



# City of Flint, Michigan

Third Floor, City Hall  
1101 S. Saginaw Street  
Flint, Michigan 48502  
[www.cityofflint.com](http://www.cityofflint.com)

## Meeting Agenda – FINAL Wednesday, June 18, 2025 5:00 PM

### City Council Chambers

### FINANCE COMMITTEE

Judy Priestley, Chairperson, Ward 4

Leon El-Alamin, Ward 1

VACANT, Ward 3

Tonya Burns, Ward 6

Dennis Pfeiffer, Ward 8

Ladel Lewis, Ward 2

Jerri Winfrey-Carter, Ward 5

Candice Mushatt, Ward 7

Jonathan Jarrett, Ward 9

Davina Donahue, City Clerk

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### ROLL CALL

### READING OF DISORDERLY PERSONS CITY CODE SUBSECTION

*Any person that persists in disrupting this meeting will be in violation of Flint City Code Section 31-10, Disorderly Conduct, Assault and Battery, and Disorderly Persons, and will be subject to arrest for a misdemeanor. Any person who prevents the peaceful and orderly conduct of any meeting will be given one warning. If they persist in disrupting the meeting, that individual will be subject to arrest. Violators will be removed from the meetings.*

### REQUEST FOR AGENDA CHANGES/ADDITIONS

### CLOSED SESSION(S)

Pursuant to MCL 15.268 e) and MCL 15.268(h) of the Open Meetings Act, the Department of Law requests to address the City Council in Closed Sessions to discuss: (1) Case No. 24-cv-12189, Jackson v Porter; and (2) Case No. 24-120713-CZ, Cochran v City of Flint.

## **PUBLIC COMMENT**

*Members of the public who wish to address the City Council or its committees must register before the meeting begins. A box will be placed at the entrance to the Council Chambers for collection of registrations. No additional speakers or slips will be accepted after the meeting begins.*

*Members of the public shall have no more than three (3) minutes per speaker during public comment, with only one speaking opportunity per speaker.*

## **COUNCIL RESPONSE**

*Councilmembers may respond once to all public speakers only after all public speakers have spoken. An individual Councilmember's response shall be limited to two (2) minutes.*

## **CONSENT AGENDA**

*Per the amended Rules Governing Meetings of the Flint City Council (as adopted by the City Council on Monday, April 22, 2024), the Chair may request the adoption of a "Consent Agenda". After a motion to adopt a Consent Agenda is made and seconded, the Chair shall ask for separations. Any agenda item on a Consent Agenda shall be separated at the request of any Councilmember. After any separations, there is no debate on approving the Consent Agenda – it shall be voted on or adopted without objection.*

## **RESOLUTIONS**

**250140-T**      Reallocation of ARPA Funds/Youth Job Training/City of Flint Second Clean & Safe Summer Program

Resolution resolving that the appropriate City officials are authorized to do all things necessary, including executing any necessary agreements, to appropriate funding from the funding source account 101-728.018-801.000 to City of Flint Second Clean & Safe Summer Youth Job Training Program in the amount of \$225,000. Based on review and validation of the appropriate fund use by the City's compliance firm, implementation of

these funds will be consistent and compliant with US Department of Treasury requirements and previously approved authorizations. [NOTE: The City Administration recommends reallocating \$225,000 of ARPA funds, previously obligated for revenue replacement, to provide funding to City of Flint Clean & Safe Summer Youth Job Training Program to provide a second round of summer jobs for youth ages 15-19 to eradicate the negative use of idle time and to keep them safe from crime. The program offers six (6) weeks of summer employment paid through the ARPA Youth Job Training category and for 5-7 non-profit organizations to serve as host sites.]

**250176-T** CO#1/Funding Phase II/Police Department/City Hall Camera Installation

Resolution resolving that the proper City Officials, upon the City Council approval, are hereby authorized to do all things necessary to amend the end date from 6/30/2024 to 6/30/2025 in an amount NOT-TO-EXCEED \$336,484.53 of ARPA funds and an additional \$14,348.84 from the City of Flint Police department FY25 budget. For a total NOT-TO-EXCEED \$350,833.37. [NOTE: The City of Flint Police Department is requesting a change order in the amount of \$14,348.84 to complete the internal camera project; due to the renovations of the South Building it was determined that more cameras were needed.]

**250177-T** Reallocation ARPA Funds/The Flint In Home Plumbing Program

Resolution resolving that the appropriate City officials are authorized to do all things necessary, including executing any necessary agreements, to appropriate funding from the funding source account #101-287.000-963.000 to Flint In Home Plumbing Program in the amount NOT-TO-EXCEED \$510,000.00 amend FY 25 budget and make funds available for any future financial year as long as funds remain. Based on review and validation of the appropriate fund use by the City's compliance firm, implementation of these funds will be consistent and compliant with US Department of Treasury requirements and previously approved authorizations. [NOTE: This grant will provide Home inspections and a total home plumbing pipe replacement and exposure prevention outreach to families while

eliminating lead hazards from home faucets, water lines, water heaters etc. by replacing them with new lead-free components. The City Administrator proposes the reallocation of an \$510,000 in ARPA funds as Match funding for this program.]

**250178-T** CO#1/MDOT Contract/Resurfacing 12<sup>th</sup> Street/Fenton Rd. to Grand Traverse St.

Resolution resolving that appropriate City Officials are authorized to do all things necessary to enter into change order #1 to MDOT Contract No. 22-5376, Job No. 207627CON for additional work on resurfacing along 12<sup>th</sup> St. from Fenton Rd. to Grand Traverse St., in the amount to exceed the Local Share of \$21,331.00 for a total of \$121,470.00. (Major Street Fund). [NOTE: It was discovered that the curb and gutter were wider than anticipated, causing more material and work. In addition, the bids for the project came back higher than anticipated. These costs account for approximately 6.26% of contract increase. MDOT increased the contract amount, which increased our local share by \$16,331.00, plus a contingency fee of \$5,000.00.]

**250179-T** Increase Flint Public Art Project/Extend Their Contract

Resolution resolving that the appropriate City Officials are hereby authorized to do all things necessary including budget amendments to process a change order to increase contract 24-005 with Flint Public Art Project by \$15,000.00 for a total contract amount of \$82,000 and to extend through 08/01/25. [NOTE: The Flint Public Art Project will continue to provide and design murals to the Smith Village/Choice Neighborhood Grant to support the CNI program.]

**250180-T** Contract/CDW-G/Licensing Renewal for VMware/IT Department

Resolution resolving that the Division of Purchases and Supplies, upon City Council's approval, is hereby authorized to do all things necessary to enter the contract with CDW-G to provide licensing for VMware and support for a total contract amount of \$89,733.60, allocations for FY 25 pending approval. [NOTE: The IT Department needs to renew the licensing for VMware. VMware is the software currently being used for virtualization of our servers. The current license has expired. Almost all of the City's servers



are virtualized in the VMware Environment and renewal is for five (5) years.]

**250181-T**      Contract/Anytime Restoration Services/Lead Based Paint Hazard Control Abatement Service

Resolution resolving that the Proper City Officials is hereby authorized to enter into a contract for FY25 with AnyTime Restoration in an amount NOT-TO-EXCEED \$98,778.90 which accounts for the \$89,799.00 base bid plus any potential unforeseen contingencies at a 10% cost (\$8,979.90), for the abatement of four unsafe Lead Hazard Homes within the city limits.

**250183-T**      Contract/Sebis Direct Inc/Printing, Sorting and Mailing/Property Taxes and Water Bills

Resolution resolving that the appropriate city officials are authorized to do all things necessary to enter into a 3-year contract with Sebis Direct Inc. for printing, sorting, mailing of property taxes and water bills along with additional postage as needed for a FY26 total amount NOT-TO-EXCEED \$361,912.00 pending budget adoption, a FY27 total amount NOT-TO-EXCEED \$361,912.00 pending budget adoption, and a FY28 total amount NOT-TO-EXCEED \$363,168.00 pending budget adoption, for an aggregate (3) year grand total NOT-TO-EXCEED \$1,086,992.00 with additional postage as needed.

**250184-T**      Settlement/Diamond M. Jackson v Matthew Porter

Resolution resolving that City Council approves settlement in Case Number 24-cv-12189 [Diamond M. Jackson v Matthew Porter], in the amount of \$175,000, in satisfaction of any claims against the City and Officer Matthew Porter arising from said matter. Payment shall be drawn from appropriated funds in the Litigation and Suits line item 677-266.200-956.300. [NOTE: A Closed Session was held on this matter on Wednesday, June 18, 2025.]

**250197-T**      Accept/(MDHHS) Michigan Department of Health and Human Services/Lead Education & Faucet Replacement Grant/Amend 2024-2025 Budget/To Accommodate Funds

Resolution resolving that the appropriate City officials are authorized to do all things necessary to, accept the Lead Education and Faucet Replacement Program, amend the 2024-25 budget, appropriate grant funding for revenue and expenditures in future fiscal years as long as funds are available from the funder, and abide by the terms and conditions of the grant from The Michigan Department of Health and Human Services, in the amount NOT-TO-EXCEED \$33,000 over the 9-month period, from April 1, 2025-September 30, 2025.

**250198-T**      Contract/Fleis & Vanderbrink/Water Asset Management/Water Reliability Plan/Department of Public Works Water Division

Resolution resolving that the Appropriate City Officials, upon City Council's approval, are hereby authorized to enter into a contract with Fleis & Vanderbrink for a water asset management and water reliability plan as ordered by EGLE, in an amount NOT-TO-EXCEED \$136,000.00. [NOTE: This plan is a requirement of the City of Flint's Administrative Consent Order (ACO) with the Michigan Department of Environment, Great Lakes, and Energy (EGLE).]

**250199-T**      Contract/Lake Star Construction Services, Inc./Commercial Façade at 1309 N. Saginaw St./1319 N. Saginaw St./The Choice Neighborhood

Resolution resolving that the appropriate City Officials are authorized to do all things necessary including budget amendments to enter into an agreement with Lake Star Construction Services, INC. in an amount NOT-TO-EXCEED \$250,000.00 for the purposes of façade improvements at the properties located at 1309 N. Saginaw Street and 1319 N. Saginaw Street. [NOTE: The façade improvements will create an inviting, functional, and visually appealing exterior that complements the surrounding area, helping the facility blend with the local environment and standing out as a well-maintained and approachable location, and improvements can be completed and drawn within the grant period.]

**250200-T**      INA Store Inc./Purchase Two Wheel Loaders/Street Maintenance Division

Resolution resolving that The Division of Purchases and Supplies, upon City Council's approval, is hereby authorized to issue a purchase order to Ina Store Inc. for the purchase of two Case 621G wheel loaders in an amount NOT-TO-EXCEED \$406,122.36.

**250201-T** Accept/(EGLE) Michigan Department of Environment, Great Lakes, and Energy/Flint- In Home Plumbing Replacement Program/Amend 2024-2025 Budget/To Accommodate Funds

Resolution resolving that the appropriate City officials are authorized to do all things necessary to, accept the Flint-In Home Plumbing Program, amend the 2024-25 budget, appropriate grant funding for revenue and expenditures in future fiscal years as long as funds are available from the funder, and abide by the terms and conditions of the grant from The Michigan Department of Environment, Great Lakes, And Energy in the amount NOT-TO-EXCEED \$489,544.00 over the 29-month grant period, from April 1, 2025 – September 30, 2027.

**250202-T** Amend/The Choice Neighborhood Grant Agreement/Clark Commons Endowment Trust

Resolution resolving that the appropriate City Officials are authorized to do all things necessary to abide by the terms of The Department of Housing and Urban Development (HUD) for the use of all remaining eligible funds of the Choice Neighborhood grant, to appropriate revenue and expenditure amounts, and to make funds available in the current and subsequent fiscal years that funding continues to remain available, AND, further resolving that the appropriate City Officials are hereby authorized to do all things necessary to enter into contract with Communities of Hope in the amount available upon the close of the grant. [NOTE: The Department of Business and Community Services wishes to establish an endowment trust with the remaining unexpended funds from this contract, estimated at \$750,000.00, to continue services to residents within the area in alignment with the amended Choice Neighborhood grant.]

**250203-T** Contract/Renova One (Renovating Roofing)/Residential Roofing Replacement Program

Resolution resolving that appropriate City Officials are authorized to do all things necessary to enter into a contract with Renova One (Renovation Roofing) to complete up to 12 residential properties in the amount NOT-TO-EXCEED \$182,500.50 over the 12 month grant period.

**250204-T** Contract/We Preserve Michigan/Residential Roofing Replacement/Repair Program

Resolution resolving that appropriate City Officials are authorized to do all things necessary to enter into a contract with [Old World Construction] to complete up to 12 residential properties in the amount NOT-TO-EXCEED \$182,500.50 over the 12 month grant period.

**250205-T** Contract/Lighthouse Insurance Group/City of Flint Workers' Compensation/ Excess Policy Period 7/1/25-7/1/26

Resolution resolving that the appropriate City Officials are authorized to enter into a contract with Lighthouse Insurance Group to provide the City with excess workers' compensation and terrorism insurance coverage through Midwest Employers Insurance Company at a combined premium cost amount NOT-TO-EXCEED \$163,550.00 for the period beginning 7/1/25 to 7/1/26. Funding for these services will come from account 677-267.651-955.000, pending adoption of the FY2026 budget.

**250206-T** Contract/Ambulance Liability Coverage

Resolution resolving that the appropriate City Officials are authorized to enter into an agreement with Lighthouse, an Alera Group, to provide the City with ambulance liability coverage for the 12 months of 7/1/25-7/1/26. Pending adoption of the FYE2026 budget, funding will come from general ledger account #677-267.651-955.000.

**250207-T** Reallocation/City of Flint's Coronavirus Aid, Relief and Economic Security (CARES) Act Community Development Block Grant

Resolution resolving that the appropriate City Officials are hereby authorized to do all things necessary to reallocate funding [in the

amount of \$200,000.00 to [the Greater Flint Health Coalition/Food Pantry for \$150,000.00, and the Neighborhood Engagement Hug/Community Toolshed for \$50,000.00] in appropriate accounts and to enter into contracts or memorandums of understanding for proposed new activities to address Covid-19 as identified. [NOTE: The City of Flint's Finance Department has procured a citywide comprehensive grants management system that fulfills the operational requirements of the Division of Community Services, rendering the individual system no longer necessary, so funds initially allocated for this initiative are now available.]

**250208-T** Grant Acceptance/C.S. Mott Foundation/Atherton East Apartments Demolition-Choice Neighborhood Project

Resolution resolving that the appropriate City Officials are authorized to accept the Charles Stewart Mott Foundation Grant, amend the FY25 budget, appropriate funding for future fiscal years for as long as the funds are available from the funder, and abide by the terms and conditions of the grant, in the amount of \$2,000,000.00, AND, further resolving that the appropriate City Officials are hereby authorized to do all things necessary to process a change order to increase contract 19-035D with Flint Housing Commission by \$2,000,000.00.

**250209-T** Change Order/Contract/Flint Housing Commission/Demolition and Resident Relocation Services/Atherton East Choice Neighborhood Project

Resolution resolving that the appropriate City Officials are authorized to do all things necessary, including budget amendments, to process a change order to increase Contract No. 19-035D with the Flint Housing Commission by \$425,305.00, for a revised total contract amount not-to-exceed \$4,993,396.00. [NOTE: An additional \$425,305.00 is required to complete demolition and resident relocation for the Atherton East Choice Neighborhood Project.]

**250210-T** Settlement/Michael Cochran v City of Flint

Resolution resolving that the Flint City Council approves the settlement in the matter of Michael Cochran v. City of Flint et al, Genesee County Circuit Court Case No. 24-120713-CZ, in the amount of \$43,437 in enhanced retirement contribution payable to the Michigan Employment Retirement System (“MERS”) and \$32,500.00 in attorney fees and costs, for the complete satisfaction of all claims arising from said matter. Payment shall be drawn from appropriated funds in Account 677-266.200- 956.300.

**250211-T** Resolution Correction/Resolution No. 240415-T/Resolution Authorizing the City of Flint to Enter into an Agreement with Rehmann Robson LLC for the FY2024 Audit

Resolution resolving that the appropriate City Officials are authorized to do all things necessary to make corrections as needed to any revenue and expenditure accounts in order to make payments as submitted to Rehmann Robson, LLC for charges related to auditing services for the City of Flint’s FY2023-2024 Audit, in an amount not-to-exceed \$274,000.00 for professional services rendered, plus out-of-pocket expenses not expected to exceed \$15,000.00. Per the signed Engagement Letter, Rehmann Robson LLC will also notify the City Council in writing as soon as practical after identification of the need for testing any additional major programs, as well as to explain any additional fees after the identification of any problems incurred when preparing for the audit.

**250212-T** Agreement/Rehmann Robson LLC/Auditing Services/Fiscal Year 2025 Audit

Resolution resolving that the appropriate City Officials are authorized to do all things necessary to engage the services of Rehmann Robson LLC for the City of Flint’s FY2025 auditing services, in an amount not expected to exceed \$291,000.00, plus out of pocket expenses not expected to exceed \$15,000.00. Per the Engagement Letter, Rehmann Robson LLC will also notify the City Council in writing as soon as practical after identification of the need for testing any additional major programs, as well as to explain any additional fees after the identification of any problems incurred when preparing for the audit.

**250213-T** Reallocation of ARPA Funding/Food Access and Food System Support/ Franklin Avenue Mission/Eastside Compassionate Mission Center/St

## Mark Missionary Baptist Church/Christian Love Faith Center

Resolution resolving that the appropriate City Officials are hereby authorized to do all things necessary, including executing any necessary agreements, to appropriate \$25,000.00 in funding to each of the following organizations, Franklin Avenue Mission, Eastside Compassionate Mission Center, St. Mark Missionary Baptist Church's Community Outreach, and Christian Love Faith Center, for a total of \$100,000.00, for Food Access and Food System Support. Before the funds are spent, the City of Flint's ARPA administration, compliance, and implementation firm shall review and ensure compliance with the latest US Department of Treasury final rules.

**250214-T** 2025 Operating Millage/City of Flint Downtown Development Authority/Millage Rate of 1.8806 Mills

Resolution resolving that the City Council of the City of Flint adopts the levy of 1.8806 mills for the ensuing (FY2025-2026) Downtown Development Authority operating budget.

## **SPECIAL ORDER**

**250215-T** A Special Order to allow for a 15-minute discussion concerning the operating millage and/or budget for the City of Flint's Downtown Development Authority.

## **ADJOURNMENT**



RESOLUTION NO.:

**250140-7**

PRESENTED:

**4-28-2025**

ADOPTED: \_\_\_\_\_

**RESOLUTION APPROVING REALLOCATION OF ARPA FUNDS FOR YOUTH JOB TRAINING TO CITY OF FLINT SECOND CLEAN & SAFE SUMMER YOUTH JOB TRAINING PROGRAM FOR \$225,000**

In 2022 and 2023, the City of Flint received funds pursuant to the American Rescue Plan Act of 2021 (ARPA), which could be used by the City for specific and defined purposes. In 2023, the City of Flint obligated all of the ARPA funding received, of which approximately \$40 million was obligated as "revenue replacement;"

The City Administration recommends reallocating \$225,000 of ARPA funds, previously obligated for revenue replacement, to provide funding to City of Flint Clean & Safe Summer Youth Job Training Program to provide a second round of summer jobs for youth ages 15-19 to eradicate the negative use of idle time and to keep them safe from crime. The program by offers 6-weeks of summer employment paid through the ARPA Youth Job Training category and for 5-7 non-profit organizations to serve as host sites.

Reallocated funds will be moved from #101-287.000-963.000 as follows:

Account	Description	Amount
<b>101-728.018-801.000.</b>	Second City of Flint Clean & Safe Summer Youth Job Training Program/Youth Job Training	\$225,000

IT IS RESOLVED that the appropriate City officials are authorized to do all things necessary, including executing any necessary agreements, to appropriate funding from the funding source account **101-728.018-801.000.** to City of Flint Second Clean & Safe Summer Youth Job Training Program in the amount of \$225,000. Based on review and validation of the appropriate fund use by the City's compliance firm, implementation of these funds will be consistent and compliant with US Department of Treasury requirements and previously approved authorizations.

For the City:

Clyde D. Edwards / A0424

Clyde D. Edwards / A0424 (Mar 19, 2025 16:05 EDT)

**Clyde D. Edwards, City Administrator**

For the City Council:

Approved as to Form:

JoAnne Gurley

JoAnne Gurley (Mar 19, 2025 15:23 EDT)

**Joanne Gurley, City Attorney**

Approved as to Finance:

Phillip Moore

Phillip Moore (Mar 19, 2025 15:56 EDT)

**Phillip Moore, Chief Financial Officer**



**TODAY'S DATE:** 3/12/2025

**BID/PROPOSAL#**

**AGENDA ITEM TITLE:** RESOLUTION APPROVING REALLOCATION OF GENERAL FUNDS FOR YOUTH JOB TRAINING TO CITY OF FLINT FOR THE SECOND CLEAN & SAFE SUMMER YOUTH JOB TRAINING PROGRAM FOR \$225,000

**PREPARED BY:** Shelly Sparks-Green

**VENDOR NAME:** City of Flint

**Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

***Vendor Compliance (This vendor has been properly vetted and the responses are below):***

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

City of Flint Clean & Safe Summer Program – is a program created by Mayor Sheldon Neeley for the purpose of controlling youth crime activities during the summer months of June – July 2025. This initiative is part of a larger crime fighting platform that is funded through the Department of Justice CVIPI grant in partnership with the City of Flint Police and Fire departments. CVIPI has funded several organizations that focus on crime reduction and gun violence including Peacekeepers, Mans Movement, WOW Outreach, and Hurley Trauma Recovery Center.

**2024 Recap: Building Skills Through Service**

Latrese Brown Reported, throughout the summer, seven local organizations collaborated with the program, offering diverse job opportunities tailored to help youth gain practical experience while contributing positively to their community:

- Latinx Technology and Community Center – Community clean-up projects
- North Flint Neighborhood Action Council – Community clean-up projects
- Cathedral of Faith – Childcare services
- Department of Public Works (DPW) – Various city jobs
- McCree Theatre – Plays and stagecraft
- Flint Community Water Laboratory – Water testing and science projects
- Faith Foundation – Various tasks and acted as the program's fiduciary

The program focused on professional development over profit, emphasizing the cultivation of essential skills like social interaction, interpersonal workplace communication, office culture, and community engagement. Youth participants earned \$11/hour while working 29 hours per week in a structured, supportive environment designed to promote learning and growth rather than

productivity alone. The program went so well that some organizations like McCree Theater and Flint NAC asked to have an additional week of participation.

The Department of Public Works utilized their youth in various ways to improve the viability of fire hydrants in neighborhoods by painting them the different color codes while learning the importance of what each color fire hydrant means to a community.

The McCree Theater gave youth an insight into theater and the various career opportunities that a field such as the Arts can offer. They participated in plays, costume design, and stage presence to get an idea of what it takes to produce community story telling.

Latinx provided cultural experiences that combined clean-up projects with diverse groups, discussion sessions, and neighborhood diversity.

NAC provided history with their cleanup projects around the significance of the SBEV building and original use and the street names and significance.

Flint Community Water Lab youth learned about science and career opportunities that it produces. They learned about water testing and the Flint Water Crisis, community support, and importance of clean air and water.

Faith Foundation placed their youth in various businesses to learn job skills, business etiquette, and a variety of employment types.

Cathedral of Faith taught the importance of Faith and confidence when navigating through life experiences through cleanup and mentorship.

**PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

- ☐ Sole Source (Please attach sole source statement to requisition)
- ☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)
- ☐ Cooperative Contract (MIDeal, Sourcewell, GSA, or other municipality)
  - \*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services
- ☐ (3) Quotes (please attach all quotes to your requisition)

**Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

<b>Fiscal Year</b>	<b>Account</b>	<b>FY GL Allocation</b>	<b>FY PO Amount</b>	<b>FY Expensed</b>	<b>Resolutio</b>
2024	ARPA Youth Job Training	101-728.018-801.000	\$200,000	\$200,000	240124

The 2025 Second City of Flint Clean & Safe Summer Youth Job Training Program will provide summer jobs, business learning experiences, and a fantastic opportunity for flint youth to formulate career goals and to build a brighter future for our youth. The program will serve youth ages 15-19 in efforts to make use of idle time and keep them safe from crime. The program will offer 6-weeks of summer employment, paid through the ARPA Youth Job Training category, for 5-7 non-profit organizations to serve as host sites for 10 youth participants. Each organization will be awarded up to a maximum of \$30,000 for administrative reporting, materials, swag, and program costs. The youth participants will be paid \$11.00 per hour for 29 hours each week beginning June 20, 2025 and ending on July 18, 2025.

