You must complete only this page.

ACKNOWLEDGED BY Sonseeahray Harvin

FIRM Morningstar Equities LLC

AUTHORIZED REPRESENTATIVE Sonseeahray Harvin

TITLE Owner

SIGNATURE 

DATE September 10, 2024

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor N/A

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.

Subcontractor:

Fed Tax ID N/A

Address: N/A

P.O. Box N/A

City: County State Zip: N/A

Phone:() N/A

Fax:() N/A

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: N/A

Subcontract Amount \$ N/A

Percent of Contract % N/A

ACKNOWLEDGED BY: N/A

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature N/A

Name & Title Date N/A

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date N/A

PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

OFFER TO: CITY OF DEARBORN HEIGHTS :

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Information to Respondents, Offer, and all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): _____, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

OBLIGATION:

The undersigned, by submission of this Offer, hereby agrees to be obligated, if the Offer is accepted by the City of Dearborn Heights to enter into a Contract to provide the stated goods and/or services for the term as stated herein in accordance with the Scope of Work, Specifications, and Terms and Conditions, together with any written Addenda as specified above and any negotiated terms. If this offer is accepted and signed by the City of Dearborn Heights this RFP document, together with any written Addenda and any negotiated terms shall be (collectively) the contract.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Proposal Form, the Respondent represents that:

1. The Respondent is in compliance with any applicable provisions of the City of Dearborn Heights Charter and Code of Ordinances.
2. If awarded a contract to operate the Concession or provide the goods or Services required in the RFP, the Respondent will comply with the City's Charter and Code of Ordinances. These documents can be found on the City of Dearborn Heights website on the City Clerk's page.

NON-COLLUSION:

The undersigned, by submission of this Proposal Form and other required forms, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

PERFORMANCE GUARANTEE:

The undersigned further agrees that if awarded the Contract, it will submit to the City any required type of guarantee (i.e. irrevocable letter of credit or cash deposit).

SUBMITTAL REQUIREMENTS: The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

No proposal may be accepted which has not been signed in the appropriate space below:

Company Name: ~~THE TARICK SALMACI GROUP, ARG REALTY~~
ARG REALTY: THE TARICK SALMACI GROUP

Address 22827 MICHIGAN AVE
DEARBORN, MI 48124

Contact Person TARICK SALMACI
Phone 313-333-0111
Fax _____
Email TARICK@TARICK.COM

Signature of Person Authorized to sign *Tarick Salmaci*
Title PRINCIPAL BROKER
Date 09/11/24

ACCEPTANCE OF OFFER (To be completed by the city of Dearborn Heights)

Mayor's signature _____
Date _____

City Clerk's signature _____
Date _____

EXCEPTIONS AND ALTERNATIVES FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Proposers are to comply with all requirements of this solicitation, otherwise the proposal may be deemed nonresponsive.

Exceptions may be considered if they are presented with the proposal and if the City determines that the exception does not materially alter the intent of this solicitation or that it exceeds the requirements of this solicitation.

☒ -No Exceptions Taken

-----Exceptions Taken – See attached*

*Please note that if any exceptions are taken, all required information must be submitted as an attachment

Except as may be indicated above, Proposer is in complete agreement with this entire solicitation including any proposed terms, conditions and business arrangements described herein.

By Tarick Salmaci

(Authorized Signature)

Date 09/11/24

(Title) PRINCIPAL BROKER

COST PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

Total Not-To-Exceed Cost: (If a percentage of sale price is intended, please indicate %)

6%

VERIFICATION OF MINIMUM QUALIFICATIONS FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without further evaluation.

1. Provide references that will support the minimum qualification of: "Respondent must have a minimum of three similar projects in the last five years as requested in the Minimum Qualifications section. References must demonstrate at least five years of experience and must reflect work of a repetitive nature.

A- Client Name: HUD- UNITED STATES DEPARTEMENT OF
HOUSEING AND URBAN DEVELOPMENT

Title: NICOLE LAWSON: VENDOR MANAGER

Client Contact E-mail NLAWSO@KMMREALTY.COM

Contact Phone Number: 843-790-9785

Services performed from and to (dates): EXCLUSIVE LISTING BROKER AND
PROPERTY MANAGER: 2018-PRESENT

B-Client Name: GREEN RIVER CAPITAL

Title: VENDOR MANAGER

Client Contact REBECCA SMITH RSMITH@GREENRIVERCAP.COM

Contact Phone Number: 801-456-3231

Services performed from and to (dates): EXCLUSIVE LISTING BROKER AND
PROPERTY MANAGER 2010-2018

C-Client Name:

Title: DENNIS ARCHER JR

Client Contact E-mail dennis@ignitionmediagroup.com

Contact Phone Number: 313-570-6000

Services performed from and to (dates): REAL ESTATE ACQUISTIONS 2005-PRESNET

D- Client Name: RES NET

Title: EXCLUSIVE LISTING BROKER 2010-PRESENT

Client Contact E-mail MANDY HILL- MANDY.HILL@RES.NET

Contact Phone Number: 949-598-9920

Services performed from and to (dates): _____

BUSINESS INFORMATION QUESTIONNEER

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

NAME OF COMPANY ARG REALTY: THE TARICK SALMACI GROUP

PRINCIPAL OFFICE ADDRESS 22827 MICHIGAN AVE, DEARBORN, MI 48124

TELEPHONE NUMBER 313-333-0111

DUNS# AND/OR CCR (if applicable)# 050914010

FORM OF OWNERSHIP (Check One)

Corporation ()

LLC ☒)

Joint Venture ()

State of Incorporation/Registration

Date of Incorporation/Registration

Partnership () If Partnership, select one of the following: Limited () or General () Individual ()

LIST OF PARTNERS, PRINCIPALS, CORPORATE OFFICERS OR OWNERS

Names : TARICK SALMACI

Titles: PRINCIPAL BROKER/PRESIDENT

LIST OF CORPORATE DIRECTORS

Principal Business Affiliation

Name: TARICK SALMACI

Other Than Respondent Directorship: _____

HAS YOUR COMPANY OPERATED UNDER ANY DIFFERENT NAMES IN THE PAST FIVE (5) YEARS? **YES / NO**^{NO}
IF YES, PLEASE IDENTIFY THE NAME(S) UNDERWHICH YOUR COMPANY HAS OPERATED:

SUBCONTRACTORS FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Are there any subcontractors to be utilized under this contract?

YES - You must complete both pages.

☒ NO - You must complete only this page.

ACKNOWLEDGED BY TARICK SALMACI

FIRM ARG REALTY

AUTHORIZED REPRESENTATIVE TARICK SALMACI

TITLE PRINCIPAL BROKER/PRESIDENT

SIGNATURE *Tarick Salmaci*

DATE 09/11/24

SUBCONTRACTORS FORM (Continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.

Subcontractor:

Fed Tax ID _____

Address: _____

P.O. Box _____

City: County State Zip: _____

Phone:() _____

Fax:() _____

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: _____

Subcontract Amount \$ _____

Percent of Contract % _____

ACKNOWLEDGED BY: _____

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR Authorized Signature _____

Name & Title Date _____

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/27/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BIBERK P.O. Box 113247 Stamford, CT 06911	CONTACT NAME: PHONE (A/C, No, Ext) 844-472-0967 E-MAIL customerservice@biBERK.com ADDRESS FAX (A/C, No) 203-654-3613
INSURED ARG Professionals, LLC 22827 Michigan Ave Dearborn, MI 48124	INSURER(S) AFFORDING COVERAGE INSURER A: Berkshire Hathaway Direct Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: NAIC # 10391

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PRO. JECT ☐ LOC ☐ OTHER					EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COM/PROP AGG
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	☐ OCCUR ☐ CLAIMS-MADE				EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y/N N/A				PER STATUTE OTH E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	Professional Liability (Errors & Omissions): Claims-Made		N9PL026425	10/26/2023	10/26/2024	Per Occurrence/ Aggregate \$1,000,000/ \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

ARG Professionals, LLC 22827 Michigan Ave Dearborn, MI 48124-	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>[Signature]</i>
---	--

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ACORD 25 (2016/03)

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22827 Michigan Ave, Dearborn, MI 48124

www.Tarick.com

ARG Professionals LLC dba ARG Realty has been in business since 2008. Tarick Salmaci is the Principal Broker/President at ARG Realty. Tarick is a lifelong Dearborn resident, where he still resides today. Tarick became a licensed realtor since 2001. He's also a former professional boxing champion. Throughout the years, Tarick has worked with the city of Dearborn and the Wayne County Health Department conducting anti-drug and anti-smoking campaigns in which he went to schools, etc speaking to kids about the dangers of drugs/smoking and the importance of education. Tarick is also a graduate of the University of Michigan- Dearborn.

Tarick has formed The Tarick Salmaci Group within ARG Realty. With 22 licensed agents, an in-house title company, and in-house mortgage company, The Tarick Salmaci Group at ARG Realty is your go to boutique real estate brokerage when it comes to managing, marketing, selling, and acquiring residential and commercial real estate. ARG focuses on making the clients transactions as smooth as possible from start to finish. Our clients range from investors, to REO bank clients, HUD homes, and traditional sales. We have been the exclusive listing brokerage for HUD (Housing Urban Development) since 2018 and we currently work with multiple REO asset management companies and banks. Our field services team plays an instrumental role in satisfying client needs when it comes to property management. We have a field services team for photos, rekeys, repairs, winterization, etc. When marketing properties, Realcomp, Loopnet/Costar, social media, and our sphere of influence have played a major roll. ARG has a large footprint on social media and on the internet. These have played a huge part of our community outreach when marketing and selling properties. Tarick also has a large sphere of influence throughout the Dearborn/Detroit area where he has great relationships with the public officials in the government sector at these cities.

Tarick Salmaci

Tarick Salmaci
Principal Broker/President
ARG Realty
22827 Michigan Ave
Dearborn, MI 48124
313-333-0111
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LIST OF PERSONNAL:

Tarick Salmaci: Principal Broker

Fay Salmaci: Realtor and Office Manager

Mike Witkowski: Field Services

Rayna Corona: Personal assistant

Approved for the Agenda of:	APPROVED
12/10/2024	Motion No. 24-539

8.A.



Mayor's Office

TO: Honorable City Council Members
 FROM: Bill Bazzi, Mayor
 DATE: December 3, 2024
 RE: Zoning Board of Appeals Reappointment

Honorable Council:

I would like to reappoint Bill Darwich who resides in Dearborn Heights, to the Zoning Board of Appeals. Term will expire May, 2027 and the City Council should receive, note and file this communication.

Sincerely,
 Bill Bazzi
 Mayor

Attachments:

None

Approved for the Agenda of:	APPROVED
12/10/2024	Motion No. 24-540

9.A.



Clerk's Office

TO: Honorable City Council Members

FROM: Lynne Senia

DATE: December 2, 2024

RE: Clerk Senia - Annual Publication - Amended Notice of Meetings as Required Under Public Act No. 267 Public Acts of 1976

The Clerk's Office requests City Council's authorization to publish the attached Annual Publication – Amended Notice of Meetings as required under Public Act No. 267 Public Acts of 1976.

Thank you,

LMS/gs

Attachments:

1. 2025 Amended Meetings Notice

**NOTICE
AMENDED MEETINGS NOTICE
TO COMPLY WITH
PUBLIC ACT NO. 267 OF 1976**

The following is a list of the dates of the City Council and Boards and Commission Meetings that occur on a regular basis in the City of Dearborn Heights. These meetings are subject to cancellation. All Special Meetings will be posted on the Bulletin Board within City Hall.

CITY COUNCIL

2nd and 4th Tuesday each Month - 6:00 p.m.

- 1st Meeting in November will be held Thursday, November 13, 2025
 - December 23, 2025 – Meeting Cancelled

ACT 78 POLICE AND FIRE CIVIL SERVICE

1st Monday each Month - 10:00 a.m.

ACT 345 POLICE AND FIRE PENSION BOARD

3rd Wednesday each Month - 4:15 p.m.

Berwyn Senior Center

ACT 345 POLICE AND FIRE HEALTH CARE BENEFIT TRUST BOARD

3rd Wednesday at least once a quarter – immediately following Pension Board Meeting
Berwyn Senior Center

BOARD OF REVIEW

March - 3rd Monday in March each year and on such date as may subsequently be required by law for the meeting of Board of Review in cities

July – Tuesday following the 3rd Monday in July

December – Tuesday following the 2nd Monday in December

(Call Assessor's Office for confirmation of exact dates.)

BROWNFIELD REDEVELOPMENT AUTHORITY*

Justice Center – 2nd Floor Conference Room

BUILDING BOARD OF APPEALS*

CIVIL SERVICE COMMISSION GENERAL GOVERNMENT

3rd Wednesday each Month - 8:00 a.m.

COMMISSION ON AGING

2nd Monday each Month - 6:00 p.m. (with the exception of June, July & August)

Canfield Community Center

COMMISSION ON BUSINESS

Meeting Dates/Time to be Determined

COMMUNITY & CULTURAL RELATIONS COMMISSION

1st Thursday Quarterly – 7:00 p.m.

Caroline Kennedy Library, Youth Room

DEMOLITION BOARD OF APPEALS

1st Wednesday – 6:00 p.m.

ECORSE CREEK COMMISSION

4th Wednesday each Month – 6:00 p.m.

Administration Building for Westwood Community School District
3335 S. Beech Daly Road

GENERAL GOVERNMENT EMPLOYEES PENSION COMMITTEE

4th Wednesday each Month - 4:15 p.m.

Berwyn Senior Center

GENERAL GOVERNMENT EMPLOYEES PENSION HEALTH CARE BENEFIT TRUST

4th Wednesday at least once a quarter – immediately following Pension Board Meeting
Berwyn Senior Center

LIBRARY ADVISORY BOARD

2nd Wednesday every other Month - 7:30 p.m.

Rotating between Caroline Kennedy Library and John F. Kennedy Jr. Library

1st Meeting in January at Caroline Kennedy Library

LOCAL OFFICERS COMPENSATION COMMISSION

Every Two Years in December (Odd Year)

PLANNING COMMISSION*

2nd Thursday each Month - 6:00 p.m.

RECREATION COMMISSION

1st Monday each Month - 6:00 p.m.

Canfield Community Center

TAX INCREMENT FINANCE AUTHORITY*

2nd Wednesday each Month - 6:00 p.m.

Justice Center - 2nd Floor Conference Room

WATERSHED STEWARDS COMMISSION

3rd Wednesday each Month – 7:00 p.m. (No December Meeting)

Caroline Kennedy Library

ZONING BOARD OF APPEALS*

3rd Thursday each Month - 6:00 p.m.

All meetings are held at: Dearborn Heights City Hall
6045 Fenton, Dearborn Heights, MI 48127
Unless otherwise specified

* If there is business to conduct

LYNNE M. SENIA

DEARBORN HEIGHTS CITY CLERK

PUBLISH: December 11, 2024

Approved for the Agenda of:	APPROVED
12/10/2024	Motion No. 24-541

9.B.



Clerk's Office

TO: Honorable City Council Members

FROM: Lynne Senia

DATE: December 3, 2024

RE: Clerk Senia - Receive, Note and File - Dearborn Heights Public Employees Association (DHPEA/TPOAM) Agreement 2023-2026

At the November 28, 2023 City Council meeting, the DHPEA/TPOAM contract, effective July 1, 2023 through June 30, 2026, was approved and appropriate signatures were authorized once a final version of the contract was provided.

Attached is the final version. The current Union President and HR Director have provided their approval of the contract language.

"Motion by _____ seconded by _____ to receive, note and file the previously approved (Council Motion #23-539) DHPEA/TPOAM contract, July 1, 2023 through June 30, 2026, and to proceed with the appropriate signatures."

Attachments:

1. 07-01-23 through 06-30-2026 Dearborn Heights Public Employees Association CBA

AGREEMENT

Between

CITY OF DEARBORN HEIGHTS

and

DEARBORN HEIGHTS PUBLIC EMPLOYEES ASSOCIATION

TPOAM

Effective 7/1/2023 through 6/30/2026

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This Agreement is between the City of Dearborn Heights (hereinafter referred to as the "Employer" or "City") and the Dearborn Heights Public Employees Association (hereinafter referred to as the "Union").

ARTICLE 1
RECOGNITION

Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the City does hereby recognize the Union as the sole and exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment for the term of this Agreement for Clerical I, Clerical II, Clerical III, General Laborer, Custodian, Meter Reader, Meter Reader Leader, Ordinance Officer, Ordinance Officer/Animal Control, Crib person, Sign man, Light Equipment Operator, Heavy Equipment Operator, General Labor Leader, and Mechanic and excluding all directors, supervisors, managers, coordinators, Police and Firemen, DPW Supervisors, accountants, and the following:

Secretaries – Mayor’s Office (2)
Assistant to Mayor – Mayor’s Office (1)
All Department Heads and Deputies
Building – Office Manager (1)
Human Resources Director (1)
Community and Economic Development Employees
Community Center Manager (2)
Recreation Coordinator
CETA, EEA, PSI and similar programs based upon source of funding
Accountant (per letter 5-9-84 Re MERC Case No. C84A-23)
Senior Citizens Coordinators (2) (per letter 5-9-84 re MERC Case C84A-23)
Human Resource Specialist
Court Employees
Building Inspectors
Appraisers (2)
Executive Secretary – Police Department (per MERC Case No. UC99 G-25)
Director of Libraries
Confidential Secretary - Human Resources

ARTICLE 2
PURPOSE AND INTENT

2.1: The general purpose of this Agreement is to set forth certain terms and conditions of employment, and to promote orderly and peaceful labor relations for the mutual interest of the City, its employees and the Union.

2.2: The parties recognize that the interest of the community and the job security of the employees depend upon the City’s success in establishing and the Union’s success in rendering proper services to the public.

2.3: To these ends, the City and the Union encourage to the fullest degree friendly and cooperative relations between the respective representatives at all levels among all employees.

ARTICLE 3
AID TO OTHER UNIONS

3.1: The City agrees not to aid, promote or finance any other labor group or organization, which purports to engage in collective bargaining or to make any agreement with any such group or organization for the purpose of undermining the Union.

ARTICLE 4
UNION SECURITY AND CHECK-OFF

4.1: Consistent with the requirements of the Michigan Public Employment Relations Act (PERA), as amended, and in accordance with the terms of this Article, each employee in the unit covered by this Agreement has the choice of whether or not to become a Union employee and pay employeeship dues. Financial support of the Union is not a condition of employment. For those employees who are Union employees and wish to pay dues via payroll deduction, the terms of this Article shall apply.

4.2:

- A. Upon receiving full time status, probationary employees shall tender an initiation fee of ten (10) dollars to the existing President or Executive Board officer of the local. This fee will be either check or money order form and written to DHPEA. Provided the above conditions in this article are met, the employee will be considered in good standing.

4.3:

- A. The Employer agrees to deduct from the pay of each employee from whom it receives a signed authorization to do so, all Union dues. Notwithstanding any provision of this Agreement or any authorization form, each employee's authorization to the Employer may be rescinded by the employee at any time, by written notice to the Employer's Human Resources Office and the Union. The rescission will be implemented by the Employer within 30 days of the Employer's receipt of the notice. Should the employee wish to reactivate dues deductions under this Article, such a request will be processed in accordance with this Article upon receipt of a new authorization form signed by the employee. The parties further agree that all such deductions will be designated only as "Union Dues" on the employees' pay advice.

- B. Dues will be certified by the Secretary-Treasurer in accordance with the Constitution and By-Laws of the Union. So long as it is permitted by law, the Employer agrees to provide this check-off service without charge to the Union.

Such authorized deductions are to be deducted from the first payroll of the month and shall be remitted to the Secretary-Treasurer not later than the tenth (10th) day of the following month. All dues, representation fees, initiation fees and assessments, if any, so deducted will be forwarded to DHPEA.

- C. In the event that a refund is due any employee for any sums deducted from wages and paid to the Union, it shall be the responsibility of such employee to obtain appropriate refund from the Union.
- D. The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits or other forms of liability arising out of its deductions from an employee's pay of Union dues, representation fees, assessments and/or initiation fees. The Employer shall not be liable to the Union by reason of the requirements of this Agreement for the remittance or payment of any sum other than that constituting actual deductions made from wages earned by employees. The Union assumes full responsibility for the deductions so made, once they have been sent to the Union.
- E. The City shall not be liable for the remittance of payments of any sums other than those constituting actual deductions made; and if for any reason the City fails to make a deduction for an employee as above provided, it shall make that deduction from the employee's next pay
in which such deduction is normally deducted after the error has been called to its attention by the employee or the Union.

- 4.4. An employee who is a employee of and adherent to teachings of a bona fide religion, body or sect which has historically held conscientious objections to joining or supporting labor organizations shall not be required to join or financially support any labor organization as a condition of employment; such employee may, however, be required by the Union to pay sums equal to periodic dues and initiation fees to a non-religious charitable fund in lieu of such payment to the labor organization. The employee may choose from one of the following non-religious, tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code: 1. ACLU or 2. NAACP

ARTICLE 5
REPRESENTATION

5.1: It is mutually agreed that for the purpose of handling grievances on its behalf, the Union will be represented by not more than one (1) President and five (5) District Stewards. Each district shall be represented by a Steward who shall be a regular seniority employee working in that district. The districts are as follows:

District #1:	City Hall and Fire Department Building
District #2:	Highway Division
District #3:	Water Department
District #4:	Building Maintenance and Parks & Recreation
District #5:	Police Buildings

5.2: The Union may appoint a temporary President to fill a vacancy caused by absence of five (5) days or more of the regular President or District Steward. The City shall be notified of any change by the Union in writing before the start of the working day.

5.3: Should it become necessary for the President or District Steward of that designated department to leave the Steward's place of work in order to investigate any or all grievances, the Steward shall request permission of the Supervisor immediately in charge of the Steward's worksite, who shall have authority to release said Steward and who shall not unreasonably withhold or delay permission. The Steward shall provide the Supervisor in charge with the name and location of the employee the Steward is going to see. The Steward shall proceed directly to and from the location identified to the person in charge and will notify that person upon returning to work. The privilege provided in this section is extended to Stewards with the understanding that such time will be devoted solely to the prompt handling of grievances and will not be abused or used as a work avoidance device.

5.4:

- A. The City will recognize a union negotiating committee of up to four (4) bargaining unit employees to be designated by the Union in writing before commencement of negotiations.
- B. The City will grant reasonable straight time hours off to the Union designated negotiating committee for the purpose of attending negotiating sessions with the City and will compensate employees of such bargaining committee for straight time hours (up to eight per session) for which such committee was otherwise scheduled to work but did not work due to negotiations.
- C. The City agrees that prior to negotiations commencing for a renewal agreement that the Union committee described in subsection (A) of this section will be granted reasonable

time off to prepare for negotiations, not to exceed 12 total hours to be paid by the City for the entire committee collectively; to be split among committee employees by the Union. Straight time rate only.

- D. The President of the Local shall be able to attend meetings necessary for him or her to attend. These meetings may be in the Dearborn Heights Chapter or other Chapters of the Local. The Immediate Supervisor must be given prior notice of meetings and must be notified at the end of meetings. Rare meetings that require the whole day will not be charged as Union days.

5.5: All information requests by the Union will be submitted to the Human Resource Department who will respond.

5.6: During planned orientation of new employees, the Union shall be given an opportunity to introduce (or have introduced) one of its Local Representatives who may speak briefly to describe the Union's function, present the Collective Bargaining Agreement (CBA) and general interest in representing employees. Where no orientation is scheduled for new employees upon entry to the bargaining unit an equivalent opportunity shall be afforded to address new employees. One (1) Local Union Representative shall be released from duty without loss of pay to present the Union's function and supplemental materials.

