



CITY OF MADISON HEIGHTS
CITY HALL - COUNCIL CHAMBERS, 300 W. 13 MILE RD.
CITY COUNCIL REGULAR MEETING AGENDA
MAY 12, 2025 AT 7:30 PM

CALL TO ORDER

ROLL CALL

INVOCATION and PLEDGE OF ALLEGIANCE - COUNCILMAN SOLTIS

APPROVAL OF THE AGENDA:

- [1.](#) Additions/Deletions

PRESENTATIONS

- [2.](#) Police Chief - 2025 National Police Week Proclamation
- [3.](#) Director of Public Services - 2025 National Public Works Week

PUBLIC HEARINGS:

- [4.](#) City Manager/Finance Director - Public Hearing for Fiscal Year 2026 Budget Resolution and Tax Levy

ITEMS ON AGENDA OF INTEREST TO PARTIES IN THE AUDIENCE

MEETING OPEN TO THE PUBLIC:

CONSENT AGENDA:

- [5.](#) Director of Public Services - Park Shelter Building Roof Replacement
- [6.](#) Fire Chief - Fire Department Software from First Due.
- [7.](#) Court Administrator - Court Building Improvements
- [8.](#) Court Administrator - Court Flooring
- [9.](#) Court Administrator - Replacement of Office Furniture
- [10.](#) City Council Regular Meeting Minutes of April 28, 2025

COMMUNICATIONS:

REPORTS:

ITEMS FOR FUTURE PUBLIC HEARINGS:

BID AWARDS/PURCHASES:

- [11.](#) Contract for Assessing Services with Assessment Administration Services, LLC
- [12.](#) Director of Public Services - Solid Waste Hauling and Disposal

ORDINANCES:

UNFINISHED BUSINESS:

MINUTES:

EXECUTIVE SESSION:

ADJOURNMENT

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: clerks@madison-heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

DATE: May 6, 2025
TO: City Council
FROM: Melissa R. Marsh, City Manager
SUBJECT: Agenda Comments – Regular Council Meeting of Monday, May 12, 2025

PRESENTATIONS:

2025 NATIONAL POLICE WEEK PROCLAMATION

This proclamation calls upon the citizens of Madison Heights and upon all patriotic, civic and educational organizations to observe May 11-17, 2025, as Police Week to commemorate police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their community, and in doing so have established for themselves an enviable and enduring reputation for preserving rights and security for all citizens.

Council is also requested to proclaim that May 15, 2025, be observed as Police Officers Memorial Day, in honor of those police officers who through their courageous deeds have lost their lives or have become disabled in the performance of duty.

2025 NATIONAL PUBLIC WORKS WEEK

Staff respectfully requests that Council adopt the proclamation declaring the week of May 18-24, 2025 as National Public Works Week in the City of Madison Heights, and encourage our residents, visitors, and City staff to acquaint themselves with, and pay tribute to our dedicated public works professionals in Madison Heights, and the work that they do for the benefit of the public.

PUBLIC HEARINGS:

FISCAL YEAR 2026 BUDGET RESOLUTION AND TAX LEVY

The FY 2026 Budget Council Review was held on April 15, 2025 as part of the regular City Council meeting. This public hearing is scheduled to receive public comments on the Proposed Budget, to appropriate funds, to establish the tax levy for the budget appropriations, and to approve changes to water and wastewater fees and department fees.

Pursuant to Section 8.4 of the City's Charter, a resolution has been drafted which, if approved, will adopt the FY 2026 Budget, appropriate funds, levy the property tax, and approve several fee adjustments.

This budget maintains the same tax millage for the City operations at 25.4572 as the current year. There is an adjustment proposed for water and sewer rates of 6.366% to cover the increases passed on to the city from GLWA at 7.38% and Oakland County Water Resources, 6.9% for sewer treatments. The new rates will go into effect for bills on or after July 1, with water rates increasing from \$4.44 per unit to \$4.74 per unit sewer rates increasing from \$6.56 to \$6.96. Following the public hearing, I recommend that the Council approve the FY 2026 Budget Resolution.

City Charter Section 7.6 (b) requires a super majority of five votes to appropriate funds and set the tax rate for the Budget.

CONSENT AGENDA:

PARK SHELTER BUILDING ROOF REPLACEMENT

The FY 2024-25 Budget includes funding carried forward for the replacement of the roofs at the Huffman and Rosie's Park shelter buildings, as well as the option of Pavilion C at Civic Center Park. Based on the bids received, it was determined to delay the replacement of the roof at Civic Center Park until FY2026. When considering the Huffman and Rosie's Park shelter buildings, the lowest qualified bidder is Sterling Construction and Roofing. Reference checks were positive, and they have previous experience with municipal and government work.

Staff recommends that Council award the bid for the Park Shelter Building Roof Replacement project to Sterling Construction and Roofing, of Livonia, in a project amount not to exceed the budgeted amount of \$20,000.

FIRE DEPARTMENT SOFTWARE FROM FIRST DUE.

The fire department subscribes to four separate software providers, which are set for renewal in July of this year. These programs manage our training, vehicle inventory, shift scheduling, emergency alerts, and business inspections. Our software systems are fragmented and outdated, resulting in inefficiencies, duplicated efforts, and delayed access to critical information. Over the past six months, the department has conducted a thorough evaluation of modern software solutions to enhance operational efficiency.

Following this thorough review, First Due was the most effective solution. First Due is a cloud based all-in-one software solution specifically designed for fire and EMS. Unlike

other providers, First Due offers a fully integrated and user-friendly platform that consolidates all essential functions into a single system, streamlining departmental operations and enhancing our community outreach programs. With the selection of the First Due, the department will add capabilities it lacked in the previous software. These new capabilities include Occupancy Management, pre-incident planning, hydrant management, and Community Connect, an online portal that allows residents and businesses to submit vital occupant and property information accessible to first responders during emergencies.

We respectfully request the City Council's approval of a yearly agreement for \$16,800 with First Due, the sole source vendor, to provide enhanced software technology for the department.

COURT BUILDING IMPROVEMENTS

The FY 2025 Budget includes funding for improvements to the court facility. Through this renovation the common wall is to be removed between the staff break room and law library. In addition, the kitchen sink/cupboards will be replaced as they were installed in 1992.

The court recommends that Council approve the quote to update the staff lunchroom/law library in the amount of \$17,560 from Allied Building Service through the MiDeal Cooperative purchasing agreement.

COURT FLOORING

The FY 2025 Budget includes funding for improvements to the court facility. The carpet in the clerk's office area and upstairs/probation dept. need to be replaced as many areas are duct-taped to prevent tripping and several areas are frayed or stained. The last replacement date was 2005. Farmington Hills cooperative bid pricing has been extended to Madison Heights for purchase at Smart Business Source.

The court recommends that Council approve the purchase to replace flooring/carpet as quoted in the amount of \$21,722.51 from Smart Business Source.

COURT REPLACEMENT OF OFFICE FURNITURE

The FY 2025 Budget includes funding for the replacement of office furniture. The workstations/desks are in extremely poor condition and were purchased in 1992. Farmington Hills cooperative bidding pricing has been extended to Madison Heights for the purchase at Smart Business Source.

The court recommends the Council approve the purchase of office furniture as quoted in the amount of \$40,163.45 from Smart Business Source (MITN Contract FH-22-23-2359).

BID AWARDS/PURCHASES:

CONTRACT FOR ASSESSING SERVICES WITH ASSESSMENT ADMINISTRATION SERVICES, LLC

On May 1, 2025, the Oakland County Board of Commissioners approved an increase in their assessing service fees beginning in 2026. The “smoothed” rate per parcel will increase from \$17.98 in 2025 to \$22.50 in 2026, a 25.16% increase, bringing our 2026 estimated total to \$290,607. Additional increases in 2027 are estimated at an annual cost of \$419,388 and in 2028 at \$550,259.

After evaluating our options, I recommend that the City enter into a contract with Assessment Administration Services, L.L.C. (AAS) for assessor of record services, selecting option two from their proposal. This option provides one day per week of on-site staffing plus an additional 16 hours per month from a certified assessor, along with remote availability and field work support. This level of service is a significant increase in hours of support over what the City currently receives from Oakland County. The annual contract amount under option two is \$229,980, with a 4% annual increase. This is within our current budget of \$237,787. There will be additional fees for moving to a local version of Equalization software.

Therefore, Staff and I respectfully request City Council’s approval of the contract with AAS for a three-year period, pending final legal review.

SOLID WASTE HAULING AND DISPOSAL

Staff will be giving a short presentation related to this agenda item addressing the public engagement sessions, public surveys and resident questions/comments.

On March 7, Invitation To Bid (ITB) MH-1075 was issued for the City’s solid waste collection and disposal services. The bid was based on our existing solid waste contract, and requested status-quo services, with preferred alternates for a cart-only program, possible food scrap integration with the yard waste program, and any other innovative and cost-saving measures the prospective bidder wished to present. Through this process we received bids from one provider, Priority Waste.

After extensive evaluation of the bid by Staff, with the guidance and feedback of Council and the unanimous decision of the residents who attended our Trash Talk discussions, we recommend that the City transition to a cart-only program.

Staff recommends that Council accept the bid and award a five-year contract to Priority Waste with option to extend, including Alternate Pricing Option for Assisted Service for permanently disabled residents, and Alternate Pricing Options A (Cart-Only), and C (DPS Roll-Off) and authorize the City Manager to negotiate and enter into a contract with Priority Waste pending legal review. This represents an estimated Year 1 cost of \$1,814,070; pending verification of the number of service units.



AGENDA ITEM SUMMARY FORM

MEETING DATE: 5/12/2025

PREPARED BY: Brent LeMerise, Police Chief

AGENDA ITEM CONTENT: National Police Week Proclamation

AGENDA ITEM SECTION: Presentation

BUDGETED AMOUNT: 0

FUNDS REQUESTED: 0

FUND: N/A

EXECUTIVE SUMMARY:

Congress and President of the United States have designated May 15th as Police Officers Memorial Day, in honor of those police officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty. The week in which it falls as Police Week and, that the Mayor and Council call upon the citizens of Madison Heights and upon all patriotic, civic and educational organizations to observe May 11-17, 2025, as police week to commemorate police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their community and, in doing so, have established for themselves an enviable and enduring reputation for preserving rights and security of all citizens.

RECOMMENDATION:

Staff requested City Council proclaim that May 15th be designated as Police Officers Memorial Day and the week of May 11th - 17th, 2025 as Police Week in the City of Madison Heights.

PROCLAMATION

To recognize National Police Week 2025 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Madison Heights Police Department;

WHEREAS, since the first recorded death in 1786, there are currently more than 24,000 law enforcement officers in the United States that have made the ultimate sacrifice and been killed in the line of duty, including 1 member of the Madison Heights Police Department;

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, DC;

WHEREAS, 345 new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 148 officers killed in 2024 and 197 officers killed in previous years;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 37th Candlelight Vigil, on the evening of May 13th, 2025;

WHEREAS, the Candlelight Vigil is part of National Police Week, which will be *observed* this year May 11th-17th;

WHEREAS, May 15th, 2025, is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff;

NOW, THEREFORE BE IT RESOLVED that the Madison Heights City Council declares the week of **May 11-17, 2025**, as **NATIONAL POLICE WEEK** in **MADISON HEIGHTS**, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.



Mayor



Mark Bliss
Mayor Pro Tem



William J. Mier
Councilman



David M. Soltis
Councilman



Sean D. Fleming
Councilman



Emily J. Rohrbach
Councilor



Quinn J. Wright
Councilor



AGENDA ITEM SUMMARY FORM

MEETING DATE: 5/12/25

PREPARED BY: Sean P. Ballantine, Director of Public Services

AGENDA ITEM CONTENT: Director of Public Services - 2025 National Public Works Week

AGENDA ITEM SECTION: Presentations

BUDGETED AMOUNT:

FUNDS REQUESTED:

FUND:

EXECUTIVE SUMMARY:

Annually, the month of May sees National Public Works Week declared and recognized by municipalities and civic organizations throughout the United States and Canada. Submitted for Council's consideration is a proclamation declaring the week of May 18-24 as National Public Works Week in Madison Heights.

RECOMMENDATION:

Staff respectfully requests that Council adopt the following proclamation declaring the week of May 18-24, 2025 as National Public Works Week in the City of Madison Heights, and encourage our residents, visitors, and City staff to acquaint themselves with, and pay tribute to our dedicated public works professionals in Madison Heights, and the work that they do for the benefit of the public.

MEMORANDUM

Item 3.

DATE: May 6, 2025
TO: Melissa R. Marsh, City Manager
FROM: Sean P. Ballantine, Director of Public Services
SUBJECT: 2025 National Public Works Week

Annually, the month of May sees National Public Works Week declared and recognized by municipalities and civic organizations throughout the United States and Canada. Submitted for Council's consideration is a proclamation declaring the week of May 18-24 as National Public Works Week in Madison Heights.

The American Public Works Association (APWA), the sponsor of National Public Works Week, presents a new theme every year which is graphically depicted in the annual poster, and embodies the many responsibilities of our public works professionals. This year's theme, "People, Purpose, Presence," highlights three cornerstone ideals that motivate public works professionals to serve in their communities every day. Explained further: *Meeting the needs of people is what gives public works its sense of purpose. Many times, public works professionals will never meet those whose lives have been impacted because when things are going right, no one knows that public works is there. Yet, with or without fanfare, public works is ever present, working in the background to advance quality of life for all*

Staff respectfully requests that Council adopt the following proclamation declaring the week of May 18-24, 2025 as National Public Works Week in the City of Madison Heights, and encourage our residents, visitors, and City staff to acquaint themselves with, and pay tribute to our dedicated public works professionals in Madison Heights, and the work that they do for the benefit of the public.

Department of Public Services

City of Madison Heights
801 Ajax Drive
Madison Heights, Michigan 48071

p (248) 589-2294 | f (248) 589-2679

NATIONAL PUBLIC
WORKS WEEK



MAY 18-24, 2025



PEOPLE
PURPOSE
PRESENCE



PROCLAMATION

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of Madison Heights; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of the employees of the Madison Heights Department of Public Services, and their counterparts, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, business owners, civic leaders and children in Madison Heights to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their community; and,

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the peoples' attitude toward and understanding of the importance of the work they perform; and,

WHEREAS, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association,


NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Madison Heights does hereby proclaim the week of

MAY 18-24, 2025
NATIONAL PUBLIC WORKS WEEK


in the City of Madison Heights, and urges all citizens, civic leaders, and civic organizations to join with the American Public Works Association in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.




Roslyn Grafstein
Mayor




Mark Bliss
Mayor Pro Tem




William J. Mier
Councilman



David M. Soltis
Councilor



Sean D. Fleming
Councilman



Emily J. Rohrbach
Councilor



Quinn J. Wright
Councilor



AGENDA ITEM SUMMARY FORM

MEETING DATE: 5/12/25

PREPARED BY: Linda Kunath, Finance Director/Treasurer

AGENDA ITEM CONTENT: Public Hearing for Fiscal Year 2026 Budget Resolution and Tax Levy

AGENDA ITEM SECTION: Public Hearings

BUDGETED AMOUNT:

FUNDS REQUESTED:

FUND:

EXECUTIVE SUMMARY:

This public hearing is scheduled to receive public comments on the Proposed Budget, to appropriate funds, to establish the tax levy for the budget appropriations, and to approve changes to water and wastewater fees and department fees. Pursuant to Section 8.4 of the City's Charter, a resolution has been drafted which, if approved, will adopt the FY 2026 Budget, appropriate funds, levy the property tax, and approve several fee adjustments.

RECOMMENDATION:

Following the public hearing, I recommend that Council approve the FY 2026 Budget Resolution.

A RESOLUTION TO ADOPT A BUDGET FOR MUNICIPAL PURPOSES FOR THE CITY OF MADISON HEIGHTS FOR THE FISCAL YEAR 2025-26 TO APPROPRIATE FUNDS FOR SAID PURPOSES AND TO PROVIDE FOR A LEVY OF TAXES FOR SAID BUDGET APPROPRIATIONS

WHEREAS, in accordance with Section 8.4 of the Charter of the City of Madison Heights, it is provided that the City Council shall adopt a budget for the fiscal year, appropriate funds for said purposes and provide for a levy of taxes for said Budget appropriations; and

WHEREAS, on May 12, 2025, a public hearing was held in accordance with Section 8.3 of the Charter of the City of Madison Heights, and the statutes of the State of Michigan for the fiscal year.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Budget hereto as Exhibit “A” is hereby adopted.
2. That the amounts set forth in said Budget are hereby appropriated for the purposes stated therein.
3. That 25.4572 mills per \$1,000 State Taxable Valuation on the real and personal property in the City of Madison Heights be levied to provide funds for said Budget for municipal purposes:

General Operating	13.5535
Solid Waste	2.4305
Police & Fire Retiree Benefits	7.0000
Neighborhood Road Improvements	1.8374
Senior Citizens	0.4363
Chapter 20 Drain Debt	0.1995
Total	<u>25.4572</u>

4. That the City of Madison Heights approves the imposition, by the City Treasurer, of a one percent (1%) property tax administration fee for all property taxes levied in Fiscal Year 2025-26 and for the imposition of a late penalty charged, when applicable, in accordance with Public Act 1982, specifically Michigan Compiled Laws, Section 211.44(7).
5. That the City of Madison Heights approves the levying of taxes to cover the necessary expenses for the operation of the Police and Fire Pension System.
6. That the City of Madison Heights assigns the authority to the City Manager and/or Finance Director to assign amounts for fund balance to be used for specific purposes.
7. That the City of Madison Heights approves and establishes Water and Wastewater Charges, set forth in Exhibit “B”, and Department Fee schedule.
8. That the City of Madison Heights approves the levying of taxes to cover the necessary expenses for principal and interest for the Chapter 20 Drain Debt Obligations.

BE IT FURTHER RESOLVED, that the City Manager is hereby authorized to make budgetary transfers within the appropriation centers established throughout the Budget, and all transfers between appropriations may be made only by further action of the Council, pursuant to the provisions of the Michigan Uniform Accounting and Budget Act.

EXHIBIT "A"
CITY OF MADISON HEIGHTS
ADOPTED BUDGET RESOLUTION
FISCAL YEAR 2025-26

EXPENDITURES

REVENUES

GENERAL FUND

General Government	\$7,760,484	Property Taxes and Fees	\$29,118,962
Public Safety	24,576,766	Intergovernmental Revenues	7,113,504
Community Services	4,189,952	Other	5,590,326
Cultural and Recreation	3,438,232	Use of Fund Balance	436,521
Community Development	1,266,172		
Debt Service	1,027,707		
TOTAL	<u>\$42,259,313</u>		<u>\$42,259,313</u>

MAJOR STREET FUND

Program Expenditures	\$2,175,142	Intergovernmental Revenues	\$2,801,411
		Use of Fund Balance	(626,269)
	<u>\$2,175,142</u>		<u>\$2,175,142</u>

LOCAL STREET FUND

Program Expenditures	\$2,481,295	Property Taxes	\$2,104,690
		Intergovernmental Revenues	1,250,336
		Other	50,000
		Use of Fund Balance	(923,731)
	<u>\$2,481,295</u>		<u>\$2,481,295</u>

PARKS MAINTENANCE & IMPROVEMENT FUND

Program Expenditures	\$98,972	Other	\$48,972
		Use of Fund Balance	50,000
	<u>\$98,972</u>		<u>\$98,972</u>

DOWNTOWN DEVELOPMENT AUTHORITY

Program Expenditures	\$172,165	Property Taxes	\$254,909
		Intergovernmental Revenues	27,545
		Other	500
		Use of Fund Balance	(110,789)
	<u>\$172,165</u>		<u>\$172,165</u>

EXHIBIT "A"
CITY OF MADISON HEIGHTS
ADOPTED BUDGET RESOLUTION
FISCAL YEAR 2025-26

EXPENDITURES

REVENUES

DRUG FORFEITURE FUND

Program Expenditures	\$55,500	Other	\$250
		Use of Fund Balance	55,250
	<u>\$55,500</u>		<u>\$55,500</u>

COMMUNITY IMPROVEMENT FUND

Program Expenditures	\$137,359	Intergovernmental Revenues	\$137,359
	<u>\$137,359</u>		<u>\$137,359</u>

SPECIAL ASSESSMENT REVOLVING

Program Expenditures	\$32,500	Use of Fund Balance	\$32,500
	<u>\$32,500</u>		<u>\$32,500</u>

MUNICIPAL BUILDING BOND

Program Expenditures	\$483,100	Transfers In	\$483,100
	<u>\$483,100</u>		<u>\$483,100</u>

WATER AND SEWER FUND

Program Expenditures	\$14,358,476	Sales to Customers	\$13,874,242
		Other	335,800
		Use of Retained Earnings	148,434
	<u>\$14,358,476</u>		<u>\$14,358,476</u>

DEPARTMENT OF PUBLIC SERVICES

Program Expenditures	\$2,405,386	Other	\$2,405,386
	<u>\$2,405,386</u>		<u>\$2,405,386</u>

MOTOR AND EQUIPMENT POOL

Program Expenditures	\$1,261,050	Other	\$1,261,050
	<u>\$1,261,050</u>		<u>\$1,261,050</u>

CHAPTER 20 DRAIN DEBT SERVICE

Program Expenditures	\$223,708	Property Taxes	\$223,708
	<u>\$223,708</u>		<u>\$223,708</u>

EXHIBIT “B”
CITY OF MADISON HEIGHTS
WATER AND WASTEWATER CHARGES AND DEPARTMENT FEES
FISCAL YEAR 2025-26

WATER AND WASTEWATER RATE CHARGES		
Description	Old Rate	New Rate
Water rate	\$4.44	\$4.74
Wastewater rate	\$6.56	\$6.96

EXHIBIT “B”
CITY OF MADISON HEIGHTS
WATER AND WASTEWATER CHARGES AND DEPARTMENT FEES
FISCAL YEAR 2025-26

**CITY OF MADISON HEIGHTS
FEE SCHEDULE
FY 2026**

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*Page numbers are listed as presented in FY 2026 Budget Policy Book

The FY 2026 City of Madison Heights Fee Schedule will be effective July 1, 2025, unless otherwise noted. Revisions approved are listed below:

Summary of Revisions:

Section 1. Community Development Department Services

- Increase Contractor Registration Fee from \$15.00 to \$30.00 based on increased department cost.
- Increase Electrical, Mechanical, and Plumbing Inspections from \$70.00 to \$75.00 and reinspection from \$70.00 - \$90.00 based on a % increase in cost for inspection services.
- Add fees from the Zoning Ordinance Changes (example: Mobile Food Vendors)
- Add additional Fire Suppression and Alarm Small Project fee of \$150.00

Section 2. City Clerk

- Increase Marihuana – Caregiver Business License: \$2,500.00 per year + any applicable re-inspection fees

Section 3. Water and Sewer

- Increase service tapping fee paving cost from \$300 to \$750 to include restoration.
- Increase in Commodity Charges:
 - Increase water rate from \$4.44 per unit to \$4.74 per unit
 - Increase in sewer rate from \$6.56 per unit to \$6.96 per unit

Section 4. Treasury and Assessing Services

- No Change

Section 5. Library Services Fees

- Add fees for Makers Space materials (example: poster paper, embroidery thread)

Section 6. Fire Services Fees

- Adjust fees per insurance allowances

Section 7. Police Services Fees

- Add Gun Purchase Permit fee and IChat fee

Section 8. Department of Public Services

- Increase the chipping fee from \$25.00 to \$30.00

Section 9: Parks, Park Facility and Recreation Active Adult Center

- Add “Bandshell Rental Fee”
- Resident - \$50/2 hour block of time, rounded to each 2-hour period + \$100 refundable damage/cleaning deposit
- Non-Resident - \$100/2 hour block of time, rounded to each 2-hour period + \$100 refundable damage/cleaning deposit
- Add fees for Memorial Program

Section 10. Active Adult Center Services

- No Change

Section 11. General Government

- No Change

Section 1. COMMUNITY DEVELOPMENT DEPARTMENT SERVICES

SCHEDULE OF FEES FOR PERMITS AND SERVICES

BUILDING FEES AND INSPECTION SCHEDULE

Notice for all permits: A permit remains valid as long as work is progressing, and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. A permit will be closed when no inspections are requested and conducted within 180 days of the date of issuance or the date of a previous inspection. Closed permits cannot be refunded. The charge to re-open a closed permit is \$75.00. Permits may be renewed, *prior to their expiration*, for a period of 180 days.