**Qualifying Youth** - Eligible applicants must live within the city limits of Flint, be at or below 300% of Federal Poverty Limits, and have a hardship that is a direct result of COVID-19. Documentation for income verification is required. Must be between the ages of 15-19.

**300% of Federal Poverty Guidelines – Adjusted for Family Size**

<b>Family Size</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8+</b>
<b>Income</b>	<b>\$40,770</b>	<b>\$54,930</b>	<b>\$69,090</b>	<b>\$83,250</b>	<b>\$97,410</b>	<b>\$111,570</b>	<b>\$125,730</b>	<b>\$139,890</b>

**Qualifying Organizations:** Each organization will be required to submit a two-page application, proof of non-profit status, must be insured, have been in business for 2 years or more, and have qualified staff to be selected as a host for the Clean & Safe Summer Youth Job Training site.

The host organizations will be responsible for the promotion and hiring of the summer youth participants and reporting under the standard ARPA reporting requirements. The applications will be disseminated to schools and other youth facilities through host organizations and City of Flint social media websites and online portals.

**Section III.****POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

This initiative gives youth in Flint the chance to gain valuable skills, build their confidence, and contribute to their community in meaningful ways. By providing structured work opportunities, mentorship, and a safe space to grow, we're helping them stay focused, positive, and engaged, keeping them on a path toward success as opposed to alternatives that lead to street violence, crime, death, and incarceration. It's more than just a job; it's about giving our youth the tools they need to lead and create lasting change in their own lives and in the city they call home.

**Section IV: FINANCIAL IMPLICATIONS:****IF ARPA related Expenditure:**

Has this request been reviewed by E&Y Firm: YES ☐ NO ☒ IF NO, PLEASE EXPLAIN:

It was approved last year, and it has the same activities

**BUDGETED EXPENDITURE?** YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
City of Flint Admin	General Fund Youth Job training	<del>101-728-018-801.000</del>		\$225,000
		<b>FY25 GRAND TOTAL</b>		

**WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)**

BUDGET YEAR 1 \_\_\_\_\_

BUDGET YEAR 2 \_\_\_\_\_

BUDGET YEAR 3 \_\_\_\_\_

OTHER IMPLICATIONS (i.e., collective bargaining):

PRE-ENCUMBERED? YES ☐ NO ☐ REQUISITION NO:

ACCOUNTING APPROVAL:  Date: 03/19/2025

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☐


**Section V: RESOLUTION DEFENSE TEAM:**

(Place the names of those who can defend this resolution at City Council)

	NAME	PHONE NUMBER
1	Shelly Sparks-Green	810.880.3404
2		
3		

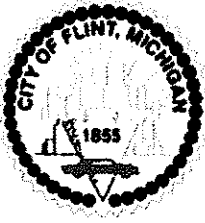
STAFF RECOMMENDATION: (PLEASE SELECT): ☐ **APPROVED** ☐  
**NOT APPROVED**

DEPARTMENT HEAD SIGNATURE:

  
Shelly Sparks-Green (Mar 19, 2025 15:57 EDT)  
(Name, Title)

**ADMINISTRATION APPROVAL:**

Clyde D. Edwards / A0424  
Clyde D. Edwards / A0424 (Mar 19, 2025 16:05 EDT)  
(for \$20,000 or above spending authorizations)



250176-T  
RESOLUTION NO.: \_\_\_\_\_

PRESENTED: 6-4-2025

ADOPTED: \_\_\_\_\_

BY THE CITY ADMINISTRATOR:

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION 230406 FOR FUNDING FOR PHASE II OF POLICE DEPARTMENT CITY HALL CAMERA INSTALLATION FROM FY2024 TO FY2025**

**WHEREAS**, The City of Flint Police Department is requesting an extension to use the ARPA funds that were allocated to the City of Flint Police Department from the ARPA Contingency Fund for Phase II of New Camera Installation City Hall Complex Interior; the end date would be amended from June 30, 2024, to June 30, 2025, and

**WHEREAS** The City Council adopted resolution 230406 on November 27, 2023, approving a contract in an amount not to exceed \$336,484.53 and

**Whereas**, according to adopted resolution 220464.1 the ARPA allocation plan allocated funds to a Contingency Fund, and

**WHEREAS** The City of Flint Police Department is requesting a change order in the amount of \$14,348.84 to complete the internal camera project; due to the renovations of the South Building it was determined that more cameras were needed; and

Account Number	Account Name	Amount
287-305.701-977.810 FY24	Equipment – Police - ARPA	\$334,017.37
287-305.701-977.810 FY25	Equipment – Police - ARPA	\$2,467.16
265-310.206-977.000 FY25	Equipment	\$14,348.84
	Grand Total	\$350,833.37

**IT IS RESOLVED** That the proper City Officials, upon the City Council approval, are hereby authorized to do all things necessary to amend the end date from 6/30/2024 to 6/30/2025 in an amount not to exceed \$336,484.53 of ARPA funds and an additional \$14,348.84 from the City of Flint Police department FY25 budget. For a total not to exceed \$350,833.37.

**APPROVED AS TO FORM:**

Joanne Gurley  
Joanne Gurley, Chief Legal Officer

**APPROVED AS TO FINANCE:**

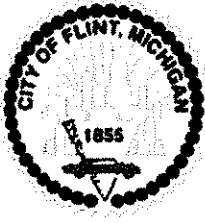
Phillip Moore  
Phillip Moore, Chief Financial Officer

**FOR THE CITY OF FLINT:**

Clyde P. Edwards / A0459  
Clyde Edwards, City Administrator

**APPROVED BY CITY COUNCIL:**

\_\_\_\_\_  
City Council President



RESOLUTION NO.: \_\_\_\_\_

PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

**APPROVED AS TO PURCHASING:**

*Lauren Rowley*

**Lauren Rowley, Purchasing Manager**



**CITY OF FLINT**  
**\*\* STAFF REVIEW FORM \*\***  
*Effective: March 5, 2025*

**TODAY'S DATE:** May 2, 2025

**BID/PROPOSAL#**

**AGENDA ITEM TITLE:** Resolution to Authorize an Amendment to Resolution 230406 for Funding for Phase II of Police Department City Hall Camera Installation from FY2024 to FY2025

**PREPARED BY:** Angela Amerman

**Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

***Vendor Compliance (This vendor has been properly vetted and the responses are below):***

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

The City of Flint is requesting a change order to complete the internal camera project at North Building, City Hall and the South Building. Sonitrol Great Lakes have expanded their network to provide new and updated cameras. In FY24 most of the cameras were purchased and installed within City Hall and the North Building. Renovations to the south building were about to start at the beginning of FY25. So, the internal camera project could not be completed at that time. After the south building renovations were completed Sonitrol Great Lakes installed CCTV System in the South Building. The internal camera project is now complete.

**PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

- ☒ Sole Source (Please attach sole source statement to requisition)  
☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)  
☐ Cooperative Contract (MIDeal, Sourcwell, GSA, or another municipality)

\*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

- ☐ (3) Quotes (please attach all quotes to your requisition)

**Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**





**CITY OF FLINT**  
**\*\* STAFF REVIEW FORM \*\***  
*Effective: March 5, 2025*

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution
FY25	287-305.701-977.810	\$2,467.16	\$2,467.16	0	230406
FY24	287-305.701-977.810	\$336,484.53	\$336,484.53	\$334,017.37	230406
FY23	444-230.200-976.000	\$123,364.45	\$119,436.45	\$119,436.45	230031

**Section III.**

**POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

The footage from the cameras can clarify disputes or complaints, ensuring fair treatment by city employees and help to protect workers from threats or unsafe conditions. The video evidence can protect the City from false claims or lawsuits, reducing legal costs. While reducing vandalism, theft, or misuse of public property.

**Section IV: FINANCIAL IMPLICATIONS:**

**IF ARPA related Expenditure:**

**Has this request been reviewed by E&Y Firm: YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:**

**BUDGETED EXPENDITURE? YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:**



**CITY OF FLINT**  
**\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

Dept.	Name of Account	Account Number	Grant Code	Amount
Police	Equipment	265-310.206-977.000		\$14,348.84
Police	Equipment - Police	287-305.701-977.810	FUSDT-CSLFRF	\$2,467.16
		<b>FY25 GRAND TOTAL</b>		<b>\$16,816.00</b>

**WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)**

**BUDGET YEAR 1** \_\_\_\_\_

**BUDGET YEAR 2** \_\_\_\_\_

**BUDGET YEAR 3** \_\_\_\_\_

**OTHER IMPLICATIONS (i.e., collective bargaining):**

**PRE-ENCUMBERED? YES ☒ NO ☐ REQUISITION NO: 24-006723 ARPA Funds**

**ACCOUNTING APPROVAL:** Angela Amerman Angela Amerman (May 3, 2025 15:14 CDT) **Date:** \_\_\_\_\_

**WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒**

**Section V: RESOLUTION DEFENSE TEAM:**

**(Place the names of those who can defend this resolution at City Council)**

	NAME	PHONE NUMBER
1	Terence Green	
2	Jeff Antcliff	



**CITY OF FLINT**  
**\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

3		
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STAFF RECOMMENDATION: (PLEASE SELECT): ☒ **APPROVED** ☐ **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE: *Terence Green*  
Terence Green (May 5, 2025 09:38 EDT)  
(Terence Green, Police Chief)

**ADMINISTRATION APPROVAL:** *Clyde D. Edwards*  
Clyde D. Edwards (May 5, 2025 10:10 EDT)  
(for \$20,000 or above spending authorizations)

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*Apr 22, 2025*



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- ☐ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"alarm management" 


"Sonitrol Great Lakes" 

Entity 

Location 

Status 

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- ☒ Inactive

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# LARA Corporations Online Filing System

Department of Licensing and Regulatory Affairs

**ID Number: 801169528**[Request certificate](#)[Return to Results](#)[New search](#)**Summary for: ALARM MANAGEMENT II L.L.C.****The name of the DOMESTIC LIMITED LIABILITY COMPANY: ALARM MANAGEMENT II L.L.C.****Entity type: DOMESTIC LIMITED LIABILITY COMPANY****Identification Number: 801169528 Old ID Number: LC8346****Date of Organization in Michigan: 08/29/1995****Purpose: All Purpose Clause****Term: Perpetual****The name and address of the Resident Agent:****Resident Agent Name: LEO S WANSTREET****Street Address: 7241 FENTON RD****Apt/Suite/Other:****City: GRAND BLANC****State: MI****Zip Code: 48439****Registered Office Mailing address:****P.O. Box or Street Address: 7241 FENTON RD****Apt/Suite/Other:****City: GRAND BLANC, MI****State: MI****Zip Code: 48439****Act Formed Under: 023-1993 Michigan Limited Liability Company Act****Managed By:****Members**[View Assumed Names for this Business Entity](#)**View filings for this business entity:****ALL FILINGS****ANNUAL REPORT/ANNUAL STATEMENTS****CERTIFICATE OF CORRECTION****CERTIFICATE OF CHANGE OF REGISTERED OFFICE AND/OR RESIDENT AGENT****RESIGNATION OF RESIDENT AGENT****CERTIFICATE OF ASSUMED NAME**[View filings](#)**Comments or notes associated with this business entity:**

4/23/25, 5:03 PM

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# LARA Corporations Online Filing System

Department of Licensing and Regulatory Affairs

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The name of the DOMESTIC LIMITED LIABILITY COMPANY: **ALARM MANAGEMENT II L.L.C.**

Identification Number: **801169528**

Old ID Number: **LC8346**

Assumed Name	Creation Date	Renewal Date	Expiration Date	Two or more entities assuming the same name
<b>SONITROL GREAT LAKES</b>	<b>5/5/2016</b>		<b>12/31/2020</b>	
<b>SONITROL TRI-COUNTY</b>	<b>3/23/2001</b>	<b>10/17/2011</b>	<b>12/31/2016</b>	

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## Department of Finance - Treasury

Sheldon Neesley  
Mayor

Clyde Edwards  
City Administrator

### Good Standing Certification

#### Applicant and/or Business Clearance

All applicants for City of Flint funded programs, including federal programs, must remain current and not in default on any obligations related to taxes, fines, penalties, water service, licenses or other forms of penalties.

APPLICANT NAME: Alarm Management

HOME ADDRESS: \_\_\_\_\_

DBA: Sonitrol Great Lakes

BUSINESS ADDRESS: G-7241 Fenton Rd. Grand Blanc 48439

Please include addresses of all properties in the name of other current and/or former businesses, parent company, subsidiaries and/or divisions. Also, please include all former names used while conducting business with the City.

#### *This section to be completed by the Department of Finance - Customer Service Division*

Please check the following divisions for the status of current and delinquent obligations owed to the City of Flint. Please circle the appropriate response for each division.

WATER DIV.  
PROPERTY TAXES DIV.  
INCOME TAX DIV.  
ENFORCEMENT  
MR

CURRENT  
CURRENT  
CURRENT  
CURRENT  
CURRENT

DELINQUENT  
DELINQUENT  
DELINQUENT  
DELINQUENT  
DELINQUENT

*No water in Name  
No property in Name*

If delinquencies exist, please indicate the date, type and amount of obligation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
City Staff Person and Date

*Clyde Edwards* 5/2/25  
\_\_\_\_\_  
City of Flint Customer Serv. Representative and Date

# Sonitrol Great Lakes

7241 Fenton Rd  
Grand Blanc, MI 48439

(248) 473-9400

TO: **City Of Flint, Michigan**  
**Attn: Finance Dept.**  
**P.O. Box 246**  
**Flint, MI 48501**

## INVOICE

Invoice Number	Invoice Date
<b>574458</b>	<b>03/20/2025</b>
Customer Number	Terms
<b>13887</b>	<b>Net 10</b>

REMIT: **Sonitrol Great Lakes - Michigan**  
**Dept 9513**  
**PO Box 30516**  
**Lansing, MI 48909-8016**

CUSTOMER NAME	CUST NO	PO NUMBER	INVOICE DATE	TERMS
City Of Flint, Michigan	13887	21-003356	03/20/2025	Net 10

### Description

City Of Flint, Michigan: 210 E Fifth Street - Flint, MI 48502

Install CCTV System

Rate	Quantity	Amount
------	----------	--------

\$11,316.00	1.00	\$11,316.00
-------------	------	-------------

Subtotal	\$11,316.00
----------	-------------

Taxes	\$0.00
-------	--------

Total	\$11,316.00
-------	-------------

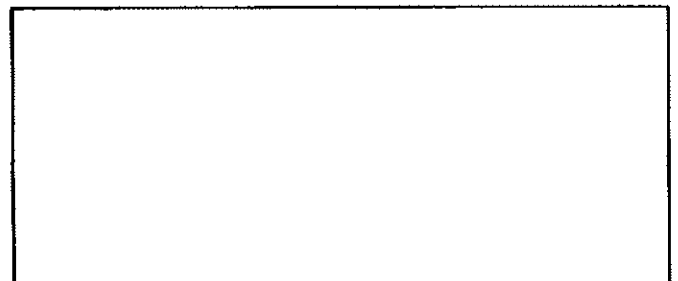
Payments/Credits	\$0.00
------------------	--------

Net Due	\$11,316.00
---------	-------------

As Of	Invoice No	Description	Amount	Net Due
03/20/2025	574458	Installation Services	\$11,316.00	\$11,316.00

## Sonitrol Great Lakes - Michigan

Dept 9513  
PO Box 30516  
Lansing, MI 48909-8016  
(248) 473-9400



# Sonitrol Great Lakes

7241 Fenton Rd  
Grand Blanc, MI 48439

(248) 473-9400

TO: City Of Flint, Michigan  
Attn: Finance Dept.  
P.O. Box 246  
Flint, MI 48501

## INVOICE

Invoice Number	Invoice Date
574472	03/21/2025
Customer Number	Terms
13887	Net 10

REMIT: Sonitrol Great Lakes - Michigan  
Dept 9513  
PO Box 30516  
Lansing, MI 48909-8016

CUSTOMER NAME	CUST NO	PO NUMBER	INVOICE DATE	TERMS
City Of Flint, Michigan	13887	21-003356	03/21/2025	Net 10

### Description

City Of Flint, Michigan: 210 E Fifth Street - Flint, MI 48502

Install CCTV System

Rate	Quantity	Amount
\$5,500.00	1.00	\$5,500.00

Subtotal \$5,500.00

Taxes \$0.00

Total \$5,500.00

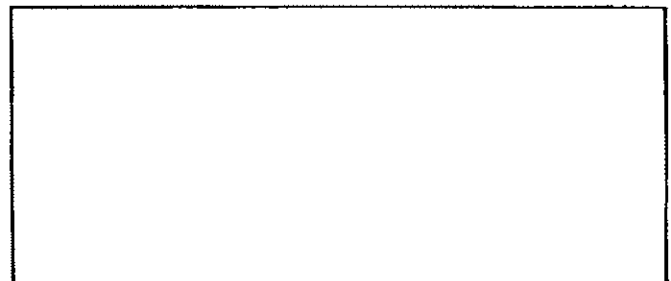
Payments/Credits \$0.00

Net Due \$5,500.00

As Of	Invoice No	Description	Amount	Net Due
03/21/2025	574472	Installation Services	\$5,500.00	\$5,500.00

## Sonitrol Great Lakes - Michigan

Dept 9513  
PO Box 30516  
Lansing, MI 48909-8016  
(248) 473-9400





230406  
RESOLUTION NO.: \_\_\_\_\_

PRESENTED: NOV - 8 2023

ADOPTED: NOV 27 2023

**BY THE CITY ADMINISTRATOR:**

**RESOLUTION TO SONITROL GREAT LAKES, PHASE II OF NEW CAMERA INSTILATION  
CITY HALL COMPLEX INTERIOR**

**WHEREAS**, The City of Flint has indoor and outdoor cameras throughout the police department and city hall complex that were installed and are maintained by Sonitrol Great Lakes, 7241 Fenton Rd., Grand Blanc, MI. The police department has utilized the services of Sonitrol for many years for security related cameras and access controls.

**WHERES**, Sonitrol Great Lakes has provided a proposal that will provide interior cameras that will tie into the existing system, as well as maintain the system for phase Two of new cameras to be installed throughout the police department and City Hall complex interior for safety and monitoring purposes.

GL/ACCOUNT #	ACCOUNT NAME /GRANT CODE	AMOUNT REQUESTED
287-305.701-977.810	EQUIPMENT/FUSDT-CSLFRF	\$336,484.53
	FY-2024 TOTAL:	\$336,484.53

**IT IS RESOLVED**, That the proper City officials, upon City Council's approval, are hereby authorized to enter into contract with Sonitrol Great Lakes for the installation and maintaining of the phase II interior cameras installed during FY24 at City Hall, in a project amount not to exceed \$336,484.53 for FY24 (07/01/23 - 06/30/24) This Resolution is for all the funds to come from the Contingency Funds.

**APPROVED AS TO FORM.**

  
William Kim (Oct 16, 2023 11:44 EDT)

**William Kim, City Attorney**

**APPROVED AS TO FINANCE:**

  
Phillip Moore (Oct 16, 2023 11:54 EDT)

**Phillip Moore, Chief Financial Officer**

**FOR THE CITY OF FLINT:**

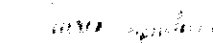
  
CLYDE D EDWARDS (Oct 24, 2023 17:40 EDT)

**Clyde Edwards, City Administrator**

**APPROVED BY CITY COUNCIL:**

  
City Council President

**APPROVED AS TO PURCHASING:**

  
Lauren Rowley, Purchasing Manager



## CITY OF FLINT

### RESOLUTION STAFF REVIEW FORM

TODAY'S DATE: 10/05/2023

BID/PROPOSAL#:

AGENDA ITEM TITLE: Internal Camera Project – Phase II

PREPARED BY: Candice Smith - Police Department

VENDOR NAME: Sonitrol

**BACKGROUND/SUMMARY OF PROPOSED ACTION:**

The Police Department is requesting that Purchasing approve a request for Sonitrol in the amount of \$336,484.53 to update the internal cameras. Sonitrol has submitted a proposal that will expand their existing network to provide new and updated cameras inside the City Hall complex. This is Phase II of the camera project.

FINANCIAL IMPLICATIONS: None

BUDGETED EXPENDITURE? YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
Police	Equipment	287-305.701-977.810	FUSDT- CSLFRF	\$336,484.53
		FY-24 GRAND TOTAL		\$336,484.53

PRE-ENCUMBERED? YES ☐ NO ☒ REQUISITION NO: 24-0007837

ACCOUNTING APPROVAL: Candice Smith  
Candice Smith, Director, Finance & Administration Date: \_\_\_\_\_

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒

OTHER IMPLICATIONS (i.e., collective bargaining): NONE

STAFF RECOMMENDATION: (PLEASE SELECT): ☒ APPROVED ☐ NOT APPROVED

DEPARTMENT HEAD SIGNATURE: Terence Green  
Terence Green, Director, Police Department  
(Terence Green – Chief of Police)

# **SONITROL®**

COMMERCIAL WASTE MANAGEMENT SERVICES

## **Sonitrol Great Lakes**



QTY	Description
1	Avigilon AI NVR Premium
64	4MP Indoor Dome Cameras
48	Avigilon Dual Head Camera
1	Avigilon 6MP Camera
9	12MP Fisheye Dome Cameras
1	Avigilon 8MP PTZ Camera
1	Avigilon 12MP Fisheye Camera
1	Dome Bubble & Cover
1	Avigilon Surface Mount Adapter
124	Enterprise Edition camera channel

Video Surveillance Total	\$334,169.53
Monthly Professional Services Total	\$2,315.00

### PRODUCT AND SERVICE GUARANTEE:

- Phone App for Off-Site Viewing
- 24-Hour Monitoring by Our Internal Central Station
- Lifetime Equipment & Service Warranty
- Loaner Guarantee
- Annual Preventative Maintenance
- HealthCheck
- Software Upgrade Service
- Emergency Service Guarantee
- Lifetime Support & Training
- Lifetime Technical Assistance

### Notes:

- The above price does not include applicable taxes, permits or the labor to pull permits if permits are needed.
- The above price is subject to a 50% deposit, with balance due upon completion of installation.
- This proposal is good for 30 days from above date.

	LIFETIME EQUIPMENT & SERVICE WARRANTY	LOANER GUARANTEE	ANNUAL PREVENTATIVE MAINTENANCE VISIT	SOFTWARE UPGRADE SERVICE	EMERGENCY SERVICE GUARANTEE	LIFETIME SUPPORT & TRAINING	LIFETIME TECHNICAL ASSISTANCE
ON-SITE	✓	✓	✓	✓	✓	✓	✓
OFF-SITE							
TELEPHONE & ONLINE SUPPORT							
24-HOUR SERVICE							
ON-SITE SERVICE							
24-HOUR TECHNICAL ASSISTANCE							

\*\*\*Benefits listed above are only available with enrollment in a monthly service plan

<b>Total Proposal Amount</b>	<b>\$334,169.53</b>
<b>Monthly Professional Services</b>	<b>\$2,315.00</b>

*The above price excludes tax.*



**Shonte Crafts**  
*Customer Account Specialist*

*scrafts@sonitrolgreatlakes.com*  
Phone: (248) 473-9400 Ext. 1160





Lauren Rowley &lt;lrowley@cityofflint.com&gt;

**ARPA Vetting- Sonitrol Police Cameras**

5 messages

Lauren Rowley &lt;lrowley@cityofflint.com&gt;

Mon, Dec 18, 2023 at 5:11 PM

To: Brian Jarzynski &lt;brian.jarzynski@ey.com&gt;, Stacy L Semos &lt;Stacy.Semos@ey.com&gt;

Cc: Candice Smith &lt;cdsmith@cityofflint.com&gt;

Hello,

Please see the attached approved resolution. I want to ensure this was vetted properly, as I did not draft this resolution for council.

Thanks,

—  
**Lauren Rowley**  
City of Flint  
Purchasing Manager  
(810) 766-7340 ext #2904



**APPROVED RESOLUTION- Sonitrol Cameras Phase II ARPA.pdf**  
384K

Lauren Rowley &lt;lrowley@cityofflint.com&gt;

Thu, Dec 28, 2023 at 9:52 AM

To: Brian Jarzynski &lt;brian.jarzynski@ey.com&gt;, Stacy L Semos &lt;Stacy.Semos@ey.com&gt;

Cc: Candice Smith &lt;cdsmith@cityofflint.com&gt;

Just following up on this as Sgt. Booth is ready to proceed.