ARTICLE 6

GRIEVANCES

6.1:

- A. A grievance under this Agreement is a written dispute, claim or complaint arising under and during the term of this Agreement setting forth the following information:
- (1) Article and Section of Agreement alleged violated, and
 - (2) Date of occurrence of each alleged violation, and
 - (3) Manner of alleged violation including the name, if applicable, of the management representative who allegedly violated the Agreement; and filed by either the Union or any employee in the bargaining unit of the City.
- B. Grievances are limited to matters of interpretation or application of express provisions of this Agreement. The parties recognizing that an orderly grievance procedure is necessary agree that each step must be adhered to as set forth herein or the grievance is forfeited.
- C. All grievances concerning discipline must be filed in writing within five (5) regular

scheduled City Hall business days and all other grievances must be filed in writing within ten (10) City Hall business days after occurrence of the circumstances giving rise to the grievance, otherwise the right to file a grievance is forfeited and no grievance shall be deemed to exist. The Union shall have the right to commence a grievance at the level of management causing such grievance.

6.2: The grievance procedure shall be as follows upon timely filing:

- Step 1: The Union District Steward shall first attempt to resolve subject matter of the grievance with that employee's department supervisor. In the event that no satisfactory answer is received by the Union and employee, the employee shall have the right to file a grievance. If the District Steward responsible for Step 1 is absent, the President shall substitute for such absent District Steward.
- Step 2: Within five (5) City Hall business days of receipt of a written grievance, time stamped by the Department Head, the Department Head shall set up a meeting with the grievant and President to discuss the grievance. The Department Head will answer the grievance within five (5) City Hall business days of the meeting with the grievant and President of that department. If the grievant and President are not satisfied with the answer of the Department Head, the grievant and President may appeal to the Mayor or designated representative. The appeal must be received by the Mayor's office within ten (10) City Hall business days of the date of the Department Head's answer and it shall be time stamped by the Mayor's office.
- Step 3: Within ten (10) City Hall business days of receipt of a time stamped appeal by the Mayor or designated representative(s), the City shall set up a meeting with the grievant, the President, and not more than one (1) Council 25 representative if requested by the Union. Within ten (10) City Hall business days of the meeting, the City shall answer the grievance.
- Step 4: Arbitration. In the event that the Union does not accept the Second Step answer, it may submit the grievance to arbitration, provided such submission is made within ten (10) business days after receipt by the Union of the Mayor's response in Step 3 of the grievance procedure. The Union and Employer shall attempt to mutually select an arbitrator within ten (10) business days of the Employers receipt of the Union's notice of its intent to arbitrate the grievance. If they are unable to mutually select an arbitrator, the arbitrator shall be selected through the Michigan Employment Relations Commission ("MERC") and in accordance with its voluntary labor arbitration rules, except the Union and Employer may each strike up to twelve (12) names from the roster provided by MERC. Failure to request arbitration, in

writing, during such time period shall be deemed a withdrawal of the grievance and shall not be considered further in the grievance procedure.

6.3: Time limits specified hereinafter for movement of a grievance through the process shall be strictly adhered to and may be relaxed or extended only by mutual consent in writing by the City and Union. No meetings shall extend beyond the Steward or Alternate's regular hours of work unless mutually agreed upon by both parties. In the event of mutual agreement, there will be no overtime or regular rate of pay for the Steward and/or Alternate.

6.4: The City must be notified in writing prior to taking the case to arbitration which group of people has requested arbitration. It is also agreed by the City and Union that the purpose of arbitration is to settle grievances without resorting to work stoppages.

Employees who are witnesses for or against the Employer shall be called as needed and shall not lose time or pay for the time spent during their regular working hours in grievance procedure meetings held on City property.

6.5: The decision of the Arbitrator shall be final and binding on all parties. The Arbitrator may not add to, or subtract from, change or amend any of the terms of this agreement and shall only concern her/himself with questions concerning the issue or issues involved. Sixty (60) percent of all expenses of such impartial arbitrator shall be paid by the losing party in such arbitration.

6.6:

- A. The President or his/her designee, per Article 5, Section 2 shall have the authority to reach a binding settlement on all grievances.
- B. All offers to settle grievances, from the City, if accepted by the President or his/her designee per Article 5, Section 2 shall be binding on the City, the Union and the employee.
- C. All settlements shall be in written form and signed by the proper City Representative President or his/her designee, and the Mayor or his/her designee.

ARTICLE 7

DISCIPLINARY PROCEDURES

7.1:

- A. The City and the Union agree that all disciplinary action taken against an employee shall be for just cause and subscribe to the general philosophy that the primary purpose of disciplinary action is to correct employee behavior or conduct, that the disciplinary action procedure should be progressive in nature, and that selection of discipline in any specific

case should be appropriate based on the circumstances of the offense and the employee. The issuance of disciplinary action shall take place in a timely manner.

- B. Before the issuance of disciplinary action, the supervisor shall inform the employee and allow the employee to have Union representation. If the employee declines Union representation, he/she shall indicate so in writing and a copy shall be given to the Union.
- C. If the employee accepts Union representation, notification will be given to the employee and Union representative of any disciplinary action taken against said employee which may result in any official entries being added to the employee's personnel file. The employee and Union representative shall be given a copy of such official entry.
- D. In the case of a suspension or discharge, the employee will be allowed adequate time to discuss the suspension or discharge with his/her steward, and the Employer will make available an area where he/she may do so prior to leaving City property. Upon request, an appropriate management representative will discuss the suspension or discharge with the employee and his/her steward.
- E. Exceptions to this procedure would be where the suspended or discharged employee is absent without leave or the parties agree that such discussion would not be beneficial at that time.
- F. In the case of an oral reprimand, a notation sufficient to document the nature of the incident - including date and subject matter - shall be placed in the employee's personnel file.

7.2: Discipline is intended to be corrective and should follow a series of progressive steps to change the employee's unacceptable conduct or behavior.

- A. The following is a series of progressive steps which should be followed in the majority of cases:
 - 1. Oral Reprimand(s)
 - 2. Written Reprimand(s)
 - 3. Suspension(s)
 - 4. Discharge(s)
- B. These steps should give the employee notice that continued unacceptable conduct or behavior will result in more serious disciplinary action.
- C. In cases of more serious offenses, the first disciplinary action taken may begin with the written or suspension step; and, for the most serious offenses, it may be appropriate to impose suspension and/or discharge the employee on the first occasion of improper conduct without prior discipline.

7.3: Disciplinary action should be appropriate and take into account both the offense and the employee and should be based on the seriousness and the circumstances of the particular offense, and prior departmental action in comparable situations.

7.4: The City agrees promptly upon the discharge or discipline of an employee to notify in writing the President of the discharge or discipline.

7.5: The discharged or disciplined employee will be allowed to discuss the discharge or discipline with the President and the City will make available an area where such employee may do so before being required to leave the property of the City. Upon request, the City or its designated representative will discuss the discharge or discipline with the employee and the President.

7.6: Should the discharged or disciplined employee or the President consider the discharge to be improper, a grievance shall be presented in writing through the President to the Mayor or designee at Step 3 within five (5) regularly scheduled working days of the discharge or discipline. The Mayor or designated representative will review the discharge or discipline and provide an answer within five (5) regularly scheduled working days after receiving the grievance.

7.7: Such discharge and discipline shall be initiated within three (3) regularly scheduled working days of the occurrence of the cause of the discharge and discipline, or if the Employer did not have knowledge of said cause at the time of its happening, within three (3) regularly scheduled working days after the Employer becomes aware of the cause for discharge and discipline.

7.8: In the case of a possible discharge, the City shall have up to thirty (30) days to investigate the matter before discharging the employee, and at any time during said period, the City has the option to allow the employee to work. Provided further, the Union may request a special conference with the Mayor or designated representative prior to the employee being discharged. The exception to this paragraph shall be acts of violence or theft.

7.9: In imposing any discipline on a current charge, the Employer will not take into account any prior infractions which occurred more than two (2) years previously. Incidents involving workplace violence, sexual, ethnic, or other harassment, or workplace theft by an employee may be taken into account three (3) years after such incident.

7.10: The parties being mutually desirous of establishing a uniform program dealing with tardiness, hereby agree that late employees will be docked one-tenth of an hour for each six (6) minutes late or part thereof, however employees are not required to work during any docked period unless paid.

7.11: Personnel Records

- A. All employees within the bargaining unit shall have the right to review his/her personnel file every six (6) months if requested by the employee in writing to the Human Resources Department. Such requests shall be granted within five (5) working days of receipt of the written request and shall be scheduled during regular business hours at Dearborn Heights

City Hall. An employee may review his/her file in the presence of the employee's steward.

- B. Employees shall be entitled to copies of materials in their personnel file, and to submit written statements explaining the employee's position if there is disagreement with any material in the file. The statement shall not exceed five (5) sheets of 8 ½ by 11-inch paper and shall only be included as long as the original information is part of the file.
- C. At all times, the confidentiality provisions of the State law shall govern this section.

ARTICLE 8

SENIORITY

8.1: Seniority shall be determined and operated upon a city-wide basis. A new employee shall be regarded as probationary and shall not have seniority until after one hundred and eighty (180) days of continuous employment in the City; if retained thereafter, such employee shall have seniority as of such employee's original date of hire. The City may transfer any probationary employee at any time. A probationary employee may be discharged by the City in its discretion without recourse to this Agreement.

8.2: The seniority of each employee who is employed in the City shall be determined in accordance with the last date of continuous employment as a full-time employee. If more than one employee is hired on the same day, seniority shall be determined by the person with the highest Civil Service test score having highest seniority. If scores are tied the person with the lowest last two (2) numbers of that person's social security number shall have the highest seniority.

8.3: Seniority lists will be brought up to date upon request by the Union not more often than every six (6) months but may be posted more often so that the employees may be acquainted with the current list if any hiring, layoffs, or quits have occurred within this time.

8.4: If a supervisory employee or other City employee has been promoted or transferred to a position excluded from this Agreement from a position covered by this Agreement, and such excluded employee is thereafter laid off or demoted, such excluded employee shall be eligible for a job in the bargaining unit covered by this in accordance with the following:

- A. If the excluded employee left the bargaining unit prior to July 1, 1976, such employee shall return to bargaining unit with all City seniority accumulated with the City from date of last hire through July 1, 1976, notwithstanding whether or not such employee's service was within or without of the bargaining unit.
- B. If the excluded employee left the bargaining unit on or after July 1, 1976, such employee shall return to the bargaining unit with such employee's bargaining unit seniority from date of last hire to the date of leaving the bargaining unit.

- C. It is the intent of the parties that bargaining unit seniority not be earned by employees outside the bargaining unit on and after July 1, 1976; provided, however, nothing in this Section shall affect an employee's seniority for purposes of earning fringe benefits offered on the basis of total City service such as vacations, longevity, etc.
- D. Employees returning to a bargaining unit shall return to the last department and job classification within the department held and at the wage rate of that job as provided for in the then current agreement.
- E. In the event an employee returning to the bargaining unit pursuant to Section IV, Subsection (D) of this article is not more senior than the current incumbent of the job to which such Section IV, Subsection (D) returnee is entitled, such returnee shall return by bumping in accordance with the returnee's Local 290 seniority.
- F. This Section shall not be construed to create a right of return to the bargaining unit where such right does not independently exist, nor shall this Section be construed to preclude a return to the bargaining unit as a new employee.

8.5: Seniority shall be lost upon the happening of any of the following events:

- A. If the employee quits.
- B. If the employee is discharged and the discharge is not reversed through the grievance procedure or decision of the Courts if the matter goes to Court.
- C. If the employee fails to report for work within five (5) days after notice to report has been sent to such employee's last known address by certified mail, according to the City records.
- D. If a settlement with the employee has been made for total disability.
- E. If the employee is laid off and thereafter continually laid off by the City for a period equal to the length of such employee's seniority under the contract at the time of the layoff, except when an employee has less than one (1) year's seniority, such employee will be retained on the call-back list for one (1) year.

8.6: No employee who has acquired seniority shall be transferred out of the division without his/her consent, provided that work is approved within his/her classification and/or unless mutually agreed to by the Union and the City. No new employee shall be hired to fill a position within this division, while a regular employee is laid off and qualified for the job.

8.7: Any employee who has been incapacitated at their regular work, due to injury or compensable disease while employed by the City may be employed in other work in the City which that employee can do, subject to the seniority provision of this Agreement.

8.8: The Pension board cannot set dates-of-hire for purpose of determining seniority or any benefit under this Agreement (except pension). The City agrees that for any persons for whom it is using a Pension Board date of hire for calculating vacations and longevity as of January 13, 1987, will be continued with that date, but no additional persons shall be added. The original date of hire of an employee means date of hire as a full-time employee.

8.9: Each employee shall provide the City with a current address and telephone number upon which the City shall be entitled to rely. Employees shall provide change in either address or telephone number on City forms to be filed with the Human Resources Department.

8.10: Bargaining Unit Employees will provide the social security numbers of spouses and dependents. The City agrees that it will only use social security numbers of spouses and dependents for health care purposes.

8.11: Section IX and Section X changes will be done during work hours as approved by Management.

8.12: Civil Service for Promotional Opportunities

- A. Promotional examinations shall be limited to current City employees who meet the minimum requirements listed in the class specification for the class being tested.
- B. Competitive examinations shall relate to those matters which fairly test the relative capacity and qualifications of the applicants. Competitive examinations, in accordance with the General Government Civil Service Commission, will include a written examination and an oral board. The written examination shall be weighted at fifty percent (50%) and the oral interview should be weighted at fifty percent (50%).
- C. For the written examination, it is agreed that the City of Dearborn Heights should utilize an outside vendor that can provide standardized, nationally validated selection material or can develop a promotional selection process specifically designed for the job being tested.
- D. Eligible employees must score seventy percent (70%) or higher on the written portion. Employees failing to score a minimum of seventy percent (70%) on the written portion shall be disqualified from the promotional process and shall not be allowed to participate in the oral interview.
- E. Eligible employees must have a combined score of seventy percent (70%) or higher to be eligible for promotion.
- F. After the written portion and oral portion have been scored and appropriately weighted, each eligible employee shall have 1/12 (one-twelfth) point for each month of service as a full-time employee with the City of Dearborn Heights, including probationary time, added to their overall score. There shall be no maximum cap for these seniority points.

- G. The eligibility list for promotions shall expire two (2) years from the date that it was established and certified by the Dearborn Heights Civil Service Commission.

ARTICLE 9
LAYOFF & RECALL

9.1: Whenever it becomes necessary to reduce the working force in any department of City Service, the City shall lay off the affected employee(s) in accordance with these provisions:

- A. Notwithstanding the President's respective position on the seniority list, the President shall have top seniority for the purpose of lay off and rehire so long as there is work available which the President is able to perform.
- B. Employee(s) within the affected Department(s) may request in writing preferential layoff out of line of seniority. Said requests shall be granted in seniority order. If granted the City shall not contest the employee(s) eligibility for unemployment compensation. Employee(s) accepting voluntary layoff shall not be recalled until normal recall procedures apply. Nothing in this section shall be construed to constitute a waiver of such employee(s) recall rights.

All layoffs shall be governed first by seniority, second by ability, and third by desire unless specifically addressed in this contract. The City and the Union agree that adjustments to this article may occur. Therefore, whenever possible, the employee(s) scheduled for layoff may elect to either accept layoff, or bump, based on total bargaining unit seniority. For the purpose of bumping the bargaining unit has been divided into primary departments being: 1.) Clerical, 2.) DPW, and subsequently primary departments are further divided into specific groups by classification and pay scale*.

9.2: Bumping Procedure

1. The **initial bump** will be to a less senior position within the employee's **specific group**. If the employee is not senior enough to bump within their **specific group**, the employee may elect to bump a less senior employee within the employee's **primary department**.
2. The **second bump** an employee will then have is to bump the least senior employee in their **primary department**.
3. The **final bump** an employee will have is the ability to bump the least senior employee covered by this contract.

4. Should the City determine, the employee could not satisfactorily perform the job selected, after a trial period of not less than sixty (60) days, the grievance procedure may be applied.
5. If an employee elects to bump into a lower classification, said employee will retain their current wage rate for one (1) year from the date of bump.

***Specific groups pertaining to Clerical and DPW are outlined by classification and wage. See attachments [(D) and (E)].**

9.3: Persons on the payroll as of June 30, 1984, who elect to bump in accordance with the rights provided in this Agreement shall be paid at the unreduced rate of the job into which bumping as that rate exists at the time the bump is executed.

9.4:

- A. New hires after July 1, 1984, shall receive the new hire rate no matter what classification or method of achieving that classification until the new hire rate is specifically changed in this Agreement.
- B. New hires after July 1, 1984, who elect to bump in accordance with this Agreement shall be paid at the "new hire rate" of the classification into which they bump and at the new hire progression step rate of that classification which corresponds in time to the new hire progression step of the classification which the bumping unit employee is leaving.

9.5: Only City trained Water Department computer operators will be permitted to bump the Water Department unit employees whose current regularly assigned duties require computer operation. In the event of layoff, the City will be permitted to retain at least two (2) City trained Water Department computer operators on the basis of highest seniority, the remainder may be bumped in accordance with this Agreement, least senior Water Department computer operators first.

9.6: Employees who are scheduled for layoff, may elect in writing to pre-pay their share of premiums for health insurance for two (2) additional pay periods after layoff by having such premiums deducted from their last pay check. The City shall pay the City's share of premiums for health, dental, vision and life insurance for these two (2) pay periods.

9.7: Recall. When the working force is recalled after layoff, employees shall be recalled according to seniority as defined in Article 8. Notice of recall shall be sent to employee(s) at his/her last known address by registered mail. If an individual employee, within five (5) calendar days of notice, fails to return to the classification to which recalled, he/she shall be considered a quit. *See Article 8, Sec. 5(E), pg. 13.

ARTICLE 10
TEMPORARY & PART-TIME

10.1. Temporary employees are those employed for a regular work day and/or regular work week, but not for more than a period of one hundred and eighty (180) calendar days per year, per department except Recreation Department employees. All part-time or temporary employees in any department, except Recreation, shall be subject to this section and paragraph irrespective of funding source. Waivers and exceptions to this section and paragraph shall be made in emergency situations and those situations mutually agreed to by the Union and the City.

10.2:

- A. Under emergency situations, qualified laid off full-time employees will have the right to bump temporary or part-time Recreation Department employees. The bumped position will be a part-time position. The City and the Union will mutually agree to these bumping situations. Furthermore, in the event an employee selects layoff, the City will not contest the employee's eligibility for unemployment compensation. By choosing this option, this negates the employee's right to bump into part-time status.
- B. Except Recreation Department part-time employees, part-time employees are those employed for less than eight (8) hours a day or less than twenty-eight (28) hours a week. (In accordance with ACA) Qualified laid off full-time employees will be offered temporary or part-time positions pursuant to Articles 3 and 9 at the temporary or part-time rate before the City hires a temporary or part-time employee to fill a vacancy. If two (2) or more full-time laid-off employees are equally qualified pursuant to Article 8 and 9, the person with the highest seniority will have first preference for Article 10 positions. If any layoffs occur, part-time and temporary employees must be released prior to full-time employees being laid off, with the exception of the Recreation Department.
- C. Part-time employees shall not be hired for more than one hundred and eighty (180) days and shall not be rehired for six (6) months thereafter. It is hereby further agreed that Recreation Instructors are excluded from the above limitations.
- D. Part-time and temporary employees shall not rank for overtime work when it will take such overtime work away from the regular full-time employees within that department. For the purpose of this Section, the Water Department, Highway Department, and Building & Maintenance Department shall be considered one department; provided further, this Section shall not be used to preclude the use of Building & Maintenance employees for special event overtime service.

10.3: The City will forward to the Union on a semi-annual basis a report of employees identified in City records as non-bargaining unit Temporary or Part-time employees by name, including date of hire and date of termination.

10.4: The City may maintain up to four (4) part-time (limited to twenty (20) hours per week) employees who will be utilized at the sole discretion of the City to engage in clerical and/or custodial roles. Such part-time employees shall be limited to twenty (20) hours per week, (in accordance with ACA) shall not work or bid on Union positions until all provisions of Article 22 have been met, notwithstanding Article 10, Sections 1 and 2(B), which still remains in effect for part-timers in DPW, except Parks & Recreation.

ARTICLE 11
BULLETIN BOARDS

11.1: A suitable bulletin board, agreed upon by the Management and the Union, for the use of the Union shall be erected in a suitable location where employees check in. The bulletin board may be used by the Union to post the following type of notices:

- A. Notices of recreation and social affairs.
- B. Notices of Union elections, appointments and results of Union elections.
- D. Notices of Union hearings & meetings, provided that additional notices may be posted by mutual consent.

11.2: Seniority lists will be posted on this bulletin board.

11.3: Bulletin boards shall not be used by the Union or its employees for disseminating, posting, or distributing pamphlets or political matter of any kind whatsoever or for advertising.

11.4: If the Union so desires and if suitable space is available, the City shall furnish space to the Union for a locked cabinet where its records pertaining to its dealings with the City may be kept; the City takes no responsibility for the safety of the contents thereof.

ARTICLE 12
MISCELLANEOUS

12.1:

- A. If for any reason there is insufficient work in an employee's classification to permit full-time employment, it shall be the policy of the City and the Union to hereby agree that the employees shall work at other classifications as assigned.
- B. In case of absences or emergency situations, the City shall have the right to assign by seniority, full-time employees to work outside the classification and pay the higher rate.

12.2: All of the following Department's employees (excluding clerical) must have a current Commercial Drivers License:

Highway
Building and Maintenance
Water
Mechanics
Meter / Repair

Any additional DHPEA employee who wishes to be on the auxiliary overtime call-in list must have a current Commercial Drivers License.

- A. The City will reimburse the cost of the required driving skills test and CDL group license and endorsements.
- B. Where a driving skills test is required, the employee will be permitted to utilize the appropriate city vehicle.
- C. An employee who drives a city vehicle and is made aware of having a restricted driving license, must notify the City within five (5) City Hall business days of his or her restricted license status.

12.3: Pay periods shall be bi-weekly for all employees. Pay days will be on Fridays.

12.4: This Agreement shall be the sole and exclusive method for effectuating, administering, and enforcing of any of the rights, duties, and obligations contained within this Agreement. It is the intention of the parties, at the request of the Dearborn Heights Public Employees Association, that this Agreement supersede and replace the system administered by the Municipal Employee's Civil Service Commission in cases other than an individual's entry into the service of the City.

12.5: Whenever the word he or employee is used in this Agreement, it shall be deemed to include both male and female gender.

12.6: Whenever the word Steward is used in this Agreement, it shall be deemed to include the President.

12.7: As acceptance of the total proposed package, the City will be creating up to three (3) "floater" positions (name to be determined later). Up to two (2) positions may be created from already defined DHPEA employee job descriptions. The floater positions will be used for and from the clerical, animal control and jail guard positions. The clerical and the animal control and the clerical and the jail guard positions will not be combined. These positions will be determined through a job description evaluation that will include input from the employee, the department head, the Human Resource Director and the Mayor. At any time during the job description analysis, the Union will have the right to view and/or receive copies of any of the information compiled.

The wages of these floater positions have yet to be determined but will be reflected in the jobs and job descriptions that they are fulfilling.

- This article will be left as an open item if the contract is settled before the analysis and the negotiations of this item is agreed upon. The job description shall be completed by June 30, 2008. Upon completion, the revised job descriptions shall be presented to the Union. Any changes in wages, hours or conditions of employment will be negotiated with the Union.

12.8: Effective November 20, 2017, the City of Dearborn Heights agrees to pay any employee with eight (8) or more years of service an additional two percent (2%) on top of the employee's base wage for serving as Senior DHPEA Personnel. This pay will be effective upon ratification for 2017 and calculated on or before October 1st of each year thereafter.