Developers/Contractors: For those interested in discussing a project in anticipation of submitting for plan review, Building Services offers a pre-construction meeting upon request for a fee of \$210 (limit two meetings)

1.0 ELECTRICAL, MECHANICAL & PLUMBING PERMIT FEE SCHEDULE

Receipted to 101-017-476-4771

- 1.1 All permits shall be assessed a non-refundable application fee of \$30.00.
- 1.2 The permit fees for any electrical, mechanical or plumbing permit shall be \$75.00 per inspection. A minimum of one inspection and the application fee are required on all permits. Permit renewals shall be \$35.00. Permit fees are non-refundable after work has started and non-transferable.
- 1.3 Contractor registration fee shall be \$30.00 for all categories of electrical, mechanical and plumbing contractors.
- 1.4 Permits shall be for the minimum number of inspections required in Section 3.
- 1.5 The fee of \$90.00 per inspection shall be charged for the re-inspection of all failed inspections.

2.0 BUILDING, MOVING, DEMOLITION AND SIGN PERMIT FEE SCHEDULE

Receipted to 101-017-476-4771

- 2.1 All permits shall be assessed a non-refundable application fee of \$30.00.
- 2.2 The permit fees for building permits shall be an application fee plus the applicable permit fee. One inspection and the application fee are required on all permits. Permit renewals shall be \$35.00. Permit fees are non-refundable after work has started and non-transferable.
- 2.3 Contractor registration fee shall be \$30.00 for building, moving, demolition and sign contractors.
- 2.4 A fee of \$90.00 per inspection shall be charged for the re-inspection of all failed inspections.
- 2.5 FEE SCHEDULE:

Building Permit Fees Residential Alterations, Additions and Accessory Structures*Receipted to 101-017-476-4771*

Accessory structures, remodels, repairs, alterations, and other small jobs based on improvement cost as follows:

\$30.00 non-refundable application fee plus permit fees as follows:

<u>Improvement Cost</u>	<u>Fee</u>
\$0.00 to \$1,000.00	= \$75.00
\$1001.00 up	= \$75.00 + \$6.30 per thousand or fraction thereof, over \$1,000.00
Plan review fee when required	= \$55.00
Certificate of Occupancy including replacement certificates	= \$105.00

New One and Two Family Residential Construction*Receipted to 101-017-476-4771*

\$30.00 non-refundable application fee plus permit fees as follows:

\$850.00 plus \$1.15 per square foot over 1,000 square feet. For fee purposes, all finished areas are included including habitable basement spaces and all attached garages.

Plan review fee when required	\$80.00
Certificate of Occupancy including replacement certificates	\$25.00

Exception: Permit and inspection fees for the construction of barrier-free ramps serving one and two family dwelling units shall be waived.

Multiple Family, Commercial, and Industrial*Receipted to 101-017-476-4771*

\$30.00 non-refundable application fee plus permit fees as follows:

<u>Improvement Cost</u>	<u>Fee</u>
\$0.00 to \$6,000.00	= \$78.00
\$6,001.00 and above	= \$0.013 x construction cost

Plan review fee = .005 x cost, minimum \$200.00, maximum \$5,000.00. In the event that the Department requires review by outside consultants as part of the plan review, all costs for required outside architectural or engineering reviews shall be paid by the applicant in addition to the standard plan review fees.

Certificate of Occupancy - Multiple-Family, Commercial, Industrial*Receipted to 101-017-476-4771*

Additions/New Construction/Change in use, owner or occupant: \$210.00.

(Where only the ownership of a multi-tenant building changes, the building owner shall be responsible for obtaining a new certificate of occupancy for each tenant. The fee for each new tenant certificate shall be 20% of the regular fee. Where it has been less than one year since the issuance of a certificate of occupancy for any tenant space, the fee and inspection will be waived for that tenant space.)

Attached residential condominiums:	\$25.00 per unit.
Replacement certificates:	\$25.00

Certificate of Occupancy – Mobile Food Vendors***Receipted to 101-017-475-4774***

Annual Certificate of Occupancy Mobile Food Vendor Fee: \$100.00

Mobile Food Vendor must have an Annual Certificate of Occupancy in addition to annual business licenses.

Temporary Certificate of Occupancy***Receipted into 101-017-476-4770 with bonds in 705-000-265-2830***

Single-family residential - \$250.00 plus bond of \$500.00 per incomplete item or 100% of cost, whichever is greater. Bondable items are concrete, sod, and final grade in the winter months only. Bond for an as-built plot plan shall be \$1000.00.

All other construction - \$325.00 plus bond for 100% of incomplete work.

All temporary certificates are 90 days maximum with one renewals.

Signs***Receipted into 101-017-476-4770***

All permits shall be assessed a non-refundable application fee of \$30.00.

Permit Fees: Permit fees are non-transferable.

Permanent signs

Ground signs:	Up to 60 square feet	\$200
Wall signs:	Up to 100 square feet	\$200
	Over 100 square feet	\$280

Re-Facing Permanent Signs:

	Up to 60 square feet	\$185
Ground signs:		
Wall signs:	Up to 100 square feet	\$185
	Over 100 square feet	\$265

Demolition***Receipted into 101-017-476-4770 with bonds in 705-000-265-2830***

All permits shall be assessed a non-refundable application fee of \$30.00.

Residential:

\$225.00

(Includes pre-demolition, open hole and final site inspections. Additional inspections \$90.00 each. The inspector shall estimate the number of visits required.)

Commercial and Industrial:

\$210 up to 30,000 cubic square feet

(Includes pre-demolition, open hole and final site inspections. Additional inspections \$70.00 each. The inspector shall estimate the number of visits required.)

\$210 over 30,000 cubic square fee plus \$5 per 1,000 cubic square feet

(Includes pre- demolition, open hole and final site inspections. Additional inspections \$70.00 each. The inspector shall estimate the number of visits required.)

Performance Bond

\$5,000.00

Note: Bond required for all demolition permits including homeowner permits. Bond may be reduced to \$1,000.00 for qualified homeowners at the Department's discretion.

Moving

Receipted into 101-017-476-4770 with bonds in 705-000-265-2830

All permits shall be assessed a non-refundable application fee of \$30.00.

Permit Fees:

\$140.00

Includes pre and post-move inspection. Additional inspections \$75.00 each. The inspector shall estimate the number of visits required.

Performance Bond

\$5,000.00

Utility Disconnect Fees for Demolition (established by Utility Department):

Receipted into 592-551-818-0000

See page 15, Miscellaneous Service Fees

Code Inspections

Receipted into 101-017-476-4770

\$70.00 per inspector/per hour, or fraction thereof.

Overtime Inspections

Receipted into 101-017-476-4770

\$105.00 per hour.

Additional/Add-on Inspections, All Permits

Receipted into 101-017-476-4770

\$70.00 per inspection.

Appeal Boards

Receipted into 101-017-476-4770

\$250.00 for the Construction Board of Appeals.

3.0 INSPECTIONS: MINIMUM NUMBER AND WHEN REQUIRED

3.1 Electrical: Single-Family Residential

For new construction, a minimum of three inspections are required: a service, a rough, and a final inspection. An additional inspection shall be required if temporary service is provided.

Remodels shall require a minimum of two inspections; a rough and a final. For all other types of work in this class, inspections shall be required for each visit required from the electrical inspector.

3.2 Electrical: Multiple-Family, Commercial, and Industrial

For a multiple-family structure or multi-tenant commercial or industrial building, a minimum of two inspections (a rough and a final) shall be required for each living or work unit in such a structure. An inspection shall also be required for the service.

For all other buildings in this class, inspections shall be required for each visit required by the electrical inspector. The inspector shall estimate the number of visits required.

A separate inspection shall be required for temporary service.

3.3 Mechanical: Single-Family Residential

For new construction, a minimum of three inspections: a rough, a final, and a gas line inspection shall be required for each heating system. A separate inspection shall be required for each cooling system. A heating or cooling unit without a distribution system shall require one inspection.

Remodels shall require a minimum of a rough and final inspection. For all other types of work in this class, inspections shall be required for each visit required by the mechanical inspector.

Pre-fab fireplaces shall require a minimum of one inspection per dwelling unit. Multiple fireplaces in the same dwelling unit and inspected on the same visit shall require one inspection. Units may also require a gas line pressure test and inspection.

3.4 Mechanical: Multiple-Family, Commercial, Industrial

Each heating and/or cooling unit shall require one inspection. Each multi-family dwelling unit shall require a rough and final. Installation or modification of any distribution system not involving the associated heating/cooling unit shall require one inspection. Where an underground inspection(s) is required, an additional inspection shall be charged per visit. Gas lines require an additional pressure test and inspection per system.

Refrigeration units of one horsepower or greater shall require one inspection per unit. Concealed piping shall require an additional inspection per system.

3.5 Plumbing: Single-Family Residential

For new construction, an underground, rough, and final plumbing inspection shall be required.

Remodels shall require a minimum of two inspections, a rough and final. For all other types of work in this class, inspections shall be required for each visit required from the plumbing inspector.

3.6 Plumbing: Multiple-Family, Commercial, Industrial

Each unit in a multiple-family structure or in a multi-tenant structure shall require a rough and final inspection. An additional inspection for underground plumbing shall be required for each unit in a strip center. A multiple-family structure or other multi-tenant building shall require an additional inspection for underground plumbing at the rate of one inspection per building. An additional inspection shall be required for sewer and water service.

All other commercial and industrial buildings shall be charged at the rate of one inspection for each visit required from the plumbing inspector. The inspector shall estimate the number of visits required.

3.7 Building: All Construction

Building inspections shall follow the schedule below to the extent applicable:

- a. Footing - before footing is poured. Property lines must be identified for the inspection.
- b. Backfill - before foundation wall is backfilled and before slab floors and with sill plate and foundation drain in place and anchor bolts installed.
- c. Brick Ledge - after the first course of brick, flashing, weep holes, and pea stone are installed.
- d. Rough - before any framing is covered and after rough electrical, mechanical and plumbing inspections are approved.
- e. Insulation - prior to covering insulation.
- f. Slab - prior to pouring concrete slab with sub-base, forms, and any reinforcement and insulation installed.
- g. Fireplace - Masonry - when damper and first flue liner are in place.
- h. Drywall - fastener inspection before drywall is taped.
- i. Final - after final electrical, plumbing, and mechanical inspections are approved.
- j. Final Site/Certificate of Occupancy - when all inspections are approved and prior to Occupancy. It is illegal to occupy a building before a Certificate of Occupancy is issued. As built drawings including the approved, existing, and final grade elevations must be received before an occupancy certificate can be issue

CONCRETE PERMITS INCLUDING NON-TELECOMMUNICATION WORK IN RIGHT-OF-WAY

Received into 101-017-476-4770 with bonds in 705-000-265-2830

1.1 All permits shall be assessed a non-refundable application fee of \$30.00.

1.2 Permit Fees: Permit fees are non-refundable after work has started and non-transferable.

Cutting, repair, sawing, removal, replacement or modification of street surface, aprons, or curb and gutter: \$75.00 per required inspection (two inspections are required minimum unless work is covered by a site plan and bond.)

\$5,000 bond (\$1,000 for qualified homeowner permits at the Department's discretion) is required for ROW work. Waived for registered contractors with annual bonds posted and projects with site plan guarantee bonds posted.

Concrete flatwork:	\$75.00 per inspection (fees waived for five (5) squares or less of public sidewalk)
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1.3 Contractor registration fee:

Registration	\$30.00
Performance Bond	Minimum \$5,000.00 (Required for ROW)

PRIVATE WATER AND SEWER SERVICE

Received into 101-017-476-4770-000 with bonds in 705-000-265-2830

1.1 All permits shall be assessed a non-refundable application fee of \$30.00.

1.2 Permit Fees: Permit fees are non-refundable after work has started and non-transferable.

Private sewer and water leads (from the building to the storm sewer, sanitary sewer or water main) including replacements:

Storm or sanitary sewer lead	\$70.00 each.
Water lead	\$70.00 each.
Gate wells or structures	\$70.00 each.

Public sewer and water mains:	See non-telecommunication engineering fees below
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1.3 Contractor registration fee:

Registration	\$30.00
Performance Bond	\$5,000.00 (Required for ROW)

PLANNING FEES

Received into 101-030-628-6071

Pre-Application Meetings, Conceptual Review, and Pre-Construction Meetings

- No charge for Pre-Application or conceptual meetings with Community & Economic Development (CED) Department staff.
- Concept Plan review or Pre-Application meeting at Technical Review Committee (TRC): \$100.00
- Pre-Construction (post site plan approval) meeting at Technical Review Committee (TRC): \$100.00

Pre-Application Meetings, Conceptual Review, and Pre-Construction Meetings

- No charge for Pre-Application or conceptual meetings with Community & Economic Development (CED) Department staff.
- Concept Plan review or Pre-Application meeting at Technical Review Committee (TRC): \$100.00
- Pre-Construction (post site plan approval) meeting at Technical Review Committee (TRC): \$100.00

Site Plan Review:

- Major Site Plan - Technical Review Committee (TRC) Application:
 - Residential (multi-family): \$700.00
 - Non-Residential: \$850.00
- Major Site Plan - Planning Commission Application: \$1,000.00
- Minor Site Plan and Mobile Food Site Plan Application: \$200.00

All site plan review fees cover the initial submittal and one (1) revision. There shall be a charge of \$200.00 for each subsequent review

Site Plan Extensions & Amendments

- Site Plan Extensions: \$100.00 for each extension.
- Small-scale amendment to an approved Minor Site Plan: \$100.00
- Small-scale amendment to an approved Major Site Plan: \$200.00
- Large-scale amendment to an approved Minor or Major Site Plan: 75% of original fee.

Special Land Use Application: \$750.00

Temporary Use Application: \$30.00

Land Divisions, Combinations, Plats and Site Condominiums, Public Easements

- Land Divisions: \$500.00 + \$50.00 per resulting parcel
- Land Divisions with new roads: \$750.00 + \$50.00 per resulting parcel
- Land Combinations: \$500.00
- Plats and Site Condominiums: \$1,000.00 + \$15.00 per unit for residential and \$75.00 per acre for nonresidential.
- Public Easement Vacation Application: \$500.00
- Encroachment into Public Easement: \$50.00

ZONING FEES

Received into 101-044-680-6701

Zoning Board of Appeals (ZBA)

- Dimensional Variance Application (Single-Family, Duplex, Multiplex, Townhomes): \$400.00
- Dimensional Variance Application (Multi-Family and Non-Residential): \$400.00 + \$300.00 for each additional variance request.
- Appeal of Administrative Decision: \$400.00
- Zoning Interpretation: \$400.00

Rezoning

- Petition for Traditional Rezoning or Rezoning with Conditions: \$1,500.00
- Planned Unit Development (PUD):
 - Pre-Application Conference (TRC): \$100.00
 - Determination of Qualification Application: \$750.00
 - PUD Plan Application: \$1,250.00

Zoning District Verification Letter: \$30.00

BROWNFIELD REDEVELOPMENT AUTHORITY FEES

Received into 101-044-680-6701

Application fee: \$1,500.00 plus \$2,500.00 engineering escrow.

ENGINEERING FEES – (NON-TELECOMMUNICATION)

Received into 101-030-628-6701

Engineering Plan Review:	Application fee (non-refundable)	\$400.00 for all projects
	Public projects: Review fee	2% of site construction cost
	Inspection fee	4% of site construction cost (see ROW inspection below.)
	Private projects: Review fee	2% of site construction cost (\$200.00 minimum)
	Residential site/plot plan review	\$75.00
Engineering Inspections:	\$75 / Inspection + \$100 for each Compaction / Material Test	
Landfill permits:	\$60.00 + \$0.05 per cubic yard of fill.	

RIGHT OF WAY PERMITS – (NON-TELECOMMUNICATION)

Received into 101-030-628-6701

Application Fee:	\$200.00 (non-refundable)
Review fee	2% of the cost of the project. Minimum \$200.00
Inspection Fees:	4% of the cost of the project. If the inspection fees exceed 4% of the project cost, the permittee shall be charged 175% of the actual payroll costs (including but not limited to wages, fringe benefits and/or expenses) for all inspection fees exceeding the non-refundable 4% inspection fee. \$100.00 for each road crossing/driveway compaction test
Bonds:	Cash Bond 5,000.00
GIS Fee:	\$150.00
Third or more Offenses (same growing season)	\$300 + Actual Contractor Charges

LANDLORD LICENSING

Received into 101-017-476-4771

Four-Year <u>Registration Fees:</u>	New Registrations and Renewals <u>Through Renewal Date*</u>
Single-family	\$210.00
2 to 4 units	\$245.00
5 or more units	\$47.50 per unit

*Code enforcement action will commence if the application and fee are not received before the current expiration date; if the renewal is not completed within thirty (30) days after the renewal date; or if a new application is not completed within thirty (30) days of the initial application date.

A fee of \$75.00 per inspection shall be charged for all locked-out inspections and \$90 for a re-inspection of all failed inspections.

Note: All renewal licenses are for forty-eight (48) months. New and pro-rated licenses may be for less than forty-eight (48) months. All licenses for the same landlord will expire on the same date.

CODE ENFORCEMENT PROPERTY MAINTENANCE FEES

Service and Mowing

Received into 101-030-626-6260

Service:	Cost: Mowing, labor and disposal costs are based on the current contract.
Mowing	<u>First Offense</u> : \$100.00 Administrative Fee + Actual Contractor Charges <u>Second Offense</u> (same growing season): \$200 + Actual Contractor Charges <u>Third or more Offenses</u> (same growing season): \$300 + Actual Contractor Charges

Clean Up/Debris Removal

Received into 101-030-626-6270

Clean-up/Debris Removal (ROW)	\$150.00 Administrative Fee + Actual Labor and Disposal Charges Repeat Offenders \$250.00 Administrative Fee + Actual Labor and Disposal Charges
Clean-up/Debris Removal (PVT)	\$250.00 Administrative Fee + Actual Labor and Disposal Charges * Repeat Offenders \$500 Administrative Fee + Actual Labor and Disposal Charges * *Warrant required prior to contractor authorization
Snow Removal <i>Receipted into 101-030-626-6270</i>	
Snow Removal (Public Walks)	<u>First Offense</u> \$100.00 Administrative Fee + Actual Contractor Charges <u>Second Offense</u> (same season) \$200 + Actual Contractor Charges <u>Third or more offenses</u> (same season) \$300 + Actual Contractor Charges

HOTEL INSPECTIONS

Annual Building and Fire Inspections	\$15.00 per unit / per year
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MEDICAL & ADULT USE MARIHUANA FACILITY/MEDICAL & ADULT USE MARIHUANA GROW OPERATION

Application Fee:	\$500.00 nonrefundable
Annual License Fee:	\$5,000.00 per year

GEOGRAPHIC INFORMATION SYSTEMS FEES

Receipted into 101-030-628-6075

Digital prices are for digital raw data of City of Madison Heights. Datasets are to be distributed “AS IS” at the time of sale. The cost DOES NOT include, updates to ongoing coverage projects. Creation of mapping products that do not exist; shall be \$75.00 per hour plus printing costs.

	Small Format (11 x 17)	Large Format (24 x 36 & up)
Hardcopy Maps		
Aerial Photos (City wide)	NA	\$25.00-\$45.00
Existing Land Use Map	\$5.00	\$25.00
Future Land Use Map	\$5.00	\$25.00
Zoning Map	\$5.00	\$25.00
General Street Map	\$5.00	\$25.00
Utility ¼ Section Map	\$5.00	\$25.00
Benchmark Map	\$5.00	\$25.00
Street Map	\$5.00	\$25.00
Misc. (Future printed products)	\$5.00	\$25.00

Electronic File Format Prices (when available)

Layers	Prices	Per Section
Benchmarks (elevations)	\$50.00	NA
Contours	\$250.00	\$75.00
Aerial Photos	\$250.00	\$75.00
Parcel Coverage (property lines)	\$500.00	\$135.00
Pictures of all parcels	\$200.00	NA
Pavement Management (profiles)	\$500.00	NA
Road Projects	\$50.00	NA
Sidewalk Gap	\$50.00	NA
Utilities (each)	\$500.00	\$135.00
City Fiber Network	\$200.00	NA
Street ROW	\$200.00	NA
Street light network	\$200.00	NA
Street sign	\$100.00	NA
Public Facilities (buildings, properties)	\$100.00	NA
Zoning	\$100.00	NA
Existing Land Use	\$100.00	NA
Future Land Use	\$100.00	NA

FIRE SUPPRESSION AND FIRE ALARM

Administration Fee:	\$125.00
Mechanical/Electrical Inspection	\$75.00
Re-inspection Fee	\$90.00
Plan Review In-House:	
Suppression	Project cost x 0.03, minimum \$150.00
Alarm	Minimum \$150.00
Contractor Registration Fee:	\$30.00

Permit Fees

Suppression	
1 to 20 heads	\$205.00
21 to 100 heads	\$435.00
101 to 200 heads	\$580.00
201 to 300 heads	\$665.00
301 to 500 heads	\$980.00
Over 500 heads	\$980 plus \$1.09 per head over 500
Fire Pumps	\$200.00 per pump
Rush Plan Reviews	Add 100% to base fee. 1 to 3 days turnaround. In addition, add \$25 for overnight plan return.
Restaurant Hoods Systems	
1 to 15 nozzles wet chemical system	\$280.00
16 to 30 nozzles wet chemical system	\$390.00
31 to 50 nozzles wet chemical system	\$500.00
Mechanical Hood and Duct System	\$390.00 per hood system; additional hood at same time \$195.00
Gas or Dry Chemical Suppression Agent System	
1 to 50 pounds of suppression agent	\$265.00
51 to 100 pounds of suppression agent	\$320.00
101 to 200 pounds of suppression agent	\$330.00

201 to 300 pounds of suppression agent	\$345.00
301 to 400 pounds of suppression agent	\$375.00
401 to 500 pounds of suppression agent	\$400.00
501 to 750 pounds of suppression agent	\$465.00
751 to 1,000 pounds of suppression agent	\$580.00
Over 1,000 pounds of suppression agent	\$580.00 plus \$0.29 for each pound of agent over 1,000
1 to 10 fire alarm devices	\$200.00
11 to 25 fire alarm devices	\$290.00
26 to 50 fire alarm devices	\$435.00
51 to 75 fire alarm devices	\$700.00
76 to 100 fire alarm devices	\$850.00
101 to 125 fire alarm devices	\$1,020.00
Over 125 fire alarm devices	\$1,020.00 plus \$5.70 per additional device over 125
Small Project Fee (without substantial changes to suppression or alarm systems)	\$150.00

Section 2. CLERK DEPARTMENT SERVICES

SCHEDULE OF FEES FOR PERMITS AND SERVICES

BUSINESS LICENSE/PERMIT FEES

Receipted into 101-014-476-4570

Business Licenses: \$100.00 per year

Marihuana - Medical/Adult-Use Business License:	\$5,000.00 per year
Marihuana – Caregiver Business License:	\$2,500.00 per year + any applicable re-inspection fees
Massage Business License:	\$300.00 per year + \$150.00 per licensed massage therapist.
Hotel Business License:	\$300.00 + per unit fee

Late Fee is double the fee listed above.