Thanks!

[Quoted text hidden]

Stacy L Semos &lt;Stacy.Semos@ey.com&gt;

Tue, Jan 2, 2024 at 1:17 PM

To: Lauren Rowley &lt;lrowley@cityofflint.com&gt;, Brian Jarzynski &lt;Brian.Jarzynski@ey.com&gt;

Cc: Candice Smith &lt;cdsmith@cityofflint.com&gt;

Hi Lauren,

I hope you had a nice holiday. What was the procurement process for the cameras and maintenance?

Best, Stacy

**Stacy L Semos | Manager | Assurance Services | Forensics & Integrity Services**

Ernst &amp; Young LLP

Cell: 517-862-7513 | Stacy.Semos@ey.com

My pronouns are: she/her/hers

[Quoted text hidden]

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Lauren Rowley <lrowley@cityofflint.com>

Tue, Jan 2, 2024 at 1:18 PM

To: Stacy L Semos <Stacy.Semos@ey.com>

Cc: Brian Jarzynski <Brian.Jarzynski@ey.com>, Candice Smith <cdsmith@cityofflint.com>

Thanks Stacy. Same to you! These cameras are sole sourced as they are in addition to cameras we already have. It is an expansion of our current system more or less.

[Quoted text hidden]

### 3 attachments



Image001.jpg  
25K



Image001.jpg  
25K



Image001.jpg  
25K

Stacy L Semos <Stacy.Semos@ey.com>

Tue, Jan 2, 2024 at 3:27 PM

To: Lauren Rowley <lrowley@cityofflint.com>

Cc: Brian Jarzynski <Brian.Jarzynski@ey.com>, Candice Smith <cdsmith@cityofflint.com>

Thanks Lauren, yes this is a permissible use.

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

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[Quoted text hidden]



RESOLUTION NO.:

220464.1

PRESENTED:

OCT 24 2022

ADOPTED:

OCT 24 2022

**RESOLUTION ADOPTING ARPA ALLOCATION PLAN****BY THE CITY COUNCIL:**

Under the American Rescue Plan Act (ARPA), the City of Flint received grant funding from the Coronavirus Local Fiscal Recovery Fund through the US Department of Treasury in the amount of \$94,726,664.00, to address public health and economic impacts of the COVID-19 public health emergency, respond to workers performing essential work during the COVID-19 public health emergency, provide government services to the extent of the reduction in revenue due to the COVID-19 public health emergency, and to make necessary investments in infrastructure.

\$34,374,696.00 of the City's ARPA funding has already been allocated and/or spent for these purposes. The remaining \$60,351,968.00 must be spent by December 31, 2026, to cover eligible costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024.

**IT IS RESOLVED** that the Flint City Council adopts the ARPA Allocation Plan, listed below, as its plan for allocating the remaining \$60,351,968.00 of the City's remaining ARPA funding

	Previously Authorized Allocations of ARPA Funds	Allocation of Remaining ARPA Funds	Community Grants (Incl in Remaining ARPA Funds Allocations)
Neighborhood Improvement	28,400,000.00	13,735,000.00	9,660,000.00
Economic Development	0.00	8,275,000.00	3,000,000.00
Public Safety	600,000.00	3,720,000.00	1,000,000.00
Public Health	1,250,000.00	5,250,000.00	4,500,000.00
Infrastructure	1,800,000.00	400,000.00	0.00
Revenue Replacement	404,334.00	21,122,618.00	0.00
Contingency	0.00	5,000,000.00	0.00
Premium Pay	2,769,712.00	0.00	0.00
Administration	1,150,850.00	2,849,350.00	0.00
Grand Totals	\$34,374,696.00	\$60,351,968.00	\$18,160,000.00

**IT IS FURTHER RESOLVED** that the appropriate City officials are asked to implement this allocation plan, including identifying and submitting specific grantees or expenditures for Council approval, in accordance with the requirements of City, State, and Federal law.

# Flint City Council Proposed ARPA Allocation Plan

	<u>Council Proposed Allocation with Remaining Funds</u>	<u>Community Grants</u>
<b>Neighborhood Improvement</b>		
HB-02 Neighborhood Clean Up	2,210,000.00	1,210,000.00
HB-03 Alternative Uses for Vacant Lots	250,000.00	500,000.00
HB-04 Homeowner Education	50,000.00	50,000.00
HB-05 Home Repair & Improvement Grants	5,000,000.00	5,000,000.00
HB-06 Community Development Gap Financing	1,400,000.00	1,400,000.00
PH-02 Improve Parks and Community Centers (Moved from Public Health)		
<b>Total Neighborhood Improvement</b>	<u>4,825,000.00</u>	<u>1,500,000.00</u>
	13,735,000.00	9,500,000.00
<b>Economic Development</b>		
ED-02 Loans to Businesses	375,000.00	
ED-03 Clean-up Buick City	3,250,000.00	
ED-04 Property Disposition	175,000.00	
ED-05 Improve Technology For Economic Development	600,000.00	
ED-06 Oak Business Center	875,000.00	
ED-08 Business Grants Covid Recovery	600,000.00	500,000.00
Youth Job Training		
<b>Total Economic Development</b>	<u>2,500,000.00</u>	<u>2,500,000.00</u>
	8,275,000.00	3,000,000.00
<b>Public Safety</b>		
PS-01 Hiring Bonuses (Police and Fire)		
PS-02 Police Training	0.00	
PS-03 Purchase 20 Cameras	100,000.00	
Purchase 15 Vehicles for Detective Bureau (Moved to Revenue Replacement)	200,000.00	
PS-04 Witness Protection Program	0.00	
PS-05 Clear Cold Cases in Conjunction with Detroit Crime Commission (Moved to Revenue Replacement)	300,000.00	
PS-06 Add 500 streetlights, Replace 2000 Lights With LED Bulbs	0.00	
PS-07 PAL Pilot Project (500 children)	2,600,000.00	
PS-08 Pilot for Dispute Resolution	250,000.00	
PS-10 Gun Bounty	250,000.00	1,000,000.00
PS-11 Speed Humps (Moved to Revenue Replacement)	0.00	
PS-12 Third Party Review of 911 Response to City Calls	0.00	
Secured Lot for City Employees, including Police	0.00	
<b>Total Public Safety</b>	<u>70,000.00</u>	
	3,970,000.00	1,000,000.00
<b>Public Health and Youth Development</b>		
PH-04 Food Access and Food System Support (Ex. Food Pantries, Urban Gardens)		
PH-05 Mental Health Referrals and Services and Support Homelessness	1,000,000.00	1,000,000.00
Water Affordability Project	1,000,000.00	1,000,000.00
proposed Youth Wellness (education, leadership, recreation)	500,000.00	
proposed Health Care Access, Equity & Research	250,000.00	
<b>Total Public Health</b>	<u>500,000.00</u>	<u>500,000.00</u>
	2,000,000.00	2,000,000.00
	5,250,000.00	4,500,000.00

# Flint City Council Proposed ARPA Allocation Plan

	<u>Council Proposed Allocation with Remaining Funds</u>	<u>Community Grants</u>
Infrastructure		
Water Main Miller Road		
Total Infrastructure	400,000.00	
	400,000.00	0.00
Revenue Replacement		
Speed Humps (74,570 spent) (Moved from Public Safety)	13,142,188.00	
Sidewalk Repair	128,430.00	
City Public Health Office (moved from Public Health & Youth C	2,000,000.00	
Excavator (moved from Infrastructure)	425,000.00	
Dump Truck (moved from Infrastructure)	320,000.00	
Skid Steer (moved from Infrastructure)	150,000.00	
Renovate Council Chambers	140,000.00	
Additional Fire Department Equipment	500,000.00	
Ward Priorities (30,000,000)	1,000,000.00	
Clear Cold Cases in Conjunction with Detroit Crime	270,000.00	
PS-08 Commission (Moved from Public Safety)	350,000.00	
PS-04 Purchase Vehicles for Detective Bureau (Moved from		
Public Safety)	450,000.00	
HB-09 Removal of City Owned Trees (Moved from Neighborhood In	2,000,000.00	
Total Revenue Replacement	20,872,618.00	0.00
Contingency		
Future Reserves		
Total Contingency	5,000,000.00	0.00
	5,000,000.00	0.00
Premium Pay		
Premium Pay		
Total Premium Pay	0.00	0.00
	0.00	0.00
Administration		
Total Administration	2,849,350.00	0.00
	2,849,350.00	0.00
Grand Totals	\$ 60,351,968.00	\$ 18,160,000.00



RESOLUTION NO.: 250177-T

PRESENTED: 6-4-2025

ADOPTED: \_\_\_\_\_

**RESOLUTION APPROVING REALLOCATION OF \$510,000 IN ARPA FUNDS TO  
THE FLINT IN HOME PLUMBING PROGRAM**

**BY THE CITY ADMINISTRATOR:**

**Whereas**, in 2022 and 2023, the City of Flint received funds pursuant to the American Rescue Plan Act of 2021 (ARPA), which could be used by the City for specific and defined purposes. In 2023, the City of Flint obligated all of the ARPA funding received, of which approximately \$40 million was obligated as “revenue replacement” on December 20, 2023; and

**Whereas**, on March 1, 2025, the City of Flint was awarded a grant in the amount of \$489,544.00 over 29 months from the Michigan Department of Health and Human Services (MDHHS), Grant number EJ-Impact-0010. The funding is allocated for the Lead Based Paint Hazard Control Program (LBPHC). (Performance period March 1, 2025 – September 30, 2027)

**Whereas**, the primary strategy of the EJ-Impact program is to address lead-based hazards in local homes whose water tested positive for lead from a 2 bottle test kit.

**Whereas**, this grant will provide Home inspections and a total home plumbing pipe replacement and exposure prevention outreach to families while eliminating lead hazards from home faucets, water lines, water heaters etc. by replacing them with new lead-free components

**Whereas**, the City Administration proposes the reallocation of an \$510,000 in ARPA funds as Match funding for this program; and

Reallocated funds will be moved from Acct #101-287.000-963.000 follows:

Account	Description	Amount
101-230.287-801.000	Flint in Home Plumbing Program	\$510,000

**IT IS RESOLVED** that the appropriate City officials are authorized to do all things necessary, including executing any necessary agreements, to appropriate funding from the funding source account #101-287.000-963.000 to Flint In Home Plumbing Program in the amount not to exceed \$510,000.00 amend FY 25 budget and make funds available for any future financial year as long as funds remain.. Based on review and validation of the appropriate fund use by the City’s compliance firm, implementation of these funds will be consistent and compliant with US Department of Treasury requirements and previously approved authorizations.



**For the City:**

Clyde D. Edwards / A0476

Clyde D. Edwards / A0476 (May 30, 2025 14:15 EDT)

**Clyde D. Edwards, City Administrator**

**For the City Council:**

\_\_\_\_\_

**Approved as to Form:**

JoAnne Gurley

JoAnne Gurley (May 30, 2025 14:12 EDT)

**JoAnne Gurley , City Attorney**

**Approved as to Finance:**

Phillip Moore

Phillip Moore (May 29, 2025 16:54 EDT)

**Phillip Moore, Chief Financial Officer**



## **CITY OF FLINT**

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**TODAY'S DATE:** 5/25/25

**BID/PROPOSAL#**

**AGENDA ITEM TITLE: RESOLUTION APPROVING REALLOCATION OF \$510,000 IN ARPA FUNDS TO THE FLINT IN HOME PLUMBING PROGRAM**

**PREPARED BY:** Seamus Bannon

**VENDOR NAME:**

**Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

***Vendor Compliance (This vendor has been properly vetted and the responses are below):***

Federal government	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

Participating households will receive a comprehensive assessment of their plumbing systems, along with referrals to all relevant programs, including the "LBPHC", which is the City of Flint's Lead-Based Paint Hazard Control Program that has been serving the community since 2018. Contractors awarded will be responsible for the abatement of both interior lead and galvanized plumbing within these homes. Properties that are likely to contain interior lead and/or galvanized plumbing will be identified using results from existing two-bottle water testing kits.

**PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

- ☐ Sole Source (Please attach sole source statement to requisition)
- ☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)
- ☐ Cooperative Contract (MIDeal, Sourcwell, GSA, or other municipality)

\*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

- ☐ (3) Quotes (please attach all quotes to your requisition)



## **CITY OF FLINT**

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

<b>Fiscal Year</b>	<b>Account</b>	<b>FY GL Allocation</b>	<b>FY PO Amount</b>	<b>FY Expensed</b>	<b>Resolution</b>

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### **Section III.**

**POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

Our city is committed to improving living conditions and promoting healthy living for approximately 100 homes. We are utilizing EGLE Dollars and these match fund dollars for home faucet replacement and lead education for a safer way of living with hazards.

This program is for homes within the city of flint that have tested positive for lead in the home water system. This approach will ensure a safer and healthier environment for all our residents. It will also strengthen our partnership with EGLE and open up more funding opportunities in the future.



**CITY OF FLINT**  
**\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**Section IV: FINANCIAL IMPLICATIONS:**

**IF ARPA related Expenditure:**

**Has this request been reviewed by E&Y Firm: YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:**

**BUDGETED EXPENDITURE? YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:**

Dept.	Name of Account	Account Number	Grant Code	Amount
Mayors	Flint In Home Plumbing Program	101-230.287-801.000		\$510,000.00
		<b>FY25 GRAND TOTAL</b>		<b>\$510,000.00</b>

**WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)**

**BUDGET YEAR 1** \_\_\_\_\_

**BUDGET YEAR 2** \_\_\_\_\_

**BUDGET YEAR 3** \_\_\_\_\_


**OTHER IMPLICATIONS (i.e., collective bargaining):**

**PRE-ENCUMBERED? YES ☐ NO ☐ REQUISITION NO:**



**CITY OF FLINT**  
**\*\* STAFF REVIEW FORM \*\***

***Effective: March 5, 2025***

ACCOUNTING APPROVAL:  Date:           

**WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☐**

## Section V: RESOLUTION DEFENSE TEAM:

**(Place the names of those who can defend this resolution at City Council)**

	NAME	PHONE NUMBER
1	Michael Carpenter	
2	Shelly Sparks Green	
3		

**STAFF RECOMMENDATION: (PLEASE SELECT):** ☒ **APPROVED** ☐ **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE: Seamus B. O'Brien (May 29, 2025 16:28 EDT)  
(Name, Title)

**ADMINISTRATION APPROVAL:**  
(for \$20,000 or above spending authorizations)



RESOLUTION NO.: 250178-T  
PRESENTED: 6-4-2025  
ADOPTED: \_\_\_\_\_

Resolution Authorizing Appropriate City of Flint Officials to Do All Things Necessary to enter into change order #1 to MDOT Contract 23-5376, Job No. 207627CON for resurfacing along 12<sup>th</sup> Street from Fenton Rd. to Grand Traverse St.

BY THE CITY ADMINISTRATOR:

On October 23, 2023, per resolution 230333, the Proper City Officials were authorized to do all things necessary to enter into MDOT Contract 22-5376, Job No. 207627CON for the resurfacing along 12<sup>th</sup> St. from Fenton Rd. to Grand Traverse St., in the Local Share amount not to exceed \$100,140.00.

Once the project was started, it was discovered that the curb and gutter were wider than anticipated, causing more material and work. In addition, the bids for the project came back higher than anticipated. These costs account for approximately 6.26% of contract increase. MDOT increased the contract amount, which increased our local share by \$16,331.00, plus a contingency fee of \$5,000.00. Funding is available in the following account:

202-450.202-801.000	Major Street Fund	\$21,331.00
	<b>Grand Total of Local Share</b>	<b>\$21,331.00</b>

**IT IS RESOLVED**, that appropriate City Officials are authorized to do all things necessary to enter into change order #1 to MDOT Contract No. 22-5376, Job No. 207627CON for additional work on resurfacing along 12<sup>th</sup> St. from Fenton Rd. to Grand Traverse St., in the amount to exceed the Local Share of \$21,331.00 for a total of \$121,470.00. (Major Street Fund)

**FOR THE CITY OF FLINT:**

Clyde D. Edwards (May 21, 2025 14:55 EDT)  
Clyde Edwards, City Administrator

**APPROVED BY CITY COUNCIL:**

**APPROVED AS TO FORM:**

JoAnne Gurley (May 21, 2025 14:09 EDT)  
JoAnne Gurley, City Attorney

**APPROVED AS TO FINANCE:**

Phillip Moore (May 21, 2025 08:12 EDT)  
Phillip Moore, Chief Financial Officer



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**TODAY'S DATE:** May 20, 2025

**BID/PROPOSAL#**

**AGENDA ITEM TITLE:** Resurfacing of 12<sup>th</sup> St., change order #1

**PREPARED BY:** Kathryn Neumann for Rodney McGaha, Director of Transportation

**VENDOR NAME:** Michigan Department of Transportation (MDOT)

**Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

***Vendor Compliance (This vendor has been properly vetted and the responses are below):***

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

12<sup>th</sup> Street was resurfaced between Fenton Rd. and Grand Traverse St. and was an MDOT project. MDOT sent the City of Flint a contract before the project began with estimated costs. From the beginning, the estimated costs were short because the bids came back higher than anticipated. Per the existing cross section within the contract documents, the route consisted of 40 feet of composite pavement with separate curb and gutter. Upon a review of the project site, it was discovered the existing gutter had been overlayed with HMA pavement and the route was slightly wider. This resulted in an increase to the Item and correlating Cold Milling HMA Surface item above. These costs account for approximately 6.26% of contract increase.

**PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

- ☒ Sole Source (Please attach sole source statement to requisition)  
☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)  
☐ Cooperative Contract (MIDeal, Sourcwell, GSA, or other municipality)

\*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

- ☐ (3) Quotes (please attach all quotes to your requisition)



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution
FY24	202-450.202-801.000		\$247,300	\$211,947	240072
FY24	202-450.202-801.000		\$100,140	\$96,364	230333
FY23	202-450.202-801.000		\$474,690	\$474,690	230148
FY23	202-450.202-801.000		\$173,610	\$148,872	230064
FY22	202-450.202-801.000		\$30,000	\$21,679	

### **Section III.**

**POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

Asphalt pavement offers high skid resistance and provide high contrast in color between asphalt pavement and road markers, giving drivers better road visibility in any weather condition. A smoother road also protects cars from costly repairs from deteriorating roads.

### **Section IV: FINANCIAL IMPLICATIONS:**

**IF ARPA related Expenditure:**

Has this request been reviewed by E&Y Firm: YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:

**BUDGETED EXPENDITURE? YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:**





## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

Effective: March 5, 2025

Dept.	Name of Account	Account Number	Grant Code	Amount
Trans	Professional Services	202-450.202-801.000		\$21,331.00
		FY25 GRAND TOTAL		\$21,331.00

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: *(This will depend on the term of the bid proposal)*

BUDGET YEAR 1 \_\_\_\_\_

BUDGET YEAR 2 \_\_\_\_\_

BUDGET YEAR 3 \_\_\_\_\_

OTHER IMPLICATIONS *(i.e., collective bargaining)*:

PRE-ENCUMBERED? YES ☒ NO ☐ REQUISITION NO: 250010090

ACCOUNTING APPROVAL: Jo Janiski Jo Janiski (May 20, 2025 10:04 EDT) Date: \_\_\_\_\_

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒

#### Section V: RESOLUTION DEFENSE TEAM:

*(Place the names of those who can defend this resolution at City Council)*

	NAME	PHONE NUMBER
1	Rodney McGaha	810 691-3106
2	Jo Janiski	
3		

STAFF RECOMMENDATION: *(PLEASE SELECT)*: ☒ APPROVED ☐ NOT APPROVED



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

DEPARTMENT HEAD SIGNATURE: Rodney McGaha  
Rodney McGaha (May 20, 2025 11:19 EDT)

(Rodney McGaha, Director of Transportation)

**ADMINISTRATION APPROVAL:** CDE  
Clyde D. Edwards (May 21, 2025 14:55 EDT)

(for \$20,000 or above spending authorizations)

RESOLUTION NO.: 250179-TPRESENTED: 6-4-2025

ADOPTED: \_\_\_\_\_

**RESOLUTION TO INCREASE THE FLINT PUBLIC ART PROJECT BY \$15,000 AND EXTEND THEIR CONTRACT.****BY THE CITY ADMINISTRATOR:**

**WHEREAS**, the City of Flint was awarded a \$30 million grant from the U.S. Department of Housing and Urban Development from the Choice Neighborhood Initiative (CNI) Grant program to revitalize the area surrounding Atherton East and South Flint, as well as the location of new proposed housing;

**WHEREAS**, the primary strategy of the City of Flint's CNI grant is to implement the approved Transformation Plan through the demolition and replacement of the obsolete Atherton East public housing development (Housing), implementation of several neighborhood strategies to revitalize the area (Neighborhoods), and ensuring that residents in the Choice Neighborhood areas are comprehensively assisted with improved access to basic services (People);

**WHEREAS**, the Flint Public Art Project was originally contracted with the City of Flint for four (4) placemaking (murals) activities within the Smith Village neighborhood for the Choice Neighborhood Grant on 02/06/2024.

**WHEREAS**, the Flint Public Art Project was the sole source and is the only organization in the area that manages large-scale murals, such as preparation, installation, and maintenance.

**WHEREAS**, the Flint Public Art Project will continue to provide and design murals to the Smith Village/ Choice neighborhood to support the CNI program with an increase to their budget of \$15,000 to the CNI grant, which will increase the contract amount to

Account Code	Description	Amount
296-704.801-801.000 FHUD18CHOICE	Professional Services: Place Making Original Contract Amount	\$67,000.00
296-704.801-801.000 FHUD18CHOICE	Professional Services: Place Making Additional Amount	\$15,000.00
	<b>Total Contract</b>	<b>\$82,000.00</b>

**IT IS RESOLVED** that the appropriate City Officials are hereby authorized to do all things necessary including budget amendments to process a change order to increase contract 24-005 with Flint Public Art Project by \$15,000.00 for a total contract amount of \$82,000 and to extend through 08/01/25.

Approved as to Form:

JoAnne Gurley  
JoAnne Gurley (May 31, 2025 18:44 EDT)  
Joanne Gurley, Chief Legal Officer

Approved as to Finance:

Phillip Moore  
Phillip Moore (May 22, 2025 11:30 EDT)  
Phillip Moore, Chief Financial Officer

For the City of Flint:

Clyde D. Edwards / A0453  
Clyde D. Edwards, City Administrator

Approved by Council:



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**TODAY'S DATE:** 04/24/25

**BID/PROPOSAL#**

**AGENDA ITEM TITLE:** Resolution to increase the Flint Public Art Project (FPAP) by \$15,000 and extend the contract.

**PREPARED BY:** Mikesha Loring

**VENDOR NAME:** Flint Public Art Project

#### **Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

***Vendor Compliance (This vendor has been properly vetted and the responses are below):***

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

As part of the Critical Community Improvement Plan approved by HUD under the Choice Neighborhood Initiative, placemaking activities will be carried out within the Smith Village neighborhood. Flint Public Art Project has been contracted by the City of Flint in February 2024 to execute four murals on commercial buildings located within the Choice area (Smith Village). FPAP has extensive experience installing many murals in the greater Flint area. All funds are restricted for use within the designated Choice Area only.

#### **PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

- ☒ Sole Source (Please attach sole source statement to requisition)  
☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)  
☐ Cooperative Contract (MIDeal, Sourcwell, GSA, or other municipality)

\*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

- ☐ (3) Quotes (please attach all quotes to your requisition)



## **CITY OF FLINT**

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

<b>Fiscal Year</b>	<b>Account</b>	<b>FY GL Allocation</b>	<b>FY PO Amount</b>	<b>FY Expensed</b>	<b>Resolution</b>
24/25	296-704.801-801.000 FHUD18CHOICE	\$67,000	\$67,000	\$49,000	N/A

### **Section III.**

**POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

Murals bring meaningful benefits to the neighborhood. One, created through collaboration among residents, captures the area's rich history while imagining its future potential. Another mural, featured on the body shop, was developed jointly by city staff, the artist, and the business owner, reinforcing his role as a positive, long-term presence in the community.

A third mural, located within the Avenue Green Space, is designed to serve as a scenic backdrop for outdoor family photos. This piece includes interactive elements, such as a surrounding sensory wall, inviting engagement from all ages.