12.9: Training Days for Clerical Staff. The City is offering four (4) Fridays per year (excluding the months of December and July) for the purposes of providing training, skill development, learning new or deeper software application, as well as required topics of training such as sexual harassment training, workplace violence training, customer service training, etc. These days shall be paid at straight time for four (4) hours and time and half for four (4) hours. Training dates shall be set by January 1 for the preceding year.

ARTICLE 13

WORKING HOURS AND OVERTIME

13.1: Effective, September 29, 2011, the standard work day and work week for clerical and custodial employees shall be four (4) days per week, Monday through Thursday, 8:00 a.m. to 5:00 p.m. They will be paid thirty-six (36) hours per week.

- A. Effective, September 29, 2011, the standard work day and work week for all other hourly employees shall be eight four (4) days per week, Monday through Thursday. They will be paid thirty-six (36) hours per week. The City may avail itself of an exception by having one mechanic and up to one code enforcement officers (part time or full time) who may be required to work either Tuesday through Friday or Wednesday through Saturday when notified in advance. The City may have one custodian position assigned to the Police Department and up to two(2) clerical positions assigned to the Police Department who may be required to work Tuesday through Friday. Selection shall be first by volunteers by high seniority and if there are no volunteers, the City will require by low seniority in grade.
- B. A mechanic working a Tuesday through Friday, or a Wednesday through Saturday schedule shall not be paid overtime for their regularly scheduled work hours.
- C. A Code Enforcement Officer working a Tuesday through Friday, or a Wednesday through Saturday schedule shall not be paid overtime for his or her regularly scheduled work hours.

- D. A general laborer, crew leader, light equipment operator or heavy equipment operator shall have a rotating work schedule for a six (6) month duration to consist of either a Monday through Thursday, or a Tuesday through Friday schedule. Work shifts shall be selected by position, then by seniority with the exception that new hires serving a probationary period shall be assigned by the City for the period of their probation.

Employees shall submit their shift request one-hundred twenty (120) days in advance of the shift change. If an employee is going to be absent (vacation, illness, etc.) during the shift selection period, it shall be his/her responsibility to make his/her immediate supervisor aware of the shift preference. Failure to do so will result in the employee being assigned a shift, regardless of seniority, but maintaining the same position (i.e., heavy equipment to heavy equipment, crew leader to crew leader, etc.).

The City shall notify the employees of the shift change as soon as possible but no later than ninety (90) days prior to the shift change. See the chart below:

Shift Schedule	Employee Request Due	Notification to Employee Due	Implement Shift Change
January to June	September 1 st	September 15	January 2 nd
July to December	March 1	March 15	July 1 st

The City shall determine the number of positions needed for Monday through Thursday, and Tuesday through Friday for DPW. For July 1, 2024, the following shall be the crews beginning with July 1, 2024 and may be adjusted at each 6 month rotation period (see chart).

Department	Monday – Thursday	Tuesday – Friday
Highway	(3) Heavy Equipment (2) Light Equipment (2) General Laborers	(2) Heavy Equipment (3) Light Equipment (2) General Laborers
Water	(2) Crew Leaders (2) Heavy Equipment (3) General Laborers	(1) Crew Leader (1) Heavy Equipment (3) General Laborers
Building & Maintenance	(1) Crew Leader (1) Light Equipment (3) General Laborers	(1) Crew Leader (3) General Laborers

The Director of Human Resources, the Director of Department of Public Works, and two (2) union representatives shall meet and confer prior to a change in crew configuration.

13.2: The Employer may schedule overtime work and payment for such overtime work shall be in accordance with the following:

- A. All work performed in excess of the normal work day as defined above shall be paid at the rate of one and one-half (1 ½) times the normal rate up to sixteen (16) hours of continuous work and two (2) times the normal rate thereafter.
- B. All work performed on a Saturday shall be paid at the rate of one and one-half (1 ½) times the normal rate of pay up to sixteen (16) hours of continuous work and two (2) times the normal rate thereafter, and all work performed on a Sunday shall be paid at the rate of two (2) times the normal rate of pay.
- C. All work performed on a holiday shall be paid at the rate of two (2) times the normal rate plus holiday pay. After eight (8) hours, the rate of pay on holidays shall be three (3) times the normal rate of pay.

13.3: It shall be the policy of the City to work hourly employees thirty-six (36) hours per week.

13.4: Any employee called in for emergency work will be provided a minimum of four (4) hours pay. Employees will not be paid for more than one call-in pay in a twenty-four (24) hour period. The twenty-four-hour period to begin and end at midnight.

13.5: The starting time for hourly rated employees shall be as follows:

Water	7:00 a.m.
Highway	7:00 a.m.
Building/Maintenance	7:00 a.m.
Mechanics	7:00 a.m.
Meter/Repair	8:00 a.m.

(Concurrence of starting time to 7:30 a.m. for summer months for Meter/Repair) Office Staff (All locations) 7:30 a.m./8:00 a.m.*

***Staffing to be determined by City with emphasis on job tasks. Seniority preference where two (2) persons of the same classification/task assigned.**

13.6: All employees working a full duty shift shall be entitled to two (2) rest periods per shift, excluding a lunch period. These periods shall not exceed fifteen (15) minutes in length and take place in the area of assigned activity, with one (1) to be taken no earlier than two (2) hours after the start of the full duty shift and one (1) to be taken after the scheduled lunch period. For each four (4) hour period of overtime, the employee shall be entitled to one (1) additional rest break of fifteen (15) minutes, to be exercised at the discretion of the employee. Abuse in break time will be subject to discipline as determined by the City, as per Article 7.

13.7:

- A. The Union recognizes the necessity to work overtime on occasion(s) and agrees to provide overtime lists to the City for the procurement of the necessary personnel.
- B. Overtime, within classification and by department, will be offered by means of the provided overtime lists, changing weekly by rotation. The District Steward shall be responsible for the creation of such lists and shall provide a copy to Management upon request.
- C. The City will use full-time employees by Department and classification for such overtime when available but reserves the right to go to other departments or to use part-time help if full-time employees refuse the overtime.
- D. The City will make an attempt to secure overtime on a voluntary basis, however, during emergencies (snow and ice removal, floods, water main breaks and sewer stoppages, removal of fallen trees, or similar emergencies), the City has the right to make a mandatory request for employees to report for the above listed emergencies after failing to secure volunteers for the overtime.
- E. If an employee refuses overtime on a day other than such employee's regularly scheduled work days, the City does not have to offer overtime to such employee until the employee returns to work for one complete regularly scheduled shift. Any employee who is off work due to illness, vacation, or other paid leave shall not be eligible to be called for overtime work until that employee returns to work and completes one full shift following such absence.
- F. An employee shall not work more than sixteen (16) continuous hours of time. If an employee works his or her normal scheduled shift and is released for at least four (4) hours before being called in to work an overtime shift, then the employee's clock will start upon starting his or her overtime shift. If an employee's overtime shift rolls over to his or her regularly scheduled shift, then the employee will be released when he or she reaches sixteen (16) hours of time for at least an eight (8) hour rest period without loss of pay and will not be charged sick, vacation, personal or compensatory time. In cases of emergency where an employee is required to work more than sixteen (16) hours, he or she will be upgraded to two-times (2x) pay until he or she is released for at least an eight (8) hour rest period. See below for examples.
 - Ex 1. An employee who worked a normal shift of 7:00 a.m. to 3:30 p.m. on a Tuesday and is released at 3:30 p.m. and is then called in to work overtime at 7:30 p.m. and is not released before his or her shift start time on Wednesday, will be released from work for rest at 11:30 a.m. until the end of his or her shift without the loss of pay.

- Ex 2. An employee who was called in to work overtime on a Saturday at 5:00 a.m. and who, due to an emergency is unable to be released at 9:00 p.m., will continue to work overtime at two-times (2x) pay until he or she is released for at least eight (8) hours of rest time.

13.8: Shift Differential:

- A. Afternoon Shift: \$0.15 extra per hour for hourly rated employees in all departments.
Midnight Shift: \$0.25 extra per hour for hourly rated employees in all departments.
- B. Secretary serving on commissions, committees, etc.:
 - 1. \$40.00 initial meeting fee for meetings held after normal working hours. If meeting is held during normal working hours, this initial fee is waived.
 - 2. \$10.00 per hour fee for each additional hour or part thereof for meetings lasting beyond one hour.
 - 3. For commissions meeting during normal working hours, \$10.00 per hour or part thereof for meetings extending beyond normal working hours.
 - 4. Transcription of notes taken at meetings to be done during normal working hours at no additional fee.
- C. Effective November 20, 2017, the Council Secretary or the employee who is acting as the Council Secretary will be compensated four (4) hours of overtime for each day that he or she attends a City Council Meeting or Study Session. If there is a Study Session scheduled on the same day as a regular City Council Meeting, then he or she will be compensated four (4) hours of overtime for that day. If on any day, the Study Session and/or Council Meeting should be longer than for (4) hours, then the Council Secretary will be compensated time and one-half his or her regular rate of pay each additional hour that he or she works over four (4) hours.

13.9: The City may provide make work projects to keep City employees working without regard to department, excluding vehicle painting; provided, make work projects are distributed fairly.

13.10: When an employee is asked to work in a higher classification for any part of a day, such employee will be paid the rate of higher classification for the day. Unless a special skill is required, the City will first ask down the seniority list by skill and ability and require up the seniority list by skill and ability; provided, this obligation shall exist only for classifications below the classification in which the upgraded work is to be performed.

ARTICLE 14
MANAGEMENT RIGHTS

14.1: Except where limited by this contract and any supplement hereto:

- A. The authority to determine the items to be produced, establish schedules of production, determine the methods, processes, means and places of production, are solely and exclusively in the management.
- B. The parties recognize and agree that there are situations wherein it becomes necessary for City Supervisors to engage in bargaining unit work, and herein agree that Supervisors may engage in such work:
 - 1. To train or retrain bargaining unit employees.
 - 2. In situations where regularly scheduled employees fail to appear for during regular work hours providing all seniority rights have been exhausted.
 - 3. Regularly assigned to and in the Department of Parks and Recreation, provided that during non-regularly scheduled work hours no more than one (1) such Supervisor shall so engage.
- C. The Union recognizes the exclusive right of the City to establish reasonable work rules, determine reasonable schedules of work, determine, and establish methods, processes, and procedures by which such work is to be performed as well as set work standards. The City also reserves the right to make work assignments in emergency situations by seniority.
- D. The City has the right to schedule overtime work as required, and the Union recognizes that many emergency situations can arise. The City has the responsibility in these duty assignments to provide equal compensation for equal work. In cases where an employee considers that these principles are not being observed such employee may seek redress through the grievance procedure.
- E. It is understood by the parties that every incidental duty connected with the assignments cannot always be specifically defined. Nevertheless, subject to the limitations of this Agreement the employees are expected to work these assignments.
- F. The following authority is conferred on City officials:
 - 1. The Charter responsibility of the Mayor as executive officer is for enforcing the laws of the State, City Charter, and Ordinances, recommending an annual budget of appropriations, and the efficient performance of all executive departments, among other executive responsibilities defined by the Charter.

2. The Charter responsibility of the City Council as the legislative body is for the enactment of ordinances, the appropriation of money, and the determination of the City's Budget, among other legislative responsibilities defined by the Charter.
3. The Charter responsibility of the City Council is establishing and amending a classification of positions plan, a compensation plan, an insurance and disability plan, and retirement plan.
4. The Charter responsibilities of the City is determining the functions and organization of the respective departments or divisions.
5. The responsibilities to administer pay and fringe benefit plans, to provide the necessary surveys, research rules, regulations, resolutions, and ordinances for this purpose, subject to the authority of the departments and the City Council.
6. The responsibility for administering charter and ordinance provisions relating to the Retirement Plan and the Insurance and Disability Plan.

ARTICLE 15
SICK LEAVE

15.1: After six (6) months, Union employees shall be entitled to six (6) sick leave days retroactive to their date of hire. Seniority employees shall be credited with one (1) sick leave day per month worked. A month worked is any month in which an employee actually works or is on approved vacation or paid holiday for sixteen (16) or more days. Employees may accumulate up to one hundred and fifty (150) days of unused sick leave days.

November 30th of each year shall be considered the year end. Credit for such sick leave will be compiled November 30th of each year and will be paid in the following manner:

Upon retirement, forced retirement (disability) or death, one hundred percent (100%) of accumulated sick leave days at the prevailing rate. For reasons other than the above, the employee will be paid one-half (½) of accumulated sick leave days upon severance of employment unless discharged for cause.

15.2: Employees shall have four (4) personal days per year not to be accumulated or charged to their sick leave days. These days shall be taken between July 1 and June 30 of each year and shall be scheduled by the employee with at least twenty-four (24) hours advance notice to the City except in employee proven emergency. New employees shall be credited with four (4) personal days on the July 1st next following their date of hire no matter when that date of hire occurs. Personal days do not accumulate, are not charged to sick leave days, and shall be scheduled by the employee with at least twenty-four (24) hours advance notice to the City except in employee proven emergency.

15.3: Any employee injured on the job and the attending physician determines it is in the best interest of the employee not to return to work immediately, the employee shall be paid for a full day's work.

15.4: Should an employee's period of illness extend so that employee's accumulated sick leave days are used up, the employee may make a written request to be paid any vacation time that may be due the employee. The employee will not be required to use vacation time.

15.5: All City employees in the bargaining unit who are injured or become ill in the line of duty as defined by the Worker's Compensation Law shall be carried on the City payroll at no loss of take-home pay for such employee's classification for a period not to exceed one (1) year from date of injury. The employee shall continue to earn vacation leave, longevity pay, hospitalization, life insurance, seniority rights and sick days.

All monies received by the employee from Worker's Compensation or insurance paid for by the City shall be returned in its entirety to the City during the above period.

In the event that such an employee receives disability benefits from any source such as U.S. Social Security Administration or Pension Plan, retroactive or otherwise, the employee shall be liable to reimburse the City for any amounts paid by the City to supplement Worker's Compensation benefits for the period covered by the disability benefits.

15.6:

- A. An employee whose illness extends beyond five (5) working days shall be required to furnish the Employer with a medical analysis, setting forth the nature of the medical condition (not a conclusive statement) and the anticipated prognosis including the ability and anticipated time when the employee will return to work. Also, said employee will be required to set an appointment through the Human Resources Department prior to returning to work and receive proper clearance from the City physician to return to work. No employee will be allowed to return to work prior to written approval by the City physician. Should an employee fail to obtain an appointment through the Administration and see the City physician, they will not be allowed to return to work and will forfeit any and all wages until the City physician has approved that employee to return to the job site. The City will work in full cooperation in scheduling the City physician's appointment, at the earliest time available, in an effort to avoid any loss of wages to the employee.
- B. Employees shall be allowed to use sick time for the reasons enumerated in Michigan's Paid Medical Leave Act, MCL 408.961, et seq., including for the employees' family member's mental or physical illness, injury or health condition; medical diagnosis, care, or treatment of the family member's mental or physical illness, injury or health condition; or preventative medical care for a family member of the eligible employee. In order to use sick time for these purposes, the employee must provide written documentation from the family member's healthcare provider certifying the family member's treatment within three (3) days of the absence.

For purposes of this section, "family member" means (i) A biological, adopted or foster child, stepchild or legal ward, or a child to whom the eligible employee stands loco parentis; (ii) a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an eligible employee or an eligible employee's spouse or an individual who stood in loco parentis when the eligible employee was a minor child; (iii) an individual to whom the eligible employee is legally married under the laws of any state; (iv) a grandparent; (v) grandchild; (vi) a biological, foster, or adopted sibling.

Sick leave shall be used for personal illness of the employee. Abuse of sick leave may result in disciplinary action by the City.

- C. An employee who takes sick leave shall not be entitled to be called for overtime work until such employee has returned to and worked a full day.
- D. The employee shall notify a Supervisor or Designee in their department, prior to their scheduled reporting time, if such employee is to be off sick.

15.7: An employee with one hundred and fifty (150) sick leave days (or contractual maximum for that employee) in that employee's bank on December 31 of any year will, on February 15 of the next year, be paid the excess sick days above one hundred and fifty (150) (or contractual maximum for that employee) at a rate of ½ day's pay for each sick day up to twelve (12) sick days. (Example: Twelve (12) sick days = Six (6) days' pay).

15.8: Employees will not be allowed to reduce their bank below seventy-five (75) days using the buy out program.

15.9: As of the ratification of this agreement, each employee in the bargaining unit will be allowed to use ten (10) sick days per year for the purpose of illness. These ten (10) sick days can be used throughout the course of the annual year without penalty or incidence. When the employee uses more than ten (10) sick days annually, said employee will not be able to use any remaining "banked" sick days without the following verified reasons:

- 1. Written proof of hospitalization or emergency illness;
- 2. Order to appear in District, Circuit, or Federal court;
- 3. Outpatient surgery or hospital-administered, freestanding outpatient surgical center;
- 4. On-the-job injury.

If employees meet these criteria, no "incident" shall be charged to them, nor shall this day be charged against the employee's ten (10) "allowed" sick days per year, if the employee supplies the employer with prior documentation of one of the above four reasons at least ten (10) days in advance. The only exceptions to this rule are emergency situations and contractually approved absences such as

bereavement leave, Article 16, Section 7 sick days used as part of bereavement leave, personal days and disciplinary suspensions. Employees who fail to comply with the above requirements will be charged with an "incident". When an employee reaches his or her ninth (9) allowed sick day, the employee will receive a conference with the City to allow the City to remind the employee of this policy and its disciplinary implications. Any employee who exceeds the ten (10) allowed sick days (excluding approved leaves) or has a pattern of absenteeism will be subject to the City's "no fault" attendance policy explained as follows.

An incidence of absence shall be calculated as follows.

One (1) day = 1 incident

Discipline for the accumulation of an absence incidence shall be imposed as follows.

1 incident - 1 day suspension and city conference
2 incidents - 3 day suspension
3 incidents - 10 day suspension
4 incidents - Discharge or additional discipline.

When an employee has one (1) absence incident, the employee will receive a conference with the City in which the City will provide the employee an opportunity to explain their absence. The person will be given an opportunity to provide a credible written medical opinion (not a conclusory statement) by a medical doctor or doctor of osteopathy as a medical explanation for such incident. This conference will also allow the City to once again explain this policy and its disciplinary implications in case of continued incidents. At this conference the City will either enforce or adjust the "no fault" incident policy at the City's sole discretion.

Discipline for the accumulation of a **tardy** shall be imposed as follows:

3 tardies	-	verbal warning
5 tardies	-	written warning
8 tardies	-	1 day suspension
10 tardies	-	5 day suspension
12 tardies	-	10 day suspension
Over 12 tardies	-	discharge

All incidents of absence or tardies shall be counted in a consecutive twelve (12) month period beginning July 1 and ending June 30.

15.10: The City and the Union agree that an Employee shall be allowed to transfer up to five (5) vacation days into his or her sick time bank on or before December 31, 2011, and each year thereafter. Employees hired after November 28, 2023, shall not be allowed to transfer vacation days.

ARTICLE 16
LEAVES OF ABSENCE WITHOUT PAY

(see also Article 29 for FMLA and ADA)

16.1: Written leaves of absence for a specified purpose and period of time may be granted employees without loss of seniority.

16.2:

- A. Medical leaves shall be granted for a period of up to six (6) months from duties, upon a medical analysis, setting forth the nature of the medical condition (not a conclusive statement) and the anticipated prognosis including the ability and anticipated time when the employee will be able to return to work after the period of absence from a fully qualified physician (M.D. or D.O.). The City shall have the right to require a physical examination each week during the disability if it desires.
- B. Any employee taking a leave will pay health care premiums to the City for all the time the employee is on leave beyond twelve (12) weeks unless for illness or injury. The only exception to this provision is a bargaining unit employee seeking other employment while on approved leave of absence. A bargaining unit employee on such leave will reimburse the City for all health care premiums starting with the next premium due.

16.3: The City recognizes and agrees that it shall provide "forms" upon which the City employee may request a leave of absence. Forms must be obtained from the Human Resource Department. Any employee desiring a leave for any reason shall submit such application in excess of thirty (30) days prior to the date the leave is to commence, and the City shall grant or deny such request within ten (10) days of receipt of the request.

16.4: Whenever an employee shall become pregnant, she shall furnish the City with a certificate from her physician stating the approximate date of delivery, the nature of the work she may do, and the length of time she may continue to work.

- A. She shall be permitted to continue to work in accordance with her physician's recommendation, providing the employer has suitable work available. Sick leave days may be used for the time her physician has recommended the employee to be off the job.
- B. A maternity leave of absence shall be handled in the same manner as a medical leave of absence.

16.5: Employees of the Union elected or selected by the Union to do work which takes them from their employment with the City shall, at the written request of the Union, receive temporary leaves of absence without pay for periods not to exceed two (2) years, and not to exceed two (2) persons. Leaves exceeding sixty (60) days shall be without pay and/or benefits.

16.6: Convention time to be allotted according to policy adopted by the Human Resource Department with Union input, that two (2) elected delegates of the Union be authorized up to five (5) days off with pay to attend a Union convention annually or conference at which their participation is requested.

16.7: All employees shall be entitled to five (5) workdays per funeral to make preparation for the bereavement of an immediate family employee of the employee's family within three hundred (300) miles of the City of Dearborn Heights.

An immediate employee of the family for this purpose shall be deemed a spouse, children, parents, parents-in-law, grandparents, brothers, sisters, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, foster parents, stepfather, stepmother, step-brothers, step-sisters, step-children, grandchildren, and significant other (Definition being, living in the same household even if not related by blood or marriage). Designation of significant other must be made to the Human Resource Department six (6) months prior to requested leave. One (1) additional work day for travel will be given for funerals more than three hundred (300) miles away. Any additional necessary funeral time shall be charged against accumulated sick leave time. The additional time is subject to the approval of the Department Head and the Department Head's refusal to grant the extension is subject to the grievance procedure of this contract. A photocopy or copy of a certified death certificate - or a document signed by a licensed funeral director on funeral home letterhead stating the date of the funeral service, the employee in attendance, or other appropriate documentation and their relationship to the deceased - must be provided to the City by the employee upon their return to work in order for any funeral leave to be granted. Sick time used for the bereavement of aunts and uncles will not be charged as a sick day incident.

ARTICLE 17 **HOLIDAYS**

17.1: Employees will have the following holidays off with pay.

New Year's Day	Veterans' Day
Martin Luther King Jr. Day	Thanksgiving Day
Memorial Day	Christmas Eve Day
Juneteenth (June 19 th)	Christmas Day
4 th of July	Employee's Birthday*
Labor Day	One Floating Holiday**

*Employee's birthday holiday may be taken within one (1) week prior or subsequent to the employee's birthday provided the employee gives the City seven (7) days prior notice.

Employee may use his or her Floating Holiday within seven (7) days of any "holiday**" provided he or she obtains his or her supervisor's approval seven (7) days prior to the date that he or she will be using the benefit. For the purpose of this article, the term holiday refers to traditional federal holidays, as well as

non-traditional holidays.

See Appendix E for a chart of holiday dates for 2024, 2025 and 2026 calendar years.

17.2: The City shall pay holiday premium pay as per Working Hours and Overtime Article 13, Section 2, (C) only on the day given off by the Employer as the holiday.

17.3: If the holiday falls on Saturday, the employee shall have the Friday prior to the holiday off with pay. If the holiday falls on Sunday, the employee shall have the following Monday off with pay.

For those employees on a Tuesday through Friday workweek, a special provision shall apply; if the holiday falls on Sunday or Monday, the employee shall have the following Tuesday off with pay. If the holiday falls on Friday or Saturday, the employee shall, during the week of that holiday, work Monday through Thursday.