Temporary/Seasonal Business Licenses	\$100.00
Home Solicitation Licenses	\$100.00

Medical or Adult-Use Marihuana Facility/Medical or Adult-Use Marihuana Grow Operation Business License Application fee
\$500.00 non-refundable

ANIMAL LICENSE

1.0 Dogs and Cats.

Receipted into 101-017-490-4800

- All dogs and cats, six (6) months of age or older, must be licensed and have a current Rabies Vaccination Certificate.
- Residents must provide a valid rabies vaccination certificate signed by the veterinarian to obtain a license. Senior Defined as (65+) in age.
- Tags can be purchased from December 1st to June 1st
*Tags purchased after June 1st are subject to Oakland County Late Fees.

1 Year Spayed/Neutered	\$15	3 Year Spayed/Neutered	\$40
1 Year Male/Female	\$25	3 Year Male/Female	\$70
1 Year Spayed/Neutered Senior Discount	\$14	3 Year Spayed/Neutered Senior Discount	\$37
1 Year Male/Female Senior Discount	\$23	3 Year Male/Female Senior Discount	\$64

A \$5.00 penalty per pet will be imposed if the license renewal occurs more than 30 days after the rabies vaccination expires

- Animal Tag Replacement \$1.00 per tag

MISCELLANEOUS FEES

1.0 Bicycle Licenses

Receipted into 101-017-490-4810

All bicycles to be ridden in the City on a street or public path shall be licensed.
Bicycle \$2.00 One-time fee per bicycle

2.0 Vital Health Statistics*Receipted into 101-030-628-6078*

Birth Certificates – First Copy	\$15.00
Birth Certificates – Second and additional copies	\$ 5.00
Death Certificates – First Copy	\$15.00
Death Certificates – Second and additional copies	\$ 5.00

3.0 Video/Vending Machine*Receipted into 101-014-476-4570*

Distributor Licenses	\$10.00
Amusement Devices (Pool Tables, Jukeboxes)	\$20.00
Vending Machines	\$20.00
Video/Electronic Amusement Devices	\$62.50

4.0 Voter Registration Records

Processing Fee and Excel spreadsheet	\$12.00
Electronic Media Storage and Excel spreadsheet	\$12.00 + actual price of storage device

5.0 Notary Fees

No Charge for first document	\$10 for additional document
Non-Resident	\$10 for each document

6.0 Copy Fees

Copies	\$0.10 per page
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Section 3. WATER AND SEWER OPERATION SERVICE FEES

UTILITY RATES

1.0 Water and Sewer Rates

Residential water receipted into 592-010-642-6430

Commercial/industrial water receipted into 592-010-642-6440

Wastewater receipted into 592-020-630-6115

Residential customers of the City are billed quarterly depending on what district or area of the City they live. All residential customers that are connected to the City water/sewer system are subject to a minimum bill of 10 units per quarter.

Commercial customers of the City are billed monthly. All commercial customers that are connected to the City water/sewer system are subject to a minimum bill of 3.33 units per month.

Water and Wastewater are billed in units. 1 unit = 100 cubic feet = approximate 748 gallons.

Water \$4.74 per unit

Wastewater \$6.96 per unit

2.0 Stormwater

Stormwater fees shall be eliminated.

SERVICE FEES

1.0 Service Tapping Fees

Meter & Materials receipted into 592-000-273-5000

Service Connection receipted into 592-000-273-6000

Transmission receipted into 592-010-629-6113

Paving receipted into 592-010-626-6111

Sewer Privilege Fee receipted into 592-020-630-6117

If the service requires crossing a five (5) lane highway, additional charges will apply.

Description	Supply/ Meter Size					
	1"	1 ½"	2"	3"	4"	6"
Meter & Materials	\$1,250	\$1,700	\$2,300	\$3,900	\$4,900	\$7,950
Service Connection	\$900	\$1,250	\$1,500	-	-	-
Transmission	\$72	\$72	\$72	-	-	-
Paving & Restoration	\$750	\$750	\$750	-	-	-
Sewer Privilege Fee	\$622	\$897	\$1,183	\$2,310	\$3,493	\$3,575
Total	\$3,144	\$4,219	\$5,355	\$6,210	\$8,393	\$11,525

2.0 Meter Fees

Receipted into 592-010-626-6111

GLWA pass through charges receipted into 592-010-642-6490

Description	5/8"	¾"	1"	1 ½"	2"	3"	4"	6"
Frozen Meter Charge w/service	\$180	\$180	\$350	\$725	\$925	\$3,000	\$3,950	\$6,500
Damaged/Missing Transmitter	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150
Damaged Register Head (Per Head if Compound)	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115
GLWA (Pass Through)	\$3.64	\$5.46	\$9.10	\$20.02	\$29.12	\$52.78	\$72.80	\$109.20

3.0 Miscellaneous Service Fees
Receipted into 592-010-626-6111

Fire Suppression Private Water Line Charge	\$5 per month
Final Reading	\$20 per account processed
"No Show" Charge for service calls	\$30 per occurrence
Turn-Off/Turn-On	\$60
Reinstall Meter with Turn-On	\$60
Meter Bench Test (5/8 – 1 ½") – Reading within AWWA range	\$60
Meter Bench Test (2" and above)– Reading within AWWA range	\$350
Fire Suppression System – Turn-Off/Turn-On	\$60
Construction Water Use	\$125
Hydrant Meter Deposit	\$2,000
Disconnect Water Service from Main (3/4"-2")	\$700
Disconnect Water Service from Main (3"-6")	\$1,000
Service Call Overtime Charge (Mon- Sat)	\$100
Service Call Overtime Charge (Sun & Holidays)	\$200
Hydrant Flow Test	\$100
Hydrant Flow Test with Salt Needed	\$175
Hydrant and Meter Rental	\$5 per day + water consumption

Tampering with meter or water service:

Residential	50-unit penalty plus the City may prosecute
Commercial/Industrial	100-unit penalty plus the City may prosecute
Bypass violations	100 unit penalty plus the City may prosecute

Section 4. TREASURY AND ASSESSING SERVICE FEES

PROPERTY AFFIDAVIT PENALTY

Receipted into 101-011-445-0000

A Property Affidavit must be filed within 45 days of the property transfer. Filing is mandatory and requires Form 2766 from the Michigan Department of Treasury.

Penalty for failure to complete and submit all required paperwork to the City:

- Industrial and Commercial property:

If the sale is \$100,000,000 or less - \$20 per day for each separate failure beginning after the 45 days have elapsed up to a maximum of \$1,000

If the sale is \$100,000,000 or more - \$20,000 after the 45 days have elapsed

- Real property other than industrial and commercial:

\$5 per day for each separate failure beginning after the 45 days has elapsed, up to a maximum of \$200.

TAX ADMINISTRATION FEE

Receipted into 101-011-447-0000

The City of Madison Heights bills and collects taxes on behalf of all taxing jurisdictions in the City. A 1% fee of all taxes billed is added to cover this service as allowed in the State of Michigan General Property Tax Act 211.4 (3).

DUPLICATE BILL FEE

Receipted into 101-044-680-6701

If a duplicate bill must be printed for payment or customer records the City charges a duplicate bill fee. This fee is set by the Department Head Based on an estimate of time and materials.

\$3 per bill requested.

STOP PAYMENT FEE

Receipted into 101-044-680-6701

If the City must stop payment of a check issued a \$25 stop payment fee may be charged to the payee of the check. This fee is set by the Department Head based on the fee the City is charged from our banking institution.

RETURNED CHECK/ACH FEE

Receipted into 101-044-628-6705

If a customer has a payment returned for any reason including (non-sufficient funds, closed account, or wrong account information) a \$25 returned check/ACH fee will be charged to the customer. This fee is set by the Department Head based on the fee the City is charged from our banking institution.

Section 5. LIBRARY SERVICES

RENTAL AND LATE FEE

Receipted into 101-030-628-6085

Library materials that are not returned within 21 days of the date due or are returned damaged are charged the full replacement cost of the item at the time of purchase. Damaged items needing repair instead of replacement will be charged the repair cost instead of replacement.

PROGRAM FEES

Receipted into 705-000-299-2000

Coffee Concerts	\$5 per concert for children under 12 and senior citizens \$10 per concert for adults \$25 family rate per concert (two adults and up to six children)
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PROGRAM FEES

Receipted into 101-033-628-6086

Self-service copier pages (<i>Page: one side of paper</i>)	\$0.10 per page, black and white \$0.25 per page, color
Paper pages (<i>Page: one side of paper</i>)	First five pages are free-of-charge daily. \$0.10 per additional page, black and white \$0.25 per additional page, color
3D printing	\$0.10 per gram
Buttons	\$0.25 small button
Specialty Printing Paper	\$1.00 per 8.5 x 11 sheet
Sublimation mug	\$5.00 each
Laminating pouches	\$0.25 per pouch (8.5 x 11)
Embroidery stabilizer	\$1.00 per foot (12 in sq)
Cricut material (vinyl, transfer tape, etc.)	\$2.00 per foot
USB drives	\$5.00 each
Headphones or earbuds	\$1.25 each
Large-format laminator	\$1.00 per linear foot
Poster Printer	\$1.00 per linear foot
Embroidery Thread	\$0.25 per 5,000 stitches (Stitches will be rounded up to the nearest 5,000)

MISCELLANEOUS FEES

Arcadia Book Fees receipted into Historical Commission Escrow 705-000-291-9000

All other receipted into 101-030-628-6085

Library Card non-resident	\$100 annual
Arcadia Book: <i>Images of America, Madison Heights</i>	\$22

Section 6. FIRE SERVICE FEES

AMBULANCE AND EMERGENCY RESPONSE FEES

1.0 Advanced Life Support Services

Receipted into 101-044-638-6707

ALS Emergency Transport	\$936
ALS Emergency Transport II	\$1,356
ALS Non-Emergency Transport	\$591
Treat No Transport	\$400

2.0 Basic Life Support Services

Receipted into 101-044-638-6707

BLS Emergency Transports	\$788
BLS Non-Emergency Transport	\$439

3.0 Miscellaneous Fees

Receipted into 101-044-638-6707

Loaded Mile (scene to hospital fee per mile)	\$17.50 per mile
Oxygen	\$50
Extrication	\$500
Defibrillator	\$50
Cost Recovery for Structure Fires	\$500

MISCELLANEOUS FEES

1.0 Cardiopulmonary Resuscitation (CPR) Course Courses

Receipted into 101-044-637-6709

Course fees include supplies and materials used.

BLS for Healthcare Providers	\$40 per participant
Heartsaver First Aid/CPR/AED	\$60 per participant
Heartsaver CPR/AED	\$50 per participant
Online CPR Practical Skills Verification	\$30 per participant
Off-site Location Fee	\$100 per class

2.0 Inspections and Reporting

Fire incident reports	See Section 12 –
FOIA Fees EMS reports	See Section 12 – FOIA Fees
Environmental Inspection Assessment	\$25 per assessment
Fire Re-Inspection	1 st and 2 nd inspections no charge
	3 rd inspection \$100 each
	4 th inspection \$200 each
	5 th or more inspections \$300 each

False alarms – see fee schedule in the Police Department in Section 7.

Section 7. POLICE SERVICES

FALSE ALARM FEES

Number of alarms is determined on a rolling calendar year from the date of the first false alarm.

1st False Alarm	No Charge
2nd False Alarm	No Charge
3rd False Alarm	\$100
4th False Alarm	\$200
5th False Alarm	\$300
6th False Alarm	\$400
7th and all subsequent violations	\$500

POLICE FOIA AND MISCELLANEOUS FEES

1.0 FOIA

In-Car Video Recordings	actual wages to prepare
Audio Tape	actual wages to prepare
Photographs	actual wages to prepare
File size requiring an external drive	\$7.50 in addition to the actual wages to prepare

2.0 Reports

Accident Reports	\$15 per report set by contract with Oakland County
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3.0 Gun Purchase Permit (LTP)

	\$10 for residents and \$20 for non-residents
IChat	\$15

Section 8. DEPARTMENT OF PUBLIC SERVICES

RV LOT RENTAL FEE

Receipted into 101-030-651-6285

RV Lot Rental based on availability	\$250 annually with renewals on July 1
RV Lot Late Payment Fee year	\$50 late fee after renewal due date of June 30 each year

BRUSH CHIPPING FEE

Receipted into 101-030-626-6270

Curbside brush chipping service	\$30 per every 15 minutes
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MOBILE HOME SOLID WASTE COLLECTION FEE

Receipted into 101-030-626-6240

Solid Waste Collection	\$10.00 per unit
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This fee is invoiced twice per year based on per unit count as verified by a representative of the Department of Public Services.

MEMORIAL PROGRAM

Receipted into 101-030-642-6431

Memorial Tree (tree only):	\$600.00
Memorial Plaque:	\$100.00
Park Bench (bench only):	\$1,575.00
Bike Rack (rack and associated pavement):	\$1,275.00
Drinking Fountain (fountain, plumbing and service connection and associated pavement)	\$13,000.00

Section 9. PARKS, PARK FACILITIES AND RECREATION SERVICE FEES

The City of Madison Heights allows the rental of multiple park pavilions (Civic Center Park A,B,C, Monroe Park, Soccer Complex), buildings (Civic Center Park, Rosie's Park, Soccer Complex), and the Civic Center Bandshell.

MEETING ROOM RENTALS

Received into 101-036-633-3511.

The City of Madison Heights allows groups to use the Breckenridge Room, City Hall, Lower Level Rooms and Fire Department Room Pavilion. Nonprofit and volunteer groups that regularly volunteer in the City shall rent the (Breckenridge Room), Fire Station (Training Room), Park Buildings, and City Hall (Lower Level Rooms) at no cost if the rental does not require staffing. If staffing is required fees shall cover staffing cost. A refundable damage deposit of \$100 is required.

1.0 Groups for which No fee is charged:

- Programs sponsored by the City
- Meeting of Madison Heights non-profit (501 C3) political, and educational organizations
- Organizations where all members reside in Madison Heights (i.e. sports leagues, condo associations, etc.) Service clubs that reside in Madison Heights
- County, state and federal offices requesting usage for business use

2.0 Groups for which a \$20 an hour/minimum of 2 hours will be charged:

- Any non-profit groups (must provide a copy of 501-C3 documentation) that do not reside in Madison Heights (this would include organizations such as Toy Dog Club, Trout Unlimited, etc.)
- Any adult* group/club providing an activity to make money for the club/group
- Any adult* group desiring to have instructional or social activity for their own benefit where a fee is assessed to participants

3.0 Groups for which a \$30 an hour/minimum of 2 hours will be charged:

- Any group originating from a business establishment such as union meetings, company staff meetings
- Groups other than civic, cultural, educational, political groups, deriving personal or financial gain
- Any group not comprised of 75% Madison Heights residents.

PARK, PARK PAVILION, AND PARK BUILDING RENTALS

The City of Madison Heights allows the rental of Pavilions A, B and C at Civic Center Park and the Monroe Park Pavilion. Residents have first choice of reservations through March 31st each year. On or after April 1st each year rental is available to residents and non- residents on a first come first served basis.

Park Rental Fees	\$25/hour with a minimum of 2 hours up to 6 hours. *Rentals exceeding 6 hours will incur an additional \$20/hour up to a maximum of 14 hours + minimum \$100 refundable damage deposit, subject to change based on the nature of the event.
Non-Resident Park Rental Fees	\$30/hour with a minimum of 2 hours up to 6 hours. *Rentals exceeding 6 hours will incur an additional \$25/hour up to a maximum of 14 hours + minimum \$100 refundable damage deposit, subject to change based on the nature of the event.
Resident Bandshell Rental Fee	\$50/2 hour block of time, rounded to each 2-hour period +100 refundable damage/cleaning deposit
Pavilion Rental Fees	\$50 per pavilion + \$50 refundable damage/cleaning deposit

Non Resident Rental Fee	\$100 per pavilion + \$50 refundable damage/cleaning deposit
Cancellation Fee	\$10 with one week (7 days) notice No refund will be given if cancelled in less than one week (7 days) of the rental date
Park Building Rental Fee	\$50/2 hour block of time, rounded to each 2 hour period per building
\$100 refundable damage/cleaning deposit	
Non-Resident Park Building Rental Fee	\$100/2 hour block of time, rounded to each 2 hour period per building + \$100 refundable damage/cleaning deposit
Park Building Lost Key Fee	\$25 if key is not returned
Special Event Fee (Resident)	\$500 per day + \$500 refundable security deposit
Special Event Fee (Non-Resident)	\$750 per day + \$500 refundable security deposit.

ACTIVE ADULT CENTER RENTALS

Receipted into 101-036-667-6530

\$50 per hour	3 hour minimum for Madison Heights residents and businesses.
\$25 per hour	3 hour minimum for civic groups, schools and scout troops
\$200	Refundable damage deposit.

SPORTS FIELD PREPARATION

Receipted into 101-036-633-6511

The City of Madison Heights will prepare any of its available sports fields to include dragging, lining, and/or striping. Groups wishing to have a field prepared must have a field permit and follow all guidelines to obtain such.

Baseball/Softball Diamonds	\$40 (Residents) \$60 (Non-Residents) to have field dragged and lined
Soccer/Football Fields	\$25/hour (Residents) \$45/hour (Non-Residents)

Section 10. ACTIVE ADULT CENTER SERVICE FEES

The City of Madison Heights offers numerous trips, classes and programs through our Senior citizens Center. The resident and non- resident fees are set for each trip/program based on cost by the Center Coordinator.

TRANSPORTATION

Receipted into 101-036-628-6532

The City of Madison Heights transports residents who are age 50 and older and/or disabled Monday through Friday to banks, beauty shops, grocery stores, Active Adult Center and social service appointments.

Rides: Rides: \$1.00 each way within Madison Heights. \$2.00 each way outside Madison Heights, up to a 7-mile radius of the Active Adult Center.

MISCELLANEOUS

Trip Cancellation Fee	\$5
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Section 11. GENERAL GOVERNMENT SERVICE FEES

MESSAGE BOARD GREETINGS

City Hall Message Board	\$10 for one per day or \$20 for a week
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WEDDING CEREMONIES

Administration fee	\$75 per wedding Plus \$50 Payable to Mayor
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ITEMS FOR SALE

Garbage Bags <i>Receipted into 101-033-642-6421</i>	Box of 100 Heavy Duty bags \$20 per box
Recycling Bin and Lid <i>Receipted into 101-033-642-6422</i>	\$20

Section 12. FOIA FEES

A fee will not be charged for the cost of search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the City because of the nature of the request in the particular instance, and the City specifically identifies the nature of the unreasonably high costs.

The Michigan FOIA statute permits the City to assess and collect a fee for six designated processing components. The City may charge for the following costs associated with processing a request:

- Labor costs associated with searching for, locating and examining a requested public record.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure of information which is disclosed.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media.
- The cost of duplication or publication, not including labor, of paper copies of public records.
- Labor costs associated with duplication or publication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- The cost to mail or send a public record to a requestor.

1.0 Labor Costs

- All labor costs will be estimated and charged in 15-minute increments with all partial time increments rounded down.
- Labor costs will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.

2.0 Non-paper Physical Media

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media would be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the City has the technological capability necessary to provide the public record in the requested non-paper physical media format.

3.0 Paper Copies

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will be \$.10 per sheet of paper. Copies for non-standard-sized sheets will reflect the actual cost of reproduction.
- The City may provide records using double-sided printing, if cost-saving and available.

4.0 Mailing Costs

- The cost to mail public records will use a reasonably economical and justified means.
- The City may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless requested.



AGENDA ITEM SUMMARY FORM

MEETING DATE: 5/12/25

PREPARED BY: Sean P. Ballantine, Director of Public Services

AGENDA ITEM CONTENT: Director of Public Services - Park Shelter Building Roof Replacement

AGENDA ITEM SECTION: Consent Agenda

BUDGETED AMOUNT: \$20,000

FUNDS REQUESTED: \$20,000

FUND: 101-752-987-0000

EXECUTIVE SUMMARY:

The FY 2024-25 Budget includes funding carried forward for the replacement of the roofs at the Huffman and Rosie's Park shelter buildings, as well as the option of Pavilion C at Civic Center Park. When considering the two park shelter buildings, the lowest qualified bidder is Sterling Construction and Roofing. Reference checks were positive, and they have previous experience with municipal and government work.

RECOMMENDATION:

Staff recommends that Council award the bid for the Park Shelter Building Roof Replacement project to Sterling Construction and Roofing, of Livonia, in a project amount not to exceed the budgeted amount of \$20,000. This provides contingency for replacement of boards and wood as found necessary in the project.

MEMORANDUM

Item 5.

DATE: May 6, 2025
TO: Melissa R. Marsh, City Manager
FROM: Sean P. Ballantine, Director of Public Services
SUBJECT: Bid Award – Park Shelter Building Roof Replacement

The FY 2024-25 Budget includes funding carried forward for the replacement of the roofs at the Huffman and Rosie's Park shelter buildings, as well as the option of Pavilion C at Civic Center Park. Upon receiving multiple quotes, it was determine that the projects would be better served going through the formal bid process, both to achieve economies of scale, and due to the overall prices we were seeing. There was significant interest in the bid, with 20 firms attending the mandatory site visits in the parks, and 10 of them submitting bids by the deadline.

In tabulating the four lowest bids, a discrepancy was determined in the amount of shingles required for Pavilion C from multiple bidders. Further, including Pavilion C would put the overall project over budget, particularly when considering that the condition of the wood underlayment is suspect. Staff believes Pavilion C will require more extensive repairs, and has budgeted additional funding for this in the FY 2025-26 Budget.

When considering the two park shelter buildings, the lowest qualified bidder is Sterling Construction and Roofing. Reference checks were positive, and they have previous experience with municipal and government work.

Staff therefore recommends that Council award the bid for the Park Shelter Building Roof Replacement project to Sterling Construction and Roofing, of Livonia, in a project amount not to exceed the budgeted amount of \$20,000. This provides contingency for replacement of boards and wood as found necessary in the project.

City of Madison Heights
Department of Public Services
801 Ajax Drive
Madison Heights, Michigan 48071

2025 DPS - Park Shelter Building Roofs
Bid Tabulation

Item 5.