Neighbors have shared that the murals are breathing new life into the area and helping to deter graffiti. Each mural tells a distinct story, collectively contributing to a more vibrant, welcoming, and visually dynamic community.

### **Section IV: FINANCIAL IMPLICATIONS:**

**FUNDS ARE AVAILABLE IN EXPENSE ACCOUNT 296-704.801-801.000 FHUD18CHOICE**

All work must be completed, paid for, and drawn by 08/01/2025 and be compliant with all statutory and regulatory requirements as defined by the Choice Implementation Neighborhood Plan and grant-based accounting. Any expenditures incurred after 08/01/25 are not eligible to be reimbursed by HUD.



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**IF ARPA related Expenditure:**

**Has this request been reviewed by E&Y Firm:** YES ☐ NO ☒ **IF NO, PLEASE**

**EXPLAIN:** This is not ARPA related and does not require EY review

**BUDGETED EXPENDITURE?** YES ☐ NO ☐ **IF NO, PLEASE EXPLAIN:**

Dept.	Name of Account	Account Number	Grant Code	Amount
Business and Community Services	FHUD18CHOICE	296-704.801-801.000		\$82,000.00
		<b>FY25 GRAND TOTAL</b>		<b>\$82,000.00</b>

**WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)**

**BUDGET YEAR 1** \_\_\_\_\_

**BUDGET YEAR 2** \_\_\_\_\_

**BUDGET YEAR 3** \_\_\_\_\_

**OTHER IMPLICATIONS (i.e., collective bargaining):**

**PRE-ENCUMBERED?** YES ☒ NO ☐ **REQUISITION NO:** 250010070

**ACCOUNTING APPROVAL:** *Carissa Dotson* **Date:** 04/24/2025

**WILL YOUR DEPARTMENT NEED A CONTRACT?** YES ☒ NO ☐



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

#### **Section V: RESOLUTION DEFENSE TEAM:**

(Place the names of those who can defend this resolution at City Council)

	<u>NAME</u>	<u>PHONE NUMBER</u>
1	Ashly Harris	EXT.3002
2	Mikeshia Loring	EXT 2004
3		

**STAFF RECOMMENDATION: (PLEASE SELECT):**  
**APPROVED**

☐

**APPROVED**

☐

**NOT**

#### **DEPARTMENT HEAD SIGNATURE:**

Ashly Harris 5/6/25 (Name, Title)

Clyde D. Edwards

ADMINISTRATION APPROVAL: Clyde D. Edwards (May 7, 2025 09:42 EDT)

(for \$20,000 or above spending authorizations)



Planning and Development  
Department

Sheldon Neeley  
Mayor

Clyde Edwards  
City Administrator

Good Standing Certification

Applicant and/or Business Clearance

All applicants for City of Flint funded programs, including federal programs, must remain current and not in default on any obligations related to taxes, fines, penalties, water service, licenses or other forms of penalties.

APPLICANT NAME:

Flint Public Art Project

HOME ADDRESS:

DBA:

[Contractor Name]

BUSINESS ADDRESS:

713 Thomson St. Flint MI 48503

Please include addresses of all properties in the name of other current and/or former businesses, parent company, subsidiaries and/or divisions. Also, please include all former names used while conducting business with the City.

**This section to be completed by the Department of Finance - Customer Service Div.**

Please check the following divisions for the status of current and delinquent obligations owed to the City of Flint. Please circle the appropriate response for each division.

WATER DIV.

PROPERTY TAXES DIV.

INCOME TAX DIV.

ENFORCEMENT

CURRENT

CURRENT

CURRENT

CURRENT

DELINQUENT

DELINQUENT

DELINQUENT

DELINQUENT

No water in Name  
No property in Name  
No debt in Name

**This section to be completed by the Division of Community Development**

DCED/EDC:

CURRENT

DELINQUENT

N/A

(108 Loans, EDC loans, mortgage repayments, etc)

City of Flint Representative and Date

If delinquencies exist, please indicate the date, type and amount of obligation:

City Staff Person and Date

*[Signature]*, 4/23/25  
City of Flint Customer Service Representative and Date



# LARA Corporations Online Filing System

Department of Licensing and Regulatory Affairs

**ID Number:** 802238699[Request certificate](#)[Return to Results](#)[New search](#)**Summary for:** FLINT PUBLIC ART PROJECT**The name of the DOMESTIC NONPROFIT CORPORATION:** FLINT PUBLIC ART PROJECT**Entity type:** DOMESTIC NONPROFIT CORPORATION**Identification Number:** 802238699**Date of Incorporation in Michigan:** 09/21/2018**Purpose:** Other**Term:** Perpetual**Most Recent Annual Report:** 2024**Most Recent Annual Report with Officers & Directors:** 2024**The name and address of the Resident Agent:****Resident Agent Name:** JOSEPH SCHIPANI**Street Address:** 104 E FAUBLE ST.**Apt/Suite/Other:****City:** DURAND**State:** MI**Zip Code:** 48429**Registered Office Mailing address:****P.O. Box or Street Address:****Apt/Suite/Other:****City:****State:****Zip Code:****The Officers and Directors of the Corporation:**

Title	Name	Address
PRESIDENT	JOSEPH SCHIPANI	104 E. FAUBLE ST. DURAND, MI 48429 USA
TREASURER	JOSEPH SCHIPANI	104 E. FAUBLE ST. DURAND, MI 48429 USA
SECRETARY	SANDRA BRANCH	1051 ARAPAHO DR BURTON, MI 48509 USA
DIRECTOR	STEVEN BARBER	1110 MAXINE ST. FLINT, MI 48503 USA
DIRECTOR	KEVIN BURDICK	1977 GRANGE HALL RD. FENTON, MI 48430 USA
DIRECTOR	JOHNNY FLETCHER	3102 N. CENTER RD. FLINT, MI 48506 USA

**Act Formed Under:** 162-1982 Nonprofit Corporation Act**Acts Subject To:** 162-1982 Nonprofit Corporation Act**The corporation is formed on a Membership basis.****Written Consent**

**View filings for this business entity:**

ALL FILINGS  
ANNUAL REPORT/ANNUAL STATEMENTS  
ARTICLES OF INCORPORATION  
ARTICLES OF INCORPORATION  
RESTATED ARTICLES OF INCORPORATION  
~~RESTATED ARTICLES OF INCORPORATION~~

[View filings](#)**Comments or notes associated with this business entity:**

[LARA FOIA Process](#)   [Transparency](#)   [State Web Sites](#)

[Michigan.gov Home](#)   [ADA](#)   [Michigan News](#)   [Policies](#)

Copyright 2025 State of Michigan

Signed this 18th Day of April, 2025 by:

Signature	Title	Title if "Other" was selected
Steven Barber	Authorized Agent	

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

☐ Decline      ☒ Accept

***MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS***  
***FILING ENDORSEMENT***

***This is to Certify that the 2024 ANNUAL REPORT***

***for***

***FLINT PUBLIC ART PROJECT***

***ID Number: 802238699***

***received by electronic transmission on April 18, 2025, is hereby endorsed.***

***Filed on April 18, 2025, by the Administrator.***

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



***In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 18th day of April, 2025.***

*Linda Clegg*

***Linda Clegg, Director***

***Corporations, Securities & Commercial Licensing Bureau***



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/18/2025

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

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

<b>PRODUCER</b> Verify Insurance Services, LLC DBA Thimble Insurance Services 174 West 4th Street, Suite 204 New York, NY 10014 <a href="https://support.thimble.com/">https://support.thimble.com/</a>	<b>CONTACT NAME:</b> THIMBLE <a href="https://support.thimble.com/">https://support.thimble.com/</a>	<b>FAX (A/C, No):</b>	
	<b>PHONE (A/C, No, Ext):</b>	<b>E-MAIL ADDRESS:</b> support@thimble.com	
<b>INSURED</b> Flint Public Art Project 713 Thomson St, Flint, MI, 48503 info@flintpublicartproject.com	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> National Specialty Insurance Company		22608
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b> <a href="https://www.thimble.com/check-policy-status/">https://www.thimble.com/check-policy-status/</a>			

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	Y	IBL-P33KGMPB3J	02/06/2025 5:32 PM EST	02/06/2026 5:32 PM EST	EACH OCCURRENCE	\$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence)						\$ 100,000	
	MED EXP (Any one person)						\$ 5,000	
	PERSONAL & ADV INJURY						\$ 1,000,000	
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:				GENERAL AGGREGATE	\$ 1,000,000	PRODUCTS - COMP/OP AGG	\$ 1,000,000	
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY							COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
UMBRELLA LIAB <input type="checkbox"/> OCCUR							EACH OCCURRENCE	\$
EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE							AGGREGATE	\$
DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>								\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
								\$
								\$
								\$
								\$

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

**WARNING: THE GL POLICY IS NOT A COMPLETION BOND. IT PROVIDES COVERAGE FOR BODILY INJURY, PROPERTY DAMAGE, AND PERSONAL AND ADVERTISING INJURY. IT DOES NOT GUARANTEE THE COMPLETION OF WORK BY A CONTRACTOR.**

The City of Flint, and including all elected and appointed officials, all employees and volunteers,

(con't on form Acord 101)

## CERTIFICATE HOLDER

## CANCELLATION

City of Flint  
1101 S. Saginaw St.  
Flint MI 48502

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

**ADDITIONAL REMARKS SCHEDULE**

Page 1 of 1

AGENCY Verify Insurance Services, LLC DBA Thimble Insurance Services		NAMED INSURED Flint Public Art Project 713 Thomson St, Flint, MI, 48503 info@flintpublicartproject.com
POLICY NUMBER IBL-P33KGMPB3J		
CARRIER National Specialty Insurance Company	NAIC CODE 22608	EFFECTIVE DATE: 02/06/2025 5:32 PM EST

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: Acord 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations (con't)  
all boards, commissions and/or authorities and their board members, employees and volunteers are named as additional insured with respects to General, Auto, & Umbrella Liability as required by written contract.

Episodic Coverage (THSN CG 02 04 02 21) for policy number IBL-P33KGMPB3J until 02/06/2027 5:32 PM EST



All Domains

Contracting

Federal Assistance

Entity Information

Federal

Filter By

## Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

☐ Any Words

☒ All Words

☐ Exact Phrase

e.g. 1606N020Q02

"Flint Public Art Project"



Showing 1 - 1 of 1 results

### FLINT PUBLIC ART PROJECT ● ID Assigned

Unique Entity ID  
HW4CBQXNKC8

Physical Address  
3102 N Center Road, Flint, MI  
48506 USA

page

< 1 of 1 >

results per page

25 ▼

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **DESIGNATED ADDITIONAL INSURED**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

PROFESSIONAL LIABILITY COVERAGE FORM

### **SCHEDULE**

**Name of Designated Person or Organization (including its departments and attached agencies, its directors, officers, officials, employees, representatives and agents):**

Any person(s) or organization(s) for whom you have agreed in writing in a contract or agreement that such person(s) or organization(s) be added as an additional insured on your policy.

**E-Mail Address:**

**A. SECTION II – WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the **SCHEDULE** above, but only with respect to liability for "bodily injury", "property damage", "personal and advertising injury" or "wrongful acts" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to LIMITS OF INSURANCE section of the coverage form**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
  2. Available under the applicable limits of insurance shown in the Declarations;
- whichever is less.

**C. If this policy is cancelled or nonrenewed for any reason, we will deliver notice of the cancellation or non-renewal to any Designated Person or Organization shown in the SCHEDULE above at the e-mail address shown above.**

**D. This endorsement shall not increase the applicable limits of insurance shown in the Declaration**

All other terms and conditions remain unchanged.



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
ELECTRONIC DATA LIABILITY COVERAGE PART  
LIQUOR LIABILITY COVERAGE PART  
POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES  
POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART  
RAILROAD PROTECTIVE LIABILITY COVERAGE PART  
UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

### **SCHEDULE**

<b>Name Of Person(s) Or Organization(s):</b>
Any person(s) or organization(s) for whom you have agreed in writing in a contract or agreement that such person(s) or organization(s) be added as an additional insured on your policy.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – Conditions:

We waive any right of recovery against the person(s) or organization(s) shown in the Schedule above because of payments we make under this Coverage Part. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person(s) or organization(s) prior to loss. This endorsement applies only to the person(s) or organization(s) shown in the Schedule above.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **DESIGNATED ADDITIONAL INSURED**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

PROFESSIONAL LIABILITY COVERAGE FORM

### **SCHEDULE**

**Name of Designated Person or Organization (including its departments and attached agencies, its directors, officers, officials, employees, representatives and agents):**

City of Flint

**E-Mail Address:**

dljohnson@cityofflint.com

**A. SECTION II – WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the **SCHEDULE** above, but only with respect to liability for "bodily injury", "property damage", "personal and advertising injury" or "wrongful acts" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to **LIMITS OF INSURANCE** section of the coverage form**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
  2. Available under the applicable limits of insurance shown in the Declarations;
- whichever is less.

**C. If this policy is cancelled or nonrenewed for any reason, we will deliver notice of the cancellation or non-renewal to any Designated Person or Organization shown in the **SCHEDULE** above at the e-mail address shown above.**

**D. This endorsement shall not increase the applicable limits of insurance shown in the Declaration**

All other terms and conditions remain unchanged.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**PRIMARY AND NONCONTRIBUTORY –  
OTHER INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
LIQUOR LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

**Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
ELECTRONIC DATA LIABILITY COVERAGE PART  
LIQUOR LIABILITY COVERAGE PART  
POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES  
POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART  
RAILROAD PROTECTIVE LIABILITY COVERAGE PART  
UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

### **SCHEDULE**

**Name Of Person(s) Or Organization(s):**

City of Flint  
dljohnson@cityofflint.com

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**The following is added to Paragraph 8. Transfer Of  
Rights Of Recovery Against Others To Us of  
Section IV – Conditions:**

We waive any right of recovery against the person(s) or organization(s) shown in the Schedule above because of payments we make under this Coverage Part. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person(s) or organization(s) prior to loss. This endorsement applies only to the person(s) or organization(s) shown in the Schedule above.

## CONTRACT AUTHORIZATION REQUEST

**Date:** 2/6/2024

**Item Title:** Flint Public Art Project (FPAP) – Choice Neighborhood Improvement (CNI)

**Contract #24-005** with **Flint Public Art Project** in the amount of **\$ 67,000** to complete placemaking projects within the **neighborhood of Smith Village.**

**Prepared by:** Diana Degner

**Author:** Diana Degner

**Requestor:** Diana Degner

**Background/Summary of Proposed Action:**

As part of the Critical Community Improvement Plan approved by HUD under the Choice Neighborhood Initiative, placemaking activities will be carried out within the Smith Village neighborhood. This is to include installation of four murals around the Smith Village and Clark Commons neighborhood. Murals will be installed using High quality Kobra Paint, with built in UV protection and seal coat, by artist Johnny Fletcher, Magda Love, J Muzacz, Nomad Clan, Michael Cobley, Kevin Burdick. Flint Public Art Project will oversee all activities related to mural installation and maintenance. FPAP is the only organization of its kind in the area. They have extensive experience installing hundreds of murals in the greater Flint area. This includes procurement of artists, materials, lodging, and coordinating community engagement. Murals will be installed no later than August 1st, 2024.

**Financial Implications:**

There are no known financial implications.

**Budgeted Expenditure?** Yes ☒ No ☐ Please explain if no:

**Account No.** 296-704.801-801.000 FHUD18CHOICE Expense: \$ 67,000.00

296-704.801-529.000 (revenue)

**Pre-encumbered?** Yes ☒ No ☐ **Requisition #:** 240008274 **P.O. #:** DNA

**Accounting Approval:** Carissa Dotson  
Carissa Dotson (Jun 18, 2024 07:20 EDT)

**Date:** 06/18/2024

**Other Implications (i.e., collective bargaining):**

There are no known implications.

**Environmental Review:**

- ☒ Exempt  
☐ Categorically Excluded, Not Subject to 58.5  
☐ Categorically Excluded, Subject to 58.5  
☐ Environmental Assessment  
☐ Not Applicable

**Environmental Approval:** Daylene Thompson

02/21/2004

**Date:** 06/18/2024

**Supervisor Approval:** Emily Doerr  
Emily Doerr (Jun 18, 2024 13:45 EDT)

**Date:** 06/18/2024

**Staff Recommendation:**

Staff recommend approval of this contract.

**Planning and  
Development**

**#24-005**

# **CITY OF FLINT MICHIGAN**



**Flint Public Art Project  
Choice Neighborhood  
Improvements (CNI)  
\$67,000  
FY 2024-FY 2024**

# **CONTRACTS**

**CONTRACT CHECKLIST**  
**For those terms which are non-applicable, mark as N/A**

**Resolution** \_N/A\_

**Notice to Proceed** \_Upon execution of contract\_

**Applicable Law** \_pg. 1\_

**Arbitration** pg. 3\_

**City Income Tax Withholding** \_pg. 3\_

**Compensation** \_pg. 2\_

**Contract Documents** \_pg(s) 1-2\_

**Disclaimer of Contractual Relationship with Subcontractors** \_pg. 3\_

**Effective Date** \_pg. 7\_

**Certification, Licensing, Debarment, Suspension and Other Responsibilities** \_\_\_\_\_

**Force Majeure** \_pg. 4\_

**Furnishing of Bonds** \_N/A\_

**Good Standing** \_pg. 4\_

**Indemnification** \_pg. 4\_

**Independent Contractor** \_pg. 4\_

**Insurance/Worker's Compensation** \_pg(s) 4-5\_

**Laws and Ordinances** \_pg. 5\_

**Liquidated Damages** \_N/A\_

**Modifications** \_pg. 5\_

**No Third-Party Beneficiary** \_pg. 6\_

**Non-Assignability** \_pg. 6\_

**Non-Disclosure/Confidentiality** \_pg. 6\_

**Non-Discrimination** \_pg. 6\_

**Anti-Lobbying** \_pg. 6\_

**Ethics** \_pg. 6\_

**COVID-19 Policies and Training** \_N/A\_

**Notices** \_pg. 6\_

**Records Property of City** \_pg. 6\_



**Scope of Services** \_pg. 1\_\_\_\_

**Severability** \_pg. 7\_\_\_\_

**Sole Proprietor Worker's Compensation Substitute** \_N/A\_\_\_\_

**Standards of Performance** \_pg(s) 2-3\_\_\_\_

**Subcontracting** \_pg. 7\_\_\_\_

**Termination** \_pg. 7\_\_\_\_

**Time of Performance** \_pg. 7\_\_\_\_

**Union Compliance** \_pg. 7\_\_\_\_

**Waiver** \_pg. 7\_\_\_\_

**Whole Agreement** \_pg(s) 7-8\_\_\_\_

Notes:

If any additional terms are included, please describe why they are included.

Updated May 6, 2021

**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
THE CITY OF FLINT  
PLANNING AND DEVELOPMENT DEPARTMENT- NEIGHBORHOOD PLANNING  
DIVISION AND  
FLINT PUBLIC ART PROJECT**

This agreement (hereinafter "Agreement") by and between the City of Flint, a Michigan Municipal Corporation, 1101 S. Saginaw Street, Flint, MI 48502, (hereinafter the "City"), and Flint Public Art Project, 3102 N. Center Rd. 48506 (hereinafter referred to as "Contractor").

- 1. Applicable Law:** This Agreement and all related disputes shall be governed by and interpreted in accordance with the laws of the State of Michigan.
- 2. Claims and Disputes:** Contractor agrees that for all claims, disputes, and other matters arising out of or relating to this agreement, Contractor must first request the City's consent to arbitrate. Such a request must be made within 30 days from the date the Contractor learns of or should have known the facts giving rise to the claim, dispute or question.
  - (a) Notice of a request for arbitration must be submitted in writing by certified mail or personal service upon the City Attorney.
  - (b) Within 60 days from the date a request for arbitration is received by the City, the City shall inform Contractor whether it agrees to arbitrate. If the City does not consent, the Contractor may proceed with an action in a court of competent jurisdiction in Genesee County, Michigan. If the City does consent, then within 30 days of the consent each party shall submit to the other the name of one person to serve as an arbitrator. The two arbitrators together shall then select a third person, the three together shall then serve as a panel in all proceedings. Any unanimous decision of the three arbitrators shall be a final binding decision. The City's failure to respond to a timely, conforming request for arbitration is deemed consent to arbitration.
  - (c) The costs of the arbitration shall be split and borne equally between the parties and such costs are not subject to shifting by the arbitrator.
  - (d) Contractor's failure to comply with any portion (including timeliness) of this provision shall be deemed a permanent waiver and forfeiture of the claim, dispute, or question.
  - (e) This provision shall survive the expiration or termination of this Agreement in perpetuity.
  - (f) Any and all arbitration shall be conducted in Genesee County, Michigan.

**3. City Income Tax Withholding:** Contractor and any subcontractor engaged in this contract shall withhold from each payment to his employees the City income tax on all of their compensation subject to City tax, after giving effect to exemptions. Such withholding shall be at a rate equal to 1% of all compensation paid to the employee who is a resident of the City of Flint, and ½% of the compensation paid to the employee who is a non-resident of the City of Flint.

**4. Compensation:** The City shall pay for such services as have been set forth herein within 45 days of submission of proper invoices, releases, affidavits, and the like. Notwithstanding, the contract price shall not exceed \$67,000. Contractor recognizes that the City does not guarantee it will require any set amount of services. Contractor's services will be utilized as needed and as determined solely by the City of Flint. Contractor expressly acknowledges that it, without limitation, has no right to payment of an amount exceeding the amount set forth in this Section. Contractor agrees that oral agreements by City officials to pay a greater amount are not binding.

(a) Contractor shall submit itemized invoices for all services provided under this Agreement identifying:

- |                                 |                                      |
|---------------------------------|--------------------------------------|
| (i) Supplies - \$5,000          | (vi) Project Management - \$2,000    |
| (ii) Spray Paint - \$5,000      | (vii) Travel, Lodging Food - \$3,000 |
| (iii) Artist Stipend - \$20,000 |                                      |
| (iv) Wall Prep - 8,000          |                                      |
| (v) Lift Rental - \$4,000       |                                      |

Invoices shall be submitted to:

City of Flint  
Accounts Payable  
P.O. Box 246  
Flint, MI 48501-0246

It is solely within the discretion of the City as to whether Contractor has provided a proper invoice. The City may require additional information or waive requirements as it sees fit.

**5. Contract Documents:** The invitation for bids, instructions to bidders, proposal, affidavit, addenda (if any), statement of bidder's qualifications (when required), general conditions, special conditions, performance bond, labor and material payment bond, insurance certificates, technical specifications, and drawings, together with this agreement, form the entire agreement, and they are as fully a part of the agreement as if attached hereto or repeated herein. If any conflicts exist between the terms and conditions of this Agreement and the above described list of documents, the terms and conditions of this Agreement are controlling.

**6. Disclaimer of Contractual Relationship With Subcontractors:** Nothing contained in the Contract Documents shall create any contractual relationship between the City and any Subcontractor or Sub-subcontractor.

7. **Effective Date:** This contract shall be effective upon the date that it is executed by all parties and presented to the City of Flint Clerk.

This contract shall not extend beyond fiscal year (2024/2025).

8. **Certification, Licensing, Debarment, Suspension and Other Responsibilities:** Contractor warrants and certifies that Contractor and/or any of its principals are properly certified and licensed to perform the duties required by this contract in accord with laws, rules, and regulations, and is not presently debarred, suspended, proposed for debarment or declared ineligible for the award of any Federal contracts by any Federal agency. Contractor may not continue to or be compensated for any work performed during any time period where the debarment, suspension or ineligibility described above exists or may arise in the course of Contractor contractual relationship with the City. Failure to comply with this section constitutes a material breach of this Contract. Should it be determined that contractor performed work under this contract while in non-compliance with this provision, Contractor agrees to reimburse the City for any costs that the City must repay to any and all entities.

9. **Force Majeure:** Neither party shall be responsible for damages or delays caused by Force Majeure or other events beyond the control of the other party, and which could not reasonably have been anticipated or prevented. For purposes of this Agreement, Force Majeure includes, but is not limited to, adverse weather conditions, floods, epidemics or pandemics, war, riot, strikes, lockouts, and other industrial disturbances; unknown site conditions, accidents, sabotage, fire, and acts of God. Should Force Majeure occur, the parties shall mutually agree on the terms and conditions upon which the services may continue within seven days of the discovery of the event.