For the calendar year of 2026, the Christmas Eve holiday shall be taken on Wednesday, December 23 and the Christmas Day holiday shall be taken on Thursday December 24, 2026.(see Appendix A)

17.4: Seniority employees shall be paid one (1) straight time work day for that employee for all contract holidays. Holidays will be paid at eight (8) hours per day regardless of the day of the week upon which the day may fall.

17.5: To be eligible for holiday pay, an employee must work all scheduled straight time work hours on the work day immediately preceding and following the contract holiday unless on a management previously approved personal day, vacation day, or a sick day confirmed by management's choice of physician or clinic, or unless the holiday falls during a period of illness which has been confirmed by a physician or clinic and extends for a period of ten (10) consecutive workings days excluding holidays.

17.6: Effective July 1, 2022, employees will be paid for two religious observance days of their election. These days will be paid out at the employee's straight time hourly rate. Employees will be required to select their religious observance days at least 60 days in advance of the day they are observing as a religious holiday. It is understood religious observance days are non-accumulative and not eligible for pay-out upon resignation, retirement or termination.

ARTICLE 18
VACATIONS

18.1: Employees will receive paid vacation time off on the following basis, effective January 1st.

As of November 21, 2023 the following vacation schedule shall be implemented:

Years of Service as of January 1	Days Available
Less than 1 year	3 working days combined with Section 5
After 1 year of Service	12 Days
After 2 years of Service	16 Days
After 5 years of Service	21 Days
After 10 years of Service	24 Days
After 12 years of Service	26 days
After 15 years of Service	1 additional day for each year of service after 15 years capped at 31 days

Employees working less than one full year will have the vacation time prorated based on January 1 to December 31 calendar year.

For employees hired after January 1, 2024 the following vacation schedule shall be implemented with length of service determined from the year of entering the bargaining unit.

Years of Service as of January 1	Days Available
After one (1) year	10 days
After three (3) years	12 days
After five (5) years	15 days
After fifteen (15) years	20 days
After twenty (20) years	25 days

18.2: Employees shall be entitled to choose a split vacation or take their entire vacation on a seniority basis. Vacation schedules shall be arranged so they do not interfere with the efficient operation of the department. Vacation schedules shall be prepared and submitted for approval by the 1st day of April each year, with the exceptions as listed below:

For all positions in Department of Public Works which bid for a 6-month schedule assignment of Monday through Thursday or Tuesday through Friday, vacation schedule shall be prepared and submitted for approval as follows:

For January through June, employees shall submit their vacation schedule no later than the 1st day of October of each year. Approved vacation schedule will be posted no later than October 31. Employees who have not submitted their vacation schedule by October 1 will be given vacations on the basis of remaining time available, according to seniority.

For July through December, employees shall submit their vacation schedule no later than the 1st day of April. Approved vacation schedule will be posted no later than April 30. Employees who have not submitted their vacation schedule by April 1 will be given vacations on the basis of remaining time available, according to seniority.

18.3: Vacation period is from January 1st through December 31st. An employee's vacation pay will be based on the employee's regular normal work week. If a holiday falls within an employee's vacation, such employee will be given an extra day's vacation.

18.4: Approved vacation schedules will be posted no later than April 30, (except for DPW employees as stated in Section 2 above). No changes are permitted unless sickness, death or some other condition occurs beyond the control of employee. However, within the framework of maintaining sufficient skills and numbers of employees, consideration will be given to requests to exchange vacations between employees with the same position. Employees who have not submitted their vacation request by May 1st will be given vacations on the basis of remaining time available, according to seniority. Employees desiring a vacation for the period January 1 through April 29 shall request same in the vacation request period immediately preceding the January 1 through April 29 period desired.

18.5: Effective January 1, 2001, employees who have less than one (1) year of service on January 1st of any year shall receive a pro-rated vacation to be used in that calendar year. Proration shall be one (1) vacation day for every month worked for a maximum of five (5) days in addition to the three (3) days as written in the above table.

18.6: On or before December 31, 2022, and each year after, Employees shall have up to seventy-two (72) hours of unused vacation time paid out provided that he or she has at least seventy-two (72) hours of unused time.

ARTICLE 19

INSURANCE

19.1: City shall maintain, for each employee, life insurance coverage of Fifty Thousand Dollars (\$50,000) term life insurance coverage with an additional coverage of Fifty Thousand Dollars (\$50,000) for accidental death and for dis employment. The City shall pay the premium cost for insurance coverage.

Employees who retire from the DHPEA bargaining unit after July 1, 2001, shall receive a fifteen-thousand-dollar (\$15,000) life insurance benefit payable to a beneficiary designated by the retired employee. The City shall pay the premium cost for such insurance coverage.

19.2: Effective January 1, 2018, The City will provide full-time employees the ability to select health insurance coverage from at least four (4) PPO options. At least one of these options will be a PPO with in-network benefits including: a deductible of \$100 single, \$200 family; plan-paid coinsurance of 90%; coinsurance annual maximum of \$500 single, \$1,000 family; office visit copay of \$20; emergency room copay of \$150; and prescription drug copays of \$10 generic, \$40 brand formulary, and \$80 brand non-formulary. Mail order prescriptions will require two copays for a 90-day supply of medication.

- A. One of the four (4) PPO options will also be a Health Savings Account qualified plan.
- B. The City is responsible for the design of the medical plan options not specified in Article XIX with the objective of giving employees a range of options that yield lower payroll deductions.
- C. All active employees will be required to share in the cost of their healthcare through the City in accordance with P.A. 152 as that Act is implemented by the City. In the event P.A. 152 is repealed, the City and the Union agree to open up the contract for negotiations as to health care, only. It is the intent of the City to adopt the hard cap starting January 1, 2018. If the City opts out of PA 152, an affected DHPEA employee will not pay more than five percent (5%) of his or her base wage.
- D. In the event a permanent full-time employee elects to waive coverage under the City's healthcare plan, they shall be compensated at a rate of \$2,500 per contract year if the alternative plan is not with the City. In the case of married City employees, whereby both are eligible to receive benefits, the employee who opts out of the insurance will receive \$1,250. Any increase in the coverage waiver compensation rate (above) shall result in a proportional increase in the compensation offered for employees who are covered by alternate plan with the city. (E.G. if the \$2,500.00 amount goes up, the \$1,250 will rise proportionally.)

19.3: The City will maintain a dental plan providing the following benefit level:

- A. Class I (preventative) – 100% (\$2,500 annual maximum on Class I, II, and III)
- B. Class II (restorative) – 80% (\$2,500 annual maximum on Class I, II, and III)
- C. Class III (major) – 80% (\$2,500 annual maximum on Class I, II, and III)
- D. Class IV (orthodontics) – 75% (\$5,000 lifetime maximum)

19.4: The City will maintain a vision insurance plan that is the same or equivalent to Blue Vision (12/12/12) – VSP. This benefit level includes: one eye exam per year, one pair of contact lenses per year, and one pair of glasses per year.

- A. The City will provide the same vision insurance as current bargaining unit employees or a substantially equivalent program to those retiring as of July 1, 2003, and after.

19.5: The City shall procure and maintain at its own expense an insurance policy providing for each employee for non-duty sickness or accidents, weekly benefits for twenty-six (26) weeks. The weekly short-term disability (STD) benefit level shall be sixty percent (60%) of the employee's weekly base salary (up to five hundred dollars (\$500) per week maximum). STD may only be used when an employee has a continuous, incapacitating serious health condition as certified by a physician. STD cannot be used for an intermittent leave or to care for a family employee. Benefits begin on the eighth (8th) day of non-occupational injury or sicknesses after accumulated sick time and PTO has been exhausted. Medical leaves resulting from an employee's pregnancy shall entitle employees to paid leave for up to six (6) weeks in the case of a normal delivery, and up to eight (8) weeks for a Caesarean Section, or the length of time determined to be medically necessary as certified by the employee's physician. An employee is not eligible for holidays which may occur while he/she is receiving short-term disability payments. Additional sick leave and paid time off are not accrued during periods of short-term disability.

- A. To be eligible for either sickness or accident benefits, an employee must have the following.
1. Achieved seniority and be working full time.
 2. Become wholly and continuously disabled.
 3. Be under a doctor's care and furnish evidence of same upon request.
 4. Furnish the insurer with satisfactory proof of disability upon request.
- B. The employee shall not be eligible for sickness and accident benefits while that employee is:
1. Eligible for unemployment benefits under any unemployment compensation law, or
 2. On layoff, or
 3. On leave of absence, or
 4. Has quit their employment, or
 5. Been discharged for cause, or
 6. Is receiving Worker's Disability Compensation Act Benefits, or
 7. Has accumulated unused sick days.

19.6: Benefits for otherwise eligible new employees shall become effective on the first day following such employee's ninetieth (90) calendar day from date of hire.

- A. Subject to COBRA requirements then existing, when employment is interrupted by layoff, discharge, quit, strike, leave of absence other than maternity leave, all insurance coverage continues for thirty (30) days or until the next premium is due.
 - 1. In the event any employee fails or refuses to make timely payments of employee contributed sums necessary to maintain any insurance coverage, such employee's coverage shall be terminated.

19.7: The City will provide retiree health benefits to employees who have at least twenty-five (25) year of service with the City and who are at least fifty-five (55) years of age at the time of retirement. Retiree health benefits shall consist of medical, dental and vision benefits. The retiree health benefits plan may be adjusted annually to ensure they are the same benefits being offered to then-current DHPEA bargaining unit employees.

Employees who have at least fifteen (15) years of service in the City, including purchased service, are at least fifty-five (55) year of age, and are eligible to retire, shall be eligible for retiree health insurance.

For employees retiring on or after July 1, 2023, cost sharing towards health benefits will be 1.5% of Base Pension which will be paid to the City annually or, if permitted, be deducted from the monthly pension check.

For Employees retiring on or after January 1, 2018, cost sharing towards health benefits will be five percent (5%) of base pension which will be paid to the City annually or, if permitted, be deducted from the monthly pension check. Upon becoming Medicare eligible, the retiree's cost sharing will be reduced to one and one-half percent (1.5%) of base pension.

- A. Healthcare benefits and insurance premium cost share levels at the time of retirement shall be the same as the DHPEA employee had at the time of retirement until reaching Medicare age.
- B. Upon Medicare eligibility, retirees must enroll in Medicare Part A and Part B. A retiree shall be responsible for the costs associated with Medicare and will be responsible for any additional or increased participation costs imposed by the Medicare or other governmentally sponsored health-related programs affecting retirees. Retirees shall be subjected to any and all deductibles as required by Medicare. Medicare-eligible retirees shall receive a Medicare Advantage plan or Medicare complementary coverage.
- C. In the event an employee elects to waive coverage under the City's healthcare plan, they shall be compensated at \$2,500 per contract year if the alternative plan is not with the City. In the case of married City employees, whereby both are eligible to receive benefits,

the employee who opts out of the insurance will receive \$1,250.00.

- D. Employees who retire after July 1, 2024, will not be eligible to receive a cash-in-lieu of electing retiree health benefits.

ARTICLE 20
LONGEVITY

20.1: The City will pay longevity on the following basis effective July 1, 2000.

ON PAYROLL JUNE 30,1985 OR BEFORE		HIRE ON OR AFTER JULY 1, 1985	
2%	after 5 years service	5 years	\$750
3%	after 8 years service	8 years	\$900
4%	after 10 years service	10 years	\$1,050
5%	after 12 years service	15 years	\$1,200
6%	after 15 years service	20 years	\$1,400
6.5%	after 17 years service	25 years	\$2,000
7%	after 20 years service		

20.2: Longevity will be paid in the month of December of each year. Employees who are off the payroll of the City of Dearborn Heights for a period of two (2) months or more in a calendar year shall have their longevity payments reduced by 1/12 for that year for each full month they are off the payroll.

20.3: Employees who are on paid leaves of absence or Worker's Compensation shall be considered as on the payroll.

20.4: Employees returning from unpaid leaves of absence which are of a duration in excess of sixty (60) calendar days in one (1) year shall be required to work sixty (60) calendar days before receiving their longevity payment. Employees who are not on the payroll during the month of December shall receive their longevity pay within thirty (30) calendar days after returning to the job if the employee was off the payroll less than sixty (60) calendar days or more shall receive their longevity pay within five (5) work days following the sixty (60) calendar days required on the payroll period.

20.5: Longevity will be pro-rated if the person dies during or retires from City service. Longevity will not be paid if a person quits or is discharged from City employment.

ARTICLE 21
WAGES & BENEFITS

21.1:

- A. Effective November 21, 2023, a three dollar (\$3.00) an hour increase shall be applied to the 100% of senior employee rate for each position. (see Appendix B)
- B. Effective July 1, 2024 through June 30, 2025, all members of the bargaining unit will receive a one percent (1%) increase on base pay.(see Appendix C)
- C. Effective July 1, 2025 through June 30, 2026, all members of the bargaining unit will receive a one percent (1%) increase on base pay. (see Appendix D).
- D. New Hire Salary Program: The past provision of employees hired after June 30,1984, pay being based on percentage of the 1987 pay scale, shall be discontinued. Effective July 1, 1994, pay for employees hired after June 30, 1984, shall be based on the current senior rate in effect. The identified new hire schedule shall be as follows:

Hire	75%
1 year	80%
2 years	85%
3 years	90%
4 years	95%
5 years	100% of senior employee rate then in effect.
- E. Nothing in this section shall be construed by either party as a requirement for any employee to re-pay the city for any compensation previously received.

21.2:

PREMIUM PAY

- A. Mechanic Premium of \$0.30 plus \$0.05 per State certification to a maximum of five (5) state certifications.

Mechanic with	3 Certificates	\$25.397
	4 Certificates	\$26.397
	5 Certificates	\$27.397

The parties further agree that Article 21(B) of the current CBA shall not apply to Mechanics hired with three (3) or more certificates. It is further understood and agreed by the City and the Union that during the term of this Agreement that all employees hired into the classification of Mechanic: shall have no less than three (3) certificates. This agreement will not displace any employees who may already be in this classification with less than three (3) certificates. The pay rate for said employees shall be consistent with

the 2016-2021 collective bargaining agreement.

- B. Effective November 21, 2023, all Building Maintenance employees, Water Department Meter Reader Leader and Meter Readers shall be compensated an additional seventy-five cents (\$.75) per hour added to his or her base pay for Hazard pay. If a Building and Maintenance Employee cuts grass along the median on Telegraph Road, then he or she will be upgraded an additional twenty-five cents (\$0.25) per hour added to his or her base pay only while he or she completed his or her assignment on Telegraph Road.
- C. Effective November 21, 2023, all Highway employees, Mechanics, Water Department Crew Leaders, Water Department Heavy Equipment Operators and Water Department Laborers shall be compensated an additional seventy-five cents (\$.75) per hour added to his or her base pay for Hazard Pay.
- D. Effective November 21, 2023, all Ordinance Officers shall be compensated an additional thirty cents (\$.30) per hour added to his or her base pay for Hazard pay.
- E. Effective November 21, 2023, all Ordinance Officers who become successfully certified in Animal Control will be compensated an additional seventy-five cents (\$.75) per hour.
- F. Effective November 20, 2017, all employees who successfully obtain and maintain a pesticide applicator certification shall be compensated with an additional ten cents (\$0.10) per hour added to his or her base pay. All employees who obtain and maintain a State of Michigan S-1 License shall be compensated with an additional fifteen cents (\$0.15) per hour added to his or her base pay.
- G. Effective November 21, 2023, all employees assigned to DPW (excluding clerical, meter repair, meter reader) who become certified in the following categories shall be compensated an additional ten cents (\$.10) per hour per certification added to his or her base pay: Hi-lo, Back-ho, Loader, High Ranger, Vactor, Sweeper and Man-lift.

21.3: Certification Training for Clerical Staff

The City shall create a track for clerical staff to increase their skill and content knowledge in a wide variety of topics related to technical and computer skills such as Microsoft 365, BS&A software, or equivalent training. Employees who successfully obtain and maintain a certification shall be compensated with an additional twenty-five cents (\$.25) per hour, per certification, added to his or her base pay. Employees shall not earn more than five (5) certifications.

The employee's wage shall be adjusted the first pay period following the completion of each certification.

The employee can choose a certification track to pursue. This may be completed during normal work hours but shall not be allowed to interfere, delay or disrupt the completion

of normal work tasks. Employees may choose to obtain certifications outside of normal work hours and such time shall not be compensated.

Upon completion of the certification program, the employee will be eligible for an increase in pay while holding the certificate. Certificated programs will be required to be renewed periodically, between one and two years. An employee who holds a certificate may be assigned to short-term project work using the certification skill(s), whose duration may be three (3) to eight (8) workdays. Such work shall be within the classification of the position.

The certification tracks and their duration shall be determined by the City. The City retains the right to change or modify the certification tracks to align with changing technical and computer needs.

ARTICLE 22

FILLING OF VACANCIES

22.1:

- A. For the purpose of promotion and transfer to bargaining unit vacancies, the senior qualified employee shall be selected in accordance with this Article.
- B.
 - 1. The City shall post vacancies which it designates to be filled for five (5) consecutive City Hall business days during which period, seniority employees will have an opportunity to register their interest.
 - 2. There shall be separate postings by classification, title, and department and the posting shall designate the number of vacancies, the shift and rate of pay.
 - 3. A posting shall be presumed to meet the posting obligation until the number of vacancies identified in the posting are filled; provided a posting shall expire twelve (12) months after removal for entry level positions (Laborer and Clerk Typist) and ninety (90) days after removal for positions above entry level.
 - 4. Classification titles posted on or after July 1, 1987, will be filled from the bargaining unit within thirty (30) days following the close of posting.

22.2: The filling of vacancy by promotion.

- A. A promotion shall be to a higher paying position.
- B. The seniority employee who is promoted shall be given a fifteen (15) work day trial period

to determine the following.

1. The employee's ability to perform the job.
 2. The employee's desire to remain on the job.
- C. During the fifteen (15) day trial period, the employee who has been promoted to a new position can revert to the employee's former classification before the expiration of the fifteen (15) day trial period.
- D. If the employee is disqualified during the trial period in the new position, notice and reasons will be submitted to the Union and employee, and the vacancy caused by the disqualification will be treated the same as any other vacancy. If the employee is not satisfied with the reasons for denial, it then becomes a subject for the grievance procedure.
- E. Probationary employees are subject to Article 8, Section 1.

22.3:

- A. An employee that accepts a lateral or downward transfer shall be required to remain in the position for a minimum of twelve (12) calendar months without any option of the employee to revert to another classification unless there are no other internal applicants pursuant to this contract for vacancies in such classification.
- B. An employee that accepts a new classification or position will be paid the rate of that classification.
- C. Pay determinations in this Article apply to employees on payroll of City on or before June 30, 1984, unless specified to the contrary.
- D. Salary for persons on payroll on or before June 30, 1984, will be based on rate for that classification for persons on payroll on or before June 30, 1984.
- E. New hires will be paid in accordance with the "New Hires Salary Program" (Article 21, Section 1, B); provided that their pay will be at the new hire step rate of the classification they are entering which corresponds in time to the new hire step of the classification which such unit employee is leaving.
- F. 1. A lateral transfer is a transfer to a position paying the same base annual salary as the salary the requesting employee is receiving at the time the request is made.
2. A downward transfer is a transfer to a position paying less in base annual salary than the employee is receiving at the time the request is made.

3. Persons accepting a lateral or downward transfer shall have five (5) consecutive work days as trial period in which to decide. The City shall have fifteen (15) consecutive work days to determine employee's ability and desire with respect to the position.
4. Persons accepting a lateral or downward transfer from a frozen position who desire to return to their previous position during the trial period shall make up time spent out of the position plus ninety (90) additional calendar days unless disqualified.
5. Persons disqualified during the trial period in the new position may grieve such disqualification pursuant to the contract grievance procedure.

22.4:

- A. Pending selection in accordance with this Article, the City may fill a promotional vacancy with a temporary appointment not to exceed thirty (30) days.
- B. Bargaining unit employees on an approved leave of absence shall not be considered a vacancy and the City shall be permitted to hold such job open utilizing temporary help for a period not to exceed the length of the approved leave of absence. Such temporary help shall not be subject to the provisions of this Agreement. (The only exception to this provision is a bargaining unit employee seeking other employment while on an approved leave of absence. Said employee will be given thirty (30) days in which to return to that employee's last held position with the City.)

ARTICLE 23 **SPECIAL CONFERENCES**

23.1: Special conferences for important matters will be arranged at a mutually agreed upon time between the President and the designated representatives of the City upon the request of either party. Such meetings shall involve not more than two (2) representatives of the Union. Arrangements for such Special Conferences shall be made in advance, and an agenda of matter to be taken up at the meetings shall be presented at the time the Conference is requested.

Matters taken up in Special Conferences shall be confined to those included in the agenda. These meetings may also be attended by a representative of the Council or a representative of the International Union. Union representatives attending a Special Conference during straight time work hours shall not suffer loss of income.

It is the intent of the parties that they work toward holding the Conferences within ten (10) City Hall business days after receipt of notice.

ARTICLE 24
NO STRIKE - NO LOCKOUT

- 24.1: The City will not lock out employees during the term of this Agreement.
- 24.2: During the term of this Agreement, the Union will not cause or permit its employees to cause, nor will any employee of the bargaining unit take part in a strike.

ARTICLE 25
EMPLOYEE ASSISTANCE PROGRAM

25.1: This program is designed as a cooperative effort between labor and management to provide assistance to employees with personal problems. The ultimate decision of whether to seek professional treatment resides with the employee. The function of the program is to aid the employee in making that decision. The program will be implemented in the following manner:

- A. The Program is implemented only if the employee's personal problems impact upon job performance.
- B. Identification of employees with personal problems should be based on evidence of job performance, objective indication of impairment and self-referral. Once identified, the employee may be referred to designated Union or Management representatives.
- C. One Union and one Management representative, after assessing the problem and determining that assistance may be appropriate, will consult with the employee about the nature of the employee's problems and the availability of treatment. The Program does not provide treatment. The Committee employees profess no diagnostic skill. Employees are referred to appropriate treatment centers for professional assistance and treatment.
- D. Discussions between the employee and the labor management representative concerning an employee's treatment for alcoholism, drugs (controlled substances), or medically verified psychological problems, are to be strictly confidential. Any records concerning these subjects are to be maintained separate from personnel and other files.
- E. The decision to undertake treatment is the responsibility of the employee. The role of the Program is to consult and advise, with the decision to go or not to go to treatment left up to the individual employee.
- F. When a leave of absence is determined to be medically necessary for treatment, medical leave of absence may be sought in accordance with the collective bargaining agreement.

ARTICLE 26
RETIREMENT

26.1: The employees shall be entitled to the same retirement benefits that are currently in effect or negotiated with the City:

NORMAL RETIREMENT BENEFIT

- A. With respect to benefits payable on or after July 1, 1981, one and three-quarters (1 3/4) percent of the employee's average monthly compensation multiplied by the number of that employee's years of credited service.
- B. On and after July 1, 1982, two (2) percent of the employee's average monthly compensation.
- C. On and after July 1, 1983, two and one-quarter (2 1/4) percent of the employee's average monthly compensation.
 - 1. Notwithstanding anything in this Agreement to the contrary, persons hired on or after July 1, 1987 shall be eligible upon retirement to a benefit calculated at two (2) percent of the employee's average monthly compensation.
 - 2. Subject to section C(1) above, employees retiring July 1, 1984 and thereafter, with vested pension benefits, will have the computation factor increased by one-fourth of one percent from 2.25% in effect on June 30, 1984 to 2.50%.
 - 3. Subject to section C(1) above, employees hired on or after July 1, 1987 who retire July 1, 2000, and thereafter, with vested pension benefits, will have the computation factor increased by one-half of one percent from 2.00% in effect on June 30, 2000, to 2.50%.
 - 4. Final Average Compensation (FAC), used for determining average monthly pension compensation, shall be based on the employee's best three (3) out of all years of service for employees retiring October 1, 2011, and thereafter. For employees hired on or after July 1, 2022, the Final Average Compensation (FAC) used for determining average monthly pension compensation shall be calculated using the employee's highest three (3) consecutive years of earnings from the employee's last ten (10) years of employment earnings excluding overtime and other fringe benefits.