Contractor	Rosies Park					Huffman Park					Total Cost	Civic Center					Total Cost
	Est. Squares	Bid	Gutters/Downspouts	Plywood Cost	Board Cost	Est. Squares	Bid	Gutters/Downspouts	Plywood Cost	Board Cost		Est. Squares	Bid	Gutters/Downspouts	Plywood Cost	Board Cost	
Renovation Roofing, LLC	23	\$ 8,934.59	\$ 2,150.00	\$ 100.00	\$ 7.50	19	\$ 8,934.59	\$ 2,150.00	\$ 100.00	\$ 7.50	\$ 17,869.18	17	\$ 8,016.17	\$ 2,150.00	\$ 100.00	\$ 7.50	\$ 25,885.35
SAS Services Inc.	23	\$ 10,250.00	\$ 1,800.00	\$ 50.00	\$ 4.00	19	\$ 9,700.00	\$ 1,675.00	\$ 50.00	\$ 4.00	\$ 19,950.00	17	\$ 7,925.00	\$ 1,725.00	\$ 50.00	\$ 4.00	\$ 27,875.00
Sterling Construction and Roofing	20.88	\$ 9,396.00	\$ 1,700.00	\$ 60.00	\$ 10.00	17.15	\$ 7,717.50	\$ 1,425.00	\$ 60.00	\$ 10.00	\$ 17,113.50	8*	\$ 3,600.00	\$ 850.00	\$ 60.00	\$ 10.00	\$ 20,713.50
U&S Companies	24	\$ 10,550.00	\$ 1,470.00	\$ 65.00	\$ 10.00	20	\$ 8,850.00	\$ 1,470.00	\$ 65.00	\$ 10.00	\$ 19,400.00	10*	\$ 5,230.00	\$ 1,470.00	\$ 65.00	\$ 10.00	\$ 24,630.00

* estimate is too low. Wrong pavillion quoted by contractor

2025 DPS - Park Shelter Building Roofs
Corrected by Staff

Contractor	Rosies Park					Huffman Park					Total Cost	Civic Center					Total Cost
	Est. Squares	Bid	Gutters/Downspouts	Plywood Cost	Board Cost	Est. Squares	Bid	Gutters/Downspouts	Plywood Cost	Board Cost		Est. Squares	Bid	Gutters/Downspouts	Plywood Cost	Board Cost	
Renovation Roofing, LLC	23	\$ 8,934.59	\$ 2,150.00	\$ 100.00	\$ 7.50	19	\$ 8,934.59	\$ 2,150.00	\$ 100.00	\$ 7.50	\$ 17,869.18	17	\$ 8,016.17	\$ 2,150.00	\$ 100.00	\$ 7.50	\$ 25,885.35
SAS Services Inc.	23	\$ 10,250.00	\$ 1,800.00	\$ 50.00	\$ 4.00	19	\$ 9,700.00	\$ 1,675.00	\$ 50.00	\$ 4.00	\$ 19,950.00	17	\$ 7,925.00	\$ 1,725.00	\$ 50.00	\$ 4.00	\$ 27,875.00
Sterling Construction and Roofing	20.88	\$ 9,396.00	\$ 1,700.00	\$ 60.00	\$ 10.00	17.15	\$ 7,717.50	\$ 1,425.00	\$ 60.00	\$ 10.00	\$ 17,113.50	17	\$ 7,650.00	\$ 850.00	\$ 60.00	\$ 10.00	\$ 24,763.50
U&S Companies	24	\$ 10,550.00	\$ 1,470.00	\$ 65.00	\$ 10.00	20	\$ 8,850.00	\$ 1,470.00	\$ 65.00	\$ 10.00	\$ 19,400.00	17	\$ 8,891.00	\$ 1,470.00	\$ 65.00	\$ 10.00	\$ 28,291.00

* estimate is too low. Wrong pavillion quoted by contractor

This bid tab has been corrected by staff. The contractor severely underestimated the size of Pavilion C (must have measured Pavilion A or Pavilion B). To correct this, we converted the total bid amount to a price per square and multiplied it by 17 (an accurate estimate).



COMPANY SNAPSHOT

Sterling Construction & Roofing: Work Area: Michigan, Ohio, Indiana

Address: 13311 Stark Rd, Livonia, MI 48150 **Phone:** 248-802-3900 **Email:** info@sterlingconst.com

Government POC - Name: Brian Tutt **Phone:** 734-276-3232 **Email:** brian@sterlingconst.com

Builder License #: 5172419254 **UEI:** UYSSHL2ZZYP3 **CAGE:** 9PLF4 **DUNS:** 11-803-6789 **Insurance:** \$2M in coverage

CAPABILITY STATEMENT & CORE COMPETENCIES

Sterling Construction & Roofing provides top-tier roofing and exterior remodeling services across **Michigan, Ohio, and Indiana**. With an in-depth understanding of Midwest climates and stringent building codes, we deliver long-lasting, high-quality construction and renovation solutions.

Our comprehensive services include:

Remodeling:

- industrial
- commercial
- residential renovations and additions

Sloped Roofing:

- architectural
- designer
- three-tab shingles

Flat Roofing:

- TPO
- PVC
- EPDM
- torch-down applications
- coatings (silicone, acrylic elastomeric)

Siding Installation:

- James Hardie
- vinyl
- panel
- metal siding

Windows & Doors:

- energy-efficient vinyl window installations
- assorted door solutions

Gutters:

- 5" residential
- 6" commercial
- custom industrial/commercial gutters

Deck Installations:

- Trex/composite
- pressure-treated options

Storm Damage Repair:

- hail
- wind
- tree damage remediation

New Construction:

- industrial
- commercial
- residential projects

Multi-Family:

- condominiums
- apartments
- townhomes
- HOAs

Single-Family:

- A broad range of exterior and roofing services

Differentiators

Experienced Crews:

We rely on our own skilled employees, ensuring consistent quality control and accountability.

Extended Service Agreements:

Offering extended service agreements on qualifying projects, providing peace of mind and long-term value.

Rapid Repair Technicians:

Dedicated teams available for routine or emergency repairs, minimizing downtime for clients.

Advanced Technology:

Use of infrared cameras and drone inspections for accurate diagnostics, cost efficiency, and safety.

Bonded & Insured:

A bonded company with \$2M in coverage, satisfying standard agency requirements and risk mitigation.

Certified Installers:

Credentials with all major roofing and exterior material manufacturers, enabling optimal warranties for our clients.

By integrating these advantages, Sterling Construction & Roofing consistently delivers quality, compliance, and cost-effectiveness that fulfill the rigorous standards required by government agencies and grant-funded projects.

IV. SUPPLEMENTAL SPECIFICATIONS ITB #MH-1077:**ADDENDUM INFORMATION**

**Any questions or concerns regarding this ITB must be submitted in writing via email to:
 chriswoodward@madison-heights.org, before 12:00 pm April 2, 2025.**

**An addendum addressing any vendor questions or concerns will be posted at www.mitn.info no later than the close
 of business April 3rd, 2025.**

SUB CONTRACTS

The Contractor shall not sublet, assign, or transfer this contract or any portion thereof or any payment due him there under, without the written consent of the Owner. Assignment or subletting the whole or any portion of this contract shall not operate to release the Contractor or his bondsman hereunder from any of the contract obligations. If the Contractor shall cause any part of the work under this Contract to be performed by a subcontractor, the subcontractor's officers and employees in all respects are considered employees of the Contractor, and the Contractor shall not be in any manner thereby relieved from his obligations and liability; and the work and materials furnished by the subcontractor shall be subject to the same provisions as if furnished by the Contractor.

PAYMENT INFORMATION

2 weeks.

Payment Terms _____

Discount terms 1 % discount for payment within 2 days.

Signature *Sterling Hughey* Date 4-6-25

V. PRICING PAGE(S):**City of Madison Heights ITB #MH-1077:****LOCATION 1:**The 1st Location is at **Rosies Park** (1111 E. Farnum Ave., Madison Heights, MI 48071).

Provide all labor, materials, related equipment, tools and supervision necessary for the complete removal and replacement of the roof at "Location 1" as per all work herein described.

\$9,396.00

TOTAL BID PRICE WITH STANDARD SHINGLE: _____

State replacement pricing including labor for install for gutters and downspouts.

GUTTERS/DOWNSPOUT PRICING: _____ \$1,700.00

State the number of squares required to shingle the roof.

NUMBER OF SQUARES: _____ 20.88**Manufacturer specifications must be included in the bid packet. Shingle color TBD.****Color Sample(s) Included:** ☒ Yes () No (Provide color chart)**SHINGLE WARRANTY:** _____ 50 years**METAL FLASHING COLOR OPTIONS:** _____ Yes.**Color Chart Included:** ☒ Yes () No**ALTERNATES:****PRICE ALTERNATE SHINGLE:** CertainTeed Architectural shingles, dual layer, high performance, 250 lbs., per sq., max def color Palette and 40 year warranty: _____ \$9,980.00 Total Bid Price**PRICE ALTERNATE:** Standing Seam (or comparable) metal roofing: _____ \$31,320.00 Total Bid Price**PRICE FOR WOOD REPLACEMENT - 4X8 SHEET PLYWOOD:** _____ \$60.00**PRICE FOR BOARD REPLACEMENT - PRICE/LINEAR FOOT:** _____ \$10.00**COMPANY NAME:** _____ Sterling construction and roofing

LOCATION 2:

The 2nd Location is at **Huffman Park** (400 W. Cowan Ave., Madison Heights, MI 48071).

Provide all labor, materials, related equipment, tools and supervision necessary for the complete removal and replacement of the roof at "Location 2" as per all work herein described.

TOTAL BID PRICE WITH STANDARD SHINGLE: \$7717.50

State replacement pricing including labor for install for gutters and downspouts.

GUTTERS/DOWNSPOUT PRICING: \$1,425.00

State the number of squares required to shingle the roof.

NUMBER OF SQUARES: 17.15

Manufacturer specifications must be included in the bid packet. Shingle color TBD.

Color Sample(s) Included: ☒ Yes () No (Provide color chart)

SHINGLE WARRANTY: 50 year

METAL FLASHING COLOR OPTIONS: Yes

Color Chart Included: ☒ Yes () No

ALTERNATES:

PRICE ALTERNATE SHINGLE: CertainTeed Architectural shingles, dual layer, high performance, 250 lbs., per sq., max def color Palette and 40 year warranty: \$8060.50 Total Bid Price

PRICE ALTERNATE: Standing Seam (or comparable) metal roofing: \$25,725.00 Total Bid Price

PRICE FOR WOOD REPLACEMENT - 4X8 SHEET PLYWOOD: \$60.00

PRICE FOR BOARD REPLACEMENT - PRICE/LINEAR FOOT: \$10.00

COMPANY NAME: Sterling Construction and roofing

LOCATION 3:

The 3rd Location is at **Civic Center Park – Pavilion "C"** (360 W. 13 Mile Rd., Madison Heights, MI 48071).

Provide all labor, materials, related equipment, tools and supervision necessary for the complete removal and replacement of the roof at "Location 3" as per all work herein described.

TOTAL BID PRICE WITH STANDARD SHINGLE: \$3,600.00

State replacement pricing including labor for install for gutters and downspouts.

GUTTERS/DOWNSPOUT PRICING: \$850.00

State the number of squares required to shingle the roof.

NUMBER OF SQUARES: 8

Manufacturer specifications must be included in the bid packet. Shingle color TBD.

Color Sample(s) Included: ☒ Yes () No (Provide color chart)

SHINGLE WARRANTY: 50 year

METAL FLASHING COLOR OPTIONS: Yes

Color Chart Included: ☒ Yes () No

ALTERNATES:

PRICE ALTERNATE SHINGLE: CertainTeed Architectural shingles, dual layer, high performance, 250 lbs., per sq., max def color Palette and 40 year warranty: \$3760.00 Total Bid Price

PRICE ALTERNATE: Standing Seam (or comparable) metal roofing: \$10,000.00 Total Bid Price

PRICE FOR WOOD REPLACEMENT - 4X8 SHEET PLYWOOD: \$60.00

PRICE FOR BOARD REPLACEMENT - PRICE/LINEAR FOOT: \$10.00

COMPANY NAME: Sterling Construction and Roofing

COMPANY INFORMATION:Company Name Sterling Construction and RoofingPrinted Name/Title of Person Signing Bid Brian TuttSignature Brian TuttAddress 13311 Stark road, Livonia Mi 48150Phone: 248-802-3900

Fax: _____

Email Address: briant@sterlingconst.comDate: March 21, 2025

****SUBMIT ORIGINAL PROPOSAL ALONG WITH THREE COPIES IN A SEALED ENVELOPE MARKED ACCORDING TO SUBMITTAL GUIDELINES ALONG WITH QUALIFICATIONS QUESTIONNAIRE AND NON-COLLUSION AFFIDAVIT TO THE CITY OF MADISON HEIGHTS CLERK'S OFFICE BEFORE THE DEADLINE 11:00 A.M. ON APRIL 10, 2025. ALL OTHER ITEMS – CONTRACT, LABOR & MATERIALS BOND (IF NECESSARY) – WILL BE SUBMITTED AFTER APPROVAL OF THE CONTRACT.****

VI. Additional Extension Option - MITN:

The City of Madison Heights is a member of the Michigan Intergovernmental Trade Network (MITN) Purchasing Cooperative. If your company is awarded an item or a completed contract, the cooperative entities may wish to use this contract and will use a purchase order or contract for any or all of the item(s) awarded following minimum order/contract requirements set forth in the bid documents. Each entity will provide its own purchase order or contract and must be invoiced separately to the address on the purchase order/contract.

Currently, there are more than 100 agencies participating in the MITN Cooperative.

(☒) If an award is made to Sterling Construction and Roofing
(Company Name)

it is agreed that the contract will be extended to members of MITN Purchasing Cooperative under the same prices, terms, and conditions.

Brian Tutt

Signature of Company Representative

~OR~

(☐) Our company _____ is NOT interested in extending this contract.
(Company Name)

Signature of Company Representative

(For more information on the MITN cooperative, including a list of participating agencies, please go to www.MITN.info.)

VII. CITY OF MADISON HEIGHTS
QUALIFICATION QUESTIONNAIRE

Failure to completely fill out this form or failure to supply adequate information could result in disqualification of bidder.

Name of Bidder: Sterling Construcion and Roofing

Address of Bidder: 13311 Stark road, Livonia Mi 48150

Type of Business Entity: LLC
 (Example: Corporation, Partnership, etc.)

How Long Established: 7 years 6 months 22 days.

Names and Addresses of All Principals of Bidder: Sterling Hughey 13311 Stark road, Livonia MI 48150

1. List all other Corporations, Partnerships, Assumed Names, and/or Businesses in which the above listed principals have an interest in any way, including but not limited to, ownership stockholder, employment, principal, officer or other business relationship.

Owner: Sterling Hughey

2. List 3 current references from municipalities or public agencies familiar with the work performed by the Bidder and list the name, addresses and telephone number of a contact person.

HGTV Bargin Block Alisa 9 design 502-235-8057 21616 Grand River Ave Detroit MI 48219

Washtenaw County housing Aarron Kraft 734-395-4763 415 W. Michigan Avenue Ypsilanti, MI 48197

Bay City Community Development Specialist MacDonald amacdona1d@baycitymi.org

3. List 3 current references from private or non-public sources familiar with the work performed by the Bidder and list the name, address and telephone number of a contact person.

Anthony Bryant248-361-1626Anthony@unitedcommunitymgt.com 11906 EAST 14 MILE, warren

Jamie Blanchard734-756-0560jamie.blanchard27@gmail.com "44908 Trails Court Canton, MI 48187"

Georgia Turner(734) 645-0477 georgia.turner.mi@gmail.com 5505 Forman Drive Bloomfield Hills, MI 48301

4. List the names and address of all subcontractors the Bidder proposes to use on the project.

Our Crew is in house. We will not be using subcontractors on this job.

The undersigned verifies that the information contained herein is truthful and accurate and acknowledge that they are owners or agents of the Bidder.

Brian Tuttle

**Bidder's or Authorized
Representative's Signature**

Business Development Mgr

Title of Signatory

Brian Tuttle

Bidder's Printed Name

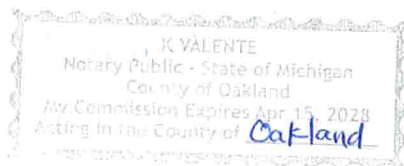
Dated:

4/9/25

**Subscribed and sworn to before me on
This 9th day of April, 2025.**

K. Valente

K. Valente **Notary Public**
Oakland **County, Michigan**



NON-COLLUSION AFFIDAVIT**Return this completed form with your sealed bid.**

BRIAN TUTT being duly sworn deposes and says:

That he/she is Business Development Manager
(state official capacity in firm)

The party making the foregoing proposal or bid, that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price or that of any other bidder, or to secure the advantage against the City of Madison Heights or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

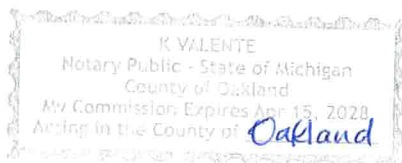
Brian Tutt
(Signature of person submitting bid)

Subscribed and sworn this 9th day of April, 2025 before me, a Notary Public in and for
said County. Oakland

K. Valente
Notary Public

My Commission Expires:

4/15/28



Bid Bond**AIA Document A310™ – 2010****CONTRACTOR:**

(Name, legal status and address)

STERLING CONSTRUCTION AND ROOFING LLC

13311 Stark Road

Livonia, MI 48150

SURETY:

(Name, legal status and principal place of business)

Granite Re, Inc.

14001 Quailbrook Drive

Oklahoma City, OK 73134

OWNER:

(Name, legal status and address)

City of Madison Heights

300 W. 13 Mile Rd

Madison Heights, MI 48071

Bid Bond No. GR33758

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: Five Percent of the Bid Amount (5.00% of Bid Amount)**PROJECT:**

(Name, location or address, and Project number, if any)

2025 Park Shelter Building Roofs; ITB #MH-1077

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 9th day of April, 2025.

(Witness)

(Witness) Karla Heffron

STERLING CONSTRUCTION AND ROOFING LLC
(Principal)

(Seal)

(Title)
Granite Re, Inc.
(Surety)

(Seal)

(Title) Connie Smith, Attorney-in-fact

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601110

GRANITE RE, INC.

GENERAL POWER OF ATTORNEY

Know all Men by these Presents:

That GRANITE RE, INC., a corporation organized and existing under the laws of the State of MINNESOTA and having its principal office at the City of OKLAHOMA CITY in the State of OKLAHOMA does hereby constitute and appoint:

MICHAEL J. DOUGLAS; CHRIS STEINAGEL; CHRISTOPHER M. KEMP; KARLA HEFFRON; SAMUEL DUCHOW; ROBERT DOWNEY; JULIA DOUGLAS; CONNIE SMITH; KORY MORTEL; ELIOT MOTU its true and lawful Attorney-in-Fact(s) for the following purposes, to wit:

To sign its name as surety to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said:

MICHAEL J. DOUGLAS; CHRIS STEINAGEL; CHRISTOPHER M. KEMP; KARLA HEFFRON; SAMUEL DUCHOW; ROBERT DOWNEY; JULIA DOUGLAS; CONNIE SMITH; KORY MORTEL; ELIOT MOTU may lawfully do in the premises by virtue of these presents.

In Witness Whereof, the said GRANITE RE, INC. has caused this instrument to be sealed with its corporate seal, duly attested by the signatures of its President and Assistant Secretary, this 31st day of July, 2023.

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)





Kenneth D. Whittington, President


Kyle P. McDonald, Assistant Secretary

On this 31st day of July, 2023, before me personally came Kenneth D. Whittington, President of the GRANITE RE, INC. Company and Kyle P. McDonald, Assistant Secretary of said Company, with both of whom I am personally acquainted, who being by me severally duly sworn, said, that they, the said Kenneth D. Whittington and Kyle P. McDonald were respectively the President and the Assistant Secretary of GRANITE RE, INC., the corporation described in and which executed the foregoing Power of Attorney; that they each knew the seal of said corporation; that the seal affixed to said Power of Attorney was such corporate seal, that it was so fixed by order of the Board of Directors of said corporation, and that they signed their name thereto by like order as President and Assistant Secretary, respectively, of the Company.

My Commission Expires:
April 21, 2027
Commission #: 11003620




Notary Public


GRANITE RE, INC. Certificate

THE UNDERSIGNED, being the duly elected and acting Assistant Secretary of Granite Re, Inc., a Minnesota Corporation, HEREBY CERTIFIES that the following resolution is a true and correct excerpt from the July 15, 1987, minutes of the meeting of the Board of Directors of Granite Re, Inc. and that said Power of Attorney has not been revoked and is now in full force and effect.

"RESOLVED, that the President, any Vice President, the Assistant Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking."

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this
9th day of April, 2025.




Kyle P. McDonald, Assistant Secretary

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Residential Builders Section
P.O. Box 30254
Lansing, MI 48909

Item 5.

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Company Builder License
Q.O. - Sean Anthony Davis

STERLING CONSTRUCTION & ROOFING INC
13311 STARK RD
LIVONIA, MI 48150

License No:
262300465

Expiration Date:
05/31/2026

STERLING CONSTRUCTION & ROOFING INC
13311 STARK RD
LIVONIA, MI 48150

GRETCHEN WHITMER
Governor

**Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Company Builder License**

STERLING CONSTRUCTION & ROOFING INC
13311 STARK RD
LIVONIA, MI 48150

**Qualifying Officer:
Sean Anthony Davis
Qualifying Officer #
2101179929**

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

**License No.
262300465**

**Expiration Date:
05/31/2026**

**This document is duly
issued under the laws of the
State of Michigan**

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD) 02/03/2016 Item 5.

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

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

PRODUCER AssuredPartners Michigan, LLC 3099 Biddle Ave Wyandotte, MI 48192 734 283-1400		CONTACT NAME: Cheryl Engel PHONE (A/C, No, Ext): 734 283-1400 E-MAIL ADDRESS: Cheryl.Engel@assuredpartners.com FAX (A/C, No):	
INSURED Sterling Construction and Roofing Inc. 13311 Stark Rd. Livonia, MI 48150		INSURER(S) AFFORDING COVERAGE INSURER A: Home Owners Insurance Company NAIC # 26638 INSURER B: Auto Owners Insurance Company 18988 INSURER C: PinnaclePoint Insurance Company 15137 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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			0430990325	02/06/2025	02/06/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			5430990300	02/06/2025	02/06/2026	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10000			5430990301	02/06/2025	02/06/2026	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WCP7007861	02/06/2025	02/06/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER 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)

Evidence of Insurance

CERTIFICATE HOLDER

CANCELLATION

Sterling Construction and Roofing Inc.
 13311 Stark Rd.
 Livonia, MI 48150

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

Steve Demers

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.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Sterling Hughey	
2 Business name/disregarded entity name, if different from above Sterling Construction and Roofing, LLC	
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. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____ </div> <div> <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </div> </div>	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 13311 Stark road	Requester's name and address (optional)
6 City, state, and ZIP code Livonia mi 48150	
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.

Social security number									
or									
Employer identification number									
9	3	-	2	4	2	2	1	7	7

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 ► *Sterling Hughey*

Date ► 8-30-24

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-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

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.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual	Individual/sole proprietor or single-member LLC
• Sole proprietorship, or	
• Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	
• LLC treated as a partnership for U.S. federal tax purposes,	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or	
• LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

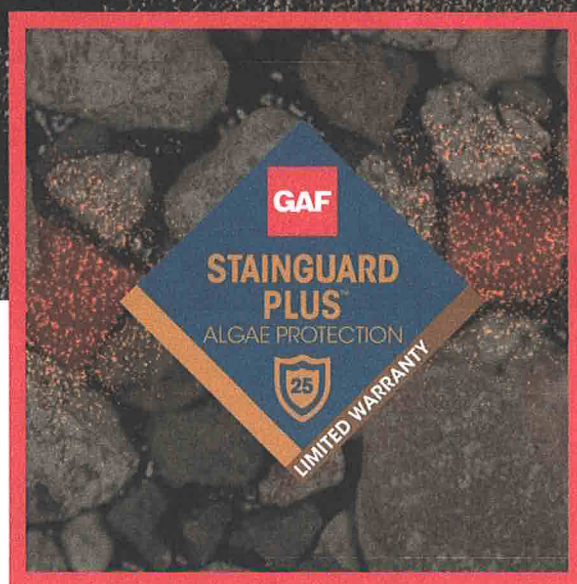
Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

GAF TimberlineHDZ®
High Definition® Lifetime® Shingles

Item 5.