10. **Good Standing:** Contractor must remain current and not be in default of any obligations due the City of Flint, including the payment of taxes, water & sewer costs, fines, penalties, licenses, or other monies. Violations of this clause shall constitute a substantial and material breach of this contract, which shall constitute good cause for the termination of this contract.

11. **Indemnification:** To the fullest extent permitted by law, Contractor agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Flint, its elected and appointed officials, employees and volunteers and other working on behalf of the City of Flint, against any and all claims, demands, suits, or losses, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Flint, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Flint, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which may arise as a result of Contractor's acts, omissions, faults, and negligence, or that of any of his employees, agents, and representatives in connection with the performance of this contract. Should the Contractor fail to indemnify the City in the above-mentioned circumstances, the City may exercise its option to deduct the cost that it incurs from the contract price forthwith or may file an action in a court of competent jurisdiction, the costs of which shall be paid by Contractor. This provision shall survive the termination and/or expiration of this agreement, in perpetuity.

**12. Independent Contractor:** No provision of this contract shall be construed as creating an employer-employee relationship. It is hereby expressly understood and agreed that Contractor is an "independent contractor" as that phrase has been defined and interpreted by the courts of the State of Michigan and, as such, Contractor is not entitled to any benefits not otherwise specified herein.

**13. Insurance/Worker's Compensation:** Contractor shall not commence work under this contract until he has procured and provided evidence of the insurance required under this section. All coverage shall be obtained from insurance companies licensed and authorized to do business in the State of Michigan unless otherwise approved by the City's Finance Department. Policies shall be reviewed by the City's Finance Department for completeness and limits of coverage. All coverage shall be with insurance carriers acceptable to the City of Flint. Contractor shall maintain the following insurance coverage for the duration of the contract.

- (a) Commercial General Liability coverage of not less than one million dollars (\$1,000,000) combined single limit with the City of Flint, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers, named as "Additional Insureds." This coverage shall be written on an ISO occurrence basis form and shall include: Bodily Injury, Personal Injury, Property Damage, Contractual Liability, Products and Completed Operations, Independent Contractors; Broad Form Commercial General Liability Endorsement, (XCU) Exclusions deleted and a per contract aggregate coverage. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether said other available coverage be primary, contributing, or excess.
- (b) Workers Compensation Insurance in accordance with Michigan statutory requirements, including Employers Liability coverage.
- (c) Commercial Automobile Insurance in the amount of not less than \$1,000,000 combined single limit per accident with the City of Flint, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers, named as "Additional Insureds." This coverage shall be written on ISO business auto forms covering Automobile Liability, code "any auto."
- (d) Professional Liability - Errors and Omissions. All projects involving the use of Architects, civil engineers, landscape design specialists, and other professional services must provide the City of Flint with evidence of Professional Liability coverage in an amount not less than one million dollars (\$1,000,000). Evidence of this coverage must be provided for a minimum of three years after project completion. Any deductibles or self-insured retention must be declared to and approved by the City. In addition, the total dollar value of all claims paid out on the policy shall be declared. At the option of the City, either the insurer shall reduce

or eliminate such deductibles or self-insured retention with respect to the City, its officials, employees, agents and volunteers; or Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim, administration, and defense expenses.

Contractor shall furnish the City with two certificates of insurance for all coverage requested with original endorsements for those policies requiring the Additional Insureds. All certificates of insurance must provide the City of Flint with not less than 30 days advance written notice in the event of cancellation, non-payment of premium, non-renewal, or any material change in policy coverage. In addition, the wording "Endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" must be removed from the standard ACORD cancellation statement. These certificates must identify the City of Flint, Finance Department, as the "Certificate Holder." Contractor must provide, upon request, certified copies of all insurance policies. If any of the above policies are due to expire during the term of this contract, Contractor shall deliver renewal certificates and copies of the new policies to the City of Flint at least ten days prior to the expiration date. Contractor shall ensure that all subcontractors utilized obtain and maintain all insurance coverage required by this provision.

**14. Laws and Ordinances:** Contractor shall obey and abide by all of the laws, rules and regulations of the Federal Government, State of Michigan, Genesee County and the City of Flint, applicable to the performance of this agreement, including, but not limited to, labor laws, and laws regulating or applying to public improvements.

**15. Modifications:** Any modifications to this contract must be in writing and signed by the parties or the authorized employee, officer, board or council representative of the parties authorized to make such contractual modifications under State law and local ordinances.

**16. No Third-Party Beneficiary:** This Agreement is for the sole benefit of the parties and their respective successors, and nothing in this Agreement, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

**17. Non-Assignability:** Contractor shall not assign or transfer any interest in this contract without the prior written consent of the City.

**18. Non-Disclosure/Confidentiality:** Contractor agrees that Contractor will not disclose any such information provided to Contractor in furtherance of this Agreement, or in any other way make such documents public, without the express written approval of the City or the order of a court of competent jurisdiction.

**19. Non-Discrimination:** The Contractor shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 et seq., the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 et seq., and all other federal, state, and local fair

employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, association with the federal government, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position or status with respect to public assistance. A breach of this covenant is a material breach of this Agreement.

**20. Anti-Lobbying:** The Contractor shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). The Contractor shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State or City. Further, the Contractor agrees to require that language of this assurance be included in the award documents of all subawards.

**21. Ethics:** Pursuant to the Flint City Charter §1-602 (I), every public servant, volunteer and city contractor is to receive training and be provided with a copy of the ethical standards set forth in §1-602 of the Charter. Therefore, Contractor acknowledges receipt of Flint City Charter §1-602 and agrees that Contractor and its staff shall abide by the terms therein and participate in any training provided by the City as may be necessary from time to time.

**22. Notices:** Notices to the City of Flint shall be deemed sufficient if in writing and mailed, postage prepaid, addressed to **Emily Doerr and Davina Donahue, City Clerk, City of Flint, 1101 S. Saginaw Street, Flint, Michigan 48502**, or to such other address as may be designated in writing by the City from time to time. Notices to Contractor shall be deemed sufficient if in writing and mailed, postage prepaid, addressed to **Flint Public Art Project 3102 N. Center Rd. Flint MI 48506**, or to such other address as may be designated in writing by Contractor from time to time.

**23. Records Property of City:** All documents, information, reports and the like prepared or generated by Contractor as a result of this contract shall become the sole property of the City of Flint, and shall be disclosed to the City upon request.

**24. Scope of Services:** Contractor shall provide all of the materials, labor, equipment, supplies, machinery, tools, superintendence, insurance and other accessories and services necessary to complete the project in accordance with the proposal submitted on **October 27 2023**, to include the installation of four murals within the neighborhood of Smith Village which includes the boundaries of: north of E. Fifth Avenue, south of Mary St., east of Martin Luther King Blvd., and west of N. Saginaw. Murals will be installed using high quality Kobra paint, with built in UV protection and seal coat. Murals will be installed no later than August 1st 2024. The standard of care for all professional services performed or furnished by Contractor under this Agreement will be the skill and care used by members of Contractor's profession practicing under similar circumstances at the same time in the same locality.

All work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. In addition to any other remedies the City may have, if, within one year of the date of substantial completion of work, or within one year after acceptance by the City, or within such longer period of time as may be prescribed by law, any of the work is found to be defective or not in accord with the contract documents, Contractor shall correct

promptly after receipt of a written notice from the City to do so, unless the City has previously given Contractor a written acceptance of such condition.

**25. Severability:** If any terms of this Agreement or the application of them to any person or circumstance are determined to be null and void, ineffectual, invalid or unenforceable by any competent tribunal, the remaining terms or the application of the terms to persons or circumstances other than to those which were determined to be invalid or unenforceable shall not be affected and shall continue in full force and effect.

**26. Standards of Performance:** Contractor agrees to perform pursuant to the Agreement in a timely, professional, safe and workmanlike manner consistent with standards in the trade, profession or industry. Contractor agrees that all of the obligations required by it under this Agreement shall be performed by it or by others employed by it and working under its direction and control.

**27. Subcontracting:** No subcontract work, if permitted by the City, shall be started prior to the written approval of the subcontractor by the City. The City reserves the right to accept or reject any subcontractor.

**28. Termination:** In the event of a failure by either party to perform any material provision of this Contract, the other side shall give written notice of the breach along with 30 days to cure the breach. If after the 30-day period, the breach has not been cured, the non-breaching party may terminate the contract. Either party may also terminate the contract if required by law to do so.

**29. Time of Performance:** Contractor's services shall commence immediately upon receipt of the notice to proceed and shall be carried out forthwith and without reasonable delay.

**30. Union Compliance:** Contractor agrees to comply with all regulations and requirements of any national or local union(s) that may have jurisdiction over any of the materials, facilities, services, or personnel to be furnished by the City. However, this provision does not apply if its application would violate Public Act 98 of 2011.

**31. Waiver:** Failure of the City to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement shall not be deemed a waiver of any term, covenant, or condition. Any waiver or relinquishment of any right or power hereunder at any one or more times shall not be deemed a waiver or relinquishment of that right or power at any other time.


**32. Conduct:**

(a.) Hatch Act – The Contractor agrees that no funds provided, nor personnel employed under this contract, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V United States Code, per the Hatch Act of 1939, as amended.

(b.) Conflict of Interest – In addition to the conflicts of interest requirements in 2 CFR Part 200 Subpart B, 200.122, no person who is an employee, agent, consultant, officer, or elected or



**CONTRACTOR**

  
\_\_\_\_\_  
Joe Schipani (Jun 18, 2024 17:27 CDT)

Its President

Title


Date 06/18/2024

**CITY OF FLINT, a Michigan Municipal Cor**

CLYDE D EDWARDS  
\_\_\_\_\_  
CLYDE D EDWARDS (Jun 18, 2024 15:38 EDT)  
**Clyde Edwards, City Administrator**

06/18/2024  
\_\_\_\_\_  
**Date**

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
William Kim (Jun 18, 2024 14:50 EDT)  
**William Kim, City Attorney**

06/18/2024  
\_\_\_\_\_  
**Date**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/13/2024

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

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

<b>PRODUCER</b> Verify Insurance Services, LLC DBA Thimble Insurance Services 174 West 4th Street, Suite 204 New York, NY 10014 <a href="https://support.thimble.com/">https://support.thimble.com/</a>	<b>CONTACT</b> NAME: THIMBLE <a href="https://support.thimble.com/">https://support.thimble.com/</a> PHONE (A/C, No, Ext): E-MAIL: support@thimble.com ADDRESS: <b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: National Specialty Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: <a href="https://www.thimble.com/check-policy-status/">https://www.thimble.com/check-policy-status/</a>	<b>FAX</b> (A/C, No): <b>NAIC #</b> 22608
---	--	--

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY) / POLICY EXP (MM/DD/YYYY)	LIMITS
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:	Y	Y	IBL-FKWVG2A5N	05/13/2024 5:40 PM EDT / 05/13/2025 5:40 PM EDT	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COM/OP AGG \$ 1,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

**WARNING: THE GL POLICY IS NOT A COMPLETION BOND. IT PROVIDES COVERAGE FOR BODILY INJURY, PROPERTY DAMAGE, AND PERSONAL AND ADVERTISING INJURY. IT DOES NOT GUARANTEE THE COMPLETION OF WORK BY A CONTRACTOR.**

(con't on form Acord 101)

<b>CERTIFICATE HOLDER</b> City of Flint, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers are listed as  (complete address on form Acord 101)	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**ADDITIONAL REMARKS SCHEDULE**

Page 1 of 1

<b>AGENCY</b> Verify Insurance Services, LLC DBA Thimble Insurance Services		<b>NAMED INSURED</b> Flint Public Art Project 3102 N Center Rd, Flint, MI, 48506 flintpublicartproject@gmail.com
<b>POLICY NUMBER</b> IBL-FKWYG2A5N		
<b>CARRIER</b> National Specialty Insurance Company	<b>NAIC CODE</b> 22608	
<b>EFFECTIVE DATE:</b> 05/13/2024 5:40 PM EDT		

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: Acord 25 FORM TITLE: Certificate of Liability Insurance

**Description of Operations (con't)**

Episodic Coverage (THSN CG 02 04 02 21) for policy number IBL-FKWYG2A5N until 05/13/2026 5:40 PM EDT

**Certificate Holder**

City of Flint, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers are listed as additional insured with respect to General Liability & Auto Liability as required by written contract.  
Coverage is primary and non-contributory as it applies to the General Liability.



Sheldon Neeley  
Mayor

# Division of Community & Economic Development



Clyde Edwards  
City Administrator

## Good Standing Certification

### Applicant and/or Business Clearance

All applicants for City of Flint funded programs, including federal programs, must remain current and not in default on any obligations related to taxes, fines, penalties, water service, licenses or other forms of penalties.

APPLICANT NAME:

Flint Public Art Project

HOME ADDRESS:

3102 N. Center Rd. Flint MI 48506

DBA:

BUSINESS ADDRESS:

Please include addresses of all properties in the name of other current and/or former businesses, parent company, subsidiaries and/or divisions. Also, please include all former names used while conducting business with the City.

### This section to be completed by the Department of Finance - Customer Service Div.

Please check the following divisions for the status of current and delinquent obligations owed to the City of Flint. Please circle the appropriate response for each division.

WATER DIV.

PROPERTY TAXES DIV.

INCOME TAX DIV.

ENFORCEMENT

CURRENT

CURRENT

CURRENT

CURRENT

DELINQUENT

DELINQUENT

DELINQUENT

DELINQUENT

Water, Acct w/ Genesee Comm  
Water & Wast

No Acct

No Acct in Name

### This section to be completed by the Department of Community and Economic Development

DCED/EDC:

CURRENT

DELINQUENT

N/A

N/A

(108 Loans, EDC loans, mortgage repayments, etc.)

Glenda R. Dunlap

Glenda R. Dunlap (Jun 14, 2024 18:00 EDT)

06/14/2024

City of Flint DCED Representative and Date

If delinquencies exist, please indicate the date, type and amount of obligation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mikesha Loring (Jun 17, 2024 14:08 EDT)

06/17/2024

DCED Staff Person and Date

Lesley Uiggins

12/5/23

City of Flint Customer Serv. Representative and Date

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY  
AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
ELECTRONIC DATA LIABILITY COVERAGE PART  
LIQUOR LIABILITY COVERAGE PART  
POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES  
POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART  
RAILROAD PROTECTIVE LIABILITY COVERAGE PART  
UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

**SCHEDULE**

**Name Of Person(s) Or Organization(s):**

City of Flint

dljohnson@cityofflint.com

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – Conditions:

We waive any right of recovery against the person(s) or organization(s) shown in the Schedule above because of payments we make under this Coverage Part. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person(s) or organization(s) prior to loss. This endorsement applies only to the person(s) or organization(s) shown in the Schedule above.

# FLINT PUBLIC ART PROJECT

Unique Entity ID <b>CZ1NS55MSH44</b>	CAGE / NCAGE <b>8BAH3</b>	Purpose of Registration <b>Federal Assistance Awards Only</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>Jan 2, 2024</b>	
Physical Address <b>703 Mason ST Flint, Michigan 48503-2421 United States</b>	Mailing Address <b>703 Mason ST. Flint, Michigan 48503 United States</b>	

## Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District <b>Michigan 05</b>	State / Country of Incorporation <b>Michigan / United States</b>	URL <b>http://flintpublicartproject.com/</b>

## Registration Dates

Activation Date <b>Jan 4, 2023</b>	Submission Date <b>Jan 2, 2023</b>	Initial Registration Date <b>May 3, 2019</b>
---------------------------------------	---------------------------------------	---

## Entity Dates

Entity Start Date <b>Jan 1, 2019</b>	Fiscal Year End Close Date <b>Dec 31</b>
---	---

## Immediate Owner

CAGE (blank)	Legal Business Name (blank)
-----------------	--------------------------------

## Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
-----------------	--------------------------------

## Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USApending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

## Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-8, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

## Exclusion Summary

Active Exclusions Records?

No

## SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

## Entity Types

### Business Types

Entity Structure <b>Corporate Entity (Tax Exempt)</b>	Entity Type <b>Business or Organization</b>	Organization Factors (blank)
--	--	---------------------------------

## Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

### Financial Information

Accepts Credit Card Payments  
**No**

Debt Subject To Offset  
**No**

EFT Indicator  
**0000**

CAGE Code  
**8BAH3**

### Points of Contact

#### Electronic Business

✕  
Joseph Schipani, Executive Director

703 Mason Street  
Flint , Michigan 48503  
United States

#### Government Business

✕  
Sandra Branch, President

1051 Arapaho DR  
Burton , Michigan 48509  
United States

### Service Classifications

#### NAICS Codes

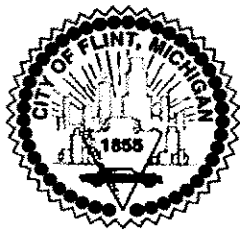
Primary

NAICS Codes

NAICS Title

### Disaster Response

This entity does not appear in the disaster response registry.



**Sheldon A. Neeley**  
Mayor

CITY OF FLINT  
DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES

**Emily Doerr**  
Director

# Memo

**From:** Emily Doerr, Business and Community Services

**To:** Lauren Rowley, Purchasing Manager:

**Date:** February 12, 2024

**Re:** Vendor Selection

---

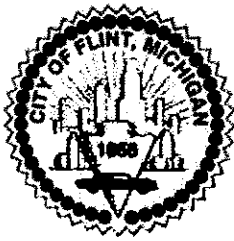
The Planning and Development Department wishes to inform you that the Flint Public Art Project has been selected for the preparation, installation, and maintenance of murals in the neighborhood of Smith Village as part of the Choice Neighborhood Initiative – Critical Community Improvement plan. It is my recommendation that we proceed with awarding the contract for the base bid to Flint Public Art Project at the proposed amount of \$67,000.

This contract is sole sourced due to the nature of the project. The Flint Public Art Project is the only organization in the area that manages the preparation, installation, and maintenance of large-scale murals.

**Signature:**

**Email:**





RESOLUTION NO.: 250180-T

PRESENTED: 6-4-2025

ADOPTED: \_\_\_\_\_

MIDEAL Contract #071B6600110  
BY THE CITY ADMINISTRATOR:

**A0463-RESOLUTION TO CDW-G FOR LICENSING RENEWAL FOR VMWARE**

**WHEREAS**, the City of Flint Information Technology Department needs to renew the licensing for VMware. VMware is our software for virtualization of our servers. Our current license has expired. Almost all of the City's servers are virtualized in the VMware Environment and renewal is for five (5) years.

**WHEREAS**, CDW-G submitted a quote to the city through the MI Master Computing – MiDeal (071B6600110) contract to complete this renewal of VMware and provide support for these services.

**WHEREAS**, the Information Technology Department is requesting \$89,733.60 to complete this licensing renewal for FY25.

The Funds will come from the following account(s):

Account Number	Account Name	Amount
636-228.000-814.600	Computer Software	\$89,733.60
	Grand Total FY25	\$89,733.60

Total Contract Amount: \$89,733.60

**IT IS RESOLVED**, that the Division of Purchases and Supplies, upon City Council's approval, is hereby authorized to do all things necessary to enter the contract with CDW-G to provide licensing for VMware and support for a total contract amount of \$89,733.60, allocations for FY 25 pending approval.

**APPROVED AS TO FORM:**

JoAnne Gurley  
JoAnne Gurley (May 28, 2025 18:11 EDT)

JoAnne Gurley, Chief Legal Officer

**APPROVED AS TO FINANCE:**

Phillip Moore  
Phillip Moore (May 13, 2025 13:43 EDT)

Phillip Moore, Chief Financial Officer

**FOR THE CITY OF FLINT:**

Clyde D. Edwards  
Clyde D. Edwards (May 22, 2025 16:10 EDT)

Clyde Edwards, City Administrator

**APPROVED BY CITY COUNCIL:**

\_\_\_\_\_  
City Council President

**APPROVED AS TO PURCHASING:**

Lauren Rowley

Lauren Rowley, Purchasing Manager



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**TODAY'S DATE:** 4/28/2025  
**BID/PROPOSAL#**  
**AGENDA ITEM TITLE:** VMware License Renewal – 5 years  
**PREPARED BY:** Monique Cole  
**VENDOR NAME:** CDW-G

#### **Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

***Vendor Compliance (This vendor has been properly vetted and the responses are below):***

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

VMWare is our software used for virtualization of our servers. Almost all City servers are virtualized in the VMware environment, and this is the support contract. VMware core offering allows businesses to run multiple operating systems and applications on a single physical server, creating "virtual machines" that share the server's resources. Our current license has expired. This license renewal is for five(5) years.

#### **PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

- ☐ Sole Source (Please attach sole source statement to requisition)  
☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)  
☒ Cooperative Contract (MIDeal, Sourcwell, GSA, or other municipality)

\*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

- ☐ (3) Quotes (please attach all quotes to your requisition)



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution
24	636-228.000-814.600		\$24,000.00		
16	636-228.000-814.600		\$15,412.82		

--

#### **Section III.**

**POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

VMware benefits the City of Flint by enabling virtualization, allowing the city to run multiple operating systems and applications on a single physical server. This leads to cost savings, increased efficiency, and greater flexibility in IT infrastructure management.

#### **Section IV: FINANCIAL IMPLICATIONS:**

**IF ARPA related Expenditure:**

**Has this request been reviewed by E&Y Firm: YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:**

--

**BUDGETED EXPENDITURE? YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:**

Dept.	Name of Account	Account Number	Grant Code	Amount
IT	Computer Software	636-228.000-814.600		\$89,733.60
		<b>FY25 GRAND TOTAL</b>		<b>\$89,733.60</b>



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: *(This will depend on the term of the bid proposal)*

BUDGET YEAR 1 \$89,733.60

BUDGET YEAR 2

BUDGET YEAR 3 \_\_\_\_\_

OTHER IMPLICATIONS *(i.e., collective bargaining)*:

PRE-ENCUMBERED? YES ☒ NO ☐ REQUISITION NO: 250010103

ACCOUNTING APPROVAL: *Monique Cole* Date: 05/13/25

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒

#### **Section V: RESOLUTION DEFENSE TEAM:**

*(Place the names of those who can defend this resolution at City Council)*

	<u>NAME</u>	<u>PHONE NUMBER</u>
1	Jeff Keen	
2	Zach Smith	
3		

STAFF RECOMMENDATION: *(PLEASE SELECT)*: ☒ **APPROVED** ☐ **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE: *Jeff Keen*  
Jeff Keen (May 13, 2025 12:06 EDT)

*Jeff Keen, IT Director*

**ADMINISTRATION APPROVAL:** *Clyde D. Edwards*  
Clyde D. Edwards (May 22, 2025 16:10 EDT)

*(for \$20,000 or above spending authorizations)*

# LARA Corporations Online Filing System

Department of Licensing and Regulatory Affairs

**ID Number: 801870346**[Request certificate](#)[Return to Results](#)[New search](#)**Summary for: CDW GOVERNMENT LLC****The name of the FOREIGN LIMITED LIABILITY COMPANY: CDW GOVERNMENT LLC****Entity type: FOREIGN LIMITED LIABILITY COMPANY****Identification Number: 801870346 Old ID Number: D9074X****Date of Qualification in Michigan: 01/07/2010****Organized under the laws of: the state of Illinois****Purpose:****Term: Perpetual****The name and address of the Resident Agent:**

Resident Agent Name: CSC-LAWYERS INCORPORATING SERVICE (COMPANY)

Street Address: 3410 BELLE CHASE WAY

Apt/Suite/Other: SUITE 600

City: EAST LANSING State: MI Zip Code: 48911

**Registered Office Mailing address:**

P.O. Box or Street Address: 3410 BELLE CHASE WAY

Apt/Suite/Other: STE 600

City: LANSING State: MI Zip Code: 48911

**Acts Subject To: 023-1993 Michigan Limited Liability Company Act****View filings for this business entity:**

ALL FILINGS  
ANNUAL REPORT/ANNUAL STATEMENTS  
CERTIFICATE OF CORRECTION  
CERTIFICATE OF CHANGE OF REGISTERED OFFICE AND/OR RESIDENT AGENT  
RESIGNATION OF RESIDENT AGENT  
CERTIFICATE OF ASSUMED NAME

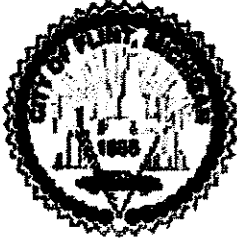
[View filings](#)**Comments or notes associated with this business entity:**

[LARA FOIA Process](#)   [Transparency](#)   [State Web Sites](#)

[Michigan.gov Home](#)   [ADA](#)   [Michigan News](#)   [Policies](#)

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250181-T



RESOLUTION NO.: \_\_\_\_\_

PRESENTED: 6-4-2025

ADOPTED: \_\_\_\_\_

PROPOSAL #25000517

ID# - ANYTIME

BY THE CITY ADMINISTRATOR:

**RESOLUTION TO CONTRACTOR ANYTIME RESTORATION SERVICES FOR LEAD  
BASED PAINT HAZARD CONTROL ABATEMENT SERVICES**

**WHEREAS**, The Division of Purchases & Supplies solicited proposals for Licence Lead Provider Services for the Office of Public Health, Lead Based Paint Hazard Control Division.