5. Lump-Sum Payouts: Upon leaving City service, lump sum payouts will be as follows.
 - a. 33-1/3% upon termination and 33-1/3% on the next 2 annual anniversaries of such termination.
 - b. The City will pay interest on a declining balance method at the passbook interest rate of the City depository on date of retirement with a minimum rate of 2%.
 - c. Subject to the above, the City shall have the option of paying in full, at any time following employment termination, amounts of \$10,000 or less without interest penalty.
 6. **Surviving Spouse's Benefit.** Upon the death of a City employee who has completed at least ten (10) years of credited service under the retirement plan for employees of the City, and who is survived by a legal wedded spouse to whom that employee has been married continuously during the one (1) year period ending on that employee's date of death, the City retirement plan shall provide a monthly surviving spouse's benefit for the lifetime of the spouse with payment of the benefit commencing on the first day of the month following the month of the employee's death. The surviving spouse shall not receive retiree health insurance benefits, unless the deceased employee was eligible to retire under the Normal or Early retirement provisions of the retirement plan on the day before the day of that employee's death. The amount of the monthly surviving spouse benefit shall be based on the employee's Credited Service on that employee's date of death and shall be determined in accordance with the surviving spouse benefit provisions of the retirement plan (i.e., benefit percentage, early retirement percentage, survivor percentage, etc.) As if the employee had retired on the day prior to the day of that employee's death provided that in the event that the employee dies prior to attaining age fifty-five (55), the benefit shall be determined as if the employee had attained age fifty-five (55) on the day prior to the day of that employee's death. Effective on July 11, 2011, for all employees with twenty-five (25) or more years of service who have not yet reached the age of fifty five (55), the surviving spouse benefit will be sixty percent (60%) of the employees' pension with the rate reduction to be calculated at one-half percent (0.5%) per month between the employees age and age fifty five (55). For all employees with fifteen (15) or more years of service who are fifty (50) years of age or older, the surviving spouse health care benefit will be the normal retirement benefit.
- D. Effective July 1, 2008, the normal retirement minimum age will be fifty-five (55) with twenty-five (25) years of service credit. Effective on July 11, 2011, for all employees with twenty-five (25) or more years of service who have not yet reached the age of fifty-five (55), voluntary retirement will be offered with a rate reduction of one-half percent (0.5%)

per month between the employees age and age fifty-five (55). This provision will not be offered to employees who are terminated with cause. Employees who are terminated with cause will have retirement benefits offered to them as stated in the Ordinance and will receive a rate reduction of one-half (0.5%) per month between the employees' age and age sixty-two (62).

- E. Effective January 1, 2008, employees with thirty (30) years of service credit shall receive an additional one percent (1%) per year credited annually from that employee's thirtieth (30th) credited year of service to that employee's thirty-fifth (35th) credited year of service.
- F. Effective July 1, 2017, employees who have attained the age of fifty-five (55) and who have at least thirty (30) years of credited service shall be eligible for an in-service distribution of his or her pension benefits while he or she continues employment. Employees wishing to elect this option must notify the pension board in writing.

Upon electing this option, the employee understands that his or her pension benefit is frozen and cannot be modified in any way.

- G. The City and the Union agree that any Employee who is employed by the City of Dearborn Heights on or before December 31, 2017, shall be entitled to purchase up to forty-eight (48) total months of previous service time under the following guidelines. Employees will not be eligible to purchase more than a total of forty-eight (48) months including any combination or prior service purchase.

Any employee who is employed by the City of Dearborn Heights on or before December 31, 2017, shall be entitled to purchase up to twelve (12) months of prior "other" service time at a rate of eleven percent (11%) of that Employee's base annual wage provided that employee has elected to purchase this time on or before December 31, 2018.

Any employee who is employed by the City of Dearborn Heights on or before December 31, 2017, shall be entitled to purchase up to twelve (12) months of prior "other" service time at a rate of twelve percent (12%) of that Employee's base annual wage provided that employee has elected to purchase this time on or before December 31, 2018.

Any employee who is employed by the City of Dearborn Heights on or before December 31, 2017, shall be entitled to purchase up to twelve (12) months of prior "other" service time at a rate of thirteen percent (13%) of that Employee's base annual wage provided that employee has elected to purchase this time on or before December 31, 2018.

Any employee who is employed by the City of Dearborn Heights on or before December 31, 2017, shall be entitled to purchase up to twelve (12) months of prior "other" service time at a rate of fourteen percent (14%) of that Employee's base annual wage provided that employee has elected to purchase this time on or before December 31, 2018.

- H. An employee may roll up to one hundred (100) hours overtime at time and half (1 ½) into his or her final average compensation.

ARTICLE 27
SAFETY

27.1: Safety of Vehicles

- A. If a vehicle should be determined as defective and unsafe for use during any tour of duty, the Employee shall cause same to be parked and the vehicle shall remain parked until properly cleared by the Garage Superintendent on duty as fit for road service; provided, that the employees utilizing equipment will report all alleged equipment defects upon mutually agreed form, in triplicate, provided by the City, in writing, not later than the end of their shift; provided further, that in the event any employee refuses to utilize a vehicle, such employee shall provide detailed safety objections in writing. It is understood and agreed that claims of safety defects shall not be utilized as a work avoidance device.
- B. All injuries, vehicle or equipment accidents, shall be reported immediately in accordance with published D.P.W. Policies and Procedures. The police will investigate and file a report identifying how such accident could have been avoided and who was at fault. In the event the police report shows negligence on the part of the employee placing such employee at fault, such employee may be subject to discipline.
- C. When an automobile accident happens, the employee must first notify their supervisor. Second, call the office for a police car if during working hours, or go to a phone and notify the Police Department. After the Police reports are taken, the driver of the vehicle must get the other driver's name, address, phone number, license number, and make of vehicle. The driver must then go to the office and make out an incident report. The incident report must be made before the end of their shift, as long as there are no injuries preventing said employee from making out the report. The report is then turned over to the employee's supervisor who then in turn, turns it over to the Office Manager for typing. The report should then be sent up to the Comptroller's Office within twenty-four (24) hours of incident.

27.2: Safe Work Practices. The parties being desirous of promoting safe work practices hereby agree that employee shall not operate city equipment while under the influence of intoxicating beverages or controlled substances, nor shall City equipment or vehicles be used to transport such items. The parties further agree that employees shall not be permitted to start work if they are under the influence of intoxicants or controlled substances.

27.3: Injuries. When a bodily injury occurs, the employee must first call for a rescue if the injury is serious, if not, notify their Supervisor first. The Supervisor at this time will assess the nature of the injury. If the employee is not seriously injured, the Supervisor will call the office to see if the City doctor is in and an appointment is made immediately for the employee. If the nature of the injury is serious, the employee

is either transported to a hospital by rescue or by a Supervisor. If the employee is physically able, the employee will make out that employee's incident report immediately after returning from seeing the doctor. If the employee is unable to make out a report, the Supervisor in charge of the employee will make out the report. The Supervisor will then turn over the report to the Office Manager for typing. The report should then be sent up to the Comptroller's Office within twenty-four (24) hours of incident or injury.

- A. The President, or his or her designee, shall attend any meeting of the Dearborn Heights Safety Committee as may be requested by the Human Resource Director.

ARTICLE 28

UNIFORMS

28.1:

- A. The City will provide uniforms for the employees assigned to the Department of Public Works in the following positions: General Laborer, Crew Leader, Light Equipment Operator, Heavy Equipment Operator, Meter Reader, Meter Leader Reader, Custodian, Mechanic, excluding clerical. The uniforms shall consist of 10 pairs of pants and 10 shirts for each employee. A weekly rotation of 5 clean sets of pants/shirts shall be provided. Shirts may be a combination of long-sleeve and short-sleeve.

The City will provide one-high-visibility jacket per year to employees in the Department of Public works in the following positions, General Laborer, Crew Leader, Light Equipment Operator, Heavy Equipment Operator, Meter Reader, Meter Leader Reader, Custodian, Mechanic, excluding clerical.

The City will provide a vendor to the worksite for the purchase of new boots and allow up to three hundred dollars (\$300.00) per pair on an annual basis to all employees in the Department of Public works in the following positions, General Laborer, Crew Leader, Light Equipment Operator, Heavy Equipment Operator, Meter Reader, Meter Leader Reader, Custodian, Mechanic,, excluding clerical.

Employees may choose to purchase a pair of boots which cost more than three-hundred dollars (\$300.00) per pair and shall be responsible for paying the difference. New employees shall receive a new pair of boots after ninety (90) days of employment.

- B. Uniforms shall be worn by bargaining unit employees, without exception, on all working days, and on City business only, excluding clerical.
- C. The City will furnish gloves where necessary, and worn-out gloves shall be turned in prior to the issuance of new gloves.

- D. The laundering and maintenance of uniforms shall be the responsibility of the employee.
- E. Foul weather gear shall be made available by the City to necessary personnel in the Department of Public Works and Building Maintenance/Parks employees.
- F. Safety shoes shall be required to be worn by employees assigned to the Department of Public Works and Building Maintenance/Parks Department, except for clerical staff.
- G. A committee of the Department of Public Works Director and one (1) employee to be designated by the Union shall review disputes as to whether or not employees' uniforms are in need of replacement.

ARTICLE 29
FAMILY AND MEDICAL LEAVE ACT AND
AMERICANS WITH DISABILITIES ACT, CDL LANGUAGE

29.1: Americans With Disabilities Act (ADA). This contract shall be in compliance with the Americans With Disabilities Act (ADA). Employees covered by this contract shall be entitled to all rights as contained within this contract. The City and Union shall comply with their obligations under the ADA and recognize the need to reasonably accommodate the disabled, as provided for under the ADA. They agree to meet as necessary during the term of this agreement to discuss any specific problems which may arise in complying with the ADA.

29.2: Family and Medical Leave Act (FMLA).

- A. The City and the Union shall comply with the Family Medical Leave Act (FMLA) and the regulations implementing that, which are specifically incorporated herein. Employee paid time off such as sick days and personal days will be charged for FMLA leave, in accordance with FMLA regulations.
- B. Unpaid FMLA leave will not be granted until all paid time off to which an employee can be charged for FMLA leave is exhausted, with the exception of earned vacation time which will not be charged for FMLA leave, said time to be retained by the employee pursuant to the contract.
- C. Health insurance coverage will be maintained for the duration of the FMLA leave. Upon their return from FMLA leave, employees will be returned to the same or an equivalent position to that which they occupied when the employee commenced the leave in accordance with FMLA regulations.
 - a. Employees shall also remain entitled to all other benefits to which they are entitled under this agreement.

29.3: Commercial Drivers license (CDL). This contract shall be in compliance with the state and federal commercial drivers' license (CDL) laws and regulations. Employees covered by this contract shall be entitled to all rights as contained within the contract. The City and the Union shall comply with their obligations under all CDL laws and regulations. They agree to meet as necessary during the term of this agreement to discuss any specific problems which may arise in complying with state and federal CDL laws and regulations.

ARTICLE 30
TUITION REIMBURSEMENT

30.1: The City shall reimburse employees for the full cost of tuition for courses relating to the employee's work, to be determined by the Mayor's Office and the relevant Department Head. The employee must receive a letter grade of "C" or better for the course to be eligible for reimbursement.

- A. Effective July 1, 2017, Employees wishing to take courses eligible for reimbursement must notify his or her Department Head in writing no later than January 31st of the previous budget year.
- B. Effective July 1, 2017, Employees will not be entitled to tuition reimbursement five (5) years before he or she is eligible to a normal retirement benefit.

ARTICLE 31
TERM OF AGREEMENT

31.1: This Agreement shall become effective July 1, 2023 and will remain in full force and effect until June 30, 2026 whereupon it will terminate unless extended by the parties. Either party may give notice not less than sixty (60) days prior to expiration date of its intent to request negotiations for renewal or modification of this Agreement. This Agreement signed this ____ day of _____ shall remain in effect through and until 11:59 P.M., June 30, 2026.

**DEARBORN HEIGHTS PUBLIC
EMPLOYEES ASSOCIATION
TPOAM**

CITY OF DEARBORN HEIGHTS

By: _____
Cheryl Frank
President, DHPEA, TPOAM

By: _____
Bill Bazzi
Mayor

By: _____
David LaMontaine
Business Agent, TPOAM

By: _____
Lynne M. Senia
City Clerk

Date: _____

Date: _____

APPENDIX A
Holiday Schedules

Holiday	2024	2025	2026
New Year Day	Monday, Jan 1	Wednesday, Jan 1	Thursday, Jan 1
Martin Luther King, Jr.	Monday, Jan 15	Monday, Jan 20	Monday, Jan 19
Memorial Day	Monday, May 27	Monday, May 26	Monday, May 25
Juneteenth	Wed, June 19	Thursday, June 19	Friday, June 19th
July 4th	Thursday, July 4	Friday, July 4	Saturday, July 4
Labor Day	Monday, Sept 2	Monday, Sept 1	Monday, Sept 7
Veteran's Day	Monday, Nov 11	Tuesday, Nov 11	Wed, Nov 11
Thanksgiving Day	Thursday, Nov 28	Thursday, Nov 27	Thursday, Nov 26
Christmas Eve Day	Tuesday, Dec 24	Wednesday, Dec 24	Thursday, Dec 24
Christmas Day	Wed, Dec 25	Thursday, Dec 25	Friday, Dec 25

Note for December 24, 2026, the Christmas Eve holiday will be applied to Wednesday, December 23, 2026. The Christmas Day holiday, December 25, 2026 will be applied to Thursday, December 24, 2026.

APPENDIX B
2023-2024 PAY SCHEDULE

Position	Cert/ Shift	Hazard Pay	Hire 75%	1 Year 80%	2 Years 85%	3 Years 90%	4 Years 95%	5 Years 100%	8 Years 2%
Ordinance		\$0.30	\$18.47 \$34,566.48	\$19.70 \$36,870.91	\$20.93 \$39,175.34	\$22.16 \$41,479.78	\$23.39 \$43,784.21	\$24.62 \$46,088.64	\$25.11 \$47,010.41
Ordinance +ACO	\$0.75	\$0.30	\$19.03 \$35,619.48	\$20.30 \$37,994.11	\$21.56 \$40,368.74	\$22.83 \$42,743.38	\$24.10 \$45,118.01	\$25.37 \$47,492.64	\$25.88 \$48,442.49
Ordinance +Pesticide	\$0.10	\$0.30	\$18.54 \$34,706.88	\$19.78 \$37,020.67	\$21.01 \$39,334.46	\$22.25 \$41,648.26	\$23.48 \$43,962.05	\$24.72 \$46,275.84	\$25.21 \$47,201.36
Ordinance +ACO/Pesticide	\$0.85	\$0.30	\$19.10 \$35,759.88	\$20.38 \$38,143.87	\$21.65 \$40,527.86	\$22.92 \$42,911.86	\$24.20 \$45,295.85	\$25.47 \$47,679.84	\$25.98 \$48,633.44
Crew Leader		\$0.75	\$19.49 \$36,489.96	\$20.79 \$38,922.62	\$22.09 \$41,355.29	\$23.39 \$43,787.95	\$24.69 \$46,220.62	\$25.99 \$48,653.28	\$26.51 \$49,626.35
Cribman		\$0.75	\$19.49 \$36,489.96	\$20.79 \$38,922.62	\$22.09 \$41,355.29	\$23.39 \$43,787.95	\$24.69 \$46,220.62	\$25.99 \$48,653.28	\$26.51 \$49,626.35
Heavy Equipment		\$0.75	\$19.49 \$36,489.96	\$20.79 \$38,922.62	\$22.09 \$41,355.29	\$23.39 \$43,787.95	\$24.69 \$46,220.62	\$25.99 \$48,653.28	\$26.51 \$49,626.35
Light Equipment		\$0.75	\$18.89 \$35,366.76	\$20.15 \$37,724.54	\$21.41 \$40,082.33	\$22.67 \$42,440.11	\$23.93 \$44,797.90	\$25.19 \$47,155.68	\$25.69 \$48,098.79
General Laborer		\$0.75	\$18.53 \$34,678.80	\$19.76 \$36,990.72	\$21.00 \$39,302.64	\$22.23 \$41,614.56	\$23.47 \$43,926.48	\$24.70 \$46,238.40	\$25.19 \$47,163.17
B&M Laborer		\$0.75	\$18.53 \$34,678.80	\$19.76 \$36,990.72	\$21.00 \$39,302.64	\$22.23 \$41,614.56	\$23.47 \$43,926.48	\$24.70 \$46,238.40	\$25.19 \$47,163.17
Sign Man		\$0.75	\$19.17 \$35,886.24	\$20.45 \$38,278.66	\$21.73 \$40,671.07	\$23.00 \$43,063.49	\$24.28 \$45,455.90	\$25.56 \$47,848.32	\$26.07 \$48,805.29
Meter Repair Leader		\$0.75	\$19.49 \$36,489.96	\$20.79 \$38,922.62	\$22.09 \$41,355.29	\$23.39 \$43,787.95	\$24.69 \$46,220.62	\$25.99 \$48,653.28	\$26.51 \$49,626.35
Meter Reader		\$0.75	\$18.70 \$35,001.72	\$19.94 \$37,335.17	\$21.19 \$39,668.62	\$22.44 \$42,002.06	\$23.68 \$44,335.51	\$24.93 \$46,668.96	\$25.43 \$47,602.34
Custodian		\$0.75	\$18.51 \$34,650.72	\$19.74 \$36,960.77	\$20.98 \$39,270.82	\$22.21 \$41,580.86	\$23.45 \$43,890.91	\$24.68 \$46,200.96	\$25.17 \$47,124.98
Custodian w/ Shift Premium	\$0.15	\$0.75	\$18.62 \$34,861.32	\$19.86 \$37,185.41	\$21.11 \$39,509.50	\$22.35 \$41,833.58	\$23.59 \$44,157.67	\$24.83 \$46,481.76	\$25.33 \$47,411.40

Mechanic No Cert		\$0.75							
Mechanic 3 Certificates		\$0.75						\$28.90 \$54,100.80	\$29.48 \$55,182.82
Mechanic 4 Certificates		\$0.75						\$29.91 \$55,991.52	\$30.51 \$57,111.35
Mechanic 5 Certificates		\$0.75						\$30.92 \$57,882.24	\$31.54 \$59,039.88

Clerk 1			\$17.81 \$33,345.00	\$19.00 \$35,568.00	\$20.19 \$37,791.00	\$21.38 \$40,014.00	\$22.56 \$42,237.00	\$23.75 \$44,460.00	\$24.23 \$45,349.20
Clerk 2			\$18.14 \$33,962.76	\$19.35 \$36,226.94	\$20.56 \$38,491.13	\$21.77 \$40,755.31	\$22.98 \$43,019.50	\$24.19 \$45,283.68	\$24.67 \$46,189.35
Clerk 3			\$18.62 \$34,861.32	\$19.86 \$37,185.41	\$21.11 \$39,509.50	\$22.35 \$41,833.58	\$23.59 \$44,157.67	\$24.83 \$46,481.76	\$25.33 \$47,411.40

APPENDIX C
2024-2025 PAY SCHEDULE

Postion	Cert/ Shift	Hazard Pay	Hire 75%	1 Year 80%	2 Years 85%	3 Years 90%	4 Years 95%	5 Years 100%	8 Years 2%
Ordinance		\$0.30	\$18.65 \$34,907.93	\$19.89 \$37,235.13	\$21.13 \$39,562.32	\$22.38 \$41,889.52	\$23.62 \$44,216.71	\$24.86 \$46,543.91	\$25.36 \$47,474.79
Ordinance +ACO	\$0.75	\$0.30	\$19.21 \$35,960.93	\$20.49 \$38,358.33	\$21.77 \$40,755.72	\$23.05 \$43,153.12	\$24.33 \$45,550.51	\$25.61 \$47,947.91	\$26.13 \$48,906.87
Ordinance +Pesticide	\$0.10	\$0.30	\$18.72 \$35,048.33	\$19.97 \$37,384.89	\$21.22 \$39,721.44	\$22.47 \$42,058.00	\$23.72 \$44,394.55	\$24.96 \$46,731.11	\$25.46 \$47,665.73
Ordinance +ACO/Pesticide	\$0.85	\$0.30	\$19.28 \$36,101.33	\$20.57 \$38,508.09	\$21.86 \$40,914.84	\$23.14 \$43,321.60	\$24.43 \$45,728.35	\$25.71 \$48,135.11	\$26.23 \$49,097.81
Crew Leader		\$0.75	\$19.68 \$36,844.33	\$20.99 \$39,300.62	\$22.31 \$41,756.91	\$23.62 \$44,213.20	\$24.93 \$46,669.48	\$26.24 \$49,125.77	\$26.77 \$50,108.29
Cribman		\$0.75	\$19.68 \$36,844.33	\$20.99 \$39,300.62	\$22.31 \$41,756.91	\$23.62 \$44,213.20	\$24.93 \$46,669.48	\$26.24 \$49,125.77	\$26.77 \$50,108.29
Heavy Equipment		\$0.75	\$19.68 \$36,844.33	\$20.99 \$39,300.62	\$22.31 \$41,756.91	\$23.62 \$44,213.20	\$24.93 \$46,669.48	\$26.24 \$49,125.77	\$26.77 \$50,108.29
Light Equipment		\$0.75	\$19.08 \$35,709.90	\$20.35 \$38,090.56	\$21.62 \$40,471.22	\$22.89 \$42,851.88	\$24.16 \$45,232.54	\$25.43 \$47,613.20	\$25.94 \$48,565.46
General Laborer		\$0.75	\$18.70 \$35,015.06	\$19.95 \$37,349.40	\$21.20 \$39,683.73	\$22.45 \$42,018.07	\$23.69 \$44,352.41	\$24.94 \$46,686.74	\$25.44 \$47,620.48
B&M Laborer		\$0.75	\$18.70 \$35,015.06	\$19.95 \$37,349.40	\$21.20 \$39,683.73	\$22.45 \$42,018.07	\$23.69 \$44,352.41	\$24.94 \$46,686.74	\$25.44 \$47,620.48
Sign Man		\$0.75	\$19.36 \$36,234.57	\$20.65 \$38,650.21	\$21.94 \$41,065.85	\$23.23 \$43,481.49	\$24.52 \$45,897.13	\$25.81 \$48,312.76	\$26.32 \$49,279.02
Meter Repair Leader		\$0.75	\$19.68 \$36,844.33	\$20.99 \$39,300.62	\$22.31 \$41,756.91	\$23.62 \$44,213.20	\$24.93 \$46,669.48	\$26.24 \$49,125.77	\$26.77 \$50,108.29
Meter Reader		\$0.75	\$18.88 \$35,341.21	\$20.14 \$37,697.29	\$21.40 \$40,053.37	\$22.65 \$42,409.45	\$23.91 \$44,765.53	\$25.17 \$47,121.61	\$25.68 \$48,064.04
Custodian		\$0.75	\$18.69 \$34,986.70	\$19.94 \$37,319.14	\$21.18 \$39,651.59	\$22.43 \$41,984.04	\$23.67 \$44,316.48	\$24.92 \$46,648.93	\$25.42 \$47,581.91
Custodian w/ Shift Premium	\$0.15	\$0.75	\$18.80 \$35,197.30	\$20.06 \$37,543.78	\$21.31 \$39,890.27	\$22.56 \$42,236.76	\$23.82 \$44,583.24	\$25.07 \$46,929.73	\$25.57 \$47,868.32