America's #1-selling shingle just got better — again

With GAF time-release algae-fighting technology and LayerLock® technology, Timberline HDZ® offers everything you can expect from an architectural shingle roof, and more.

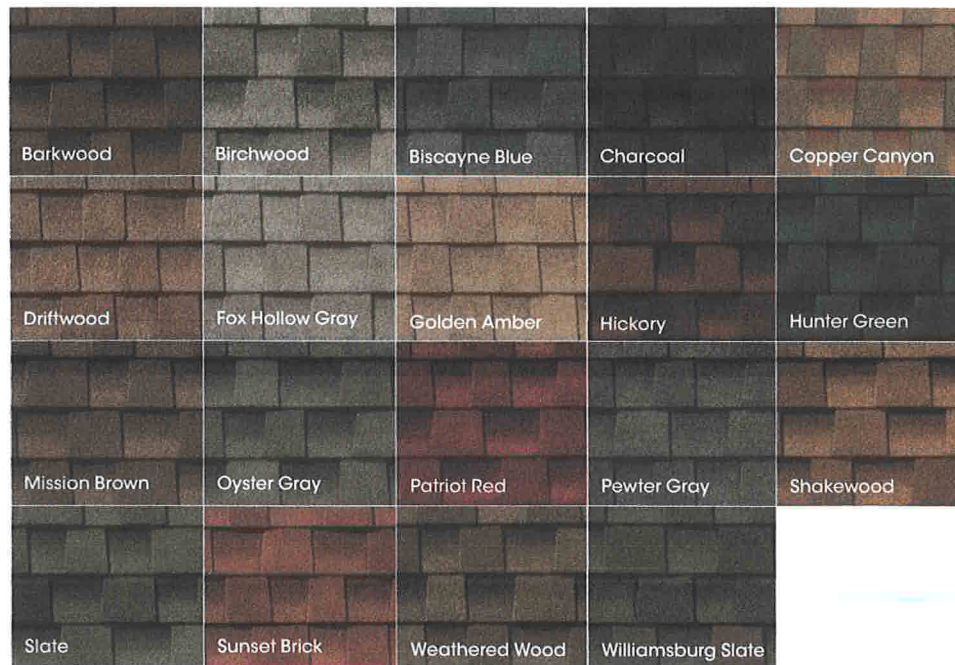


Item 5.

Benefits:

- **LayerLock® technology** — mechanically fuses the common bond between overlapping shingle layers
- **Up to 99.9% nailing accuracy** — the StrikeZone® nailing area is so easy to hit that a roofer placed 999 out of 1,000 nails correctly in our test¹
- **WindProven™ Limited Wind Warranty** — when installed with the required combination of GAF accessories, Timberline HDZ® shingles are eligible for a wind warranty with no maximum wind speed limitation²
- **Dura Grip™ sealant** pairs with the microgranule surface of the StrikeZone® nailing area, and an asphalt-to-asphalt monolithic bond cures for durability, strength, and exceptional wind-uplift performance
- **25-year StainGuard Plus™ Algae Protection Limited Warranty** against blue-green algae discoloration.³ Proprietary GAF time-release algae-fighting technology helps protect your shingles from unsightly stains.
- **For the best look** — use TimberTex® premium ridge cap shingles or TimberCrest® premium SBS-modified ridge cap shingles

Colors:



Harvest Blend Colors⁵



Product details:

Product/System Specifics

- Fiberglass asphalt construction
- **Dimensions (approx.):** 13 1/4" x 39 3/8" (337 mm x 1,000 mm)
- **Exposure:** 5 5/8" (143 mm)
- **Bundles/Square:** 3
- **Pieces/Square:** 64
- **StainGuard Plus™ Algae Protection Limited Warranty³**
- **Hip/Ridge:** TimberTex®; TimberCrest®; Seal-A-Ridge®; Z®Ridge; Ridglass®⁴
- **Starter:** Pro-Start®, QuickStart®, WeatherBlocker™

Applicable Standards & Protocols:

- Passes UL 2218 Impact-Resistance Test with Class 3 rating
- UL Listed to ANSI/UL 790 Class A
- State of Florida Approved
- Classified by UL in accordance with ICC-ES AC438
- Meets ASTM D7158, Class H
- Meets ASTM D3161, Class F
- Meets ASTM D3018 Type 1
- Meets ASTM D3462⁵
- Miami-Dade County Product Control Approved
- ICC-ES Evaluation Reports ESR-1475 and ESR-3267
- Meets Texas Department of Insurance Requirements
- Rated by the CRRC; Can be used to comply with Title 24 Cool Roof Requirements (some colors)

[†] Lifetime refers to the length of warranty coverage provided and means as long as the original individual owner(s) of a single-family detached residence [or eligible second owner(s)] owns the property where the qualifying GAF products are installed. For other owners/structures, Lifetime coverage is not applicable. Lifetime coverage on shingles requires the use of GAF Lifetime shingles only. See the *GAF Shingle & Accessory Limited Warranty* for complete coverage and restrictions. Visit gaf.com/LRS for qualifying GAF products. Lifetime coverage on shingles and accessories requires the use of any GAF Lifetime shingle and at least 3 qualifying GAF accessories. See the *GAF Roofing System Limited Warranty* for complete coverage and restrictions. For installations not eligible for the *GAF Roofing System Limited Warranty*, see the *GAF Shingle & Accessory Limited Warranty*. Visit gaf.com/LRS for qualifying GAF products.

¹ Results based on study conducted by Home Innovation Research Labs, an independent research lab, comparing installation of Timberline HDZ® Shingles to Timberline HDZ® Shingles on a T6-square roof deck using standard 4-nail nailing pattern under controlled laboratory conditions. Actual results may vary.

² 15-year WindProven® Limited Wind Warranty on GAF shingles with LayerLock® technology requires the use of GAF starter strips, roof deck protection, ridge cap shingles, and leak barrier or attic ventilation. See *GAF Roofing System Limited Warranty* for complete coverage and restrictions. Visit gaf.com/LRS for qualifying GAF products. For installations not eligible for the *GAF WindProven® Limited Warranty*, see the *GAF Shingle & Accessory Limited Warranty*.

³ 25-year StainGuard Plus™ Algae Protection Limited Warranty against blue-green algae discoloration is available only on products sold in packages bearing the StainGuard Plus™ logo. See *GAF Shingle & Accessory Limited Warranty* for complete coverage and restrictions and qualifying products.

⁴ Harvest Blend colors are only available on TimberTex® Ridge Cap Shingles, Seal-A-Ridge® Ridge Cap Shingles, and TimberCrest® Premium SBS-Modified Ridge Cap Shingles.

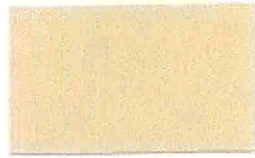
⁵ Periodically tested by independent and internal labs to ensure compliance with ASTM D3462 at time of manufacture.



Note: It is difficult to reproduce the color clarity and actual color blends of these products. Before selecting your color, please ask to see several full-size shingles.

We protect what matters most™



**Pearl Gray****Tuxedo Gray****Bone****Black****Royal Brown****Grecian Green****Woodland Green****Imperial Brown****Hickory****Musket Brown****White****Sandstone Beige****Desert Tan****Light Maple****Terratone****Pebblestone Clay****Norwegian Wood****Heather****Sandcastle****Mocha****Pewter****Shale****Cream****Bronze****Herringbone****Cranberry****Ivy****Pacific Blue****Buckskin****Ivory**



AGENDA ITEM SUMMARY FORM

MEETING DATE: 5/12/25

PREPARED BY: Greg Lelito, Fire Chief

AGENDA ITEM CONTENT: Fire Due Software Contract

AGENDA ITEM SECTION: Bid Awards/Purchases

BUDGETED AMOUNT: \$18,125

FUNDS REQUESTED: \$16,800

FUND: 101

EXECUTIVE SUMMARY:

The fire department subscribes to four separate software providers, which are set for renewal in July. These programs manage our training, vehicle inventory, shift scheduling, emergency alerts, and business inspections. Our software systems are fragmented and result in inefficiencies, duplicated efforts, and delayed access to critical information.

In search for a more efficient and economical solution we found First Due. First Due offers a fully integrated and user-friendly platform with new capabilities such as Occupancy Management, pre-incident planning, hydrant management, and Community Connect - on-line portal that allows residents and businesses to submit vital occupant and property information accessible to first responders during emergencies.

RECOMMENDATION:

Staff and I respectfully request the City Council's approval of an annual agreement for \$16,800 with First Due, the sole source vendor, to provide enhanced software technology for the department.

INTEROFFICE



MEMORANDUM

To: Melissa Marsh, City Manager

From: Greg Lelito, Fire Chief

Re: First Due

Date: 5/2/2025

The fire department subscribes to four separate software providers, which are set for renewal in July of this year. These programs manage our training, vehicle inventory, shift scheduling, emergency alerts, and business inspections. Our software systems are fragmented and outdated, resulting in inefficiencies, duplicated efforts, and delayed access to critical information.

Over the past six months, the department has conducted a thorough evaluation of modern software solutions to enhance operational efficiency. This process involved in-person meetings with four leading providers at the FDIC conference in Indianapolis.

Following this thorough review, First Due was the most effective solution. First Due is a cloud-based all-in-one software solution specifically designed for fire and EMS. Unlike other providers, First Due offers a fully integrated and user-friendly platform that consolidates all essential functions into a single system, streamlining departmental operations and enhancing our community outreach programs.

With the selection of the First Due, the department will add capabilities it lacked in the previous software. These new capabilities include Occupancy Management, pre-incident planning, hydrant management, and Community Connect, an online portal that allows residents and businesses to submit vital occupant and property information accessible to first responders during emergencies.

Nearly \$11,000 has been allocated for legacy software in the 2025-2026 fiscal year budget. We respectfully request the City Council's approval of a yearly agreement for \$16,800.00 with First Due, the sole source vendor, to provide enhanced software technology for the department. Additional funding will come from cost-saving measures in the 2025-2026 budget.



107 Seventh St
Garden City, NY 11530, United States

First Due Quote

Prepared By: Eric LeWinter
Valid Until: May 31, 2025
Quote Number: 1545132000456994001

Madison Heights Fire Department (MI)

We are excited to present pricing for the First Due Suite! Please see detailed breakdown below. It is important to note that First Due is a cloud-based system, and all Support, Maintenance, Hosting and Upgrades are ALWAYS INCLUDED.

First Due Modules and Implementation Services Included - Description

Occupancy Management & Pre-Incident Planning

Manage Occupancies, Pre-Incident Mapping, ArcGIS Maps, Fire Systems, Hazardous Material, and Contacts.

Responder

Web Responder dashboard and Responder iOS/Android App with notifications, statusing and routing.

Hydrant Management - Basic

Manage Hydrants including hydrants visible on pre-plan & response map, hydrant list, hydrant types, hydrant uploads, ArcGIS hydrant layers, and hydrant setup

Inspections

Field Inspections, Configurable Checklists, Violation Management, Virtual Inspections, Inspections Scheduler, and Integrated Pre-Incident Planning.

Incident Reporting - NFIRS

NFIRS Incident Documentation, State and Federal Compliance with automated submission.

Incident Reporting - ePCR

ePCR Incident Documentation, State Compliance with automated submission.

Scheduling

Manage staff schedules with an interactive shift board, configurable call shifts module, messaging, time-off and shift trades.

Personnel Management

Store, Manage and Access Employee Records including demographic data, certifications and employment information.

Basic Training Records

Assign Training, Record Completions, View Training Logs, and Manage Certifications.

Events & Activities

Create Events, View Global Activity Log, and Access Global Calendar.

Assets & Inventory

Assets, vehicles, equipment and inventory management, assets and equipment checks, and work order management.

Community Connect

Online portal for residents and businesses to input critical occupant and property data that can be made available to Emergency Response Agencies during an incident.

CAD Integration (Other)

Receive CAD Data to support First Due Responder and Incident Reporting modules via sFTP, XML, or API.

Essentials Online Training Package

Up to 4 Hours Online Training with certified First Due Instructor

Implementation and Configuration Services

Services related to configuring and customizing the First Due Platform as described in the Statement of Work.

One-Time Subtotal

\$ 0.00

Subscription Subtotal	\$ 16,800.00
Total Year 1	\$ 16,800.00

**Excluding Tax*



AGENDA ITEM SUMMARY FORM

MEETING DATE: 5/12/25

PREPARED BY: Sharon Arseneault, Court Administrator

AGENDA ITEM CONTENT: Court Building Improvements

AGENDA ITEM SECTION: Bid Awards/Purchases

BUDGETED AMOUNT: \$19,680

FUNDS REQUESTED: \$17,560

FUND: 101-286-987-0000

EXECUTIVE SUMMARY:

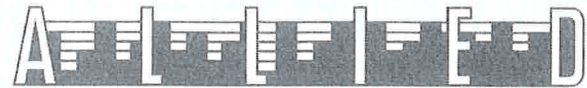
The FY 2024-2025 Budget includes funding for improvements to the court facility. The existing lunchroom is lacking space and is heavily utilized, resulting in cramped and inadequate conditions. The lunchroom is adjacent to a law library/conference room. The common wall is to be removed between the two rooms to make one large lunchroom/law library space. In addition, the kitchen sink/cupboards are in dire need of replacement as they were installed in 1992.

RECOMMENDATION:

The court recommends that Council approve the quote to update the staff lunchroom/law library in the amount of \$17,560 from Allied Building Service through the MiDeal Cooperative purchasing agreement (MI Deal #000861).

QUOTE SQ-00079582

Quote Valid Until 4/28/2025

**ALLIED BUILDING SERVICE**

1801 Howard Street Detroit MI 48216

313-230-0800 www.teamallied.com

Date: March 28, 2025

Attn: Sharon Arseneault

CUSTOMER

City Of Madison Heights
801 Ajax Drive
Madison Heights MI 48071

LOCATION OF WORK

Madison Heights - 43rd District Court
200 W. Thirteen Mile Rd
Madison Heights MI

SCOPE OF WORK**PROJECT TO BE COMPLETED UNDER MiDeal #000861**

BASE BID;

ALLIED PROPOSES

- 2nd Floor Breakroom / lounge refresh
- To supply labor, materials and equipment to complete the following
- Obtain all materials and stage work areas
- Turn off water supply lines at shut offs

NOTE; Shut offs are not in the best of condition and replacement may be required, if needed additional labor and material costs will apply

- Remove and dispose of existing cabinetry, counter, sink and faucet in 2nd floor breakroom

NOTE; All items must be removed from cabinets / drawers before Allied arrives to begin demo

- Fabricate and install new upper and lower laminated cabinets (Color of laminate TBD, and will be selected from standard color chart once approved)
- Fabricate and install new Solid surface counter top w/ back and side splashes (Color TBD, and will be selected from standard color chart once approved)

NOTE; Back splash to extend from top of new counter to bottom of new upper cabinet to cover wall.

- Install new stainless steel top mount single bowl sink and stainless single handle pullout sprayer kitchen faucet

NOTE; Screenshot of faucet priced out is included w/ bid please see attached, if this one is not approved customer must provide selection of there own and price may be affected

- Install new water supply lines to faucet
- Install new PVC trap drain
- Measure, mark, cut and demo out approx 6' wide x 7' tall section of wall that currently separates breakroom and library, this is to create a passthrough to both areas and will be converted into breakroom / lounge
- Relocate one electrical outlet to adjacent wall
- Trim out passthrough / opening w/ wood, to duplicate color and style of existing door and widow frames in the area

NOTE; Color of stain to match as close as possible unless a spec can be provided

- Clean site, dispose of all work related debris

NOTES*

- Any and all flooring repairs / replacement to be handled by others
- Work is to be done during normal business hours
- Please allow 2-3 week min lead time for all materials to be available once ordered upon approval
- Proposal does NOT include permitting and or signed / sealed drawing, if required Allied can obtain at cost x10%

TOTAL \$17,560.00

OPTION 1

ALLIED PROPOSES

- 1st Floor Laminate repairs
- To supply labor, materials and equipment to complete the following
- Obtain all materials and stage work areas
- Remove and replace damaged laminate on customer side of service counter (lower panel only) and one customer two tiered desk across from payphone
- Laminate to match as close as possible, closest match is, WilsonArt 4522-60 Grey Nebula
- Clean site, dispose of all work related debris

NOTES

- Work is to be done after normal business hours ONLY and to be billed at OT RATES
- Please allow 1-2 week min lead time for all materials to be available once ordered upon approval

TOTAL \$4,037.00

 IF BOTH BASE BID & OPTION 1 ARE APPROVED;
 GRAND TOTAL \$21,597.00

TERMS (Net 30)

Price is firm / fixed

A firm fixed price is a fixed price agreed upon by both parties for the scope of work outlined in the proposal.

Pricing is subject to change with a change in scope of work, delays out of control of the contractor or other such items that change the fundamental direction, scope and ability to complete such work.

Regular Overtime Wages

Regular and Overtime wages DO NOT include any Prevailing Wage, Davis bacon or Service Contract Act wages. If required, pricing will increase.

Quote Valid Until 4/28/2025

If you should have any questions, please feel free to call or email me.

Sincerely,

Michael McLaughlin
 michaelm@teamallied.com
 313-230-0800

TO ACCEPT THIS PROPOSAL, please sign, date and return it, or you can forward an updated purchase order or work order.

CUSTOMER APPROVAL: _____ Printed Name: _____ Date: _____



AGENDA ITEM SUMMARY FORM

MEETING DATE: 5/12/25

PREPARED BY: Sharon Arseneault, Court Administrator

AGENDA ITEM CONTENT: Court -Flooring

AGENDA ITEM SECTION: Bid Awards/Purchases

BUDGETED AMOUNT: \$25,000

FUNDS REQUESTED: \$21,722.51

FUND: 101-286-987-0000

EXECUTIVE SUMMARY:

The FY 2024-2025 Budget includes funding for improvements to the court facility. The carpet in the clerk's office area and upstairs/probation dept. need to be replaced as many areas are duct-taped to prevent tripping and several areas are frayed or stained. The last replacement date was 2005. Farmington Hills cooperative bid pricing has been extended to Madison Heights for purchase at Smart Business Source.

RECOMMENDATION:

The court recommends that Council approve the purchase to replace flooring/carpet as quoted in the amount of \$21,722.51 from Smart Business Source (MITN Contact FH-22-23-2359).



Phone: 248-577-0740

Page 1 of 1

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AGENDA ITEM SUMMARY FORM

MEETING DATE: 5/12/25

PREPARED BY: Sharon Arseneault, Court Administrator

AGENDA ITEM CONTENT: Court -- Replacement of Office Furniture

AGENDA ITEM SECTION: Bid Awards/Purchases

BUDGETED AMOUNT: \$40,000

FUNDS REQUESTED: \$40,163.45

FUND: 101-286-981-5000

EXECUTIVE SUMMARY:

The FY 2024-2025 Budget includes funding for the replacement of office furniture. The workstations/desks are in extremely poor condition and were purchased in 1992. Farmington Hills cooperative bid pricing has been extended to Madison Heights for purchase at Smart Business Source.

RECOMMENDATION:

The court recommends that Council approve the purchase of office furniture as quoted in the amount of \$40,163.45 from Smart Business Source (MITN Contract FH-22-23-2359). Funding to cover the budget overage is available in the Court line account.

Quote to: 43rd District Court
 200 W. Thirteen Mile Rd.
 Madison Heights, MI 48071
MITN CONTRACT FH-22-23-2359
Date: 4/29/25

Quoted by: Brian Reynolds

Contact: Sharon Arseneault
Phone #: 248-837-2705

Direct Phone # : 248-577-0740 x115

Customer PO # :

QTY	CATALOG NUMBER	DESCRIPTION	LIST PRICE	UNIT PRICE	EXTENDED PRICE
		FRONT OFFICE CLERKS			
5	HON 10500	SINGLE PEDESTAL DESK 30 X 66	\$2,816.00	\$1,323.52	\$ 6,617.60
		BBF, DESK RETURN 24 X 42 WITH			\$ -
		FF CABINET.			\$ -
10	HON ACCELERATE	OVERHEAD STORAGE CABINET,	\$638.00	\$299.86	\$ 2,998.60
		36" W, FLIPPER DOORS, METAL,			\$ -
		LOCKING			\$ -
10		LED TASK LIGHT, 17"W	\$574.00	\$115.00	\$ 1,150.00
5		TACKBOARDS, 72"W X 18"H	\$358.00	\$168.26	\$ 841.30
8		WALL CHANNEL MIDDLE	\$165.00	\$77.55	\$ 620.40
2		WALL CHANNEL ENDS (PAIR)	\$312.00	\$146.64	\$ 293.28
2	HON ACCELERATE	PANEL SYSTEM WORKSTATION	\$8,071.00	\$3,290.60	\$ 6,581.20
		72" X 66", CURVED CORNER			\$ -
		BBF AND FF CABINETS, 65"H			\$ -
		BACK AND WING PANEL, 35"H			\$ -
		FRONT PANEL,(2) 36" OVERHEAD			\$ -
4		LED TASK LIGHT, 17"W	\$574.00	\$115.00	\$ 460.00
1		CURVED CORNER SURFACE	\$844.00	\$396.68	\$ 396.68
		72" X 36" X 24" X 24"			\$ -
1		RECT. WORKSURFACE, 30"X 24"	\$437.00	\$205.39	\$ 205.39
1		3 DRAWER FILE CABINET, 30"W	\$1,786.00	\$839.42	\$ 839.42
		LOCKING			\$ -
1		3 DRAWER FILE CABINET, 36"W	\$2,007.00	\$943.29	\$ 943.29
		LOCKING			\$ -
1		EXTENDED HEIGHT POST	\$231.00	\$108.57	\$ 108.57
		COURT OFFICERS			\$ -
1	HON 10500	SINGLE PEDESTAL DESK 30 X 66	\$2,816.00	\$1,323.52	\$ 1,323.52
		BBF, DESK RETURN 24 X 42 WITH			\$ -
		FF CABINET.			\$ -
2		SINGLE PEDESTAL DESK 30 X 66	\$1,595.00	\$749.65	\$ 1,499.30
		BBF			\$ -
					\$ -
					\$ -
					\$ -

Terms of Sale:

All Special Order Furniture is Non Returnable and Non Refundable

Credit card sales subject to 3% processing fee

All invoices past due 30 days are subject to 1.5% charge per month

Product Sub-total	\$ 24,878.55
Total from page 2	\$ 14,349.16
Product Total	\$ 39,227.71
Sales Tax	
Delivery & Installation	
Mfg. Tariff	\$ 935.74
Grand Total	\$ 40,163.45