**WHEREAS**, The Division of Lead Based Paint Hazard control has awarded a qualified vendor, AnyTime Restoration Services, Warren, MI 48092 this proposal at a requested FY25 cost of \$98,778.00 which accounts for the \$89,799.00 base bid plus any potential unforeseen contingencies at a 10% cost (\$8,979.90) for Lead Abatement services and Healthy Homes repairs of all lead hazards on (4) units within the city.

Funding is to come from the following account(s):

Account Number	Account Name/ Grant Code	Amount
296-171.711-801.000	Professional Services/FHUD LBPHC21	\$67,050.00
296-172.711-801.000	Professional Services/HH LBPHC21	\$31,728.90
	<b>FY2025 TOTAL</b>	<b>\$98,778.90</b>

**IT IS RESOLVED**, that the Proper City Officials is hereby authorized to enter into a contract for FY25 with AnyTime Restoration in an amount not-to-exceed \$98,778.90 which accounts for the \$89,799.00 base bid plus any potential unforeseen contingencies at a 10% cost (\$8,979.90), for the abatement of four unsafe Lead Hazard Homes within the city limits.

APPROVED AS TO FORM:

*[Signature]*  
Joanne Gurley, City Attorney  
Officer

APPROVED AS TO FINANCE:

*[Signature]*  
Phillip Moore (May 12, 2025 09:04 EDT)  
Phillip Moore, Chief Financial

FOR THE CITY OF FLINT:

*[Signature]*  
Clyde D. Edwards / AD450  
Clyde D. Edwards / AD450 (May 14, 2025 12:56 EDT)

APPROVED BY CITY COUNCIL:

\_\_\_\_\_

**Clyde Edwards, City Administrator**

**City Council**

**APPROVED AS TO PURCHASING:**

A handwritten signature in cursive script that reads "Lauren Rowley".

---

**Lauren Rowley, Purchasing Manager**





## CITY OF FLINT

# **\*\* STAFF REVIEW FORM**

**\*\* Effective: March 5, 2025**

**TODAY'S DATE: 3/25/2025**

**BID/PROPOSAL# 25000517**

**AGENDA ITEM TITLE: Lead-Based Paint Hazard Control**

**PREPARED BY: Michael O.D. Carpenter**

**VENDOR NAME: AnyTime Restoration Services**

### **Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

**Vendor Compliance (This vendor has been properly vetted and the responses are below):**

Federal government (All documentation current, no violations) ☒ YES ☐ NO State government (All documentation current, no violations) ☒ YES ☐ NO City of Flint (All documentation current, no violations) ☒ YES ☐ NO

**The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.**

The City of Flint, Michigan, has received proposals from qualified, licensed, and lead-certified contractors experienced in lead-based paint hazard interim control and/or abatement. The scope of work will be determined by the City of Flint Lead-Based Paint Hazard Control (COF LBPHC) Program Manager and an approved Lead Inspector/Risk Assessor, who will provide a Lead Inspection Risk Assessment (LIRA) Report.

The selected contractor, in collaboration with the City-approved Lead Inspector/Risk Assessor, will be responsible for designing and bidding on projects, managing the necessary construction paperwork, and providing oversight and labor for up to four units. Contractors must demonstrate experience in working with residents and adhering to deadlines. Additionally, they are required to comply with federal and state laws and to maintain positive relationships with both the City of Flint and the Michigan Department of Health and Human Services.

AnyTime Restoration Services, located in Warren, MI, has submitted a proposal with a requested cost of \$98,778.90 for FY25. This amount includes the base bid of \$89,799.00 and potential unforeseen contingencies calculated at 10%, totaling \$8,979.90. The proposal covers Lead Abatement services and Healthy Homes repairs for all Lead Hazards in four units within the city.

**PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

☐ Sole Source (Please attach sole source statement to requisition)

CDE/ authorized administration version March 5, 2025



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

☒ Competitive Bid Process (Please attach bid tabulation/documents to requisition) ☐ Cooperative Contract (MDeal, Sourcewell, GSA, or other municipality)

\*Contract must be attached to your requisition, and the contract must appear on the vendor's quote for goods/services

☐ (3) Quotes (please attach all quotes to your requisition)

**Section II: PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE) // PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution

**Section III:**

**POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

Our city is committed to improving living conditions and promoting healthy living. We are utilizing the Healthy Homes Dollars from HUD for home repairs. In addition, the Lead dollars are allocated to remove lead hazards from homes with pregnant individuals or children under six. This approach will ensure a safer and healthier environment for all our residents. It will also strengthen our partnership with HUD and open up more funding opportunities in the future.

CDE/ authorized administration version March 5, 2025



CITY OF FLINT

**\*\* STAFF REVIEW FORM**

**\*\* Effective: March 5, 2025**

**Section IV: FINANCIAL IMPLICATIONS:**

**IF ARPA related Expenditure: Not ARPA**

**Has this request been reviewed by E&Y Firm: YES NO IF NO, PLEASE EXPLAIN:**

------------------

**BUDGETED EXPENDITURE? YES NO IF NO, PLEASE EXPLAIN:**

Dept.	Name of Account	Account Number	Grant Code	Amount
Mayor	Professional Services/Healthy Homes	296-172.711-801.000	FHUD-LBPHC 21	\$31,728.90
	Professional Services/FHUD LBPHC21	296-171.711-801.000	FHUD-LBPHC 21	\$67,050.00
		<b>FY25 GRAND TOTAL</b>		<b>\$98,778.90</b>

**WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)**

**BUDGET YEAR 1** \_\_\_\_\_

**BUDGET YEAR 2** \_\_\_\_\_

BUDGET YEAR 3 \_\_\_\_\_

OTHER IMPLICATIONS (i.e., collective bargaining):

PRE-ENCUMBERED? YES NO REQUISITION NO: 250009475

CDE/ authorized administration version March 5, 2025



CITY OF FLINT

**\*\* STAFF REVIEW FORM**

**\*\* Effective: March 5, 2025**

ACCOUNTING APPROVAL: \_\_\_\_\_

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

3/27/25

WILL YOUR DEPARTMENT NEED A CONTRACT? YES NO

**Section V. RESOLUTION DEFENSE TEAM:**

(Place the names of those who can defend this resolution at City Council)


	NAME	PHONE NUMBER
1	Michael Carpenter	810-938-7486
2	Andrew Tolles	810-237-2046
3		

STAFF RECOMMENDATION: (PLEASE SELECT): **APPROVED NOT APPROVED**

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

Michael Carpenter

(Name, Title)

ADMINISTRATION APPROVAL:   
Clyde O. Edwards (May 13, 2025 11:19 EDT) (for  
\$20,000 or above spending authorizations)

CDE/ authorized administration version March 5, 2025



RESOLUTION NO.: **250183-T**

PRESENTED: **6-4-2025**

ADOPTED: \_\_\_\_\_

PROPOSAL #25000518

BY THE CITY ADMINISTRATOR:

**RESOLUTION AUTHORIZING AGREEMENT WITH SEBIS DIRECT INC FOR  
PRINTING, SORTING AND MAILING OF PROPERTY TAXES AND WATER BILLS**

**WHEREAS**, The City of Flint Division of Purchases & Supplies recently solicited proposals for printing, sorting, and mailing of property taxes and water bills on behalf of the Customer Service Center.

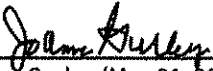
**WHEREAS**, The Customer Service Center has recommended the contract be awarded to qualified bidder, Sebis Direct Inc. for a 3-year period for an aggregate cost of \$1,086,992.00 for mailing services, including printing, sorting, and mailing of property taxes and water bills. This total includes up to \$332,000.00 annually for postage, with the annual service cost being \$361,912.00 for FY2026, \$361,912.00 for FY2027 and \$363,168.00 for FY 2028. Additional postage costs will be as-needed, due to volume of mailing and associated USPS postage increases if applicable.

Funding will come from the following accounts:


Account Number	Account Name	Amount
101-253.200-900.000	CUSTOMER SERVICES- TREASURY OPERATIONS- PRINTING AND PUBLISHING	\$29,912.00
101-253.200-902.000	CUSTOMER SERVICES- TREASURY OPERATIONS- POSTAGE	\$332,000.00
	<b>FY26 Total</b>	<b>\$361,912.00</b>
101-253.200-900.000	CUSTOMER SERVICES- TREASURY OPERATIONS- PRINTING AND PUBLISHING	\$29,912.00
101-253.200-902.000	CUSTOMER SERVICES- TREASURY OPERATIONS- POSTAGE	\$332,000.00
	<b>FY27 Total</b>	<b>\$361,912.00</b>
101-253.200-900.000	CUSTOMER SERVICES- TREASURY OPERATIONS- PRINTING AND PUBLISHING	\$31,168.00
101-253.200-902.000	CUSTOMER SERVICES- TREASURY OPERATIONS- POSTAGE	\$332,000.00
	<b>FY28 Total</b>	<b>\$363,168.00</b>
	<b>3 Year Grand Total</b>	<b>\$1,086,992.00</b>

**IT IS RESOLVED**, that the appropriate city officials are authorized to do all things necessary to enter into a 3-year contract with Sebis Direct Inc. for printing, sorting, mailing of property taxes and water bills along with additional postage as needed for a FY26 total amount not to exceed \$361,912.00 pending budget adoption, a FY27 total amount not to exceed \$361,912.00 pending budget adoption, and a FY28 total amount not to exceed \$363,168.00 pending budget adoption, for an aggregate (3) year grand total not to exceed \$1,086,992.00 with additional postage as needed.

APPROVED AS TO FORM:

  
JoAnne Gurley (May 21, 2025 16:50 EDT)

Joanne Gurley, City Attorney

  
Clyde D. Edwards / A0465 (May 22, 2025 10:18 EDT)


Clyde Edwards, City Administrator

APPROVED AS TO PURCHASING:



Lauren Rowley, Purchasing Manager

APPROVED AS TO FINANCE:

  
Phillip Moore (May 14, 2025 10:20 EDT)

Phillip Moore, Chief Financial Officer

\_\_\_\_\_  
City Council



## **CITY OF FLINT**

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**TODAY'S DATE:** 4/23/25

**BID/PROPOSAL#** RFP 25000518

**AGENDA ITEM TITLE:** Printing and Sorting and mailing of Property Taxes and Water Bills

**PREPARED BY:** KFowler

**VENDOR NAME:** Sebis Direct Inc.

#### **Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

***Vendor Compliance (This vendor has been properly vetted and the responses are below):***

Federal government (All documentation current, no violations) ☒ YES ☐ NO

State government (All documentation current, no violations) ☒ YES ☐ NO

City of Flint (All documentation current, no violations) ☒ YES ☐ NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

The Customer Service Center/ Treasury desires to enter into a 3-year contract with Sebis Direct Inc. for printing, sorting, and mailing tax and water bills. Sebis Direct Inc. is compatible with our current BS&A system and meets all requirements submitted in Bid Request for Proposal 25000518 including but not limited to: meeting due dates, producing correct document type and sizes, possesses software needed to accept and send files, and the ability to make any necessary changes to documents without large delay in production. The Treasury Dept./Customer Service will be able to utilize the systems Sebis Direct Inc. has to be able to Update Messages on bills, view previous bills, track mailings, track postage expenses in addition to all requirements needed per the RFP.

Sebis Direct Inc. has submitted a proposal for printing, mailing, and sorting water and tax bills for FY26 for \$29,912.00, FY27 for \$29,912.00 and FY28 for \$31,168.00. Postage not included.

#### **PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

☐ Sole Source (Please attach sole source statement to requisition)

☒ Competitive Bid Process (Please attach bid tabulation/documents to requisition)

☐ Cooperative Contract (MIDeal, Sourcewell, GSA, or other municipality)

\*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

☐ (3) Quotes (please attach all quotes to your requisition)





## **CITY OF FLINT**

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

<b>Fiscal Year</b>	<b>Account</b>	<b>FY GL Allocation</b>	<b>FY PO Amount</b>	<b>FY Expensed</b>	<b>Resolution</b>

--

**Section III.**

**POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

Sebis Direct Inc. has the equipment and staffing to process, print, and mail water and property tax bills on behalf of the City of Flint. The equipment they have allows the processing of bills to be done quickly and efficiently. The Access Direct website that City of Flint personnel will be able to use will allow us to track mailings, find address issues, and update important messages and information on bills quickly. The attached proposal includes other benefits and features Sebis Direct Inc. offers.

**Section IV: FINANCIAL IMPLICATIONS:**

**IF ARPA related Expenditure:**

Has this request been reviewed by E&Y Firm: YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:

--



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

BUDGETED EXPENDITURE? YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
CSC	CUSTOMER SERVICES- TREASURY OPERATIONS- PRINTING AND PUBLISHING	101-253.200-900.000		\$29,912.00
	CUSTOMER SERVICES- TREASURY OPERATIONS- POSTAGE	101-253.200-902.000		\$332,000.00
		<b>FY26 GRAND TOTAL</b>		<b>\$361,912.00</b>
CSC	CUSTOMER SERVICES- TREASURY OPERATIONS- PRINTING AND PUBLISHING	101-253.200-900.000		\$29,912.00
	CUSTOMER SERVICES- TREASURY OPERATIONS- POSTAGE	101-253.200-902.000		\$332,000.00
		<b>FY27 GRAND TOTAL</b>		<b>\$361,912.00</b>
CSC	CUSTOMER SERVICES- TREASURY OPERATIONS- PRINTING AND PUBLISHING	101-253.200-900.000		\$31,168.00
	CUSTOMER SERVICES- TREASURY OPERATIONS- POSTAGE	101-253.200-902.000		\$332,000.00
		<b>FY28 GRAND TOTAL</b>		<b>\$363,168.00</b>

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: *(This will depend on the term of the bid proposal)*

BUDGET YEAR 1    **\$361,912.00**

BUDGET YEAR 2    **\$361,912.00**

BUDGET YEAR 3    **\$363,168.00**

OTHER IMPLICATIONS *(i.e., collective bargaining)*:



## CITY OF FLINT

### \*\* STAFF REVIEW FORM \*\*

Effective: March 5, 2025

PRE-ENCUMBERED? YES ☒ NO ☐ REQUISITION NO: 2500100061

ACCOUNTING APPROVAL: Amanda Trujillo Date: 05/13/2025  
Amanda Trujillo (May 13, 2025 13:56 EDT)

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☒ NO ☐

#### Section V: RESOLUTION DEFENSE TEAM:

(Place the names of those who can defend this resolution at City Council)

	NAME	PHONE NUMBER
1	Amanda Trujillo	810-766-7015
2	Tiffany Leppan	810-766-7015
3	Phillip Moore	810-766-7266

STAFF RECOMMENDATION: (PLEASE SELECT): ☒ APPROVED ☐ NOT APPROVED

DEPARTMENT HEAD SIGNATURE: Amanda Trujillo  
Amanda Trujillo (May 13, 2025 13:56 EDT)  
Amanda Trujillo- City of Flint Treasurer

FINANCE DEPARTMENT SIGNATURE: Philly Moore  
Phillip Moore (May 13, 2025 14:01 EDT)  
Phillip Moore- Chief Financial Officer

ADMINISTRATION APPROVAL: Clyde D. Edwards  
Clyde D. Edwards (May 13, 2025 15:18 EDT)  
(for \$20,000 or above spending authorizations)

### Bidder 1: Wolverine

	FY26	FY27	FY28	TOTAL
Tax Bills	\$12,600.00	\$12,600.00	\$12,600.00	\$37,800.00
Water Bills	\$21,600.00	\$21,600.00	\$21,600.00	\$64,800.00
500 Shut off Notices	\$15,000.00	\$15,000.00	\$15,000.00	\$45,000.00
			<b>GRAND TOTAL</b>	<b>\$147,600.00</b>

\*Postage not included

### Bidder 2: Lasercom

	FY26	FY27	FY28	TOTAL
Tax Bills	\$9,805.00	\$9,805.00	\$9,805.00	\$29,415.00
Water Bills	\$12,924.00	\$12,924.00	\$12,924.00	\$38,772.00
500 Shut off Notices	\$3,000.00	\$3,000.00	\$3,000.00	\$9,000.00
			<b>GRAND TOTAL</b>	<b>\$77,187.00</b>

\*Postage not included

### Bidder 3: Amsive

	FY26	FY27	FY28	TOTAL
Tax Bills	\$10,760.00	\$11,040.00	\$11,400.00	\$33,200.00
Water Bills	\$54,360.00	\$56,160.00	\$57,600.00	\$168,120.00
500 Shut off Notices	\$4,860.00	\$4,980.00	\$5,460.00	\$15,300.00
			<b>GRAND TOTAL</b>	<b>\$216,620.00</b>

\*Postage not included

### Bidder 4: Questmark

	FY26	FY27	FY28	TOTAL
Tax Bills	\$17,920.00	\$18,360.00	\$18,840.00	\$55,120.00
Water Bills	\$57,600.00	\$59,040.00	\$60,480.00	\$177,120.00
500 Shut off Notices	\$3,249.96	\$3,327.96	\$3,405.96	\$9,983.88
			<b>GRAND TOTAL</b>	<b>\$242,223.88</b>

\*Postage not included

### Bidder 5: Sebis Direct Inc.

	FY26	FY27	FY28	TOTAL
Tax Bills	\$11,240.00	\$11,240.00	\$11,680.00	\$34,160.00
Water Bills	\$16,200.00	\$16,200.00	\$16,920.00	\$49,320.00
500 Shut off Notices	\$2,472.00	\$2,472.00	\$2,568.00	\$7,512.00
			<b>GRAND TOTAL</b>	<b>\$90,992.00</b>

\*Postage not included

# Wolverine

## BID ANALYSIS FORM

Interested vendors are to complete this document and submit it as part of their bid packet.

### Section A- Tax Bills

Item #	Description	Year 1 Award date - 7/1/25- 6/30/26 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total - 3 Year (A+B+C)
1	Summer Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of tax bill to include 2 page 4-part coupon, 1 for payment in full, and 1 for each installment with due dates of 7/31, 10/31, and 2/28, as outlined in specification of this bid. One mailing only that is received by citizens by 7/1 of each year. Vendor is to price for approximately 40,000 bills.	\$7,400.00	\$7,400.00	\$7,400.00	\$22,200.00
2	Winter Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of 1 page 2-part tax bill that is to be received by citizens by 12/1 with a bill reflecting a due date of 2/14. One mailing of approximately 40,000 bills.	\$5,200.00	\$5,200.00	\$5,200.00	\$15,600.00
3	Grand Total - Item 1 + Item 2	\$12,600.00	\$12,600.00	\$12,600.00	\$37,800.00

### Section B – Water Bills and Shutoff Notices

Item #	Description	Year 1 Award date – 6/30/25 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total – 3 Year (A+B+C)
1	Water Bills - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of water bill as outlined in specification of this bid. Approximately 30,000 bills are sent out each month. 9 cycles of bills mailed throughout each month. Vendor is to provide pricing to perform work on a monthly basis.	\$ .06/ea  /mth.	\$ .06/ea  /mth.	\$ .06/ea  /mth.	TBTS  /mth.
2	Shutoff Notices - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of shutoff notices on a weekly basis. Vendor is to provide pricing to perform work on a monthly basis based on sending out 500-2000 notices a week.	\$1,250.00  /mth.	\$1,250.00  /mth.	\$1,250.00  /mth.	\$3,750.00  /mth.
3	Grand Total - Item 1 + Item 2 +	\$1,250.00 + .06/ea	\$1,250.00 + .06/ea	\$1,250.00 + .06/ea	\$3,750.00 + .06/ea

NOTE #1 is \$ .06/ea VARIABLE BASED ON QTY PRINTED & PROCESSED.

# Lasercom

## BID ANALYSIS FORM

Interested vendors are to complete this document and submit it as part of their bid packet.

### Section A- Tax Bills

Item #	Description	Year 1 Award date - 7/1/25- 6/30/26 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total - 3 Year (A+B+C)
1	Summer Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of tax bill to include 2 page 4-part coupon, 1 for payment in full, and 1 for each installment with due dates of 7/31, 10/31, and 2/28, as outlined in specification of this bid. One mailing only that is received by citizens by 7/1 of each year. Vendor is to price for approximately 40,000 bills.	6475.00	6475.00	6475.00	6475.00
2	Winter Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of 1 page 2-part tax bill that is to be received by citizens by 12/1 with a bill reflecting a due date of 2/14. One mailing of approximately 40,000 bills.	3330.00	3330.00	3330.00	3330.00
3	Grand Total - Item 1 + Item 2	9805.00	9805.00	9805.00	9805.00

**Section B – Water Bills and Shutoff Notices**

Item #	Description	Year 1 Award date – 6/30/25 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total – 3 Year (A+B+C)
1	Water Bills - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of water bill as outlined in specification of this bid. Approximately 30,000 bills are sent out each month. 9 cycles of bills mailed throughout each month. Vendor is to provide pricing to perform work on a monthly basis.	1077.00  /mth.	1077.00  /mth.	1077.00  /mth.	1077.00  /mth.
2	Shutoff Notices - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of shutoff notices on a weekly basis. Vendor is to provide pricing to perform work on a monthly basis based on sending out 500-2000 notices a week.	250.00  /mth.	250.00  /mth.	250.00  /mth.	250.00  /mth.
3	Grand Total - Item 1 + Item 2	1327.00	1327.00	1327.00	1327.00



# Amsive

## Section A- Tax Bills

Item #	Description	Year 1 Award date - 7/1/25- 6/30/26 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total - 3 Year (A+B+C )
1	Summer Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of tax bill to include 2 page 4-part coupon, 1 for payment in full, and 1 for each installment with due dates of 7/31, 10/31, and 2/28, as outlined in specification of this bid. One mailing only that is received by citizens by 7/1 of each year. Vendor is to price for approximately 40,000 bills.	\$166/pc Or \$6,640.00 for producing 40,000 pieces.  Not Including Postage	\$170/pc Or \$6,800.00 for producing 40,000 pieces.  Not Including Postage	\$176/pc Or \$7,040.00 for producing 40,000 pieces.  Not Including Postage	
2	Winter Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of 1 page 2-part tax bill that is to be received by citizens by 12/1 with a bill reflecting a due date of 2/14. One mailing of approximately 40,000 bills.	\$103/pc Or \$4120.00 for producing 40,000 pieces.  Not including Postage	\$106/pc Or \$4,240.00 for producing 40,000 pieces.  Not Including Postage	\$109/pc Or \$4360.00 for producing 40,000 pieces.  Not Including Postage	
3	Grand Total - Item 1 + Item 2	\$10,760.00	\$11,040	\$11,400	\$33,200

### Section B – Water Bills and Shutoff Notices

Item #	Description	Year 1 Award date – 6/30/25 (A)	Year 2 07/01/26– 06/30/27 (B)	Year 3 07/01/27 – 06/30/28 (C)	Total – 3 Year (A+B+C)
1	Water Bills - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of water bill as outlined in specification of this bid. Approximately 30,000 bills are sent out each month. 9 cycles of bills mailed throughout each month. Vendor is to provide pricing to perform work on a monthly basis.	\$ .151/pc  Or  \$4530/mnt  Not including Postage	\$ .156/pc  Or  \$4680/mnth  Not including Postage	\$ .160/pc  Or  \$4800/mnt  Not including Postage	
2	Shutoff Notices - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of shutoff notices on a weekly basis. Vendor is to provide pricing to perform work on a monthly basis based on sending out 500-2000 notices a week.	\$ .81/pc  Or  \$405.00 for mailing 500 pieces.  Not including postage	\$ .83/pc  Or  \$415.00 for mailing 500 pieces.  Not including postage	\$ .85/pc  Or  \$455.00 for mailing 500 pieces.  Not including postage	
3	Grand Total - Item 1 + Item 2	\$4935.00	\$5095.00	\$5255.00	\$15,285.00

# Questmark

## BID ANALYSIS FORM

Interested vendors are to complete this document and submit it as part of their bid packet.