Mechanic No Cert		\$0.75							
Mechanic 3 Certificates		\$0.75						\$29.18 \$54,627.77	\$29.77 \$55,720.32
Mechanic 4 Certificates		\$0.75						\$30.20 \$56,537.40	\$30.81 \$57,668.14
Mechanic 5 Certificates		\$0.75						\$31.22 \$58,447.02	\$31.85 \$59,615.96

Clerk 1			\$17.99 \$33,678.45	\$19.19 \$35,923.68	\$20.39 \$38,168.91	\$21.59 \$40,414.14	\$22.79 \$42,659.37	\$23.99 \$44,904.60	\$24.47 \$45,802.69
Clerk 2			\$18.32 \$34,302.39	\$19.55 \$36,589.21	\$20.77 \$38,876.04	\$21.99 \$41,162.87	\$23.21 \$43,449.69	\$24.43 \$45,736.52	\$24.92 \$46,651.25
Clerk 3			\$18.81 \$35,209.93	\$20.06 \$37,557.26	\$21.32 \$39,904.59	\$22.57 \$42,251.92	\$23.82 \$44,599.25	\$25.08 \$46,946.58	\$25.58 \$47,885.51

APPENDIX D
2025-2026 PAY SCHEDULE

Postion	Cert/ Shift	Hazard Pay	Hire 75%	1 Year 80%	2 Years 85%	3 Years 90%	4 Years 95%	5 Years 100%	8 Years 2%
Ordinance		\$0.30	\$18.83 \$35,252.80	\$20.09 \$37,602.99	\$21.34 \$39,953.17	\$22.60 \$42,303.36	\$23.85 \$44,653.55	\$25.11 \$47,003.73	\$25.61 \$47,943.81
Ordinance +ACO	\$0.75	\$0.30	\$19.39 \$36,305.80	\$20.69 \$38,726.19	\$21.98 \$41,146.57	\$23.27 \$43,566.96	\$24.57 \$45,987.35	\$25.86 \$48,407.73	\$26.38 \$49,375.89
Ordinance +Pesticide	\$0.10	\$0.30	\$18.91 \$35,393.20	\$20.17 \$37,752.75	\$21.43 \$40,112.29	\$22.69 \$42,471.84	\$23.95 \$44,831.39	\$25.21 \$47,190.93	\$25.71 \$48,134.75
Ordinance +ACO/Pesticide	\$0.85	\$0.30	\$19.47 \$36,446.20	\$20.77 \$38,875.95	\$22.07 \$41,305.69	\$23.36 \$43,735.44	\$24.66 \$46,165.19	\$25.96 \$48,594.93	\$26.48 \$49,566.83
Crew Leader		\$0.75	\$19.87 \$37,202.24	\$21.20 \$39,682.39	\$22.52 \$42,162.54	\$23.85 \$44,642.69	\$25.17 \$47,122.84	\$26.50 \$49,602.99	\$27.03 \$50,595.05
Cribman		\$0.75	\$19.87 \$37,202.24	\$21.20 \$39,682.39	\$22.52 \$42,162.54	\$23.85 \$44,642.69	\$25.17 \$47,122.84	\$26.50 \$49,602.99	\$27.03 \$50,595.05
Heavy Equipment		\$0.75	\$19.87 \$37,202.24	\$21.20 \$39,682.39	\$22.52 \$42,162.54	ibh #VALUE!	\$25.17 \$47,122.84	\$26.50 \$49,602.99	\$27.03 \$50,595.05
Light Equipment		\$0.75	\$19.26 \$36,056.47	\$20.54 \$38,460.23	\$21.83 \$40,864.00	\$23.11 \$43,267.76	\$24.40 \$45,671.52	\$25.68 \$48,075.29	\$26.19 \$49,036.79
General Laborer		\$0.75	\$18.89 \$35,354.68	\$20.15 \$37,711.66	\$21.40 \$40,068.64	\$22.66 \$42,425.61	\$23.92 \$44,782.59	\$25.18 \$47,139.57	\$25.69 \$48,082.36
B&M Laborer		\$0.75	\$18.89 \$35,354.68	\$20.15 \$37,711.66	\$21.40 \$40,068.64	\$22.66 \$42,425.61	\$23.92 \$44,782.59	\$25.18 \$47,139.57	\$25.69 \$48,082.36
Sign Man		\$0.75	\$19.54 \$36,586.39	\$20.85 \$39,025.48	\$22.15 \$41,464.57	\$23.45 \$43,903.67	\$24.76 \$46,342.76	\$26.06 \$48,781.85	\$26.58 \$49,757.49
Meter Repair Leader		\$0.75	\$19.87 \$37,202.24	\$21.20 \$39,682.39	\$22.52 \$42,162.54	\$23.85 \$44,642.69	\$25.17 \$47,122.84	\$26.50 \$49,602.99	\$27.03 \$50,595.05
Meter Reader		\$0.75	\$19.06 \$35,684.09	\$20.33 \$38,063.03	\$21.60 \$40,441.97	\$22.87 \$42,820.91	\$24.15 \$45,199.85	\$25.42 \$47,578.79	\$25.92 \$48,530.36
Custodian		\$0.75	\$18.87 \$35,326.03	\$20.13 \$37,681.10	\$21.39 \$40,036.17	\$22.64 \$42,391.24	\$23.90 \$44,746.31	\$25.16 \$47,101.38	\$25.66 \$48,043.41
Custodian w/ Shift Premium	\$0.15	\$0.75	\$18.98 \$35,538.74	\$20.25 \$37,907.99	\$21.52 \$40,277.24	\$22.78 \$42,646.49	\$24.05 \$45,015.74	\$25.31 \$47,384.99	\$25.82 \$48,332.69
Mechanic No Cert		\$0.75							
Mechanic 3 Certificates		\$0.75						\$29.47 \$55,160.01	\$30.06 \$56,263.21
Mechanic 4 Certificates		\$0.75						\$30.50 \$57,088.73	\$31.11 \$58,230.50
Mechanic 5 Certificates		\$0.75						\$31.53 \$59,017.45	\$32.16 \$60,197.80
Clerk 1			\$18.17 \$34,015.23	\$19.38 \$36,282.92	\$20.59 \$38,550.60	\$21.80 \$40,818.28	\$23.02 \$43,085.96	\$24.23 \$45,353.65	\$24.71 \$46,260.72
Clerk 2			\$18.51 \$34,645.41	\$19.74 \$36,955.11	\$20.97 \$39,264.80	\$22.21 \$41,574.49	\$23.44 \$43,884.19	\$24.23 \$46,193.88	\$24.71 \$47,117.76
Clerk 3			\$19.00 \$35,562.03	\$20.26 \$37,932.83	\$21.53 \$40,303.64	\$22.80 \$42,674.44	\$24.06 \$45,045.24	\$25.33 \$47,416.04	\$25.84 \$48,364.36

APPENDIX E
CITY OF DEARBORN HEIGHTS

Union Date	Last Name	First Name	Dept	DOH	Rehire	Job Title
1/22/2001	Farkas	Christie	902 WATER TRAN & DISTRIBUTION	01/22/2001		Clerical 1
6/16/2014	Ramos	Sally	215 CLERKS OFFICE+D37	06/16/2014		Clerical 1
1/20/2015	Watt	Tamara	690 RECREATION DEPARTMENT	01/20/2015		Clerical 1
3/21/2016	Covell	Elizabeth	370 BUILDING AND ENGINEERING	03/21/2016		Clerical 1
3/19/2018	Bywalec	Susan	370 BUILDING AND ENGINEERING	03/19/2018		Clerical 1
10/15/2018	Camilleri	Josephine	370 BUILDING AND ENGINEERING	03/20/2017		Clerical 1
12/16/1996	Buchman	Nicole	440 DPW-HIGHWAY DEPARTMENT	12/16/1996		Clerical 2
3/6/2000	Mandell	Darla	302 POLICE DEPARTMENT	03/06/2000		Clerical 3
4/11/2011	Payne	Michelle	302 POLICE DEPARTMENT	02/23/1998		Clerical 3
7/2/2012	Frank	Cheryl	690 RECREATION DEPARTMENT	11/02/1999		Clerical 3
6/4/2014	Bianchi	Michelle	ORDINANCE	06/04/2014		Clerical 2
12/17/2014	Wall	Sheila	Water Supervisor & Clerical	12/17/2014		Clerical 2
8/24/2015	Bell	Janice	COMPTROLLER	08/24/2015		Clerical 2
10/2/2017	McCaffery	Lisa	COMPTROLLER	10/02/2017	10/02/2017	Clerical 2
6/17/2020	Harper	Pamela	901 WATER ADMIN & GENERAL	09/06/2005	06/17/2020	Clerical 2
12/1/2021	Noureddin	Nadia	253 TREASURERS OFFICE	09/06/2018	06/30/2021	Clerical 2
12/12/2022	Fakhouri	Madlyn	253 TREASURERS OFFICE	12/12/2022		Clerical 2
12/19/2022	Pasciolla	Katie	253 TREASURERS OFFICE	12/19/2022		Clerical 2
7/14/2014	Provenzano	Marry	ORDINANCE	07/14/2014		Clerical 2
7/16/1990	Maroncelli	Kimberley	337 FIRE DEPARTMENT	07/16/1990		Clerical 3
2/15/1993	Paul	Mathew	COMPTROLLER	02/15/1993		Clerical 3
1/3/2017	Semeniuk	Georganne	215 CLERKS OFFICE+D37	01/03/2017		Clerical 3
11/2/1998	Klann	Audrey	265 BUILDING MAINTENANCE	11/02/1998		Custodian
3/27/2012	Havlena	Michael	302 POLICE DEPARTMENT	03/07/2012		Custodian
4/25/2022	Milewski	Keith	302 POLICE DEPARTMENT	04/25/2022		Custodian
10/10/2022	Stevens	Christopher	902 WATER TRAN & DISTRIBUTION	10/10/2022		General Laborer
3/13/2023	Fletcher	Scott	265 BUILDING MAINTENANCE	03/13/2023		General Laborer
2/21/2000	Russ	Mark	902 WATER TRAN & DISTRIBUTION	02/21/2000		General Laborer
4/2/2012	Walentowicz	Marc	265 BUILDING MAINTENANCE	10/29/2001		General Laborer
2/8/2016	Winnie	Matthew	902 WATER TRAN & DISTRIBUTION	02/08/2016		General Laborer
10/24/2016	Harris	Lawrence	902 WATER TRAN & DISTRIBUTION	10/24/2016		General Laborer

7/24/2017	Stuart	Anthony	265 BUILDING MAINTENANCE	07/24/2017		General Laborer
2/10/2020	Huynh	Vien	441 DPW-HIGHWAY DEPARTMENT	05/22/2019		General Laborer
1/4/2021	Peppers	Valentine	265 BUILDING MAINTENANCE	04/25/2013		General Laborer
9/7/1993	Laslo Jr.	John	902 WATER TRAN & DISTRIBUTION	09/07/1993		Heavy equipment
8/17/2009	Spehar	Paul	902 WATER TRAN & DISTRIBUTION	08/17/2009		Heavy equipment
8/1/2011	Dombrowski	Jesse	902 WATER TRAN & DISTRIBUTION	05/13/2009		Heavy equipment
8/26/2013	Collins	William	441 DPW-HIGHWAY DEPARTMENT	08/26/2013		Heavy equipment
2/17/2014	Kupchick	Kenneth	441 DPW-HIGHWAY DEPARTMENT	02/17/2014		Heavy equipment
9/21/2015	Craft Jr.	Ben	441 DPW-HIGHWAY DEPARTMENT	09/21/2015		Heavy equipment
1/25/2016	Roberts	Gerald	441 DPW-HIGHWAY DEPARTMENT	01/25/2016		Heavy equipment
3/27/1989	Kennedy	Carl	902 WATER TRAN & DISTRIBUTION	03/27/1989		Leader
6/27/2001	Rockensuess	Christon	265 BUILDING MAINTENANCE	06/27/2001		Leader
3/27/2006	Foley	Richard	265 BUILDING MAINTENANCE	03/27/2006		Leader
2/25/2013	Jackson	David	902 WATER TRAN & DISTRIBUTION	02/25/2013		Leader
12/8/2008	Armstrong	James	265 BUILDING MAINTENANCE	12/08/2008		Light Equipment
1/20/2015	Watt	Daniel	441 DPW-HIGHWAY DEPARTMENT	01/20/2015		Light Equipment
10/24/2016	Sabatini	Joseph	441 DPW-HIGHWAY DEPARTMENT	10/24/2016		Light Equipment
7/24/2017	Zain	Wesley	441 DPW-HIGHWAY DEPARTMENT	07/24/2017		Light Equipment
12/10/2018	Pugh-Haggins	Keir	441 DPW-HIGHWAY DEPARTMENT	12/10/2018		Light Equipment Operator
12/1/2014	Ray	Glen	902 WATER TRAN & DISTRIBUTION	12/01/2014		Mechanic
3/16/2020	Brozek	Andrew	902 WATER TRAN & DISTRIBUTION	10/11/2019		Meter Reader
7/18/2011	Rodriguez Jr.	Rodrigo	902 WATER TRAN & DISTRIBUTION	07/18/2011		Meter Repair
2/9/2015	Bunker	Floyd	ORDINANCE	02/09/2015		ORDINANCE
10/24/2016	Bunker	Robert	ORDINANCE	10/24/2016		ORDINANCE
10/29/2018	Ortmann	Russell	ORDINANCE	09/18/2017	10/29/2018	Ordinance
7/21/2021	Abbott	Kevin	ORDINANCE	06/18/2019	10/27/2020	Ordinance
10/31/2022	Bunker	Elizabeth	ORDINANCE	09/07/2021	09/19/2022	ORDINANCE

Approved for the Agenda of:	TABLED
12/10/2024	Motion No. 24-542

9.C.



Treasurer's Office

TO: Honorable City Council Members

FROM: Lisa Hicks-Clayton, Treasurer

DATE: December 3, 2024

RE: Treasurer Hicks-Clayton - Legal Review of Treasurer's Office Contract

Dear Honorable City Council Members,

Previously the City Council approved a Collection Agency, TrustAltus. Following the approval, City of Dearborn Heights Corporate Counselor Roger Farinha raised some questions. I arranged a phone meeting with TrustAltus attorneys and City of Dearborn Heights Corporate Counselor Farinha. All items were addressed. The Treasurer's office wishes to proceed with TrustAltus. I am very concerned, as the city has \$100,000 in collections due before December 31, 2024 which may not be collected, as those collections will no longer be collectable.

This item, the Treasurer's office contract with TrustAltus has been reviewed by the City of Dearborn Heights Corporate Counselor and I believe is resolved. I am seeking additional municipal attorney's review of the contract. In addition, the elected City Treasurer is the administrator for the Treasurer's office. Respectfully, I wish for the City Council to clarify that the Mayor and or Chief of Staff do not need to review the contract or have oversight of the Treasurer's office contract.

Respectfully Submitted,

Lisa Hicks-Clayton
City of Dearborn Heights, Treasurer
MiCPT, Advanced CPFIM
Harvard, Finance Accounting, Specialization

Attachments:

None

Approved for the Agenda of:	APPROVED
12/10/2024	Motion No. 24-543

9.D.



20th District Court

TO: Honorable City Council Members

FROM: Michelle Adkins, Court Administrator

DATE: November 19, 2024

RE: 20th District Court Judge Plawecki - 20th District Court Part-Time Magistrate Appointment

SEE ATTACHED

Attachments:

1. Appointment of Magistrate - Jessica R. Cheaib

MARK J. PLawecki
DAVID D. TURFE
DISTRICT JUDGES



MICHELLE ADKINS
COURT ADMINISTRATOR
MONA FADLALLAH
MAGISTRATE

20TH DISTRICT OF MICHIGAN
25637 Michigan Ave • Dearborn Heights, Michigan 48125 • (313) 277-7480 • FAX: (313) 277-7141

November 18, 2024

Dearborn Heights City Council
6045 Fenton
Dearborn Heights, MI 48125

Dear Council Members:

Please allow this to serve as a request for approval of the attached Administrative Order appointing Jessica R. Cheaib to the position of Part-time Magistrate for the 20th District Court effective January 3, 2025.

Thank you for your consideration to this request.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Mark J. Plawecki".

Mark J. Plawecki, Chief Judge

MJP/ma

MARK J. PLawecki
DAVID D. TURFE
DISTRICT JUDGES



MICHELLE ADKINS
COURT ADMINISTRATOR
MONA FADLALLAH
MAGISTRATE

20TH DISTRICT OF MICHIGAN
25637 Michigan Ave • Dearborn Heights, Michigan 48125 • (313) 277-7480 • FAX: (313) 277-7141

ADMINISTRATIVE ORDER

Effective January 3, 2025, I hereby appoint Jessica R. Cheaib to the position of Magistrate for the 20th District Court, subject to City of Dearborn Heights Council approval.

A handwritten signature in black ink, appearing to read "M. Plawecki", is written over a horizontal line.

MARK J. PLawecki, Chief Judge

Dated: November 18, 2024

Approved for the Agenda of:	APPROVED
12/10/2024	Motion No. 24-544

9.E.



Libraries

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Michael McCaffery, Director

DATE: November 16, 2024

RE: Library Director McCaffery - Purchase & Payment - Caroline Kennedy Library Shelving

Honorable Mayor and Council

As part of the furniture "refresh" at both buildings, I am requesting authority to purchase a new range of shelves and additional shelves to repurpose existing units for more materials. This would be for the youth and teen area at Caroline Kennedy Library. The furniture is unique and thus the normal three quotes are not available as other furniture either would not fit our existing shelving, or would not be durable enough to stand alone as a unit and properly hold weight.

The shelving in the attached quote has been budgeted for under line 738-738-981.00 for this budget year.

Please authorize an amount not to exceed \$29,157 to be paid to Library Design Associates for shelving at Caroline Kennedy Library.

Thank you for your time and attention.

Attachments:

1. 20240821090654083



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

PROPOSAL

08/21/24

Date P-38712

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
			In accord with our recent meeting, I am pleased to submit the following UPDATED pricing for new shelving components. 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 specified below. Any modification may require an updated proposal. Approximate lead-time is 12 weeks from receipt of complete order, including final finish selections.		
1	16	LDA	36" Wide x 16" actual depth adjustable integral back shelves. Pricing includes installation with magazine cabinets removed prior to arrival.	138.00	2,208.00
2	100	LDA	36" Wide x 8" actual depth sloped divider media shelf. Pricing includes installation with all material and existing shelving removed prior to arrival.	180.00	18,000.00
3	1	LDA	All labor and material required to install a new shelving range in the Young Adult Area. New shelving range to be 3-sections long total. Each section to be 66" high x 36" wide x 24" deep overall. Each section to have (1) 12" deep sloped integral back base shelf, and (4) 9" actual depth integral back adjustable shelves per side. Entire range to have steel shelving tops. Includes (1) new Maple end panel to match the existing. (1) Additional end panel to come from existing at the Library.	8,949.00	8,949.00

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



Telephone: (734) 459-5000

Date P-38712

Proposal No. 2
Page

To City of Dearborn Heights
Attn: Michael McCaffery, Director
E: mpmccaffery@dearbornheightsmi.gov

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.

Matt de Bear

By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.

Page 447 of 487

Approved for the Agenda of:	
12/10/2024	Motion No.

9.F.



Parks & Recreation

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Kim Sower, Director

DATE: November 28, 2024

RE: ~~REMOVED AT MEETING - Parks & Recreation Director Sower - Canfield Center Marquee Sign - Change Order #1~~

I am requesting that this Honorable City Council approve the attached change order in the amount of \$6,250.00 for the Canfield Center Marquee Sign. Also, authorize the Mayor to sign it and authorize the Comptroller and City Treasurer to pay for this out of the 2024-25 Parks & Recreation Budget, account number 691-887.

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

Approved for the Agenda of:	APPROVED
12/10/2024	Motion No. 24-545

9.G.



Parks & Recreation

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Kim Sower, Director

DATE: November 28, 2024

RE: Parks & Recreation Director Sower - Allotment for Youth Sports Programs

I am requesting that this Honorable City Council approve the disbursement of the Dearborn Heights Youth Organizations Allotments as follows:

Dearborn Heights Raiders \$2,455.00
District 7 Flag Football \$1,150.00
Dearborn Heights Soccer Association \$3,380.00

Also, authorize the Comptroller and City Treasurer to pay these funds from the 2024-2025 Parks & Recreation Budget Account #691-887.

Attachments:

None

Approved for the Agenda of:	APPROVED
12/10/2024	Motion No. 24-546

9.H.



Police Department

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Kevin Swope, Police Chief

DATE: November 20, 2024

RE: Police Chief Swope - Dispatch Training Agreement

Honorable Council Chair Baydoun and Council Members:

I respectfully request your approval for the following: Total Response Training

Total Response, formerly Powerphone, is the company that we use for dispatch training. They offer an annual fee for unlimited training. The cost for one year is \$3,385.40.

Currently, we are paying per class, and three of the classes that must be taken every two years total \$1,117.00 per person (EMD \$399.00, FSD \$359.00, LED \$359.00). These three classes are state-mandated, so dispatchers can be in compliance with the State of Michigan. The annual service agreement cost of \$3,385.40 is far less than paying on a per class basis for all of our personnel who are trained as dispatchers.

This plan allows us to add as many users as we would like to Total Response, and it will greatly improve your quality of service to the citizens of Dearborn Heights.

Motion to approve the Total Response Service Plan Agreement between the City and Total Response for \$3,385.40. In addition, authorize the Mayor and Clerk to sign the contract on behalf of the City, which will expire November 2025.

I am requesting a motion to authorize the mayor and comptroller to sign the warrant to expend these payments from the police 911 CNC fund, 101-300-962.010 and authorize the treasurer to pay from this account.

Respectfully submitted,
Kevin Swope Chief of Police

Attachments:

1. Total Response Service Plan Agreement



Service Plan Agreement

2024-11-19

Prepared for:
Chief Kevin Swope
Dearborn Heights Police Department

Document # 22493

Introduction

This document serves as an agreement between Total Response and Dearborn Heights Police Department to transition Dearborn Heights Police Department to Total Response's updated Annual Service Plan which is eligible for renewal on an annual basis. This document provides an overview of the plan and the services it provides.

Total Response's Service Plan

As an existing Total Response customer, Dearborn Heights Police Department will be transitioned to a new Annual Service Plan designed to simplify Total Response system maintenance and training for your agency. This Annual Service Plan includes maintenance of the customer's current Total Response software for call handling and provides access to Total Response's full range of Educational Services. The transition will be led by a dedicated Total Response Customer Service Representative (CSR) assigned to your agency.

Once started, your Annual Service Plan will be in effect on an annual basis. It will renew automatically each year to provide continuity in the use of the Total Response software, training, and technical support.

Technical Support

Your Annual Service plan includes technical support services for your Total Response system, as detailed in the [Total Response Master Services Agreement](#).

Educational Services

As part of your Annual Service Plan, your agency's personnel will be given access to the full catalog of Total Response online training programs as part of our Site Licensed Training offering. Access to all training programs will be available to your personnel throughout the entire period covered by your Service Plan.