Authorized Signature

Date

						Item 9.
QTY	CATALOG NUMBER	DESCRIPTION	LIST PRICE	UNIT PRICE	EXTEND PRICE	
		SHARON			\$ -	
1	HON 10500	U-SHAPE WORKSTATION, 36" X 72" DESK WITH RH BBF, 24" X 47" BRIDGE, 24" X 72" CREDENZA WITH LH FF.	\$3,811.00	\$1,791.17	\$ 1,791.17	
					\$ -	
					\$ -	
					\$ -	
1		72"W STACK ON HUTCH, 4 DOOR W/BACK ENCLOSURE	\$1,733.00	\$814.51	\$ 814.51	
					\$ -	
1		TACKBOARD FOR 72"W HUTCH	\$427.00	\$200.69	\$ 200.69	
2		LED TASK LIGHT, 17"W	\$574.00	\$115.00	\$ 230.00	
		VINCE			\$ -	
1	HON 10500	U-SHAPE WORKSTATION, 36" X 72" DESK WITH RH BBF, 24" X 47" BRIDGE, 24" X 72" CREDENZA WITH LH FF.	\$3,811.00	\$1,791.17	\$ 1,791.17	
					\$ -	
					\$ -	
					\$ -	
1		72"W STACK ON HUTCH, 4 DOOR W/BACK ENCLOSURE	\$1,733.00	\$814.51	\$ 814.51	
					\$ -	
1		TACKBOARD FOR 72"W HUTCH	\$427.00	\$200.69	\$ 200.69	
2		LED TASK LIGHT, 17"W	\$574.00	\$115.00	\$ 230.00	
		RECEPTIONIST			\$ -	
1	HON 10500	U-SHAPE WORKSTATION, 30" X 60" DESK WITH LH BBF, 24" X 42" BRIDGE, 24" X 60" CREDENZA WITH RH FF.	\$3,942.00	\$1,852.74	\$ 1,852.74	
					\$ -	
					\$ -	
					\$ -	
1		60"W STACK ON HUTCH, 4 DOOR W/BACK ENCLOSURE	\$1,610.00	\$756.70	\$ 756.70	
					\$ -	
1		TACKBOARD FOR 60"W HUTCH	\$357.00	\$167.79	\$ 167.79	
1		LED TASK LIGHT, 30"W	\$768.00	\$135.00	\$ 135.00	
		LAUREN			\$ -	
1	HON 10500	U-SHAPE WORKSTATION, 30" X 60" DESK WITH LH BBF, 24" X 42" BRIDGE, 24" X 78" CREDENZA WITH RH FF.	\$4,195.00	\$1,971.65	\$ 1,971.65	
					\$ -	
					\$ -	
					\$ -	
1		78"W STACK ON HUTCH, 4 DOOR W/BACK ENCLOSURE	\$1,932.00	\$908.04	\$ 908.04	
					\$ -	
1		TACKBOARD FOR 78"W HUTCH	\$450.00	\$211.50	\$ 211.50	
1		LED TASK LIGHT, 30"W	\$768.00	\$135.00	\$ 135.00	
					\$ -	
					\$ -	
12		PENCIL DRAWER, ANGLE FRONT 22"W X 15"D	266.00	99.00	\$ 1,188.00	
					\$ -	
					\$ -	
1		REMOVAL AND DISPOSAL OF EXISTING DESKS, 14 TOTAL		950.00	\$ 950.00	
					\$ -	
					\$ -	
					\$ -	
		FINISHES			\$ -	
		LAMINATE: STERLING ASH (LSA1)			\$ -	
		METAL: HARBOR (PO97)			\$ -	
		FABRIC: ETCH-MIDTONE (ECH11)			\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
TOTAL OF PAGE 2					\$ 14,349.16	

City Council Regular Meeting
Madison Heights, Michigan
April 28, 2025

A City Council Regular Meeting was held on Monday, April 28, 2025 at 7:30 PM at City Hall
- Council Chambers, 300 W. 13 Mile Rd.

PRESENT

Mayor Roslyn Grafstein
Mayor Pro Tem Mark Bliss
Councilman Sean Fleming
Councilman William Mier
Councilor Emily Rohrbach
Councilman David Soltis
Councilor Quinn Wright

ALSO PRESENT

City Manager Melissa Marsh
City Attorney Larry Sherman
Deputy City Manager/City Clerk Cheryl Rottmann

Councilman Mier gave the invocation and the Pledge of Allegiance followed.

Due to technical difficulties and without objection, Mayor Grafstein moved Presentations to after Reports on the agenda.

MEETING OPEN TO THE PUBLIC:

Martha Covert, resident, thanked City Manager Marsh and the DPS for the great job the city is doing and for the help she recently received from the Water Department.

Joe Ryker, City Manager of Clawson, spoke in support of the Equalization Resolution being considered this evening.

CM-25-58. Consent Agenda.

Motion to approve the Consent Agenda, as read.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Mier.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

CM-25-59. 2025 Older Michiganian Day Resolution.

Motion to approve the 2025 Older Michiganian Day Resolution, as follows:

RESOLUTION SUPPORTING OLDER MICHIGANIANS DAY 2025

WHEREAS, Older Michiganians Day is an important annual event that celebrates the contributions and addresses the needs of Michigan's older adult population; and

WHEREAS, the Madison Heights Active Adult Center (AAC), in partnership with Councilman David Soltis, is organizing a bus trip to Lansing on May 7, 2025, to participate in advocacy efforts during Senior Action Week, May 5-9, 2025, with a particular focus on Older Michiganians Day; and

WHEREAS, Older Michiganians Day provides an opportunity to bring attention to the critical needs of older adults across Michigan and advocate for legislative action to address those needs, including support for key programs and services that help older adults live independently and thrive in their communities; and

WHEREAS, the Area Agencies on Aging Association of Michigan and its partners are advocating for the following actions in the Michigan Fiscal Year 2026 budget to improve the lives of older adults in Michigan:

- Expand Access to the MI Choice Waiver Program by rebalancing state expenditures between Home and Community-Based Services (HCBS) and institutional care, and fully funding the risk pool with an appropriation from the Medicaid HCBS budget line;
- Increase Access to Home and Community-Based Services (HCBS) by supporting the Silver Key Coalition's request for an \$8 million increase for ACLS Bureau in-home services, and a \$2 million increase for home-delivered meals;
- Assist Family and Informal Caregivers by supporting a permanent \$5 million appropriation to area agencies on aging (AAAs) for the development of Caregiver Resource Centers, and by passing the Caring for MI Family Tax Credit to provide tax relief of up to \$5,000 per year for family caregivers;

NOW, THEREFORE, BE IT RESOLVED that the City of Madison Heights officially supports Older Michiganians Day on May 7, 2025, and joins with the Active Adult Center, Councilman David Soltis, and senior advocates in urging the Michigan Legislature to take action in the 2026 state budget to ensure the funding of the above critical supports and services for Michigan's older adults; and

BE IT FURTHER RESOLVED that the City of Madison Heights encourages all residents, senior citizens, caregivers, and advocates to participate in this important advocacy event and to show their support for Michigan's older adult population and their continued ability to live independently with dignity.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Mier.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

CM-25-60. Historical Commission - Updated Park/Facility Naming Policy.

Motion to approve the update to the Park/Facility Naming Policy as recommended by the Historical Commission.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Mier.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

CM-25-61. 2025 Drinking Water Week Proclamation.

Motion to approve the 2025 Drinking Water Week Proclamation, as follows:

PROCLAMATION

WHEREAS, water is our most valuable natural resource; and

WHEREAS, drinking water serves a vital role in daily life, serving an essential purpose to health, hydration and hygiene needs for the quality of life our citizens enjoy; and

WHEREAS, tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

WHEREAS, the hard work performed by the entire water sector, designing capital projects, operators ensuring the safety and quality of drinking water or a member of a pipe crew maintaining the infrastructure communities rely on to transport high quality drinking water from its source to consumers' taps; and

WHEREAS, the coronavirus pandemic has shone a light on the importance of drinking water for health, hydration and hygiene needs; and

WHEREAS, we are all stewards of the water infrastructure upon which current and future generations depend; and

WHEREAS, the citizens of our city are called upon to help protect our source waters from pollution, practice water conservation and get involved with their water by familiarizing themselves with it;

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me as Mayor of our City, I do hereby proclaim May 4-10, 2025, as Drinking Water Week in the City of Madison Heights.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Mier.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

CM-25-62. Professional Municipal Clerk's Week Proclamation.

Motion to approve the Profession Municipal Clerk's Week Proclamation, as follows:

PROFESSIONAL MUNICIPAL CLERKS WEEK PROCLAMATION

May 4 - 10, 2025

Whereas, The Office of the Professional Municipal Clerk, a time honored and essential component of local government; and

WHEREAS, The Office of the Professional Municipal Clerk is the oldest roles among public servants; and

WHEREAS, Professional Municipal Clerks serve as a vital link between citizens, local governing bodies, and other levels of government, and

WHEREAS, Professional Municipal Clerks uphold the principal of neutrality and impartiality, providing equal service to all members of the public; and

WHEREAS, The Office of the Professional Municipal Clerk acts as an information hub for local government and community functions, with responsibilities that include conducting elections, issuing licenses, maintaining boards and commissions, and preserving and providing access to vital records; and

WHEREAS, Professional Municipal Clerks are committed to excellence and continuous improvement through ongoing education, training, and active participation in local, regional, national and international professional organizations; and

WHEREAS, It is both fitting and proper to recognize the significant contributions and accomplishments of the Office of the Professional Municipal Clerk.

NOW, THEREFORE, I, Roslyn Grafstein, Mayor of the City of Madison Heights, do recognize the week of May 4 through 10, 2025, as Professional Municipal Clerks Week, and extend my sincere appreciation to our Professional Municipal Clerk staff for their vital services and exemplary dedication to the citizens of the City of Madison Heights.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Mier.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

CM-25-63. Kevin's Song Charitable Gaming License Resolution.

Motion to approve the required Local Governing Body Resolution for Charitable Gaming Licenses for Kevin's Song, as follows:

**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING
LICENSES**

That the request from Kevin's Song of Madison Heights, County of Oakland, asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses, be considered for APPROVAL.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Mier.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

CM-25-64. City Council Regular Meeting Minutes of April 15, 2025.

Motion to approve the City Council Regular Meeting Minutes of April 15, 2025, as printed.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Mier.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

CM-25-65. Resolution Urging the Oakland County Board of Commissioners to Reject the Proposed Increase in Equalization Service Costs to Local Communities.

Mayor Grafstein invited Oakland County Commission Chair David Woodward to address the Council regarding the proposed fee increase for equalization services.

Oakland County Commission Chair David Woodward and Oakland County Chief Financial Officer Brian Lefler were present. Discussion followed on how Oakland County arrived at the proposed increase. Mr. Woodward noted that the equalization contract is on a voluntary basis and the services assess every parcel in the City. It is a critical function that sets tax rates, and the information is used to send out tax bills. Mr. Woodward stated that the service costs Oakland County \$6.5 million and they currently collect \$3.8 million in revenue from the local units of government that use their services. He continued, Oakland County provides economy of scale and services that cannot be provided by private contractors for the same value. The increase is due to a combination of labor, health care, pension, and indirect costs - all the costs associated with delivering the service.

Discussion followed on a more detailed explanation of how the County arrived at the increase, what the 1% administration fee covers for the City as it pertains to tax collection, the lack of notification to the City on the increase, the City's budget process and how it was completed prior to any notification on specific fee increase amounts, the lack of collaboration between the County and local units of government on the fee increase, the history of how Madison Heights began contracting with the County for equalization services, what makes up indirect costs for the County, the City's position that indirect costs should not be included in the contracted costs since residents already pay general obligation taxes to the County, where the current subsidized money will be allocated once the new fees are collected; the lack of capacity in local government's budget to absorb this increase, the suggestion that Oakland County create a grant program to assist

disadvantaged communities with this contract cost, and what the County uses the resident's general obligation tax dollars for if not for indirect costs such as the County Executive's office.

Mayor Pro Tem Bliss stated that he is hoping Chair Woodward and CFO Lefler are hearing the challenges that Madison Heights and other local government units are experiencing. In the private sector, if a vendor used this math calculation and proposed this size increase, they wouldn't be considered for providing the service anymore. We as a city plan our budget five years in advance. We are doing the work that we can, and to be hit with this at the last minute is not okay. He asked for a reasonable increase in the upcoming year, somewhere in the 5-10% range and then a gradual phase in of the proposed increase so local governments can plan for it in their budgets appropriately.

In response to Councilman Fleming's question, Chair Woodward stated that the County's General Fund surplus of 50% is being allocated for future projected costs and to meet expenditures over the long term. He stated that Oakland County does not have money to subsidize municipalities in the long term and they need to be fiscally responsible.

Councilor Rohrbach stated that she hopes that they will take our message to fellow commissioners on the difficult position they have put the city in. She added that the March memo did not raise any red flags on what the potential increases could be so that appropriate planning could be done.

Councilor Wright stated that simple and easy are not the same and the city would appreciate better communication in the future.

In response to Mayor Grafstein, CFO Lefler stated that the per parcel rate will be the same for every community.

Mayor Grafstein invited anyone in the audience who wished to speak.

Manya DeZwaan, resident, stated that given the difference between some Oakland County communities, it doesn't seem equitable that they are all charged the same amount.

Motion to approve the Resolution Urging the Oakland County Board of Commissioners to Reject the Proposed Increase in Equalization Service Costs to Local Communities as follows:

CITY COUNCIL RESOLUTION URGING THE OAKLAND COUNTY BOARD OF COMMISSIONERS TO REJECT THE PROPOSED INCREASE IN EQUALIZATION SERVICE COSTS TO LOCAL COMMUNITIES

WHEREAS, the City of Madison Heights, like many communities in Oakland County, is facing significant financial challenges, having already eliminated four full-time positions and over \$1 million in capital expenditures for the 2025-26 current fiscal year; and

WHEREAS, the Oakland County Finance Committee has proposed a substantial increase in the cost of equalization services provided to local municipalities, raising the City of Madison Heights' share from \$230,630 to \$410,060 in FY 2026, and then to \$449,107 in FY 2027—a total increase of 94.7%; and

WHEREAS, this increase was proposed without prior notice, consultation, or collaboration with the municipalities affected, contradicting principles of partnership and transparency, and undermining trust between the County and its local governments; and

WHEREAS, equalization services are a shared responsibility that benefits not only the municipalities receiving them, but the County as a whole, including the schools, libraries, public parks, and other County-funded programs that depend on equitable property tax assessments; and

WHEREAS, shifting such a disproportionate cost burden onto local communities, many of which, like Madison Heights, are already built-out and have limited capacity for new development or revenue growth, will cause further strain on local budgets and compromise critical public services; and

WHEREAS, Oakland County's motto, "Stronger Together," must be upheld not only in words but in action, especially when local governments are asked to make sacrifices for the good of the region.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Madison Heights hereby urges the Oakland County Board of Commissioners to reject the Finance Committee's proposed cost increase for equalization services and instead pursue a more collaborative and equitable funding model that reflects the shared value and responsibility of these services; and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to all members of the Oakland County Board of Commissioners and the County Executive, to formally convey the City of Madison Heights' opposition to the proposal.

Motion made by Councilman Fleming, Seconded by Mayor Pro Tem Bliss.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

Madison Heights Community Coalition Presentation

Madison Heights Community Coalition Executive Director Kim Heisler thanked the students for staying at such a long meeting. She began the presentation by stating the MHCC works with the community, students, parents, teachers, and police officers to reduce substance abuse and to empower youth to make positive choices. She introduced their leadership team and gave statistics on youth marijuana use and their risk perception of marijuana use, as well as statistics on the mental health of our community's youth. Ms. Heisler introduced members of the Youth Wellness Council (YWC), noting it is a safe space for youth, committed to supporting mental wellness, and reducing substance misuse. Their key pillars are leadership, prevention, community and mental health. Participants of the YWC then gave an overview of their activities over the past year including fundraising, charitable donations, attendance at a leadership retreat, participation in Youth Dialogue Day, and attending CADCA.

COUNCIL COMMENTS:

Councilman Mier commented that fantastic things going on tonight on our Consent Agenda, including recognizing Older Michiganiaan Day, Drinking Water Week Proclamation, and

Municipal Clerk's Week. He wished Councilman Soltis good luck on his trip to Lansing for Older Michiganian Day. On May 5th you can make a picture frame pendant in the library, on May 6th is Toddler Story Time, May 7th is Movie Matinee with A Man Called Otto, and the library is closed on May 9th for training. The Friends of the Library Book Sale on May 17th and that is Little League Opening Day as well.

Mayor Pro Tem Bliss thanked the audience for bearing with us for this meeting. If you are as passionate about the proposed Oakland County equalization increase as this Council, please send an email to County Commissioner Ann Gault and Chair Woodward. Arts Board Gala tickets are still available, the event is May 16th at 6 p.m. and the cost is \$60. Proceeds support the Arts Board, and you get a nice night out. He has been gathering information on the upcoming trash contract and is having good dialogue with the DPS Director. He stated that he is having a hard time getting his head around the 96-gallon trash that may be required, noting they may be hard for seniors to use. While he recognizes progress needs to be made, progress also needs to have empathy. We cannot offer two tiers of carts, but you can add assistance as an additional paid option to your billing. He stated that he has a hard time with the large cart only option and is hoping for some solutions. Please reach out if this is a concern of yours.

Councilor Wright stated that he hopes going forward that we have better communication from Oakland County so that we are aware, and our residents are aware of potential changes. He stated that Saturday he had the privilege of participating in the 5K and commented that the Parks and Recreation Department did a great job on the event. He attended the ribbon cutting at Kim Nhung Superfood where there was a large crowd, and it was a cool experience. The HREC is having a Lantern Festival on May 31st and encouraged all to attend. Please be considerate and kind with our neighbors, we are what makes our community a great place to live. Please be a responsible dog owner and walk your dog on a leash.

City Attorney Sherman had no comments this evening.

City Manager Marsh commented that Chair Woodward alluded to other companies that do provide equalization services, and she hopes to bring alternative options back to the Council. She added that private contractors may provide more robust services than we are currently receiving from Oakland County.

Deputy City Manager/City Clerk Rottmann noted that early voting for the Lamphere Special Election is currently taking place daily from 8:30 a.m. to 4:30 p.m. at the Royal Oak Senior Center except for Thursday, May 1st, when the hours are 12 noon to 8:00 p.m. Precincts 5-9 will be open on Election Day for Lamphere School District voters from 7 a.m. to 8 p.m. Absentee ballots are available at the City Clerk's office until 4 p.m. on Monday, May 5th.

Councilor Rohrbach noted she will not be at the meetings in May. She addressed comments on concerns for seniors and the use of trash carts. She stated that seniors did participate in the public sessions and that they tried the proposed carts and weren't as difficult as presumed and easier than what they currently have. She also stated that if they only have a bag or two of garbage, they do not have to bring the cart to the curb every week. The lids stay on well and they prevent rodents and other animals from getting to the garbage. She continued that there are enormous benefits from using carts and modifications may be possible. Change is hard and a little scary, but she knows that the seniors that attended the public meetings and those that she has spoken to realize that it will be easier and more convenient with the new carts. She stated that she does not believe the use of the carts will be a significant burden and perhaps may turn out to be the opposite. If the

City chooses to contract for carts only, it will save significant money. The ECC native plant sale is on May 25th at City Hall from 2 p.m. to 5 p.m. Proceeds benefit the ECC and help fund projects such as the garden grants. At the 5K Run for the Health of It, the ECC celebrated Arbor Day and awarded 11 garden grants, including two middle schools and nine residents. The ECC is happy to give grants out and the native plant sales help replenish the funds for these grants.

Councilman Fleming stated at the last meeting he suggested a public session to brainstorm recreation programs and parks to better serve those with disabilities and noted that he was pleased to hear that the Recreation Master Plan sessions will have one focused on this topic. He is also pleased that the equalization resolution passed this evening; it sends a strong message to the County. He thanked staff for attending the Oakland County Finance Committee and for attending other meetings to defend the City's position and our residents. He encouraged the public to partake in these discussions by participating in a meeting, or emailing the Council or the Clerk to voice your concerns. The Co-responder program is a great asset and provides a great service. He would like to see if these referrals are being followed up on by recipients. If not, he would like to know whether we can address any needs they may, such as issues with transportation, that would prevent them from following up on a referral.

Councilman Soltis stated that he is looking forward to going to Lansing for Older Michigania Day on May 7th with a group of Madison Heights seniors.

Mayor Grafstein stated that while the City provides a lot of services such as making sure your garbage is picked up, one of the Council's biggest jobs is to manage our funds. Like anyone that does a budget, you pay for what you need and what is left over is for wants. The issue is the rate of the increase. We are fighting for you. The equalization issue has taken a lot of time and brainstorming. She recognized the representative from Kevin's Song and thanked her for attending this evening and for all that they do. She stated that she appreciates representatives that came from Oakland County to discuss the equalization contract. The 5K was this past weekend and that signals Spring is here, and Summer is coming. Thank you to all that participated and to the event sponsors. She stated that she attended the ribbon cutting of Kim Nhung Super Foods and their space went from 5,000 to 25,000 square feet. It is great to see small entrepreneurs be able to grow and remain in the city. The next Council meeting will be May 12th, and we will be approving the budget. She also thanked Mayor Pro Tem Bliss for chairing the last meeting when she was sick.

Mayor Grafstein invited Kevin's Song Executive Director to make a comment on the organization.

Jennifer Margraf, Executive Director of Kevin's Song, stated the foundation was founded in 2013 and recently relocated to Madison Heights. They serve the seven counties of Southeastern Michigan. They are hosting the largest conference in the State on suicide and the resolution adopted this evening will allow them to obtain raffle licenses from the State of Michigan. Proceeds help sponsor their annual conference and she thanked the Council for their support.

ADJOURNMENT:

Having no further business, Mayor Grafstein adjourned the meeting at 9:18 p.m.



AGENDA ITEM SUMMARY FORM

MEETING DATE: 5/12/25

PREPARED BY: Melissa Marsh, City Manager

AGENDA ITEM CONTENT: Contract for Assessing Services with Assessment Administration Services, LLC

AGENDA ITEM SECTION: Reports

BUDGETED AMOUNT: \$237,787

FUNDS REQUESTED: \$229,980

FUND: 101

EXECUTIVE SUMMARY:

On May 1, 2025, the Oakland County Board of Commissioners approved a significant increase in their assessing service fees beginning in 2026. The “smoothed” rate per parcel will increase from \$17.98 in 2025 to \$22.50 in 2026, a 25.16% increase, bringing our 2026 estimated total to \$290,607. Additional increases in 2027 are estimated at an annual cost of \$419,388 and in 2028 are estimated at \$550,259.

RECOMMENDATION:

After evaluating our options, I recommend that the City enter into a contract with Assessment Administration Services, L.L.C. (AAS) for assessor of record services, selecting Option Two from their proposal. This option provides one day per week of on-site staffing plus an additional 16 hours per month from a certified assessor, along with remote availability and field work support. This level of service is a significant increase in hours of support the City currently receives from Oakland County. The annual contract amount under Option Two is \$229,980, with a 4% annual increase. This is within our current budget of \$237,787.

Therefore, Staff and I respectfully request City Council’s approval of the contract with AAS for a three year period, pending final legal review.

TO: Honorable Mayor and City Council

FROM: Melissa R. Marsh, City Manager

DATE: May 5, 2025

SUBJECT: Request for Approval – Contract for Assessing Services with Assessment Administration Services, L.L.C.