### Section A- Tax Bills

Item #	Description	Year 1 Award date - 7/1/25- 6/30/26 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total - 3 Year (A+B+C)
1	Summer Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of tax bill to include 2 page 4-part coupon, 1 for payment in full, and 1 for each installment with due dates of 7/31, 10/31, and 2/28, as outlined in specification of this bid. One mailing only that is received by citizens by 7/1 of each year. Vendor is to price for approximately 40,000 bills.	\$10,800.00	\$11,080.00	\$11,360.00	\$33,240.00
2	Winter Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of 1 page 2-part tax bill that is to be received by citizens by 12/1 with a bill reflecting a due date of 2/14. One mailing of approximately 40,000 bills.	\$7,120.00	\$7,280.00	\$7,480.00	\$21,880.00
3	Grand Total Item 1 + Item 2	\$17,920.00	\$18,360.00	\$18,840.00	\$55,120.00

**Section B – Water Bills and Shutoff Notices**

Item #	Description	Year 1 Award date – 6/30/25 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total – 3 Year (A+B+C)
1	Water Bills - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of water bill as outlined in specification of this bid. Approximately 30,000 bills are sent out each month. 9 cycles of bills mailed throughout each month. Vendor is to provide pricing to perform work on a monthly basis.	\$4,800.00          /mth.	\$4,920.00          /mth.	\$5,040.00          /mth.	\$14,760.00          /mth.
2	Shutoff Notices - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of shutoff notices on a weekly basis. Vendor is to provide pricing to perform work on a monthly basis based on sending out 500-2000 notices a week.	\$270.83          /mth.	\$277.33          /mth.	\$283.83          /mth.	\$832.00          /mth.
3	Grand Total - Item 1 + Item 2	\$5,070.83	\$5,197.33	\$5,323.83	\$15,592.00

# Sebis

## BID ANALYSIS FORM

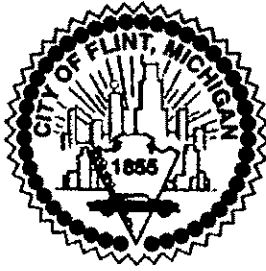
Interested vendors are to complete this document and submit it as part of their bid packet.

### Section A- Tax Bills

Item #	Description	Year 1 Award date - 7/1/25- 6/30/26 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total - 3 Year (A+B+C)
1	Summer Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of tax bill to include 2 page 4-part coupon, 1 for payment in full, and 1 for each installment with due dates of 7/31, 10/31, and 2/28, as outlined in specification of this bid. One mailing only that is received by citizens by 7/1 of each year. Vendor is to price for approximately 40,000 bills.	.178 / each  40,000 x 0.178 = \$ 7,120.00	.178 / each  40,000 x 0.178 = \$ 7,120.00	.185 / each  40,000 x 0.185 = \$ 7,400.00	\$ 21,640.00
2	Winter Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of 1 page 2-part tax bill that is to be received by citizens by 12/1 with a bill reflecting a due date of 2/14. One mailing of approximately 40,000 bills.	.103 / each  40,000 x .103 = \$ 4,120.00	.103 / each  40,000 x .103 = \$ 4,120.00	.107 / each  40,000 x .107 = \$ 4,280.00	\$ 12,520.00
3	Grand Total - Item 1 + Item 2	\$ 11,240.00	\$ 11,240.00	\$ 11,680.00	\$ 34,160.00

### Section B - Water Bills and Shutoff Notices

Item #	Description	Year 1 Award date - 6/30/25 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total - 3 Year (A+B+C)
1	Water Bills - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of water bill as outlined in specification of this bid. Approximately 30,000 bills are sent out each month. 9 cycles of bills mailed throughout each month. Vendor is to provide pricing to perform work on a monthly basis.	.045 / each  30,000 x 0.045 = <b>\$1,350</b> /month	.045 / each  30,000 x 0.045 = <b>\$1,350</b> /month	.047 / each  30,000 x 0.047 = <b>\$1,410</b> /month	<b>\$ 4,110</b> /month
2	Shutoff Notices - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of shutoff notices on a weekly basis. Vendor is to provide pricing to perform work on a monthly basis based on sending out 500-2000 notices a week.	.103 / each  500 x 0.103 x 4 wks = \$206.00  2000 x 0.103 x 4 wks = \$824.00 <b>\$206 - \$824</b>  /month.	.103 / each  500 x 0.103 x 4 wks = \$206.00  2000 x 0.103 x 4 wks = \$824.00 <b>\$206 - \$824</b>  /month.	.107 / each  500 x 0.107 x 4 wks = \$214.00  2000 x 0.107 x 4 wks = \$1,040.00 <b>\$214 - \$856</b>  /month.	<b>\$ 626</b> - <b>\$ 2,504</b> /month
3	Grand Total - Item 1 + Item 2	<b>\$ 1,556 -</b> <b>\$ 2,174 /</b> month	<b>\$ 1,556 -</b> <b>\$ 2,174 /</b> month	<b>\$ 1,624 -</b> <b>\$ 2,266 /</b> month	<b>\$ 4,736 -</b> <b>\$ 6,614 /</b> month



**PROPOSAL RESPONSE  
TO:**

City of Flint  
Printing, Sorting, Mailing Of  
Property Taxes And Water Bills  
Proposal Number: 25000518

Attention:

Lauren Rowley

Due Date:  
Monday, March 10<sup>th</sup>, 2025  
10:00 AM CDT

City of Flint  
1101 S. Saginaw St.  
Flint, MI 48502

**PROPOSAL FROM:**



**Wes Sanders**  
President

6247 W. 74th St  
Bedford Park, IL 60499

Phone: 312-243-9300 x22

Fax: 708-546-2006

Email: [wes@sebis.com](mailto:wes@sebis.com)

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



**NIST**  
National Institute of  
Standards and Technology  
U.S. Department of Commerce



**Sebis Direct Inc.**

**CHICAGO**

6247 West 74th Street  
Bedford Park, IL 60499  
312-243-9300

**CLEVELAND**

1100 Valley Belt Road  
Brooklyn Heights, OH 44131  
216-298-1954

**PHOENIX**

3540 West Lincoln Street  
Phoenix, AZ 85009



6516 West 74<sup>th</sup> Street  
Bedford Park, IL 60638  
phone: 312-243-9300  
fax: 708-546-2006  
email: [info@sebis.com](mailto:info@sebis.com)

## City of Flint Proposal

To: Lauren Rowley, Purchasing Manager  
Organization: City of Flint, MI  
From: Wes Sanders, President  
Subject: Document Delivery Cover Letter  
Date: 03/03/2025

Dear Lauren,

Sebis Direct is pleased to provide the following proposal seeking to provide the City of Flint with our organization's printing and mailing services for the production of your property and water utility bills. Sebis proposes to use its **Document-Direct** platform for the production and management of these critical documents and communications. This response outlines an efficient approach to managing the complex document process cycle that is utility billing operations. It is with this information and technology that Sebis can guarantee the City of Flint the benefit of lower costs of production while achieving the highest level of automation and compliance in your billing distributions.

Sebis Direct provides the following advantages which directly address the scope of work outlined in the City of Flint's request:

➤ **Document Management Partner**

Sebis is an outstanding partner that can assist the City as it continues its outsource strategy. Sebis' does not see documents as paper, but as the intersection of content, presentation and delivery. Sebis' skill set, tools, and approach are ideal to develop and achieve Flint's document and billing objectives and are completely committed to deliver the existing production needed today.

➤ **Document Management**

Sebis is a single source provider that modernizes and produces every type of document and service the City of Flint requires including, but not limited to, printing and mailing of statements, CASS certification, barcode and OCR line creation, and FTP data transmission acceptance. Your organization will benefit from the latest technologies in document management, electronic delivery, storage and retrieval, imaging, and production.

➤ **35 Years of Experience**

Established in 1989, Sebis Direct possesses decades of experience in compliant, secure, and reliable document management services. Among the various services we provide, Sebis is especially experienced in producing tax and utility billings using both paper and internet delivery methods for our government clients like the **City of Chicago**. This experience has not only made Sebis experts in the production and handling of government billing services, but it has enhanced our understanding of how paramount these documents are to both government agencies and its constituents. Communication to residents requires outstanding attentiveness and accuracy which Sebis is more than equipped to provide.

➤ **We're Close!**

Located in the Chicagoland suburb of Bedford Park, IL, Sebis has the advantage over many other document management providers in being exceedingly proximal to the City of Flint's residents guaranteeing a swift computer-to-resident process. Additionally, Sebis owns a back up location in the Cleveland metropolitan area that can produce each and every one of your documents if our locations experience any interruption. With our geographic proximity to your residents and our comprehensive disaster recovery plans, we are confident that Sebis can provide efficient service required by the City of Flint and its residents.



➤ **Online Controls**

Our state-of-the-art *Access Direct* application provides our clients with true Enterprise Content Management (ECM) and document management. The City of Flint will have real-time, accurate, and direct access to all of its processes at all times. Our outstanding application provides online reporting of all process metrics, item inventories, postage, and delivery rates. Additionally, our system includes an easy-to-use archive of all historical document processes, process controls, and document activity.

➤ **24/7 Access and Technical Account Management**

In addition to our readily available *Access Direct* application that provides you around the clock metrics of your document processes, Sebis provides dedicated Technical Account Management (TAM) with primary and back-up personnel to address your questions and requests. Our Account Management team carries years of experience and are wholly committed to ensuring complete customer satisfaction in all of our clients' document management needs.

➤ **Automated Processes for Document and Statement Production**

Highly automated, compliant, and secure production systems that operate around the clock. Processes are highly efficient as they are automatically started within minutes of the electronic data arrival.

➤ **Latest Technology**

Sebis' approach uses Open Source technologies that comply with International standards. The City of Flint will benefit by being able to generate utility bills in multiple forms of output including paper, web, email, voice, text and fax deliveries. Additionally, the Sebis Automated Document Factory (ADF) is used for documents requiring the highest degree of security and integrity.

The approach and execution of this project will be extremely collaborative. The City of Flint's documents and related communications will be world-class in every aspect.

Thank you for your time and attention to this proposal.



Sincerely,  
Wes Sanders  
President  
312-243-9300 ext. 22

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## Exhibit A - Submittal With Detailed Summary Of Pricing

The requested summary of pricing can be found in the "Bid Analysis Form" found towards the end of this proposal. Addendum 2 stated that the #10 double windowed envelopes are to be customized with Customer Service's return address and "IMPORTANT TAX BILL ENCLOSED" on the front of the envelope.

Sebis Direct would like to propose that the standard #10 double-windowed envelope with no customization be utilized to streamline processes during document insertion, as well as promote cost savings for the City of Flint.

Further information on custom envelopes and Sebis' White Paper Factory Envelopes can be found in the section labeled "Custom Envelopes vs. Blank White Paper Factory Envelopes".

### Bid Requirements

Property Taxes	
Vendor's company must have the ability to provide envelopes, stuff the bills, sort the bills to post office specifications in order to receive the most advantageous postage rate, and deliver these bills to the post office.	This requirement is fully met. We might also recommend that white envelopes be entertained for these mailings, which could introduce cost savings for this material cost. We are happy to provide revised pricing with this adjustment at the City's request. The current pricing sheet reflects the sample materials (i.e., #10 envelopes with "IMPORTANT TAX BILL ENCLOSED" labeled on the front) that were provided for evaluation.
Company must have CASS certification software. This must include the ability to correct any faulty addresses.	This requirement is fully met. Sebis provides CASS and NCOA processing to all clients.
Company must have the ability to laser print postal barcodes and OCR lines on the bills. Company must be certified by the post office to deliver postal bar-coded mail.	This requirement is fully met.
Company must have the ability to accomplish the above and mail said Winter Tax bills by no later than December 1, 2025 with bills printed by no later than November 15, 2025, and Summer Tax bills mailed by no later than July 1, 2025 and printed by not later than June 15, 2025. Each subsequent year will be updated with the current year.	This requirement is fully met.
Successful company will be responsible for meeting standards required by the City's lockbox operation for scan-able documents. Programming is required to format scan lines with check digit calculations for lockbox.	This requirement is fully met.
Company must have the ability to accept data files electronically (FTP).	This requirement is fully met. Sebis can accept any type of flat data file via FTP.
The summer tax form is printed on 11" X 17" stock paper, perforated in the center of the paper, bottom left side of the paper, and three equal sections on the right side of the centered perforation. This coupon style format allows citizens the option to pay taxes either in full or installments. Citizen's name, address, parcel number, payment amount, and due date are on	This requirement is fully met.

each coupon. The citizen's information is on the left side of the form, along with taxing authority dollar assessment. There is also a coupon on the bottom of the left side, which is used as a coupon if the citizen wants to make a payment in full (See exhibit A for an example).	
The winter tax form is printed on 8 1/2 " X 11" stock paper, with perforation at the bottom of the page, which represents a coupon for the citizen to submit to the City. The top portion of the form contains citizen's information and taxing authority information (See exhibit B for an example).	This requirement is fully met.
The City will provide to the selected vendor a word document that has instructions to the citizens on how to pay taxes. This information will be printed on the back of the tax bills.	This requirement is fully met. Sebis is capable of providing duplex printing services.

<b>Water Bill and Shutoff Notice</b>	
Vendor's company must have the ability to provide card stock for the water bills. Vendor must also provide envelopes, stuff shutoff notices, sort the notices to post office specifications in order to receive the most advantageous postage rate, and deliver all bills and notices to the post office.	This requirement is fully met.
Company must have CASS certification software. This must include the ability to correct any faulty addresses.	This requirement is fully met. Sebis provides CASS and NCOA processing to all clients.
Company must have the ability to laser print postal barcode and OCR lines on the bills. Company must be certified by the post office to deliver postal bar coded mail.	This requirement is fully met.
Successful company will be responsible for meeting standards required by the City's lockbox operation for scan-able documents. Programming is required to format scan lines with check digit calculations for lockbox.	This requirement is fully met.
Company must have the ability to accept data files electronically (FTP).	This requirement is fully met. Sebis can accept any type of flat data file via FTP.
The water bill is printed on 6" X 4 1/4 " postcard stock and weight. Citizen's billing information is on the front of the card and City information is included on the back. The back of the card is also used for providing short messages from the City to the citizens and is subject to change on short notice. A portion of the bottom of the bill is perforated in order to provide a receipt or record for the citizen (See exhibit C for an example). These bills are printed monthly and mailed in nine cycles during the month.	This requirement is fully met.
The shutoff notice is printed on 8 1/2 " X 11 paper with	This requirement is fully met.

citizen's information on the bottom and a section at the bottom that the citizen uses as a coupon to remit payment. The City will remit a file to the selected vendor on a weekly basis that contains information to be printed on this notice (See exhibit D for an example).	
There are 9 cycles of water bills sent throughout each month. Each time the City supplies a file to the vendor, the vendor will be expected to send a proof and await approval before printing. Bills are expected to be mailed out within 48 hours of the file being delivered, and the City should be notified when they are mailed.	This requirement is fully met. Appointed City stakeholders can be notified at the completion of a file process, a process approval, and mail delivery.

## Proposed Solution Outline

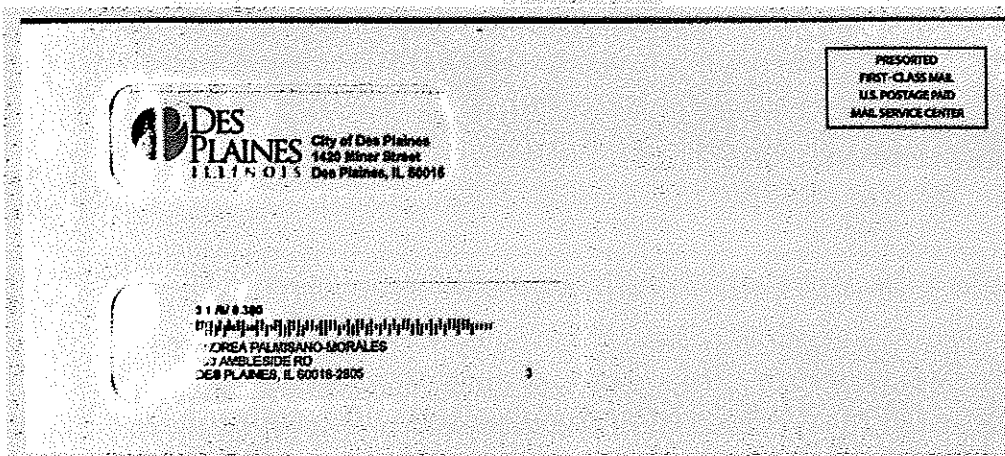
Sebis will employ the **Access Direct** application for the City of Flint to routinely upload their billing data as it becomes available to the client. The **Access Direct** application provides the control of document production to the client allowing you to upload billing and tax data, view the resulting documents, manage any elements of your documents, and approve your processes for production. This application provides additional services including householding, management of mailing histories, postage balances, mail tracking, and records of previously generated documents.

The Access Direct application allows for role-based user access that is assigned and coordinated by the City of Flint's staff. Internal auditing services allow for application administrators to review the actions of users such as documents that have been reviewed, downloaded, processed, and approved by each user.

Sebis Direct provides USPS® Coding Accuracy Support System (CASS™) services as required by USPS to cleanse and standardize address data before your document proofs are rendered. Once processes are approved, mailings will be sorted, printed or emailed, and deposited to our closest USPS facility. Sebis' proximity to USPS (0.4 miles) and the use of First Class mail make it so the City of Flint's documents are delivered within 1-3 business days from drop-off.

Along with the traditional mailing services we provide for our clients' utility bills, Sebis also provides our eDocument Direct service – allowing the electronic delivery of invoices and bills with an accompanying online bill payment service. Customers are not required to own a PDF Viewer making their bill documents incredibly accessible. Our application provides secure eCommerce services that accept incoming payments from all major credit cards. Customers can schedule future payments, recurring payments, or one time payments through our state-of-the-art software.

## Custom Envelopes vs. Blank White Paper Factory Envelopes



The envelopes Sebis provides by default do not include any custom graphics. Examine the image posted. The reply address window is used for the City of Des Plaines Logo graphic. For much of history, Municipal billing mailings (as well as most transactional billing mailings) consisted of custom envelope and letterhead materials. Generally, the job consisted of a custom color outer envelope, custom reply envelope(s) and even pre-printed letterhead with color City Seals and perhaps logo artifacts.

This appeared attractive and made these mailings easy to identify. But there are drawbacks.

Custom Envelopes	White Paper Factory (WPF)
<ul style="list-style-type: none"><li>• A company like Sebis had to manage hundreds of these stock items. (Three per customer)</li><li>• Need to manage inventory levels of each item. Running out could cause very bad – significant delays.</li><li>• Printed envelopes needed to be outsourced.</li><li>• Numerous small difference in envelope design or construction – location of the windows, etc caused delays in set-up.</li><li>• Changes to anything causes pre-printed items to be discarded and re-printed.</li><li>• If a business continuity site was in-use, these materials needed to be stocked in both locations.</li><li>• When processing the job, a set-up was required for each city. You cannot combine cities in production because each has their own materials.</li></ul>	<ul style="list-style-type: none"><li>• There is NO preprinted stock anywhere. The physical production of each job becomes sort of – virtual.</li><li>• Clients' billing is run along with billing that shares the same physical characteristics and service levels.</li><li>• Disaster Recovery is easier to support because there is no pre-printed stock.</li><li>• Since Sebis buys these materials in the millions, jobs run together reducing set-ups, never throw out obsolete stock, no shipping charges = It saves money.</li><li>• The City of Flint cannot have tag lines on the envelopes and recipients need to insert the payment stub in the correct orientation.</li></ul>

When dynamic color printing overtook black-only laser printing, all companies like Sebis were able to discard and do away with pre-printed letterheads. The color presses we use, print the letterhead in color along with the dynamic billing document data all in one pass.

Sebis supports customers that adopt the White-Paper-Factory system and those that don't. Large enough customers such as Cook County and The City of Chicago, use their own stock, but the sheer size of the mailing activity acts to reduce the advantages of the WPF.

The following table illustrates the additional differences in each type:

Discussion Point	Custom Envelopes	Use White Paper Factory (WPF) Envelopes
Outer Envelope Appearance	Custom envelopes will have a single window. The upper left of the envelope will generally have graphics and logo artifacts printed using client colors and art.	The envelope itself is white with two windows. The recipient address shows through the bottom window. The window in the upper left shows the client logos and art in color from the first page of the billing document.
Reply Envelope Utility	The reply envelope is preprinted with the address of the bill remit location. The user can put anything in the envelope (pay stub check, etc.) in any order and orientation.	The reply envelope has a single window. The recipient must put the pay stub in the envelope such that the remit address of the stub shows through the window. The check must be placed behind the stub.
Version Control / Changes	Changing any aspect of envelopes has logistics implications. This could also result in the spoiling or discarding of envelopes.	The blank envelopes have no content and are not subject to version changes.
Envelope Cost	The printing of small – 6 to 8 month - quantities of custom envelopes in color or even black is higher than the use of the blank WPF envelopes.	Sebis purchases the blank WPF envelopes in quantities in the millions. This results in a lower cost envelope.
Processing Cost	<p>The City of Flint's jobs must be set-up and run as it's own job. The set-up and shut down and mailing release charges must bear the expense of individual running of this one smaller job.</p> <p>The cost will be higher than WPF.</p>	Once approved, the City of Flint's job will be combined with many other jobs that have the same WPF schedule. There will be no individual set-up and shut down of a single smaller run. The processing fixed costs will be lower.
Disaster Recovery	The use of customer envelopes requires that they be stored and available in an alternate Sebis facility. These envelopes may eventually become stale or obsolete and may need to be replaced from time to time.	The Sebis blank WPF envelopes are stored in the millions in ALL Sebis locations. The City of Flint's documents can run from ANY Sebis facility without the concern of using a custom envelope.
Size of Runs	If there is a small run, say shut-off notices, the flat charges to set-up and run this small quantity will be high on a per piece basis.	The size of run does not matter. Because even a run of a single mailpiece is efficient since it is combined with thousands of other mailpieces in the actual process.

## Experience and Executive Summary

Sebis Direct was incorporated in 1989.  
Number of employees – 101

Sebis' client list includes many world class consumer, health-care, government, and insurance organizations. Sebis Direct produces hundreds of thousands of critical transactional documents including ID cards, invoices, certificates, statements, policies, and notices of every type daily. Facilities in the Cleveland metropolitan area, the Chicago metropolitan area, and the Phoenix metropolitan area provide a high degree of horsepower and business continuity.

The following outstanding features are provided:

- Sebis is a single source provider that can modernize and produce every document type that the City of Flint requires. Sebis can accept PDFs, Xerox print streams, flat data, XML and all hybrid file types and consolidate these multiple data types into elegant streamlined document production and delivery processes.
- Sebis provides production that is focused on the high-integrity applications. This includes Automated Document Factory techniques that support compliance with HIPAA and SOC document privacy and security rules.
- Use of XML and processes based on open standards provides protection against vendor lock-in.
- The Access-Direct application provides on-line reporting of all process metrics, item inventories and postage. The system also provides a complete archive of all documents and document activity.
- Customer service includes 24x7 on-line access to reports and archives. The City of Flint will have a dedicated Technical Account Management team with primary and backup personnel during normal business hours.
- Highly automated production systems that operate around the clock. Processes are automatically started within minutes of the arrival of your data.
- Web-2-Print that can allow the City of Flint to use part of its documents for messages to customers (trans-promo). The City of Flint can compose it's own messages on the bills using the online Access-Direct system.

Sebis Direct currently hosts over 250 document generation applications in the Healthcare, Utility, Commercial, Government, Insurance, and Finance industries.

Sebis Direct has designed and implemented the following projects:

- Design and Development of Specialized Document Composition and Imaging programs to support complex form processing to early versions of Xerox High-Speed Centralized Laser Output Systems.
- Association Membership Management Packages.
- Municipality Vehicle Tax Services Software.
- Utility paper and electronic billing and revenue cycle processes.
- Insurance document kit storefronts.



- The Access Direct CRM Web system. This system permits 24/7 client access to all communication processes, inventory and logistics information at Sebis Direct.
- Electronic Print and Mail Plant Management Applications.
- The eDocument platform. This system is in use and being installed as clients add Electronic Billing Presentment and Payment (EBPP) to their systems.
- Sebis Direct is the design architect of the currently used policy document generation system that may be the first adoption of a pure XML Open Source system using XSL:FO 1.0 and docbook standards.
- Same Day complex document production and shipping applications meeting Federal NIST requirements for the management of Protected Health Information (PHI)
- On-line Document Storefronts allowing organizations to order and build their own correspondence.
- Development of nations largest consolidated production of Certificates of Insurance (COE). This system services the largest insurance agency organizations in the country.