Your personnel will have access to:

- Total Response Application Training
- Certification Training in Emergency Medical, Fire Service, and Law Enforcement Dispatch
- Continuing Education courses on specialized topics in emergency communications

Site Licensed Training Orientation Process

Dearborn Heights Police Department will be assigned a dedicated Customer Service Representative (CSR) to help your agency transition to the Site Licensed Training offering. Your CSR will create your agency's training license and conduct an orientation session with your agency's Training Coordinator. This orientation session will review the online training programs available, recommended learning paths for your personnel, and answer any questions your agency has regarding Site Licensed Training. After the orientation session, your CSR will ensure your personnel are assigned to your license so they can begin their online learning.

Maintaining Your Roster

Once your staff is assigned to your agency's license, Total Response will continue to support your agency as personnel changes. As you add new telecommunicators to your staff or others leave, please contact PowerPhone and we will add and remove the necessary personnel from your Education License. Once individuals are assigned to your license, they will have access to Total Response's full portfolio of Total Response online training programs for the term of your Service Plan.

Key Personnel and Responsibilities

Total Response will assign a Customer Service Representative (CSR) who will be in touch with you within 10 business days after this agreement is finalized. To streamline communication during the implementation process, your assigned CSR will be the sole point of contact during implementation. If you have any questions before you are contacted by your CSR, please contact our Customer Success Manager:

Pamela Visel

Email: pam@totalresponse.com

Phone: 203/350-0338



Pricing

Pricing detailed in this agreement expires on 2024-12-09.

Annual Service Plan Pricing

Pricing below is for the first 365 days of your Annual Service Plan. Pricing is subject to change over time. Any changes to your Annual Service Plan pricing will be clearly communicated prior to each renewal period.

Name	Item Number	Price	QTY	Subtotal
Annual Plan: Total Response Software Renewal September 2024 - August 2025; renews annually each September thereafter	TRASWPR	\$599.40	1	\$599.40
Annual Plan: Site Licensed Training Renewal September 2024 - August 2025; renews annually each September thereafter	TRATLR	\$2,786.00	1	\$2,786.00
				\$3,385.40

Subtotal \$3,385.40

Discount \$0.00

Tax \$0.00

Annual Service Plan Total \$3,385.40

Grand Total \$3,385.40

Payment Schedule

Payment #	Milestone	Amount Due	Percentage
1	Service Plan (due net 30 days)	\$3,385.40	100%

- Agency approval code / PO #:
- Total Response's Federal Tax ID #: 06-1121538
- Total Response's W-9 Form: [Total Response W-9](#)

Making Payments

Pay by wire or ACH (Preferred)	
Bank name	Webster Bank
Bank address	28 Durham Rd, Madison, CT 06443
Routing #	221970443
Make payable to	Total Response
Business Checking Account #	0009480375
SWIFT ID	WENAUS31

Pay by check	
Make payable to	Total Response
Mailing address	PO Box 843526 Boston MA 02284-3526

Terms and Conditions

1. **Contracting Parties.** This Implementation Agreement ("Agreement") is binding between the Customer ("Customer" or "Dearborn Heights Police Department") and Total Response as of the date this agreement is signed.
2. **Incorporation by Reference and Integration.** This Agreement is incorporated by reference into and governed by the terms and conditions of the most current Total Response Master Services Agreement ("Master Agreement"), which can be found at <https://www.totalresponse.com/msa>. The provisions of this Agreement supersede any conflicting provisions contained in any other prior or concurrent written or oral agreements unless otherwise noted in this document.
3. **Software, Professional Services, and Educational Services.** Listed in the Pricing section above are the Professional Services and Educational Services for which Dearborn Heights Police Department is agreeing to pay for under the terms outlined in this document.
4. **Definitions.** Capitalized terms in this Agreement have the meaning ascribed to them in the Master Services Agreement unless defined otherwise herein.
5. **Renewal.** This agreement will automatically renew annually unless written notice is provided to Total Response 30 days before the renewal date.

AGREED TO AND ACCEPTED:

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to sign this Agreement.

Please sign below indicating your acceptance of the terms of this Agreement and Authority to enter into this Agreement.

For Dearborn Heights Police Department:

Signature:

Date:

Name:

Title:

For PowerPhone:

Signature:

Date:

Name:

Title:

03/11/2024

Sole Source Justification for Total Response®

PowerPhone is the only vendor to offer and maintain Total Response®, a decision support system that focuses on a multi-service approach. Total Response® includes call handling protocols, software tools, training, and assessment. Each of the following components has either a proprietary approach, is patented, or is unique to the industry:

- The Call Handler Module and Response Advisor tool within Total Response®, an approach and technology for automatic emergency response recommendations are patented (US Patent 7,515,693, US Patent #7,978,826).
- The use of a single blended database in the Total Response® software.
- Exclusive provider of the Total Response® database, delivering protocols based on the chief complaint.
- Total Response® delivers a unique call handling questioning approach through the Initial Survey tab, Primary Questions tab, Secondary Question tab, Vital Signs tab, and Call Closer tab.
- Adapting questions based on caller and developing circumstances.
- The Script Manager Module within Total Response® allows an agency to customize the question sequence in-house and is only available through PowerPhone.
- The Administrator Module and Quality Assurance Modules provide administrative oversight with the ability to review call processes. These are only available through Total Response.
- The Total Response® open Application Programming Interface (API) provides the ability to connect to multiple 3rd party applications.
- Total Response's® Site Licensed Training product, provides unlimited access to exclusive self-paced courses, including exclusive training courses on the use of the Total Response® software.
- Exclusive review process to assess the user's management of PowerPhone's proprietary formula.
- Exclusive provider of 24/7 technical support for Total Response® software.
- Only PowerPhone Implementation Managers can perform the initial training and implementation of the patented software.

Sincerely,



Chris Salafia
President and CEO, PowerPhone

CC: Vice President, Sales & Marketing
Vice President, Development
Vice President, Customer Experience
PowerPhone Medical Director
PowerPhone Chief Legal Counsel

Approved for the Agenda of:	APPROVED
12/10/2024	Motion No. 24-547

9.I.



Police Department

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Kevin Swope, Police Chief

DATE: November 20, 2024

RE: Police Chief Swope - Purchase & Payment - Special Operations Team (SOT) Firearms

I am requesting your approval for the purchase of firearms for the Special Operations Team (SOT) members.

This purchase is for required firearms for the new SOT members. These items have a rather lengthy lead time for procurement and should be started now to make timelines for training.

Glock firearms are a manufacturer-controlled priced item, meaning, regardless of the vendor, the price will be the same.

Our licensed vendor for this type of purchase is CMP.

I, along with Director Vanderplow, am requesting a closed-door session, if necessary, to discuss this item and police equipment such as this should not be discussed in the public sphere.

Motion to approve the purchase and payment of Glock firearms and accessories from CMP Distributors, Inc., for \$6,909.86. In addition, authorize the Mayor and Comptroller or Clerk to sign the necessary warrants, and the Treasurer to issue payment from Account 265-330-831.265.

Attachments:

1. CMP Quote 15226

CMP Distributors, Inc.
16753 Industrial Parkway
Lansing, MI 48906

Phone # 517-721-0970

Fax # 517-721-0974

Quote

Date	Quote #
11/19/2024	15226

Bill To
Dearborn Heights Police Department*** 25637 Michigan Avenue Dearborn Heights, MI 48125

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

Sales Rep	Account #	Terms	Expiration Date	Shipping Terms
MB	975	Net 30	12/19/2024	Drop

Description	Qty	Price	Total
Glock G45MOS Gen 5 - 9mm - Direct Mount - Leupold Delta Point Pro Package Includes: Direct Mount - Leupold Delta Point Pro AMGLO - NTF / NTR - SHS PA455S302MOS11L2	3	916.87	2,750.61T
Glock 19, Gen 5, MOS, 9mm, Glock Fixed Sights, 5.5 LB trigger, w/Front Serrations and 3 Magazines	1	429.00	429.00T
C&H-DPP/EFLX- Mounting Plate - GLOCK	1	69.95	69.95T
Leupold 119688 DeltaPoint Pro Reflex Sight, 2.5 MOA Dot, Matte Black Finish	1	325.50	325.50T
Ameriglo, GL-808 ,9XL height set. Fits all Glock models	1	48.50	48.50T
Glock 43X, 9mm Semi Auto Pistol, MOS, Glock Night Sights, Front Rails, 5.5 Lb Trigger, Black and 2 magazines	3	400.90	1,202.70T
C&H Precision GLX-RMRcc, Glock 43X/48MOS V4 MIL/LEO to Trijicon RMRcc	3	69.95	209.85T
HS507K-X2 Reflex MRS Red,Holosun Technologies, 507K-X2, Red Dot, 32 MOA Ring & 2 MOA Dot, Black Color	3	229.00	687.00T
AMERGLO - GL - 453 - (G43X MOS / 507K)	3	48.50	145.50T

Shipping & Handling Terms: - Freight to be added at time of shipment - Ships UPS Ground	Sales Tax (0.0%)
	Total

This is a quotation on the goods named, subject to the conditions noted below:

1. Pricing is good for 30 days unless otherwise noted.
2. Please include the quote number on all correspondence to insure proper pricing when ordered.
3. To accept this quotation, please sign and return.

Customer Signature

Quote

Date	Quote #
11/19/2024	15226

Bill To	Ship To
Dearborn Heights Police Department*** 25637 Michigan Avenue Dearborn Heights, MI 48125	Dearborn Heights Police Department 25637 Michigan Avenue Dearborn Heights, MI 48125

Sales Rep	Account #	Terms	Expiration Date	Shipping Terms
MB	975	Net 30	12/19/2024	Drop

Description	Qty	Price	Total
Streamlight 69458, TRL 7 HL-X USB, 1000 lumens weapon light (G19 /45)	4	148.75	595.00
Streamlight 69503, TLR7 HL-X USB SUB, 1000 lumens weapon light (G43X MOS)	3	148.75	446.25

Shipping & Handling Terms:	Sales Tax (0.0%)	\$0.00
- Freight to be added at time of shipment		
- Ships UPS Ground	Total	\$6,909.86

This is a quotation on the goods named, subject to the conditions noted below:

1. Pricing is good for 30 days unless otherwise noted.
2. Please include the quote number on all correspondence to insure proper pricing when ordered.
3. To accept this quotation, please sign and return.

Customer Signature _____

Approved for the Agenda of:	Hearing no second, the motion was not considered
12/10/2024	Motion No. 25-548

9.J.



City Council

TO: Honorable City Council Members

DATE: December 4, 2024

RE: American Rescue Plan Act (ARPA) Premium Payment

**ADDITIONAL DETAIL/MATERIAL WILL BE PUBLISHED
WHEN PROVIDED TO THE CLERK'S OFFICE**

Attachments:

None

Approved for the Agenda of:	APPROVED with Amendment
12/10/2024	Motion No. 24-549

9.K.



City Council

TO: Honorable City Council Members

DATE: December 10, 2024

RE: ADDED AT MEETING - Councilman Saab - American Rescue Plan Act (ARPA) Funds Allocation - Vehicles

Motion:

I move that the City of Dearborn Heights allocate \$1,200,000 from its American Rescue Plan Act (ARPA) funds to enhance the operational capabilities of our public safety departments through the procurement of new vehicles. The proposed allocation is as follows:

1. Police Department: Allocate \$900,000 for the acquisition of new patrol and detective bureau vehicles to replace aging units and ensure effective law enforcement operations.
2. Fire Department: Allocate \$300,000 for the upgrade of the fire department's vehicle fleet, enhancing response times and service reliability.

Justification:

The U.S. Department of the Treasury's Final Rule on the use of State and Local Fiscal Recovery Funds (SLFRF) under ARPA permits expenditures for government services up to the amount of revenue lost due to the pandemic. Government services encompass a wide range of activities, including the provision of police, fire, and other public safety services, which explicitly covers the purchase of vehicles for these departments.

Furthermore, the Treasury's guidance provides substantial flexibility for recipients to address local needs, including maintaining infrastructure and purchasing equipment for government operations.

The City of Dearborn Heights is slated to receive \$24.3 million in ARPA funds, intended to support COVID-19 recovery efforts tailored to our community's specific needs.

Investing a portion of these funds in our public safety infrastructure aligns with both federal guidelines and community priorities, ensuring that our first responders are well-equipped to serve and protect our residents effectively.

I respectfully urge my fellow council members to support this motion, reinforcing our commitment to public safety and the well-being of our community.

Respectfully,

Hassan Saab
Councilman

Attachments:

None

Approved for the Agenda of:	APPROVED
12/10/2024	Motion No. 24-550

9.L.



Department of Innovation & Technology

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: David Cooper

DATE: December 10, 2024

RE: ADDED AT MEETING - IT Director Cooper - DUO Hardware Token Funding Modification

SEE ATTACHED

Attachments:

1. Addition - IT Duo Token Funding Modification



Department of Innovation & Technology

Bill Bazzi
Mayor

David R. Cooper
Director of Innovation & Technology

To Honorable Mayor Bill Bazzi
Honorable City Council Members

**Material for Item 9-L
provided to the City
Council 12-10-24**

Date: December 10th, 2024

RE: Amend Motion 24-459

I ask for a motion to amend the method of payment for a previous unanimously approved motion, 24-459 from October 8th, 2024. The previously approved method of payment for the DUO hardware tokens was from account number 101-258-728.001 for a cost not to exceed \$14,913. I ask for the method of payment be changed to the use of American Express points for a cost not to exceed \$7,953.

Respectfully Requested,

David R. Cooper
Direction of Innovation & Technology



City of Dearborn Heights

6045 FENTON • DEARBORN HEIGHTS, MICHIGAN 48127

Lynne M. Senia

City Clerk

TO: IT Director Cooper

FROM: City Clerk Senia *lms*

DATE: October 14, 2024

RE: Managed Detection and Response with Security Awareness Training

The following is a copy of a motion adopted at the Regular Meeting of the Dearborn Heights City Council held on October 8, 2024:

24-459 Motion by Councilman Ahmad, seconded by Councilman Saab to approve the purchase and payment of the two-year upgrade to Managed Detection & Response with the potential need of hardware DUO tokens and Security Awareness Training from BAE Networks for a monthly cost based on \$15.00 per workstation/server per month plus \$50.00 per firewall per month plus \$442.00 per month for Security Awareness Training, with the cost of hardware DUO tokens not to exceed an initial cost of \$14,913.00 and an onboarding cost of \$299.00. In addition, authorize the Mayor and Comptroller or Clerk to sign the necessary documents, and the Treasurer to issue payment from Account 101-258-728.001, as outlined in 9-F. Per IT Director Cooper communication dated September 26, 2024.

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

Nays: None.

Absent: None.

Motion unanimously adopted

LMS/gS

cc: Mayor
Treasurer
Comptroller
BAE
File

Approved for the Agenda of:	REFERRED BACK
12/10/2024	Motion No. 24-551

11.A.



Treasurer's Office

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Lisa Hicks-Clayton, Treasurer

DATE: December 3, 2024

RE: Treasurer Hicks-Clayton - Treasurer's Office Additional Position Resolution

City of Dearborn Heights Council Resolution
Submitted by Treasurer Lisa Hicks-Clayton

WHEREAS, Section 5.12. - Other Departments and Commissions.

The Council shall have the power and authority to establish and create such other commissions and departments when, in its opinion, the proper administration of the business and interest of the City requires. However, no such commission or department shall be created or established which invades or supplants the duties or functions of the various departments and commissions heretofore created;

WHEREAS, Section 4.14. - Departmental Regulations: Hiring of Employees.

Subject to the provisions of this Charter, the department heads, commission or board in charge of the City government shall formulate all rules and regulations required for the organization and conduct of its department and unless otherwise specifically provided to the contrary in this Charter, each department head, commission or board shall hire the necessary employees for his or her department, subject however, to any Civil Service provision that may be hereinafter enacted by the Council in accordance with the Charter.

For the purpose of this section, all of the elective officers of this City shall be considered department heads;

WHEREAS, the City Treasurer Lisa-Hicks Clayton is re-organizing the City Treasurer's office and reassigning its administrative duties and responsibilities to strengthen the internal control process;

WHEREAS, the Treasurer is working on realigning the department's functions according to the best current municipal financial and banking practices;

WHEREAS, the Treasurer's department is in need for an additional full time "Treasurer Department Administrator" to assist building a stronger and more knowledgeable department team to better serve the city as an independent department responsible for the city revenues collections and making sure all expenditures are documented and paid according to the city charter section 8.9;

WHEREAS, the "Treasurer Department Administrator" will be the key department staff in charge of

aligning the financial and banking functions of the Treasurer office with the city comptroller office and maintaining the check and balance between the Mayor/Comptroller administrative duties and the Treasurer office responsibility according to the city charter.

WHEREAS, the City Council recognizing and affirming that the City Treasurer is a dually elected office and report directly to the City Council/the public and it's not a city department under the Mayor authority, rather it's a check and balance totally function as the financial check and balance of the city administrative expenditures. The Treasurer must approve and sign off on all city payments accordingly.

WHEREAS, "Treasurer Department Administrator" position will be an appointment of the City elected Treasurer Lisa-Hicks Clayton or other elected Treasurers exempt from the civil services process, similar to the elected Mayor "Chief of staff" and under the same or similar legislative authority, this appointment will be subject to mandatory re-appointment every 2 years by the elected Treasurer on or before March 1 of 1 st and 3rd year of the Treasurer elect. The appointment shall be submitted in writing to the Clerk's office accordingly;

WHEREAS, the "Treasurer Department Administrator" compensation will be based on full time salary staff of \$45.5 dollars per hour; the salary will distributed base on time allocations and charged to general fund, library fund, water and sewage fund and tax administration fund accordingly;

WHEREAS, the "Treasurer Department Administrator" should have a minimum of Bachelor Degree in Business Administration with concentration in accounting and 5 years of municipal government experience in leadership functions involving budgeting.

WHEREAS, the City Council authorizing the comptroller to amend the treasurer budget and transfer \$60.00 dollars from the city general fund to account 101-253-706.000; and also authorizing the human resources director to process the "Treasurer Department Administrator" appointment pending Treasurer Lisa Hicks-Clayton letter of appointment.

NOW, THEREFORE, BE RESOLVED, the honorable city council members approve the City Treasurer Lisa Hicks-Clayton request and adopt this resolution terms and conditions. And further authorize her to make the appointment in writing.

Attachments:

None

Approved for the Agenda of:	APPROVED
12/10/2024	Motion No. 24-552

11.B.



Clerk's Office

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Michael McCaffery, Director

DATE: December 10, 2024

RE: ADDED AT MEETING - Library Director McCaffery - Caroline Kennedy Library Room
Dedication Resolution

SEE ATTACHED

Attachments:

1. Addition - CK Library Room Dedication



Dearborn Heights City Libraries

Material for Item 11-B
provided to the City
Council 12-10-24

Bill Bazzi
Mayor

Michael McCaffery
Director

DATE: 12/9/2024

TO: Mayor Bill Bazzi
Honorable City Council

Hello

Emmy and Ray Peck have worked for over forty years leading the Friends of the Library, and over twenty years as the President of the Library Advisory Board. Their work has been selfless and dedicated. They have raised hundreds of thousands of dollars for the library through the years in the cause of literacy and education. As far as I am aware they have not missed one meeting until the past few months. They have been stalwart members of our community and helped the library navigate a financial crisis, a pandemic and putting new buildings in place.

I am requesting support of the following council motion:

Whereas: Emmy and Raymond Peck have been working as dedicated volunteers for forty years in the selfless cause of community literacy.

Whereas: Emmy and Raymond Peck have helped the library through more than a few crises.

Therefore: Study Room 2 at Caroline Kennedy Library will be known in the future as:
"The Emmy and Ray Peck Meeting Room"

Thank you for your time and attention.

Michael McCaffery

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

BUSINESS LICENSE RENEWAL APPLICATION

NO. BL-24-000013390

City of Dearborn Heights

6045 Fenton, Dearborn Heights, MI 48127
(313)791-3430



THE FOLLOWING LICENSE(S):

AUTO NEW/USED COUNCIL APPROVAL 65.00

BUSINESS

SAAD AUTO PARTS INC
SAAD AUTO INVESTMENTS LLC
25620 VAN BORN
DEARBORN HEIGHTS, MI 48125

13-A

Approved for
the Agenda of:

12-10-24

TOTAL **\$65.00**

CURRENT LICENSE EXPIRES ON: **January 24, 2025**

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

SAAD AUTO PARTS INC
MOHAMAD SAAD
25620 VAN BORN
DEARBORN HEIGHTS, MI 48125

CITY OF DEARBORN HEIGHTS
6045 FENTON
DEARBORN HEIGHTS, MI 48127
Phone : 313-791-3410

Received From: SAAD AUTO PARTS INC

SAAD AUTO INVESTMENTS LLC

Date: 11/14/2024 Time: 4:32:10 PM

Posting Date: 11/14/2024

Receipt: 1120305

Cashier: ealshaebi

ITEM REFERENCE	AMOUNT
----------------	--------

BL BUSINESS LICENSING 00014723	\$65.00
-----------------------------------	---------

TOTAL	\$65.00
-------	---------

CHECKS 238	\$65.00
------------	---------

Total Tendered:	\$65.00
-----------------	---------

Change:	\$0.00
---------	--------

Invoice #:
00014723

License #:
BL-24-000014030

License Type:
BUSINESS LICENSE

Application Date:
11/14/2024

Expiration Date:
01/24/2026

Fee Items	Amount
AUTO NEW/USED COUNCIL APPROVAL 65.00	\$65.00

PAID
CITY OF DEARBORN HEIGHTS
NOV 14 2024

BY _____ CK # _____

SAAD AUTO PARTS INC
25620 VAN BORN
DEARBORN HEIGHTS, MI 48125

Billing/Invoice Date: 11/14/2024
Total Due: \$65.00



CITY OF DEARBORN HEIGHTS APPLICATION FOR TEMPORARY FOOD TRUCK/TENT/CART LICENSE APPLICATION

NAME OF APPLICANT Samer Alkhasfaji

BUSINESS NAME Burgemati PHONE # 2488542640

LOCATION WITHIN THE CITY (ADDRESS & ZIP CODE) 6609 N Telegraph Rd D.H MI 48127

TYPE OF VEHICLE TO BE USED Truck (if applicable) VEHICLE PLATE # E916337 (if applicable)

HAS THE ABOVE PERSON EVER BEEN CONVICTED OF:

A FELONY: YES _____ NO ☒ A MISDEMEANOR: YES _____ NO ☒

IF YES, BRIEFLY STATE REASON (S) _____

The applicant voluntarily and knowingly is signing this application with full admission and acknowledgment that operating the food truck and/or tent is not in violation of any terms or conditions of probation or parole, if applicable, and is signing under pains and penalties of perjury.

SIGNATURE: [Signature] DATE: 11-20-24

FOR CLERK'S OFFICE USE ONLY

BACKGROUND CHECK:

APPROVED BY: G. Semeniuk DISSAPPROVED BY: _____

DATE: 11-20-24 DEPARTMENT REMARKS: _____

PLEASE SEE NEXT PAGE FOR ADDITIONAL REQUIREMENTS

CITY OF DEARBORN HEIGHTS
6045 FENTON
DEARBORN HEIGHTS, MI 48127
Phone : 313-791-3410

Received From: BURGERATTI
SAMER ALKHAFAJI

Date: 11/20/2024 Time: 4:20:33 PM

Posting Date: 11/20/2024

Receipt: 1120708

Cashier: ea1shaebi

ITEM REFERENCE AMOUNT
BL BUSINESS LICENSING
00014736 \$150.00

TOTAL \$150.00

CASH COMERICA \$150.00
Total Tendered: \$150.00

Change: \$0.00

Invoice #:	License #:	License Type:	Application Date:	Expiration Date:
00014736	BL-24-000014043	BUSINESS LICENSE	11/20/2024	05/26/2025

Fee Items	Amount
TRANSIENT MERCHANT 180 DAYS 150.00	\$150.00

PAID
CITY OF DEARBORN HEIGHTS

NOV 20 2024

BY _____ CK # _____

Billing/Invoice Date: 11/20/2024
Total Due: \$150.00

BURGERATTI





ICHAT

INTERNET CRIMINAL HISTORY ACCESS TOOL

BROUGHT TO YOU BY



Information Provided

Name : Samer Alkhafaji

Date of Birth

Gender

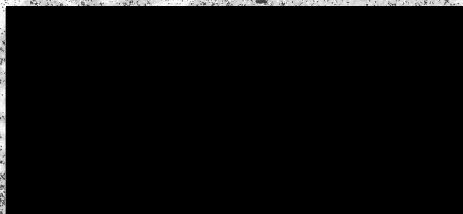
Race

Reason

Amount Paid

Order Date

Miscellaneous No



A SEARCH OF MICHIGAN'S CRIMINAL HISTORY FILE HAS NOT LOCATED A CRIMINAL RECORD THAT EXACTLY MATCHES THE INFORMATION THAT YOU HAVE PROVIDED.