On Thursday, May 1, 2025, the Oakland County Board of Commissioners approved a significant increase in their assessing service fees beginning in 2026. As shown in the attached schedule, the “smoothed” rate per parcel will increase from \$17.98 in 2025 to \$22.50 in 2026, a 25.16% increase, bringing our 2026 estimated total to \$290,607. Additional increases in 2027 are estimated at an annual cost of \$419,388 and in 2028 are estimated at \$550,259. These escalating costs underscore the need to evaluate alternative service providers to ensure cost-effectiveness and quality.

After evaluating our options, I recommend that the City enter into a contract with Assessment Administration Services, L.L.C. (AAS) for assessor of record services, selecting Option Two from their proposal. This option provides one day per week of on-site staffing plus an additional 16 hours per month from a certified assessor, along with remote availability and field work support.

This level of service represents a significant improvement, providing four times the hours of support the City currently receives from Oakland County. The annual contract amount under Option Two is \$229,980, with a 4% annual increase. This is within our current budget of \$237,787.

I respectfully request City Council’s approval to proceed with the contract with AAS, pending final legal review.

Attachments:

- AAS Proposal – May 2025
- Oakland County Equalization Rate Schedule

AMENDMENT

IN RE: Gershenson Amendment #1

Motion to amend Section 10.2 of the Exhibit E – Assessing Services Form of Contract 7-1-25 to 6-30-28 to revise the per parcel contract smoothed rate to the following:

Contract Period	Rate per Real and Personal Parcel	
	Initial	Smoothed
July 1, 2025 to June 30, 2026	\$30.86	\$23.77 \$22.25
July 1, 2026 to June 30, 2027	\$32.11	\$31.43 \$32.11
July 1, 2027 to June 30, 2028	\$33.77	\$41.55 \$42.38

The amount of the annual rate shall be capped at 80% of the administration fee (1%) of all eligible taxes to be levied as permitted by law. Using the number of Real Property and Personal Property parcels as of the preceding December 31 of the Contract Period, payment for each Contract Period is due and payable twenty-five percent (25%) on or before September 1, December 1, and March 1, and the remaining twenty-five percent (25%) on or before June 1 of such Contract Period.

VOTE TRACKING - Board of Commissioners

Motioned by: None

Seconded by: None

Yes: None (0)

No: None (0)

Abstain: None (0)

Absent: (0)

Assessment Administration Services, L.L.C.

May 5, 2025

City of Madison Heights
Attn: Melissa Marsh, City Manager
300 West 13 Mile Road
Madison Heights, MI 48071

RE: Proposal for Assessing Services-Assessor of Record

Dear Ms. Marsh:

Assessment Administration Services is pleased to offer you a proposal for assessor of record services. We are proposing a three-year contract. We have two options for your consideration. The only difference between the two options is the amount of in office time.

The following responsibilities are proposed for both options:

- Provide a Michigan Master Assessing Officer to certify the roll.
- Supervise and maintain the assessment roll as outlined by State Tax Commission rules and regulations including any special assessment or special act rolls.
- Prepare and administer the March, July and December Board of Reviews.
- Develop land value and economic condition factor analysis.
- Process all land division and combinations in the city.
- Review and process all sales and property transfers and principle residence exemptions.
- All fieldwork including personal property canvas.
- Prepare, defend and counsel regarding all Michigan Tax Tribunal cases and testify when necessary. If needed Assessment Administration Services can provide legal counsel at an additional cost to defend Michigan Tax Tribunals.
- Attend necessary work sessions and City Council Meetings if needed.
- Assessment Roll Audit Compliance (Audit of Minimum Assessing Requirements).
- Provide knowledgeable customer service to the constituents of the City of Madison Heights.
- All performed duties required as the Assessor of record per the Michigan State Tax Commission's Supervising Preparation of the Assessment Roll Policy.

Option One: For the sum of \$204,960 annually with a 4% increase each year of the contract, Assessment Administration Services proposes 16 office hours on site per month. In addition, an Assessment Administration Services employee will collect all paperwork to process remotely and to perform field work and field inspection reviews as needed. The assessor and/or employee of Assessment Administration Services will be available by email, phone or remote access when needed.

Option Two: For the sum of \$229,980 annually with a 4% increase each year of the contract, Assessment Administration Services proposes to have a certified employee on site one day per week except for vacations, sick days or holidays. In addition, the certifying assessor on site 16 hours per month. The assessor and/or employee of Assessment Administration Services (AAS) will be available by email, phone or remote access when needed. In addition, an AAS employee will be provided to perform field work and field inspection reviews as needed.

*Not included in this proposal is the cost of postage, software licenses and/or annual renewals and office equipment.

We appreciate the opportunity to present you with this proposal. We look forward to hearing from you soon.

Sincerely,



Lisa Griffin, MAAO, PPE
President
Assessment Administration Services, L.L.C.

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (“Agreement”) is made between The City of Madison Heights, a Michigan municipal corporation (“City”) and Assessment Administration Services, L.L.C. (“Contractor”), as follows:

1. Effective Date. This Agreement shall be effective as of July 1, 2025.
2. Term. This Agreement shall remain in effect for a term of three years (the “Term”), unless earlier terminated as provided herein.
3. Retention of Contractor. The City hereby retains Contractor to perform independent contracting services to provide those assessment functions which may be performed by an independent contractor consistent with Michigan law (the “Services”). Contractor accepts such assignment, subject to the terms and conditions set forth in this Agreement. Contractor shall take general assignment from the City Manager, or such other person as may be designated by the City. The Services shall include:
 - Provide a Michigan Master Assessing Officer or higher certified assessor to certify the roll.
 - Supervise and maintain the assessment roll as outlined by State Tax Commission rules and regulations including any special assessment or special act rolls.
 - Prepare and administer the March, July and December Boards of Review.
 - Develop land value and economic condition factor analysis.
 - Process all land division and combinations in the city.
 - Review and process all sales and property transfers and principle residence exemptions.
 - All fieldwork including personal property canvas.
 - Prepare, defend and counsel regarding all Michigan Tax Tribunal cases and testify when necessary. If needed Assessment Administration Services can provide legal counsel at an additional cost to defend Michigan Tax Tribunals.
 - Provide office hours and availability of assessing staff and or certifying assessor up to 1 day (or 8 hours) per week except for vacations, holidays or sick days either in office or by remote access. In addition, the staff person/assessor will be available by phone or email access when needed.
 - Attend necessary work sessions and City council meetings.
 - Assessment Roll Audit Compliance (Audit of Minimum Assessing Requirements).
 - Provide knowledgeable customer service to the constituents of the City of Madison Heights.
 - All performed duties required as the Assessor of record per the Michigan State Tax Commission’s Supervising Preparation of the Assessment Roll Policy.

4. Independent Contractor. Contractor's relationship with the City under this Agreement is that of independent contractor and not that of employee, partner, or joint venture. Contractor shall be responsible for payment of its own federal, state, and local taxes. Contractor shall not participate in City's fringe benefit plans or programs. Contractor shall not enter into any agreement or commitment on behalf of City nor hold itself out as having such authority. The City shall be responsible for all office supplies, printing and licenses for software that pertain to City business performed by the contractor.

5. Contractor's Compensation. In consideration of Contractor's activities under Paragraph 3 of this Agreement, the City shall pay Contractor as follows:

- (a) \$229,980 for the 1st year of the contract (July 1, 2025 - June 30, 2026) in monthly payments of \$19,165 due and payable on the first of each month or quarterly payments of \$57,495 due and payable on the first day of each quarter while this Agreement is in effect;
 - (b) \$239,160 for the 2nd year of the contract (July 1, 2026 - June 30, 2027) in monthly payments of \$19,930 due and payable on the first date of each month or quarterly payments of \$59,790 due and payable on the first day of each quarter while this Agreement is in effect;
 - (c) \$248,760 for the 3rd year of the contract (July 1, 2027 – June 30, 2028) in monthly payments of \$20,730 due and payable on the first date of each month or quarterly payments of \$62,190 due and payable on the first date of each quarter while this Agreement is in effect.
 - (d) Notwithstanding any other provision of this Agreement, if this Agreement is terminated as provided herein prior to the end of the Term, Contractor shall only be entitled to pro-rated payment through the effective date of termination and shall have no right to payment thereafter.
6. Indemnity and Insurance. The Company shall be liable to the City, and hereby agrees to indemnify and hold the City harmless but only to the extent of its insurance coverage set forth below, against all claims covered by said insurance coverage arising out of the performance of the services rendered hereunder caused by any negligent conduct, intentional conduct, or act of the Company or any of its employees in the performance of this contract that are covered by the policies listed in subparagraphs "a" through "c" below.

The Company will carry the following insurance coverage at all times during this agreement:

a. Comprehensive general liability insurance covering the Company and the City in the project with not less than the following limits of liability; bodily injury or death, \$1,000,000 each person and subject to the same limit for each person; \$1,000,000 for two or more persons in any occurrence; property damage, \$1,000,000 each occurrence; \$2,000,000 annual aggregate.

b. Worker's Disability Compensation Insurance, securing compensation for the benefit of the employees of the Company, as required by Worker's Disability Compensation Act of State of Michigan.

c. The Company shall also carry professional liability and errors and omissions insurance with not less than \$2,000,000 limit of liability for each claim and in the aggregate including claim expenses. However, the City understands that it cannot be listed an additional insured under this type of policy. Should the City or its officers, directors, employees, and elected officials ever be held financially liable for any error or omission of the Company and seek indemnification from Company as a result thereof, under no circumstance shall the Company's cumulative liability to the City or its officers, directors, employees and elected official exceed the coverage of the errors and omissions policy referenced herein.

7. Proprietary Information. Contractor acknowledges that through its activities under this Agreement, it may come into possession of confidential or proprietary information belonging to the City. Contractor agrees that it will not directly or indirectly disclose to any other person or entity, or make any use of, any of the City's confidential or proprietary information, whether or not such information was developed or obtained by Contractor, except as authorized by the City in connection with Contractor's activities under this Agreement and in furtherance of the City's best interests. Upon termination of this Agreement, Contractor shall return to the City all such confidential and proprietary information in its possession and control and shall not make or retain any copies or summaries. The obligations of this Paragraph 7 shall survive termination of this Agreement.

8. No Violation of Other Agreements. Contractor warrants and represents that this Agreement does not violate the terms and conditions of any other agreement to which Contractor is a party or interfere with any business expectancy. Contractor warrants that it will not utilize any invention, trade secret, or other intellectual property in which it does not have a proprietary interest or legal right of use. Contractor shall indemnify and defend the City against any claim, lawsuit, cause of action, demand, cost, or other expense (including reasonable attorney fees and court costs) incurred by the City as a result of any inaccuracy in or breach of the warranties and representations of this Paragraph 8.

9. Termination. This Agreement may be terminated as follows:
- (a) Either party may elect to terminate this Agreement for any reason upon thirty (30) days written notice to the other party.
 - (b) The City may immediately terminate this Agreement, in its sole discretion for the Contractor's gross negligence or gross dereliction of duties; the conviction of a crime by one of Contractor's principals; or other circumstances that defeat the purpose of this Agreement.
10. No Oral Modifications. This Agreement may not be modified or amended by any oral agreement and may only be modified or amended by a writing signed by both parties.
11. Assignment. Contractor may not assign this Agreement without the written consent of the City.
12. Entire Agreement. This Agreement contains the entire understanding of the parties related to the subject matter hereof and supersedes all previous verbal and written agreements, representations, or warranties.
13. Counterparts. This Agreement may be executed in separate counterparts. A copy of this Agreement is effective as an original.
14. Miscellaneous Representations. Each party has consulted or has had the opportunity to consult with its own attorney prior to execution of this Agreement. Each party has read this Agreement in its entirety before signing and understands its terms. Each party signs as its free act. There shall no presumption or construction of this Agreement in favor of any party based on draftsmanship.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date written above.

THE CITY OF MADISON HEIGHTS

ASSESSMENT ADMINISTRATION
SERVICES, L.L.C.

By: Melissa Marsh
Its: City Manager

By: Lisa Griffin
Its: Member



AGENDA ITEM SUMMARY FORM

MEETING DATE: 5/12/25

PREPARED BY: Sean P. Ballantine, Director of Public Services

AGENDA ITEM CONTENT: Director of Public Services - Solid Waste Hauling and Disposal

AGENDA ITEM SECTION: Bid Awards/Purchases

BUDGETED AMOUNT: \$1,757,916

FUNDS REQUESTED: \$1,814,069.40

FUND: 101-528-818-1000

EXECUTIVE SUMMARY:

On March 7, Invitation To Bid (ITB) MH-1075 was issued for the City's solid waste collection and disposal services. The bid was based on our existing solid waste contract, and requested status-quo services, with preferred alternates for a cart-only program, possible food scrap integration with the yard waste program, and any other innovative and cost-saving measures the prospective bidder wished to present. After extensive evaluation by Staff, with the guidance and feedback of Council and the unanimous decision of the residents who attended our Trash Talk discussions, we recommend that the City transition to a cart-only program.

RECOMMENDATION:

Staff recommends that Council accept the bid from and award a five year contract to Priority Waste with option to extend, including Alternate Pricing Option Assisted Service, to be paid by the City, and Alternate Pricing Options A (Cart-Only), and C (DPS Roll-Off) and authorize the City Manager to negotiate and enter into a contract with Priority Waste pending legal review. This represents an estimated Year 1 cost of \$1,814,069.40, pending verification of the number of service units.

DATE: May 2, 2025

TO: Melissa R. Marsh, City Manager

FROM: Sean P. Ballantine, Director of Public Services

SUBJECT: Bid Award – Solid Waste Collection and Disposal

On March 7, Invitation To Bid (ITB) MH-1075 was issued for the City's solid waste collection and disposal services. The bid was based on our existing solid waste contract, and requested status-quo services, with preferred alternates for a cart-only program, possible food scrap integration with the yard waste program, and any other innovative and cost-saving measures the prospective bidder wished to present. Bid documents were downloaded by 35 interested parties, and 4 prospective vendors attended the mandatory pre-bid meeting on March 17; Car Trucking, Priority Waste, Tringali Sanitation, and Waste Management.

The pre-bid meeting was held to determine if our bid specifications and timelines were reasonable and achievable. Besides questions relating generally to insurance and bid bond requirements, the only request was that the bid opening be extended one week to allow for more time to respond to the addenda, and properly prepare the bid documents. At no point through the process was the overall timeline for onboarding called into question.

On April 9, a sole bid was received from Priority Waste, as well as two official letters of no-bid from Tringali Sanitation and Waste Management. A post-bid clarification meeting was held with representatives from Priority on April 14 to address any concerns from Staff.

As part of this overall process, Staff held two special meetings of the Environmental Citizens Committee, also known as Trash Talks. These meetings were made open and advertised to all active members of a City board or commission, as well as the public at large. The first was to present information on the solid waste program generally; budget and funding mechanisms, the bid specifications and process, and the nature and terms of our existing solid waste contract. The second meeting was to review the bids, and solicit feedback regarding the options presented.

The bid specifications requested several options from the vendor, in order to evaluate cost and service levels to ensure the best finished product for the City. Priority's submittal addressed and provided these items.

City of Madison Heights
Department of Public Services
801 Ajax Drive
Madison Heights, Michigan 48071

After extensive evaluation by Staff, with the guidance and feedback of Council and the unanimous decision of the residents who attended our Trash Talk discussions, we recommend that the City transition to a cart-only program, for several reasons. Cart-only is an industry best practice, due to labor cost and employee safety. This is reflected in the price, which offers an estimated savings of nearly \$200,000 in year one, when compared to the existing “cart plus” service. As the new contract reflects an estimated \$56,000 increase from current even with cart only, we feel that this cost differential is significant, particularly when considering that the solid waste millage is not meeting current needs, and has to be subsidized by the general fund. Cart-only is cleaner, better organized, reduces rodents and litter, it is in many cases easier to move a cart than picking up a heavy trash can or recycling bin, and is an EGLE best practice for stormwater protection. Further, the timing could not be better, as the City will be rolling out Madison Heights-branded garbage and recycling carts to every home as part of a long-term City goal, based on resident feedback and request.

As this will be the most significant change to our refuse and recycling program since the implementation of curbside recycling over three decades ago, Staff will work with Priority to implement a robust universal education campaign, which is also included as part of their bid. There will also be a transition period, as the cart rollout is slated for September, while the new contract goes live July 1. Notable changes are that trash and recycling will need to be entirely contained in their respective carts. Weekly collection of bulk items (one per week) is still included, but due to more stringent regulations, residents are required to have the freon removed from refrigerators, air conditioners, and dehumidifiers. This service is widely available for a nominal fee. The yard waste program remains status-quo; cans up to 32 gallons, paper yard waste bags, and small bundles of tied brush. Staff also requested the option for an assistive service, for those residents who are bona-fide disabled and physically unable to remove their garbage to the curb. This will require proof of disability, to be provided to the City and will be renewed on an annual basis.

Based on the above, Staff therefore recommends that Council accept the bid from and award a five year contract to Priority Waste with option to extend, including Alternate Pricing Option Assisted Service, to be paid by the City, and Alternate Pricing Option A (Cart-Only), and C (DPS Roll-Off) and authorize the City Manager to negotiate and enter into a contract with Priority Waste pending legal review. This represents an estimated Year 1 cost of \$1,814,069.40, pending verification of the number of service units.

City of Madison Heights
Department of Public Services
801 Ajax Drive
Madison Heights, Michigan 48071

2025 DPS Solid Waste

BID TABULATION/COMPARISON - Priority Waste

Garbage: Current	\$ 1,144,805.55	Garbage: Proposed	\$ 1,314,865.76	Garbage: Cart Only	\$ 1,119,089.92
Recycling: Current	\$ 316,901.35	Recycling: Proposed	\$ 355,554.68	Recycling: Proposed	\$ 355,554.68
Compost: Current	\$ 296,208.89	Compost: Proposed	\$ 339,424.80	Compost: Proposed	\$ 339,424.80
Total: Current	<u>\$ 1,757,915.79</u>	Total: Proposed	<u>\$ 2,009,845.24</u>	Total: Cart Only	<u>\$ 1,814,069.40</u>
		Increase from Current	<u>\$ 251,929.45</u>	Increase from Current	<u>\$ 56,153.61</u>



PRIORITY
INNOVATE ★ OPERATE
www.prioritywaste.com



Item 12.

Tab 9

Pricing Pages

R. Contract Extension:

If the City is pleased with the performance of the contractor, the City may select to extend the Contract past the end of the agreed upon contract date. Should the City decide, the two parties may negotiate a mutually agreed upon extension, up to a maximum extension period of five (5) years, by February 28th of the last year of the contract. Extension pricing will be based upon those prices contained in the bid proposal. The five (5) year agreement may be extended only through the last year in which prices have been submitted in this bid proposal. In other words, if the vendor selected for the five (5) year agreement has not submitted bid figures for years six through ten, the agreement may not be extended. If an extension is not achieved, the City will begin the competitive bidding process.

SECTION V – PROPOSAL FOR REFUSE COLLECTION AND DISPOSAL,
CONTRACT BEGINNING JULY 1, 2025 (PRICING PAGES)

- A. RESIDENTIAL SOLID WASTE** pick up including bulky wastes, removal of refrigerants, delivery to an appropriate licensed disposal site within fifty (50) miles of Madison Heights or your licensed facility; and disposal.

Price per unit for WEEKLY collection.

Please write pricing in numbers and words.

Pricing should follow the Fiscal Years as listed:

Fiscal Year

July 1, 2025 – June 30, 2026:	\$ <u>2.53/unit/week</u>	(Two dollars and fifty-three cents)	
July 1, 2026 – June 30, 2027:	\$ <u>2.61/unit/week</u>	(Two dollars and sixty-one cents)	
July 1, 2027 – June 30, 2028:	\$ <u>2.68/unit/week</u>	(Two dollars and sixty-eight cents)	
July 1, 2028 – June 30, 2029:	\$ <u>2.77/unit/week</u>	(Two dollars and seventy-seven cents)	
July 1, 2029 – June 30, 2030:	\$ <u>2.85/unit/week</u>	(Two dollars and eighty-five cents)	End of minimum bid period
July 1, 2030 – June 30, 2031:	\$ <u>2.93/unit/week</u>	(Two dollars and Ninety-three cents)	Extend pricing through bid
July 1, 2031 – June 30, 2032:	\$ <u>3.02/unit/week</u>	(Three dollars and two cents)	Extend pricing through bid
July 1, 2032 – June 30, 2033:	\$ <u>3.11/unit/week</u>	(Three dollars and eleven cents)	Extend pricing through bid
July 1, 2033 – June 30, 2034:	\$ <u>3.21/unit/week</u>	(Three dollars and twenty-one cents)	Extend pricing through bid
July 1, 2034 – June 30, 2035:	\$ <u>3.30/unit/week</u>	(Three dollars and thirty cents)	Extend pricing through bid

- B1. Collection of **RESIDENTIAL COMPOST** and delivery to an appropriate compost site within fifty (50) miles of Madison Heights, or your licensed facility, during normal compost periods – March 15th through the first week of December. **This rate is to be billed only during the compost season, estimated at thirty-eight (38) weeks per year.**

Option 1 – Assumes Continuation of City’s Fall Curbside Residential Leaf Collection

Price per unit for WEEKLY collection.

Please write pricing in numbers and words.

Pricing should follow the Fiscal Years as listed:

Fiscal Year		
July 1, 2025 – June 30, 2026:	\$ <u>0.69/unit/week (sixty-nine cents)</u>	Residential compost fees are to be billed throughout the 52 week calendar year.
July 1, 2026 – June 30, 2027:	\$ <u>0.71/unit/week (seventy-one cents)</u>	
July 1, 2027 – June 30, 2028:	\$ <u>0.73/unit/week (seventy-three cents)</u>	
July 1, 2028 – June 30, 2029:	\$ <u>0.75/unit/week (seventy-five cents)</u>	
<u>July 1, 2029 – June 30, 2030:</u>	<u>\$ 0.78/unit/week (seventy-eight cents)</u>	
July 1, 2030 – June 30, 2031:	\$ <u>0.80/unit/week (eighty cents)</u>	Extend pricing through bid
July 1, 2031 – June 30, 2032:	\$ <u>0.82/unit/week (eighty-two cents)</u>	Extend pricing through bid
July 1, 2032 – June 30, 2033:	\$ <u>0.85/unit/week (eighty-five cents)</u>	Extend pricing through bid
July 1, 2033 – June 30, 2034:	\$ <u>0.87/unit/week (eighty-seven cents)</u>	Extend pricing through bid
July 1, 2034 – June 30, 2035:	\$ <u>0.90/unit/week (ninety cents)</u>	Extend pricing through bid

- B2. Collection of **RESIDENTIAL COMPOST** and delivery to an appropriate compost site within fifty (50) miles of Madison Heights, or your licensed facility, during normal compost periods – March 15th through the first week of December. **This rate is to be billed only during the compost season, estimated at thirty-eight (38) weeks per year.**

Option 2 – Assumes No Fall Curbside Residential Leaf Collection by City

Price per unit for WEEKLY collection.

Please write pricing in numbers and words.

Pricing should follow the Fiscal Years as listed:

Fiscal Year		
July 1, 2025 – June 30, 2026:	\$ <u>0.76/unit/week</u> (seventy-six cents)	Residential compost fees are to be billed throughout the 52 week calendar year.
July 1, 2026 – June 30, 2027:	\$ <u>0.78/unit/week</u> (seventy-eight cents)	
July 1, 2027 – June 30, 2028:	\$ <u>0.81/unit/week</u> (eighty-one cents)	
July 1, 2028 – June 30, 2029:	\$ <u>0.83/unit/week</u> (eighty-three cents)	
July 1, 2029 – June 30, 2030:	\$ <u>0.86/unit/week</u> (eighty-six cents)	
		End of minimum bid period
July 1, 2030 – June 30, 2031:	\$ <u>0.88/unit/week</u> (eighty-eight cents)	Extend pricing through bid
July 1, 2031 – June 30, 2032:	\$ <u>0.91/unit/week</u> (ninety-one cents)	Extend pricing through bid
July 1, 2032 – June 30, 2033:	\$ <u>0.94/unit/week</u> (ninety-four cents)	Extend pricing through bid
July 1, 2033 – June 30, 2034:	\$ <u>0.96/unit/week</u> (ninety-six cents)	Extend pricing through bid
July 1, 2034 – June 30, 2035:	\$ <u>0.99/unit/week</u> (ninety-nine cents)	Extend pricing through bid

- C. **WEEKLY** Collection of **RESIDENTIAL RECYCLABLES IN 18 GALLON RECYCLING CONTAINERS OR 64 GALLON CARTS** and delivery to an appropriate licensed recycling site within fifty (50) miles of Madison Heights or your licensed facility.

Price per unit for WEEKLY collection.

Please write pricing in numbers and words.

Pricing should follow the Fiscal Years as listed:

Fiscal Year

July 1, 2025 – June 30, 2026:	\$ <u>0.69/unit/week</u> (sixty-nine cents)	
July 1, 2026 – June 30, 2027:	\$ <u>0.71/unit/week</u> (seventy-one cents)	
July 1, 2027 – June 30, 2028:	\$ <u>0.73/unit/week</u> (seventy-three cents)	
July 1, 2028 – June 30, 2029:	\$ <u>0.75/unit/week</u> (seventy-five cents)	
<u>July 1, 2029 – June 30, 2030:</u>	<u>\$ 0.78/unit/week</u> (seventy-eight cents)	End of minimum bid period
July 1, 2030 – June 30, 2031:	\$ <u>0.80/unit/week</u> (eighty cents)	Extend pricing through bid
July 1, 2031 – June 30, 2032:	\$ <u>0.82/unit/week</u> (eighty-two cents)	Extend pricing through bid
July 1, 2032 – June 30, 2033:	\$ <u>0.85/unit/week</u> (eighty-five cents)	Extend pricing through bid
July 1, 2033 – June 30, 2034:	\$ <u>0.87/unit/week</u> (eighty-seven cents)	Extend pricing through bid
July 1, 2034 – June 30, 2035:	\$ <u>0.90/unit/week</u> (ninety cents)	Extend pricing through bid

- D. Collection of **BUSINESS BAG STOPS** (which do not include bulky waste) and delivery to an appropriate licensed disposal site within fifty (50) miles of Madison Heights or your licensed facility.

Price per unit for WEEKLY collection.

Please write pricing in numbers and words.

Pricing should follow the Fiscal Years as listed:

Fiscal Year

July 1, 2025 – June 30, 2026:	\$ <u>3.56/unit/week</u>	(Three dollars and fifty-six cents)	
July 1, 2026 – June 30, 2027:	\$ <u>3.67/unit/week</u>	(Three dollars and sixty-seven cents)	
July 1, 2027 – June 30, 2028:	\$ <u>3.78/unit/week</u>	(Three dollars and seventy-eight cents)	
July 1, 2028 – June 30, 2029:	\$ <u>3.89/unit/week</u>	(Three dollars and eighty-nine cents)	
July 1, 2029 – June 30, 2030:	\$ <u>4.01/unit/week</u>	(Four dollars and one cent)	End of minimum bid period
July 1, 2030 – June 30, 2031:	\$ <u>4.13/unit/week</u>	(Four dollars and thirteen cents)	Extend pricing through bid
July 1, 2031 – June 30, 2032:	\$ <u>4.25/unit/week</u>	(Four dollars and twenty-five cents)	Extend pricing through bid
July 1, 2032 – June 30, 2033:	\$ <u>4.38/unit/week</u>	(Four dollars and thirty-eight cents)	Extend pricing through bid
July 1, 2033 – June 30, 2034:	\$ <u>4.51/unit/week</u>	(Four dollars and fifty-one cents)	Extend pricing through bid
July 1, 2034 – June 30, 2035:	\$ <u>4.65/unit/week</u>	(Four dollars and sixty-five cents)	Extend pricing through bid

- E. Collection of a set of Commercial
(APARTMENT/CONDOMINIUM/RESTAURANT/SCHOOL) 96-GALLON
RECYCLING CONTAINERS and delivery to an appropriate Recycling Center within
fifty (50) miles of Madison Heights or your licensed facility.

Price per unit for WEEKLY collection.

Please write pricing in numbers and words.

Pricing should follow the Fiscal Years as listed:

Fiscal Year		
July 1, 2025 – June 30, 2026:	\$ 7.58/unit/week	(Seven dollars and fifty-eight cents)
July 1, 2026 – June 30, 2027:	\$ 7.80/unit/week	(Seven dollars and eighty cents)
July 1, 2027 – June 30, 2028:	\$ 8.04/unit/week	(Eight dollars and four cents)
July 1, 2028 – June 30, 2029:	\$ 8.28/unit/week	(Eight dollars and twenty-eight cents)
July 1, 2029 – June 30, 2030:	\$ 8.53/unit/week	(Eight dollars and fifty-three cents) End of minimum bid period
July 1, 2030 – June 30, 2031:	\$ 8.78/unit/week	(Eight dollars and seventy-eight cents) Extend pricing through bid
July 1, 2031 – June 30, 2032:	\$ 9.05/unit/week	(Nine dollars and five cents) Extend pricing through bid
July 1, 2032 – June 30, 2033:	\$ 9.32/unit/week	(Nine dollars and thirty-two cents) Extend pricing through bid
July 1, 2033 – June 30, 2034:	\$ 9.60/unit/week	(Nine dollars and sixty cents) Extend pricing through bid
July 1, 2034 – June 30, 2035:	\$ 9.89/unit/week	(Nine dollars and eighty-nine cents) Extend pricing through bid

- F. Collection of **REFUSE AND BULKY WASTES FROM MOBILE HOMES** within the three Mobile Home Parks within the City and delivery to an appropriate licensed disposal site within fifty (50) miles of Madison Heights or your licensed facility.

Price per unit for WEEKLY collection.

Please write pricing in numbers and words.

Pricing should follow the Fiscal Years as listed:

Fiscal Year		
July 1, 2025 – June 30, 2026:	\$ <u>2.53/unit/week</u>	(Two dollars and fifty-three cents)
July 1, 2026 – June 30, 2027:	\$ <u>2.61/unit/week</u>	(Two dollars and sixty-one cents)
July 1, 2027 – June 30, 2028:	\$ <u>2.68/unit/week</u>	(Two dollars and sixty-eight cents)
July 1, 2028 – June 30, 2029:	\$ <u>2.77/unit/week</u>	(Two dollars and seventy-seven cents)
July 1, 2029 – June 30, 2030:	\$ <u>2.85/unit/week</u>	(Two dollars and eighty-five cents) End of minimum bid period
July 1, 2030 – June 30, 2031:	\$ <u>2.93/unit/week</u>	(Two dollars and ninety-three cents) Extend pricing through bid
July 1, 2031 – June 30, 2032:	\$ <u>3.02/unit/week</u>	(Three dollars and two cents) Extend pricing through bid
July 1, 2032 – June 30, 2033:	\$ <u>3.11/unit/week</u>	(Three dollars and eleven cents) Extend pricing through bid
July 1, 2033 – June 30, 2034:	\$ <u>3.21/unit/week</u>	(Three dollars and twenty-one cents) Extend pricing through bid
July 1, 2034 – June 30, 2035:	\$ <u>3.30/unit/week</u>	(Three dollars and thirty cents) Extend pricing through bid

- G. Collection of **COMPOST FROM MOBILE HOMES** within the three Mobile Home Parks within the City and delivery to an appropriate licensed disposal site within fifty (50) miles of Madison Heights or your licensed facility. **This rate is to be billed only during the compost season, estimated at thirty-eight (38) weeks per year.**

Price per unit for WEEKLY collection.

Please write pricing in numbers and words.

Pricing should follow the Fiscal Years as listed:

Fiscal Year		
July 1, 2025 – June 30, 2026:	\$ <u>0.69/unit/week</u> (Sixty-nine cents)	Mobile Home compost fees are to be billed throughout the 52 week calendar year.
July 1, 2026 – June 30, 2027:	\$ <u>0.71/unit/week</u> (Seventy-one cents)	
July 1, 2027 – June 30, 2028:	\$ <u>0.73/unit/week</u> (Seventy-three cents)	
July 1, 2028 – June 30, 2029:	\$ <u>0.75/unit/week</u> (Seventy-five cents)	
July 1, 2029 – June 30, 2030:	\$ <u>0.78/unit/week</u> (Seventy-eight cents)	
July 1, 2030 – June 30, 2031:	\$ <u>0.80/unit/week</u> (Eighty cents)	End of minimum bid period
July 1, 2031 – June 30, 2032:	\$ <u>0.82/unit/week</u> (Eighty-two cents)	Extend pricing through bid
July 1, 2032 – June 30, 2033:	\$ <u>0.85/unit/week</u> (Eighty-five cents)	Extend pricing through bid
July 1, 2033 – June 30, 2034:	\$ <u>0.87/unit/week</u> (Eighty-seven cents)	Extend pricing through bid
July 1, 2034 – June 30, 2035:	\$ <u>0.90/unit/week</u> (Ninety cents)	Extend pricing through bid

- H. **WEEKLY Collection of RECYCLABLES IN 18 GALLON RECYCLING CONTAINERS OR 64 GALLON CARTS FROM MOBILE HOMES** within the three Mobile Home Parks within the City and delivery to an appropriate licensed recycling site within fifty (50) miles of Madison Heights or your licensed facility.

Price per unit for WEEKLY collection.

Please write pricing in numbers and words.

Pricing should follow the Fiscal Years as listed:

Fiscal Year		Every home in the mobile home community must enroll into the service and carts need to be purchased by each unit before service can begin.
July 1, 2025 – June 30, 2026:	\$ <u>0.69/unit/week</u> (Sixty-nine cents)	
July 1, 2026 – June 30, 2027:	\$ <u>0.71/unit/week</u> (Seventy-one cents)	
July 1, 2027 – June 30, 2028:	\$ <u>0.73/unit/week</u> (Seventy-three cents)	
July 1, 2028 – June 30, 2029:	\$ <u>0.75/unit/week</u> (Seventy-five cents)	
July 1, 2029 – June 30, 2030:	\$ <u>0.78/unit/week</u> (Seventy-eight cents)	
July 1, 2030 – June 30, 2031:	\$ <u>0.80/unit/week</u> (Eighty cents)	
July 1, 2031 – June 30, 2032:	\$ <u>0.82/unit/week</u> (Eighty-two cents)	
July 1, 2032 – June 30, 2033:	\$ <u>0.85/unit/week</u> (Eighty-five cents)	
July 1, 2033 – June 30, 2034:	\$ <u>0.87/unit/week</u> (Eighty-seven cents)	
July 1, 2034 – June 30, 2035:	\$ <u>0.90/unit/week</u> (Ninety cents)	End of minimum bid period
		Extend pricing through bid
		Extend pricing through bid
		Extend pricing through bid
		Extend pricing through bid
		Extend pricing through bid

- I. Supply of 2 to 6 yard front load containers at no cost and weekly collection and disposal at no cost to the City of Madison Heights government buildings. Collection of 96 gallon recycling containers from municipal buildings and facilities at no cost. Collection of garbage carts and disposal of refuse from municipal parks and bus stops twice per week, if necessary, at no cost and disposal at an appropriate licensed site.

See table on Section III, (D)

- J. Where will you be taking the solid waste?

J Fons Co. Transfer Station

Name and Address of **Primary** Disposal Site

Braxton Mashburn, 586-228-1200 BMashburn@prioritywaste.com
Phone Number Email Contact

Not Applicable

Name of **Secondary** Disposal Site

Address City/State/Zip

Phone Number Email Contact

- K. Where would it be landfilled?

Pine Tree Acres, 36600 29 Mile Rd., Lenox, MI 48048

Name and Address of **Primary** Facility

586-749-9698
Phone Number Email Contact

Eagle Valley Landfill

Name of **Secondary** Facility

600 W Silverbell Rd., Orion Twp., MI 48359
Address City/State/Zip

248-391-0990
Phone Number

- L. Is the **Primary** Landfill Facility a State Licensed Landfill? Yes

Please list license number: #9624

Is the **Secondary** Landfill Facility a State Licensed Landfill? Yes

Please list license number: #9723

M. Where will you be taking recyclables?

GFL Pontiac MRF, 888 Baldwin Ave., Pontiac, MI 48340

Name and Address of **Recycling Materials Recovery Facility**

586-825-9514

Phone Number

PLEASE SUBMIT ONE (1) ORIGINAL AND FOUR (4) COPIES OF YOUR BID.

Please complete the following:

COMPANY NAME: Priority Waste LLC.

COMPANY ADDRESS: 45000 River Ridge Dr., Suite 200
Clinton Twp., MI 48038

PRINTED NAME OF PERSON SUBMITTING BID: Vincent Hoyumpa

SIGNATURE: 

TITLE: General Counsel

PHONE: 586-228-1200

FAX: _____

EMAIL: Vince@prioritywaste.com

The City may visit the site and landfill and/or transfer station of the three low bidders – who should we contact for a tour?

PRINTED NAME: Daniel Venet

PHONE NUMBER: 586-524-1929

EMAIL: DVenet@prioritywaste.com



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Item 12.

Tab 10

Optional

Pricing Pages

OPTION ASSISTED SERVICE

N. Alternative Collection and Disposal

Contractor may wish to offer another cost-effective method of collection and/or disposal that would be of mutual benefit. Please explain your alternative fully and provide:

Price per unit for WEEKLY collection

Attach detailed proposal to this bid, marked "OPTION ASSISTED SERVICE"

Please use as many sheets as necessary to properly itemize pricing

Pricing should follow the Fiscal Years as listed:

Fiscal Year

July 1, 2025 – June 30, 2026:	\$ 15.00/month	This price is in addition to the regular collection service rates
July 1, 2026 – June 30, 2027:	\$ 15.00/month	
July 1, 2027 – June 30, 2028:	\$ 15.00/month	
July 1, 2028 – June 30, 2029:	\$ 15.00/month	
July 1, 2029 – June 30, 2030:	\$ 15.00/month	End of minimum bid period
July 1, 2030 – June 30, 2031:	\$ 15.00/month	Extend pricing through bid
July 1, 2031 – June 30, 2032:	\$ 15.00/month	Extend pricing through bid
July 1, 2032 – June 30, 2033:	\$ 15.00/month	Extend pricing through bid
July 1, 2033 – June 30, 2034:	\$ 15.00/month	Extend pricing through bid
July 1, 2034 – June 30, 2035:	\$ 15.00/month	Extend pricing through bid

Residents who are in need of assistance with their service, or otherwise commonly called door-side, Priority proposes the rates listed above. Priority will work out the best enrollment strategy with the city so that there are means for residents to sign up physically if they are unable to digitally. Residents must provide evidence that they qualify and that there is no other able bodied person in their home. Generally, a note from a doctor would be enough for a person to enroll in the program.

Each year, the resident must enroll to confirm their situation has not altered or changed.

This program is designed for a permanent need for assistance, not a temporary need. Priority will work with the city to accommodate the temporary needs on a case by case basis.

OPTION A

N. Alternative Collection and Disposal

Contractor may wish to offer another cost-effective method of collection and/or disposal that would be of mutual benefit. Please explain your alternative fully and provide:

Price per unit for WEEKLY collection

Attach detailed proposal to this bid, marked "OPTION A"

Please use as many sheets as necessary to properly itemize pricing

Pricing should follow the Fiscal Years as listed:

Fiscal Year

July 1, 2025 – June 30, 2026:	\$ <u>2.18/unit/week</u>	
July 1, 2026 – June 30, 2027:	\$ <u>2.25/unit/week</u>	
July 1, 2027 – June 30, 2028:	\$ <u>2.31/unit/week</u>	
July 1, 2028 – June 30, 2029:	\$ <u>2.38/unit/week</u>	
July 1, 2029 – June 30, 2030:	\$ <u>2.46/unit/week</u>	End of minimum bid period
July 1, 2030 – June 30, 2031:	\$ <u>2.53/unit/week</u>	Extend pricing through bid
July 1, 2031 – June 30, 2032:	\$ <u>2.60/unit/week</u>	Extend pricing through bid
July 1, 2032 – June 30, 2033:	\$ <u>2.68/unit/week</u>	Extend pricing through bid
July 1, 2033 – June 30, 2034:	\$ <u>2.76/unit/week</u>	Extend pricing through bid
July 1, 2034 – June 30, 2035:	\$ <u>2.85/unit/week</u>	Extend pricing through bid

The price presented is for trash collection, as cart-only, and would replace the pricing presented in Section V, A for Residential Solid Waste. Residents must put all trash material inside a cart for it to be collected. Nothing outside of the cart would be collected. Residents are limited to one (1) bulk item per week as part of this program.

Rates for the recycle and compost collection and processing would remain the same as previously presented.

OPTION B

O. Household Hazardous Waste

How would you propose collection and disposal of household hazardous waste?

Attach detailed proposal to this bid, marked "OPTION B".

Include the name, address, and contact information of the company you would propose to use for this service.

Pricing should follow the Fiscal Years as listed:

Fiscal Year

July 1, 2025 – June 30, 2026:	\$ <u>110.00 per car, 300 car minimum</u>	
July 1, 2026 – June 30, 2027:	\$ <u>113.30 per car, 300 car minimum</u>	
July 1, 2027 – June 30, 2028:	\$ <u>116.70 per car, 300 car minimum</u>	
July 1, 2028 – June 30, 2029:	\$ <u>120.20 per car, 300 car minimum</u>	
July 1, 2029 – June 30, 2030:	\$ <u>123.81 per car, 300 car minimum</u>	End of minimum bid period
July 1, 2030 – June 30, 2031:	\$ <u>127.52 per car, 300 car minimum</u>	Extend pricing through bid
July 1, 2031 – June 30, 2032:	\$ <u>131.35 per car, 300 car minimum</u>	Extend pricing through bid
July 1, 2032 – June 30, 2033:	\$ <u>135.29 per car, 300 car minimum</u>	Extend pricing through bid
July 1, 2033 – June 30, 2034:	\$ <u>139.34 per car, 300 car minimum</u>	Extend pricing through bid
July 1, 2034 – June 30, 2035:	\$ <u>143.53 per car, 300 car minimum</u>	Extend pricing through bid

ERG Environmental, 13040 Merriman, Suite 200, Livonia, MI 48150
734-437-9650, 855-459-0021

Priority utilizes ERG Environmental for Household Hazardous Waste Events throughout Southeast Michigan. These events can be held on a Saturday from 9am to Noon, where ERG will set up sorting tables, provide chemists for the materials that need to be stored properly, and Priority provides staff to remove the items from cars brought in by the residents of Madison Heights. Madison Heights would need to provide staff to check ID's of those coming to the event, count cars, and direct traffic on the day of the event.

Priority would invoice the city after the event based on the number of vehicles who come to the event at the rates described above. There is a 300 car minimum for this event.

OPTION C**P. DPS Building Roll Off**

Cost of providing a 40-yard roll off at the Public Services Building, and disposal of same.

List price per 40-yard roll off including disposal.

Pricing should follow the Fiscal Years as listed:

Fiscal Year		4 tons included in the Roll Off price, \$40 per ton over the 4 tons (prorated).
July 1, 2025 – June 30, 2026:	\$ 475.00	
July 1, 2026 – June 30, 2027:	\$ 489.25	
July 1, 2027 – June 30, 2028:	\$ 503.93	
July 1, 2028 – June 30, 2029:	\$ 519.05	
July 1, 2029 – June 30, 2030:	\$ 534.62	
July 1, 2030 – June 30, 2031:	\$ 550.66	End of minimum bid period
July 1, 2031 – June 30, 2032:	\$ 567.18	Extend pricing through bid
July 1, 2032 – June 30, 2033:	\$ 584.19	Extend pricing through bid
July 1, 2033 – June 30, 2034:	\$ 601.72	Extend pricing through bid
July 1, 2034 – June 30, 2035:	\$ 619.77	Extend pricing through bid

OPTION D**Q. Street Sweepings, Sewer Sand, Logs, Asphalt, Water Main Break and/or City-Generated Construction Spoils, at DPS**

Cost of disposal of street sweepings, sewer sand, logs, asphalt, water main break and/or City-generated construction spoils, and miscellaneous debris loaded by City Employees into your trucks or containers at the Public Services. Pricing should be listed as price per unit, and specify unit (e.g. 30-yard load, 40-yard load, etc.)

Pricing should follow the Fiscal Years as listed:

Fiscal Year		20-yard Roll Off Pricing Presented	
July 1, 2025 – June 30, 2026:	\$ 225.00 per haul, \$45.00	per	ton
July 1, 2026 – June 30, 2027:	\$ 231.75 per haul, \$46.35	per	ton
July 1, 2027 – June 30, 2028:	\$ 238.70 per haul, \$47.74	per	ton
July 1, 2028 – June 30, 2029:	\$ 245.86 per haul, \$49.17	per	ton
July 1, 2029 – June 30, 2030:	\$ 253.24 per haul, \$50.65	per	ton
		End of minimum bid period	
July 1, 2030 – June 30, 2031:	\$ 260.83 per haul, \$52.17	per	ton
		Extend pricing through bid	
July 1, 2031 – June 30, 2032:	\$ 268.66 per haul, \$53.73	per	ton
		Extend pricing through bid	
July 1, 2032 – June 30, 2033:	\$ 276.72 per haul, \$55.34	per	ton
		Extend pricing through bid	
July 1, 2033 – June 30, 2034:	\$ 285.02 per haul, \$57.00	per	ton
		Extend pricing through bid	
July 1, 2034 – June 30, 2035:	\$ 293.57 per haul, \$58.71	per	ton
		Extend pricing through bid	

OPTION E**R. Leaves at DPS**

Cost of disposal of leaves loaded by City Employees into your trucks at the Public Services Building. Pricing should be listed as price per unit, and specify unit (i.e. 30 yard load, 40 yard load etc.)

Pricing should follow the Fiscal Years as listed:

Fiscal Year	Pricing Presented is for 20 or 30 yard Roll Offs		
July 1, 2025 – June 30, 2026:	\$ 225.00 per haul, \$45.00	per	ton
July 1, 2026 – June 30, 2027:	\$ 231.75 per haul, \$46.35	per	ton
July 1, 2027 – June 30, 2028:	\$ 238.70 per haul, \$47.74	per	ton
July 1, 2028 – June 30, 2029:	\$ 245.86 per haul, \$49.17	per	ton
July 1, 2029 – June 30, 2030:	\$ 253.24 per haul, \$50.65	per	ton
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July 1, 2030 – June 30, 2031:	\$ 260.83 per haul, \$52.17	per	ton
July 1, 2031 – June 30, 2032:	\$ 268.66 per haul, \$53.73	per	ton
July 1, 2032 – June 30, 2033:	\$ 276.72 per haul, \$55.34	per	ton
July 1, 2033 – June 30, 2034:	\$ 285.02 per haul, \$57.00	per	ton
July 1, 2034 – June 30, 2035:	\$ 293.57 per haul, \$58.71	per	ton