DATE PRINTED:10/6/2024

Page 1

CITY OF DEARBORN HEIGHTS / ELECTRICAL PERMIT APPLICATION
 Department of Building and Engineering
 6045 Fenton Ave., Dearborn Heights, MI 48127
 PHONE #: 313-791-3470 / building.dept@dearbornheightsmi.gov

Applicant is: CONTRACTOR OR HOMEOWNER
 Address of Work: 6609 N Telegraph Rd
 Homeowner: Burgoratti
 Contractor Business Name: Samor Alhagfaji
 Licenseholder / Applicant Name: _____

DATE: 10-7-2024
 EMAIL: _____
 PHONE #: _____
 PHONE #: _____
 SIGNATURE: _____

FIXTURES	FEE	NO.	TOTAL	FIXTURES	FEE	NO.	TOTAL
BASE FEE	\$60.00	1	\$60.00	GENERATOR : INCLUDE KW	\$35		
100 AMP SERVICE	\$40			LOW VOLTAGE / ALARM INSTALLATION	\$50		
101 TO 200 AMP SERVICE	\$60			MINOR WIRING	\$30		
OVER 200 AMP PRIMARY SERVICE	\$70			MOTORS / FRACTIONAL H.P.	\$30		
1 - 25 LIGHT FIXTURES / SOCKETS	\$35			NEON LIGHTS (PER 25')	\$30		
ADDITIONAL SET OF LIGHT FIXTURES/ SOCKETS	\$25			POOL / SPA	\$30		
AC / IAC / FURNACE (CIRCLE ONE)	\$30			SERVICE CABLE: TOP - BOTTOM - RISE - METER	\$40		
ADDITIONAL INSPECTIONS	\$50			SIGN CONNECTION (EACH SIGN)	\$40		
CARNIVAL / FESTIVAL / OUTDOOR EVENT / <u>FOOD TRUCK</u>	\$120	1	\$120	SOLAR PANEL SERVICE	\$50		
CIRCUITS	\$20			SPACE HEAT / RANGES / OVEN (EACH)	\$20		
DISHWASHER	\$20			TEMP SERVICE WITH ROUGH INSPECTION	\$50		
ELECTRIC CAR CHARGER	\$35			WATER HEATER	\$30		
FIRE ALARMS (COMMERCIAL - PER 5)	\$65						
GARBAGE DISPOSAL	\$20						
				TOTAL PERMIT FEE:			<u>180-</u>

Section 23A of the State Construction Code Act of 1972, Act No. 230 of the Public Act of 1972, being Section 125.1523A of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential structure. Violators of Sec. 23A are subject to civil fines.

**** ALL PERMITS MAILED IN BY CONTRACTORS MUST INCLUDE A SELF-ADDRESSED STAMPED ENVELOPE FOR THE PERMIT TO BE MAILED TO YOU.**
\$75 FEE: MISSED INSPECTION / RE-INSPECTION / ADDTL INSPECTION AFTER PERMIT ISSUED

EFFECTIVE: 12/1/2023

CITY OF DEARBORN HEIGHTS
DEPARTMENT OF BUILDING and ENGINEERING
6045 Fenton — Dearborn Heights, MI 48127 — 277-7306

BOND APPLICATION No. 5430

DATE 10-30-23

LOCATION

16009 N. Telegraph

Code 2491

LOT NO. & SUBDIVISION

Burgess

NAME

Samer Alkhafaji

ADDRESS

[REDACTED]

PHONE NO.

TYPE OF BOND

Clean Up

AMOUNT OF BOND \$

500.00

BOND WILL BE FORFEITED (2) YEARS FROM DATE OF ISSUE IF ITEMS OUTSTANDING.

DISPOSITION OF BOND AS FOLLOWS:

DIRECTOR OF PUBLIC WORKS

CLERK

PERMITTEE

FORM NO. 49-1019

ORIGINAL

*Renewing at Council 5-14-24

CITY OF DEARBORN HEIGHTS
Date Entered 10/30/2023 2:29:20 PM
Posting Date: 10/30/2023
Ref STREET PROTECTION BONDS
Receipt 1058620
Amount \$500.00

6045 Fenton • Dearborn Heights, MI 48127
313-791-3470

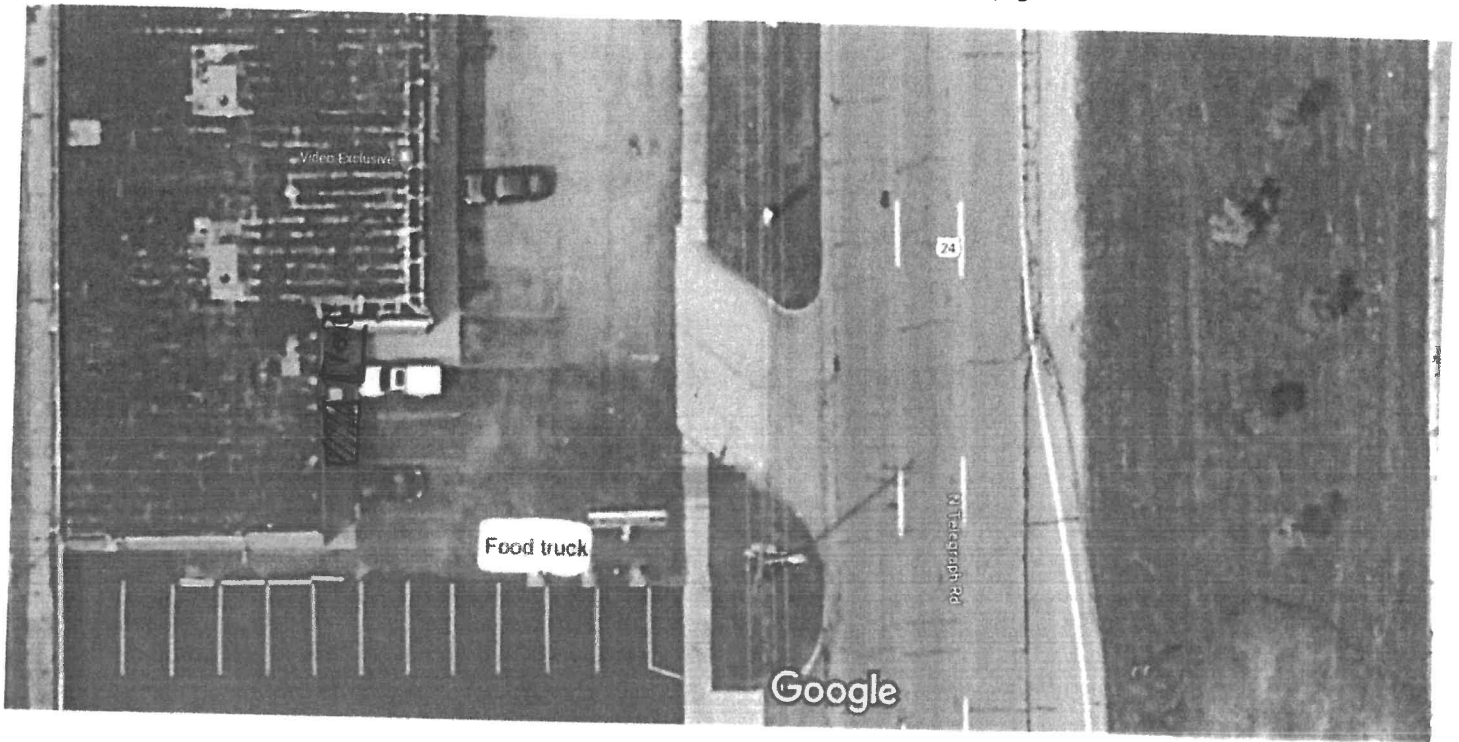
DATE 10-7-24 CLERK KY

NAME	<u>Bungeratti</u>	
QUAN.	DESCRIPTION / ADDRESS	AMOUNT
	BUILDING	
	PLUMBING	
	ELECTRICAL	
	HEATING	
	REFRIG.	
	SIGN	
	DEMO	
	UTILITY / DISRUPT.	
	FIRE SUPPRESS.	
<u>1</u>	FOOD TRUCK <u>6609 N. Telegraph</u>	<u>180</u>
	SIDEWALK / CURB / APPR.	
	PLAN REVIEW ☐ REGIS. ☐	
	PC ☐ ZBA ☐ DEMO ☐	
	MISC. RENTAL REGIS.	
	C/O: RES. ☐ COMM'L ☐ RENTAL ☐	
	VACANT OCCUPIED	
	DATE TIME	
	JOB ADDRESS:	

No. 226829

CITY OF DEARBORN HEIGHTS
Date Entered 10/07/2024 1:30:08 PM
Posting Date: 10/07/2024
Ref BUILDING DEPT RECEIPTS
Receipt 1116238
Amount \$180.00

180



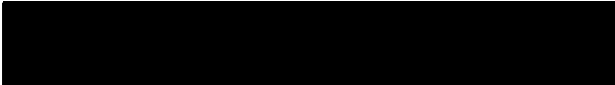
BUILDING & ENGINEERING
DEPARTMENT

APPROVED *EPH*

DATE 11/19/24

EPH
11/30/24

Lease of Parking Space for Food Truck and Trailer

Agreement made on the 30 day of October, 20 23, between
Konja Inc BDA video exclusive of 6609 N. Telegraph road,
(Named of Lessor) (street address)
Dearborn Heights, MI 48127, referred to herein as **Lessor**; and
(city, county, state, zip code)
Samer AlkhaFaji -Burgeratti ,
(Name of Lessee)
, referred to herein as **Lessee**.

Whereas, Lessor is the sole owner of that certain Parking Facility located at 6609 N. Telegraph road
Dearborn Heights, MI 48127
(street address, city, county, state, zip code)

and more fully described below, part of which Lessor desires to lease to Lessee; and

Whereas, the parties desire to enter into a lease agreement to define their respective rights, duties, and liabilities concerning such a lease;

Now, therefore, for and in consideration of the mutual covenants contained in this agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

I. Demise and Description of Premises. Lessor hereby leases to Lessee the Parking Space numbered NA in the Parking Facility located at 6609 N. Telegraph Road,
(street address of building)
Dearborn Heights, MI 48127, consisting of the property shown in
(city, county, state, zip code)

red on the drawing of the Facility attached hereto as **Exhibit A**. Said Parking Facility is hereafter referred to as the **Facility**.

II. Term. The term of the Lease shall be (number) months, commencing on the 1 day of November, 20 23, and terminating on the 1 day of November, 20 25, unless sooner terminated under the provisions of this Lease.

III. Rent. During the term of this Lease, Lessee shall pay to Lessor rental of \$ 1,000 per month, payable in advance and due on the 1st day of each month, except that the first installment of \$ _____, will be due and payable on the execution of this Lease Agreement. Rent checks shall be made payable Lessor and mailed or delivered to _____
Konja Inc 6609 N. Telegraph road Dearborn Heights, MI 48127,
(street address, city, county, state, zip code)
or to such other address as Lessor shall notify Lessee of in writing at _____
NA

(street address, city, county, state, zip code).

IV. Use of Parking Space. The Parking Space is to be used for the purposes of parking a Food Trailer and Truck, hereinafter referred to as **Truck**. Lessee shall restrict use of the Parking Space to such purposes and shall not use or permit the use of the Parking Space for any other purpose without the prior, express, and written consent of Lessor.

V. Lessee's Covenants. Lessee covenants with Lessor as follows:

A. To Pay Rent. To pay the rent at the times and in the manner set forth above in **Section III**.

B. To pay for all utilities resulting from leasing the Parking Space. Said utilities shall consist of such items as electricity, gas, and water.

C. Repairs. To pay for any necessary repairs to the Parking Space.

D. Improper Use. Not to make or suffer any unlawful, improper, or offensive use of the Parking Space, nor any use of the Parking Space other than the business purpose specified in **Section IV**.

E. To Conform to Regulations. To conform to such reasonable regulations as may be established from time to time by the Lessor for the general convenience of the other lessees of the Facility.

F. Heating and Lighting Apparatus. Any heating or lighting apparatus which may be used on the Parking Space shall be of such kind as the Lessor shall approve.

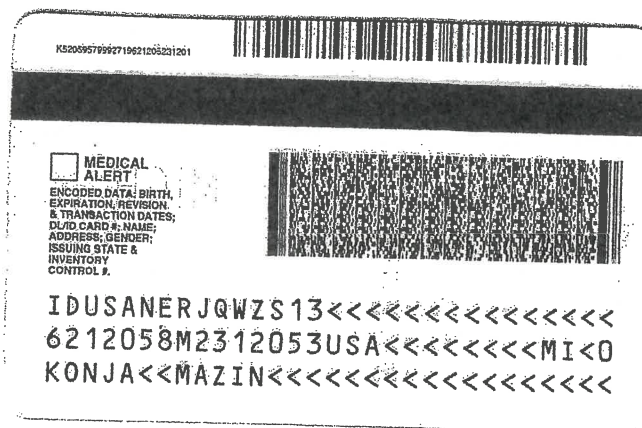
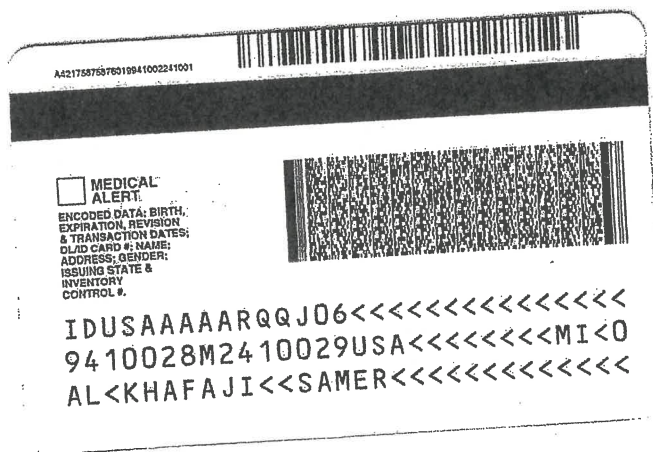
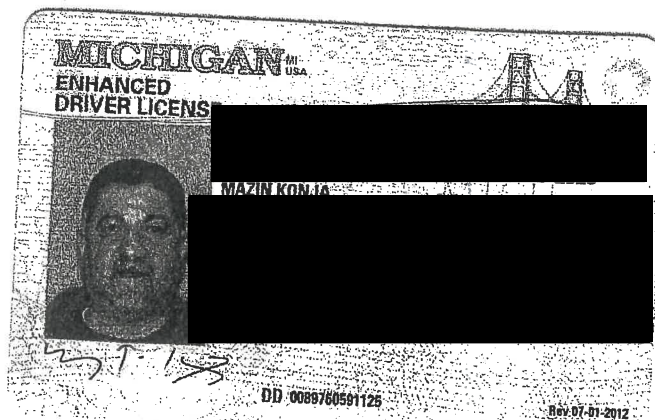
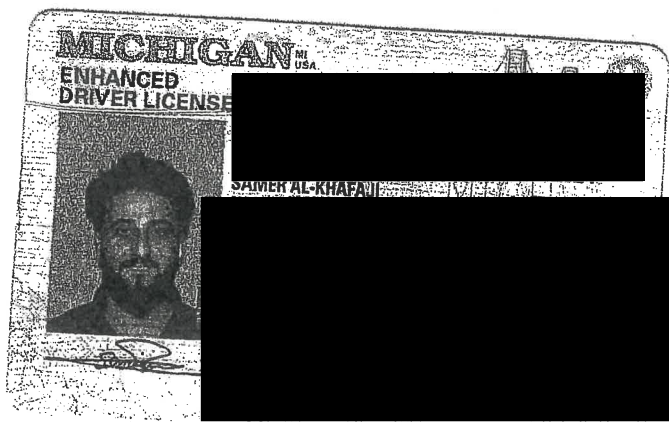
G. Not to Increase Insurance Rate. Not to carry upon the Facility anything which would increase the rate of premiums for insurance upon the Facility or its contents.

H. To Permit Lessor to Enter. To permit the Lessor at all reasonable times to enter upon and examine the Parking Space and make such repairs as may think necessary for the protection of the Facility.

I. Not to Assign or Sublet. Not to assign this Lease or to sublet the whole or any part of the Parking Space without the consent in writing of the Lessor.

J. To Yield up in Good Repair. At the end of the term to peaceably deliver up to the Lessor the Parking Space, in good repair, vacant and unencumbered, and in good order and condition.

K. Compliance with Laws. In relation to this Lease, all applicable governmental laws, regulations, orders, and other rules of duly-constituted authorities will be followed and complied with in all respects.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/26/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Hassan Jaafar J & J Insurance Managers hassanjaafar@gglausa.com	CONTACT NAME: PHONE (A/C, No, Ext): 855-586-1011 FAX (A/C, No, Ext): E-MAIL ADDRESS: Support@coterieinsurance.com
INSURED: Bussanotti	INSURER(S) AFFORDING COVERAGE INSURER A: Benchmark Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 41394

COVERAGES	CERTIFICATE NUMBER	REVISION NUMBER																																																																								
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.																																																																										
<table><tr><th>INSR LTD</th><th>TYPE OF INSURANCE</th><th>ADDL INSD</th><th>SUBR WVD</th><th>POLICY NUMBER</th><th>POLICY EFF (MM/DD/YYYY)</th><th>POLICY EXP (MM/DD/YYYY)</th><th>LIMITS</th></tr><tr><td rowspan="4">A</td><td>☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR</td><td></td><td></td><td rowspan="4">CBB-00188603-00</td><td rowspan="4">08/26/2024</td><td rowspan="4">08/26/2025</td><td>EACH OCCURRENCE \$1,000,000</td></tr><tr><td></td><td></td><td>DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000</td></tr><tr><td></td><td></td><td>MED EXP (Any one person) \$5,000</td></tr><tr><td></td><td></td><td>PERSONAL & ADV INJURY \$1,000,000</td></tr><tr><td></td><td>GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC Other: _____</td><td></td><td></td><td></td><td></td><td>GENERAL AGGREGATE \$2,000,000</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>PRODUCTS - COMP/OP AGG \$2,000,000</td></tr><tr><td></td><td>AUTOMOBILE LIABILITY: ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY</td><td></td><td></td><td></td><td></td><td></td><td>COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$</td></tr><tr><td></td><td>UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTIONS \$ _____</td><td></td><td></td><td></td><td></td><td></td><td>EACH OCCURENCE \$ AGGREGATE \$</td></tr><tr><td></td><td>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDER? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below</td><td>N/A</td><td></td><td></td><td></td><td></td><td>PER STATUTE ☐ OTHER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$</td></tr><tr><td>X</td><td>Restaurant Endorsement</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	INSR LTD	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR			CBB-00188603-00	08/26/2024	08/26/2025	EACH OCCURRENCE \$1,000,000			DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000			MED EXP (Any one person) \$5,000			PERSONAL & ADV INJURY \$1,000,000		GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC Other: _____					GENERAL AGGREGATE \$2,000,000								PRODUCTS - COMP/OP AGG \$2,000,000		AUTOMOBILE LIABILITY: ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$		UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTIONS \$ _____						EACH OCCURENCE \$ AGGREGATE \$		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDER? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE ☐ OTHER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	X	Restaurant Endorsement								
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) 6951 Colonial St Dearborn Heights, MI 48127-2112																																																																										

CERTIFICATE HOLDER PROOF OF COVERAGE	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE David McFarland
--	--

Burgeratti

A BITE OF HAPPINESS, EVERY SINGLE TIME

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www.burgeratti.com

666

stillmarket.com

Special Transitory Food Unit

SST 4882
F24-047
Burgeratti
Wayne
County

Expires:
April 30,
2025

Michigan Department of Agriculture & Rural Development

Special Transitory Food Unit

#3905
Oakland
County
Burgeratti

Expires:
April 30,
2024

Michigan Department of Agriculture & Rural Development

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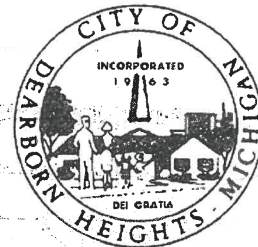
Burgeratti

BUSINESS LICENSE RENEWAL APPLICATION

NO. BL-23-000013266

City of Dearborn Heights

6045 Fenton, Dearborn Heights, MI 48127
(313)791-3430



THE FOLLOWING LICENSE(S):

CABARET A-COUNCIL APPROVAL 50.00
BANQUET HALL 40.00

BUSINESS

BELLAGIO BANQUET LLC
SAM BEYDOUN
23900 W WARREN
DEARBORN HEIGHTS, MI 48127

13-C

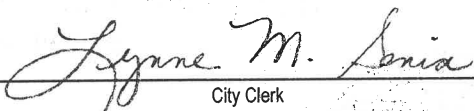
Approved for
the Agenda of:

12-10-24

TOTAL **\$90.00**

CURRENT LICENSE EXPIRES ON: **January 10, 2025**

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 MUNICIPLE INFRACTION BEING ISSUED.

PLEASE NOTE THE LATE FEE IS 25%

DO YOU HAVE AN ALARM SYSTEM? IS YOUR INFORMATION UP TO DATE?

If you have a security alarm for your business, an alarm registration is required by City ordinance. There is no cost to register your alarm. You may call our office at (313)791-3430 to obtain a copy of the alarm registration form, or print one from the Clerk's page on the Dearborn Heights City website: clerks@dearbornheightsmi.gov

BELLAGIO BANQUET LLC
SAM BEYDOUN
23900 W WARREN
DEARBORN HEIGHTS, MI 48127

Invoice #: 00014746

License #: BL-24-000014053

License Type: BUSINESS LICENSE

Application Date: 11/27/2024

Expiration Date: 01/10/2026

Fee Items

CABARET A-COUNCIL APPROVAL 50.00

BANQUET HALL 40.00

Amount

\$50.00

\$40.00

PAID

CITY OF DEARBORN HEIGHTS

NOV 27 2024

BY

CK #

CITY OF DEARBORN HEIGHTS
6045 FENTON
DEARBORN HEIGHTS, MI 48127
Phone : 313-791-3410

Received From: BELLAGIO BANQUET LLC
SAM BEYDOUN

Date: 11/27/2024 Time: 12:00:21 PM

Posting Date: 11/27/2024

Receipt: 1121235

Cashier: nnouredin

ITEM REFERENCE	AMOUNT
BL BUSINESS LICENSING 00014746	\$90.00
TOTAL	\$90.00
CHECKS 2337	\$90.00
Total Tendered:	\$90.00
Change:	\$0.00

Billing/Invoice Date:

11/27/2024

Total Due:

\$90.00

BELLAGIO BANQUET LLC

23900 W WARREN

DEARBORN HEIGHTS, MI 48127