Sebis Direct currently operates over 250 Business Process Outsource (BPO) applications.

The Sebis Direct organization has fully embraced the ideals of Open Source Software. Most of its production systems are in the General Public License. UNIX, Linux and its related technologies are fully utilized and promoted throughout.

The following information is submitted to provide background and experience on the anticipated personnel involved in the planning, development and operational phases of billing and statement production.

## Key Personnel

Person / Role	Outline
Wes Sanders, President	<p>Wes Sanders  Sebis Direct Incorporated 2/1989  University of Illinois at Chicago Circle; Information Engineering; 1984</p> <p>Wes was employed by Business Data, Inc., Chicago, Illinois as an application programmer. <i>(Business Data was purchased by Wallace Business Forms and then later became Moore-Wallace, now a part of Donnelly)</i>. He specialized in the development of accounting modules used by the automobile dealership industry. Later he designed, coded and implemented a system to provide sales correspondence to the same industry. This project as well as other independent software development consulting assignments was the inspiration to start Sebis Direct, Inc. in the Chicago neighborhood of River North in 1989.</p> <p>In 1993 Sebis moved to a 20,000 sq ft. facility at 417 South Jefferson Street, Chicago, Illinois. This location was built out and served as a production facility. In July 1998 Sebis moved to a 48,000 sq. ft. base location at 847 West Jackson Blvd., Chicago, Illinois. In October 2006, Sebis purchased and built out a state-of-the-art document production and management facility in the Chicago suburb of Bedford Park.</p> <p>In addition to the CEO responsibilities at Sebis Direct, Wes has designed and implemented the following projects:</p> <ul style="list-style-type: none"> <li>• Design and Development of Specialized Document Composition and Imaging programs to support complex form processing to early versions of Xerox High-Speed Centralized Laser Output Systems.</li> <li>• Association Membership Management Package.</li> <li>• Municipality Vehicle Tax Services Software.</li> <li>• The Access-Direct CRM Web system. This system permits 24/7 client access to all communication processes, historical billing, inventory and logistics information at Sebis.</li> <li>• Electronic Print and Mail Plant Management Application.</li> <li>• Wes was the principal architect of the eDocument-Direct System. The system is in use and being installed as clients add Electronic Billing Presentment and Payment (EBPP) to their billing systems. Wes has given presentations of this technology as well as general ebilling presentations.</li> <li>• Wes is the design architect of the currently used policy document generation system that may be the first adoption of a pure XML Open Source system using XSL:FO 1.0 and docbook standards.</li> </ul> <p>Sebis Direct currently operates over 250 Business Process Outsource (BPO) document management and production applications. 45% of these are in the area of Healthcare billing and related direct communications.</p> <p>Through Wes' direction, the Sebis organization has fully embraced Open Source Software and Principles. Most of its production systems are in the General Public License. Linux and its related technologies are fully utilized</p>

and promoted throughout.

Professional memberships in the document management and production space:

**XPLOR** [www.xplor.org](http://www.xplor.org)

Xplor International, also known as The Electronic Document Systems Association®, is the worldwide association, of users and suppliers of the products and services that create, modify, and deliver customized information using a variety of document technologies. Incorporated in 1981 as a not-for-profit association, its worldwide network of regions and chapters are directed, organized, and governed by its members. This was originally a Xerox Users Group.

**AIIM** [www.aiim.org](http://www.aiim.org)

AIIM is the community that provides education, research, and best practices to help organizations find, control, and optimize their information.

Wes is a certified ECM Practitioner as accredited by AIIM.



Kathy Morrin, Executive Vice President

Hire Date: 2/27/1995.

Job titles: Account Manager, Manager of Client Services, and Executive Vice President / COO.

Associate of Arts in Liberal Arts - Daley College, Chicago IL.

Bachelor of Arts in Integrated Marketing Communications - Columbia College, IL. Major in Advertising. Minor in Marketing.

Kathy was a Sr. Account Manager at a prior direct mail production firm, Cre-Ad Mail, in Chicago, IL. Additionally, she was the Circulation & Promotions Manager for a prominent medical publishing company affiliated with the American College of Surgeons. With over 25 years experience at Sebis, Kathy has provided every customer service and production management role Sebis has. Kathy is the Executive V.P. of Sebis and is the escalation after the TAM for any production or business related issues and queries.

Terry Bockhol, Vice President, IT

Hire Date: March 2001

DeVry Institute of Technology

SAIR/GNU LCP (Linux Certified Professional)

Terry is substantially responsible for the solution architecture of all modern Sebis systems. Terry has headed the development of numerous on-line systems as well as designed and collaborated on the nominal paper production systems. He currently contributes to various open source projects.

Cameron McHugh, Technical Account Manager

Hire Date: 6/20/2011

Job Titles: Technical Account Manager, Senior Technical Account Manager, and currently Senior Cloud Services Manager.

Bachelor of Science in Management – Purdue University, West Lafayette, IN

The lead staff member working for the City of Flint will be a Technical Account Manager with experience implementing multiple new clients. TAMS

Bob Anderegg, Sr. Project Manager (CIO)

have technical degrees and are cross trained between client applications. The City of Flint will have a primary TAM, a dedicated back up, and executive staff involvement as required. TAMs work with a team of programmers who manage data, set up documents, and provide online services. Sebis staff is assigned at the time of engagement.

Hire Date: 6/28/2010

Job titles: Technical Account Manager, Senior Technical Account Manager, Information Technology Director, Project Management Director

Bachelor of Arts in Business Administration - Keiser University, FL.

Bachelor of Science in Management Information Systems - Keiser University, FL

Master of Science in Organization and Management with Leadership Specialization - Capella University, MN

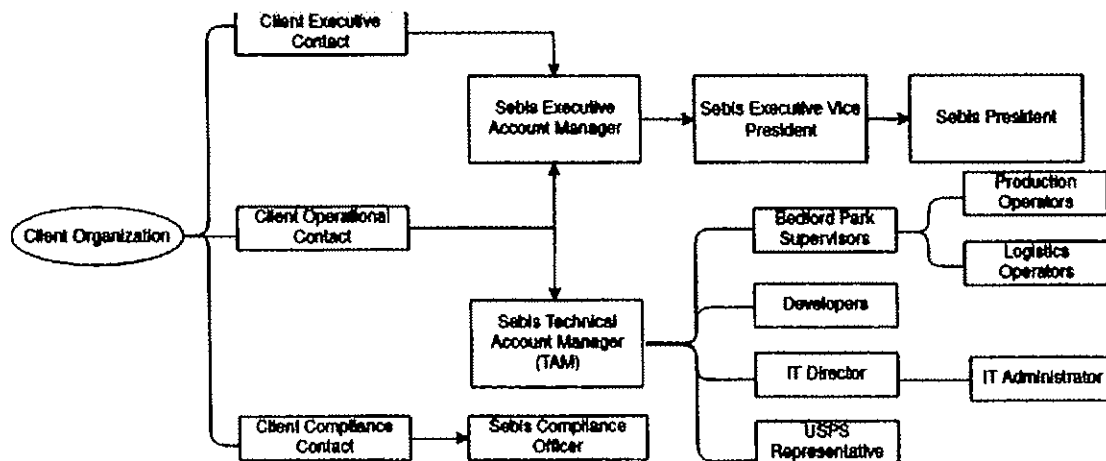
Bob was a manager for Walgreens drugstores at numerous locations across the Chicago metropolitan region. Additionally, he owned and operated a PC repair and general office supplies business.

Bob has also worked in an information technology/security and compliance role with a cryptocurrency exchange, ErisX, that was acquired by the Chicago Board Options Exchange (CBOE).

With nearly 15 years of experience at Sebis, Bob has been heavily involved with both front-end operations including interacting directly with clients as well as back-end operations including compliance, information technology/systems/security and production. Bob is currently serving Sebis as a Sr. Project Manager.

## Typical Client / Sebis Organizational Chart

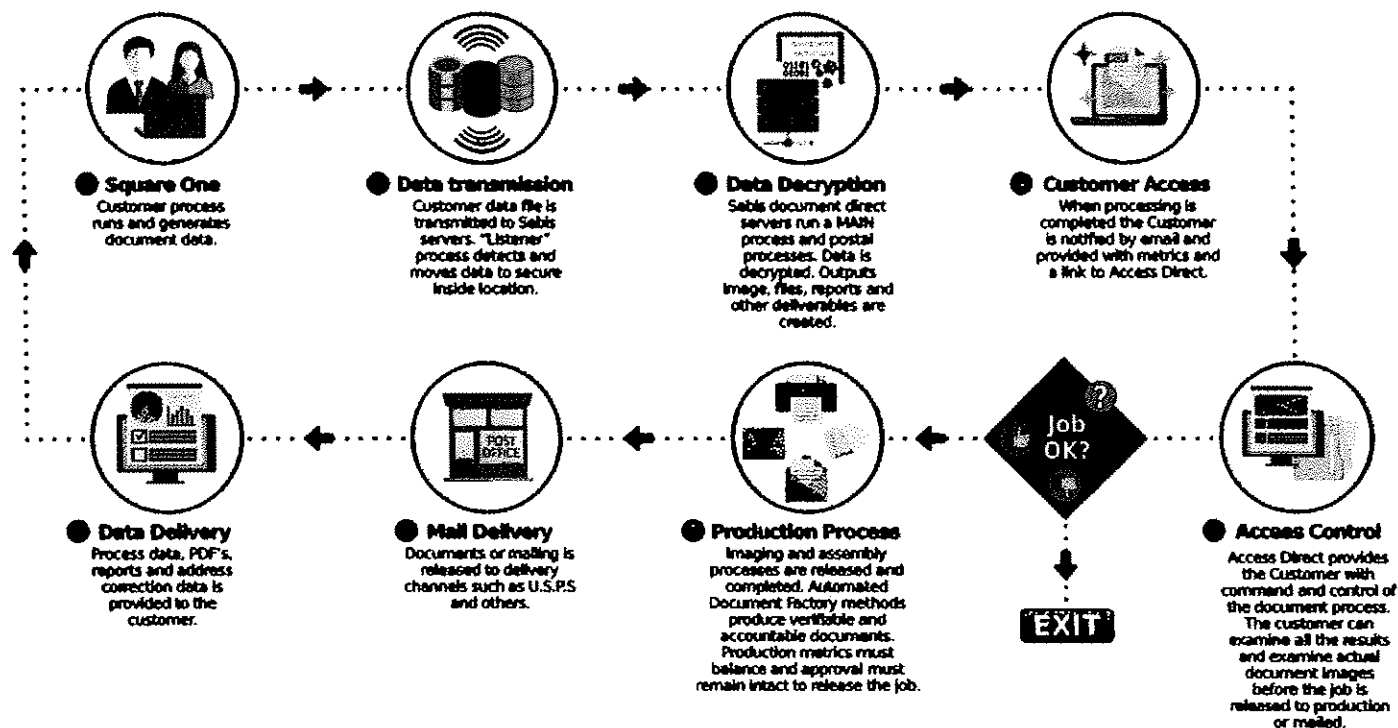
The following image depicts typical Client - Sebis personnel organizational working relationships.



## The Processing Cycle

### Sebis Automates the Document Production Cycle.

At the conclusion of a processing cycle, output batch files are generated. Sebis Direct supports encrypted FTP, SFTP, or VPN and several additional transmission methods. Processing at a Sebis data center occurs as soon as data arrives. **Sebis is expert at creating lightweight data couplers from any IT platform into Sebis Document Management processes.** Sebis uses Open Source Systems and can accept any file format including print streams.



## Document-Direct Processing Outline

### File is Received

An automated "listener" process at Sebis Direct detects the presence of transmitted files then moves these files off of the FTP services inside to a production server and starts the process. This fully automated process starts within minutes of the arrival of the files.

### Decryption and Parsing

The input file object is read and decrypted (if required) using an approved security method.

### Document Processing

The City of Flint's data is transformed into an XML format suitable for any and all delivery channels and imaging methodologies. Any and all defined business rules are applied to the documents and data. Data is then transformed into actual documents.

The use of XML allows Sebis to process, render, and manage the simplest to the most complex documents. XML can be transformed to printable documents, ID Cards, emails, web presentations, PDFs, SMS texts, audio, and even video easily.



### Segmentation

Documents are routed to proper delivery and transmissions segments.

Segments include all forms of electronic transmission, faxing, boxing, and shipping, returning to the client and other methods.

This process also suppresses documents from being mailed if the customer has adopted electronic delivery.

### Paper delivery is still provided if:

- Customer has no eDocument system enrollment.
- Customer is enrolled and chooses to receive a paper bill. (If this option is offered)
- Electronic delivery fails after all attempts.
- The document type requires paper mailing. (Such as a shut-off, collection or final notice – based on requirements)



### The Most Effective USPS Automation Processes are Applied to Documents.

The Sebis Document-Direct system electronically applies a full suite of USPS postage processing services to the application address data. This results in the most efficient USPS processing and at the lowest possible postage cost. All of the following processes are applied **BEFORE** documents are composed and produced.



**NCOALink**

#### NCOALink™ Processing

The United States Post Office requires that all first class automated rate mail complies with the move-update requirement. The requirement states that to be eligible for the automation mailing rates, the subject mailing addresses must be recent (within 6 months old) or be processed by one of several U.S.P.S. approved methods of updating the addresses. In order to fully comply with this U.S.P.S. regulation, Sebis Direct offers the NCOALink process.

The NCOALink file is a consolidated file of move information that on average contains approximately 40 million permanent Change-of-Address (COA) records filed with the U.S. Postal Service each year. Each record contains the relocating Postal customer's name along with an old and new address. The old address is the one compared to the address provided by the data for matching purposes and the new address is the one returned. If a match is made, the mailing address is changed and the data is stored for the purpose of updating the customer database. These COA records are retained on the system for a sixteen month period from the move-effective date.

Additional information regarding NCOALink can be provided on request.



#### Mailstream Processing

Based on the class of mail, the process correctly sorts files to the finest level possible, in accordance with United States Postal Service (USPS). The mailing is reordered to comply with presort automation rate requirements. This process also generates a series of reports such as the mailing statement and mail audit trail report required by the U.S.P.S. All of these reports are available online to the City of Flint.

This application will utilize the Intelligent Mail Barcode (4 state barcode) required by the U.S.P.S. in 2013.

Sebis is a full service IMB provider.

**Note:** Sebis Direct is authorized to mail non-identical weight packages through the United States Post Office. Sebis Direct was the first organization approved for batch manifesting non-identical weight mailings at the Main Post Office in Chicago.



#### Full Service Intelligent Mail Barcode (IMB)

Sebis Document-Direct provides **FULL SERVICE** Intelligent Mail. Intelligent

Mail complies with a number of new USPS services and include the new Intelligent Mail barcode. The Intelligent Mail barcodes are information-rich. For example, the POSTNET barcode only includes delivery point routing information. In contrast, the Intelligent Mail barcode for mailpieces holds significantly more data and includes additional fields that can allow the City of Flint to uniquely identify each mailpiece in a mailing. Intelligent Mail barcodes facilitate feedback about the mailpiece, handling units and containers, and allows for USPS service performance measurement, making it possible to use the mail in a much smarter, more efficient manner. An example of this is Start-the-clock information to notify mailers when the Postal Service take possession of mailings. The City of Flint will be able to track mail delivery performance using the on-line Access-Direct system.



#### CASS Certification

CASS™ address standardization is the process of standardizing addresses so that they follow the USPS® Coding Accuracy Support System (CASS) requirements. As part of a typical document application, Sebis provides full CASS certification cleanse and standardize address data.

An example of what CASS software will correct in an address:

*The input of:*  
1 MICROWSOFT  
REDMUND WA

*Produces the output of:*  
1 MICROSOFT WAY  
REDMOND WA 98052-8300

CASS processing does not validate the person or business that is at the address, but it does validate whether mail can be delivered to an address. Each process run generates full CASS reporting. This shows the deliverability of all mail and can also provide corrected and standardized addresses back to the client.

CASS certification is also used as a validation of input address accuracy.

### The City of Flint's Document Processes are Compliant and Secure.



#### Compliance

Sebis complies with NIST, SOC, PCI-DSS, HIPAA for Business Associates and HIPAA for VA Protected Health Information regulations, standards and guidelines. Sebis has been audited

and deemed compliant by all governing bodies. In addition, Sebis takes extra steps to protect customers interests that none of these regulations, standards and guidelines address.

Sebis is SOC 2, Type 2 compliant. Audit is performed by Mueller & Co., LLP, a respected certified public accounting firm and AICPA independent auditor since 2012.

Sebis has also been audited annually for PCI-DSS 3.1 compliance and we have entered our first PCI-DSS 3.2 audit.

All Sebis employees receive HIPAA Training upon hire and renewed annually.

Numerous training programs and modules are employed. All staff are required to participate in the Security Awareness Program and the HIPAA Privacy and Security Policy as a condition of their employment.

This includes security awareness strategies, training schedules, awareness controls, and key resources to promote security awareness. It is critically important that all sensitive information handled be handled according to all applicable laws, regulations, and common sense practices such that the information is protected from misuse, abuse, and theft by unauthorized parties. Misuse, abuse, and theft includes accidental and intentional distribution, disclosure, transfer, etc. that results in the potential or actual distribution of sensitive information.

Each staff member receives a copy of the Security Awareness Program upon hire, after updates and/or annually. A current copy is also made available in staff break rooms. Each staff member completes, signs and returns a Security Awareness Program Acknowledgment form to the IT Compliance Manager where it's filed.

#### Policy

Sebis has a high level Information Security Policy that references several granular security policies. These policies include the Sebis Access Control Policy, the Sebis Firewall Policy, The Sebis Identification and Authentication Policy, The Sebis Mobile Device Policy, The Sebis Physical Security Policy, The Sebis Visitor Policy and the Sebis Employee handbook to name a few.

Each of these policies are reviewed annually to assure that they are still relevant and adhere to the ever changing security standards, regulations and standards.

#### In Summary

Compliance is not a static issue. Sebis routinely adopts compliance measures brought in scope by its clients as time goes on.

A tour of any facility is also welcomed and makes many of the security features very evident. Every precaution is taken to protect client information and data.



#### Site Security

Publicly accessible systems are isolated from internal systems by dedicated firewall components. SSL is used to secure data transmission over public networks. Automated network traffic and system analyzers notify personnel of attempted breaches to security.

Privacy of documents and document data is provided by many of the following practices.

Every document and package is identified and tracked throughout the processing, printing and assembly process.

Barcode identification occurs for all documents in assembly. Highly secure assembly control and tracking schemes in use.

Data systems control all access to data.

Physical site security includes key card access controls, camera surveillance and secured areas.

Assembly operations are fully tracked and recorded.

Encryption / decryption of data using HIPAA accepted methods.

All document access activity is recorded. Client data is encrypted at rest.

Confidentiality agreements annually renewed by all employees in contact with protected health information.

Monitoring systems are in use at all times.

#### Incident Reporting

The Sebis Incident Reporting system collects, documents and scores incidents of all types. This includes incidents, errors and complaints by any party related to the application. It also includes abnormal and notable occurrences that are thought to be reportable.



## Facilities and Disaster Recovery

### Multiple Facilities Provide Redundancy to the City of Flint

Sebis Direct's three duplicate locations provide a wide footprint and full redundancy. Each location has identical and duplicated systems and can run all applications that require business continuity, capability, and compliance.

Sebis Direct has 3 production facilities.

The company headquarters and facility is located in the Chicago area:

**Sebis Direct, Inc.**  
**6247 West 74th Street**  
**Bedford Park, IL 60499**



The Cleveland area site is located at:

**Sebis Direct, Inc.**  
**1100 Valley Belt Road**  
**Brooklyn Heights, OH 44131**



The Phoenix area site is located at:

**3540 W Lincoln St.**  
**Phoenix, AZ 85009**

The Bedford Park, IL facility will be primary for production. This site has all of the equipment assets cited in this proposal and can provide 100% of the document production services required.



#### Power Generation

At both facilities, all critical servers are protected by UPS for power outages, brown-outs and voltage spikes generated by outside influences.

All sites are backed up by 250 kW diesel generators that supplies the entire facility at 50% of its capacity during a complete power failure. Each facility is equipped with automatic transfer switch that's configured to relinquish supply to the generator during any power source anomaly. Generators are tested bi-monthly and load tested annually.



#### Business Continuity / Disaster Recovery

Sebis' compliance includes and requires full and documented disaster recovery / business continuity procedures. This is covered in the Business Continuity and Disaster Recovery Policy.

The principal business continuity methodology relies on the multiple and duplicated production site strategy.

All production assets required in Brooklyn Heights are duplicated in Bedford Park, IL. and vice-versa.

All data, documents and programs exist on separated data processing grids for disaster recovery purposes.

Sebis Direct uses open source programs and architecture. This provides additional security because data and programs are not tied to proprietary platforms. Document compositions for example may be processed by any firm also dedicated to Open Source Technologies.

Critical production equipment and resources are fully duplicated at each facility. The Sebis production capabilities section of this proposal provides a census of these assets.

All data and document production processes can be performed at either production facility location.

***As part of Business Continuity compliance, live runs will be produced at the alternate facility on a schedule to be determined in collaboration with the client, but likely at least once per year.***

The Sebis SOC2/Type II report can be provided on request.



## Document Processing Features

### Document Barcoding

All documents produced are barcoded. This is done to support automated production processing and document security and production integrity.

### Document Audit Trail

Access-Direct keeps track of the production of every document produced. This tracking information can be used to find the history of any document that was produced within any retention period required.

### Automated Constraint Checking

Production processes are approved by both the use of automated constraint checking and client approvals. This includes any control metrics requested by the City of Flint. This could be document counts, document dates, dollar values, similarity to previous runs, etc. The following is a list of typical constraint checks:

- Processing control totals are reconciled with input control totals, if provided.
- Control totals are automatically checked for reasonableness.
- Document dates are checked for reasonableness.
- Processing checked for similarity to previous runs.
- Postal discounts are checked for reasonableness.

Constraint violations **stand out** both in emails and on-line.

### Multi-Lingual Support

Sebis utilizes the open source XSL:FO specification for all complex dynamic document rendering and production. All world languages and character sets are supported by this specification.

XSL FO has powerful means to deal with non-Western writing systems.

- Right-to-left, top-to-bottom. This mode is used in Arabic writing system (adopted by many languages of the Middle East), Hebrew, and Syriac alphabets.
- Top-to-bottom, right-to-left. This way of writing is widely used for Japanese, but also for Chinese and other languages in East Asia.

### Document Repository Uploading

The City of Flint may operate an internal repository system used by the the City of Flint's agents. Part of this system may allow agents to view the document.

As part of the production process, Sebis can provide document images and companion meta-data in whatever form and image type requested by the City of Flint. Document images and meta-data can be packaged and transmitted to the City of Flint nightly or on whatever schedule is required.

Sebis can also provide a secure receipt process to check for any failed uploads and notify managers to investigate.



### White-Paper-Factory

Sebis Direct provides a service for organizations to deliver documents securely without the using any pre-printed envelopes or inserts whatsoever.

It's called White-Paper-Factory (WPF). The WPF program is designed for applications of any size, but the best advantages are realized for smaller applications.

Using our standard security #10 window envelopes and full color high speed digital pressed, Sebis produces your documents and letters along with those of other applications in a single efficient process.

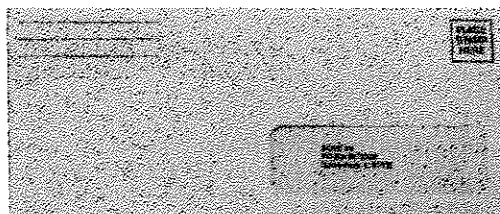
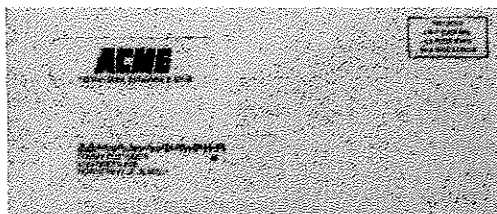
Your documents, statements and letters benefit because there is no need to meet minimum quantities. There are small flat charges and reduced postage costs.

The best part is your documents and letters enjoy all of the Document-Direct features and controls that the largest and most compliant applications utilize.

The return address is large enough for the branding and return address to easily be seen.

The reply envelope can have a single window that lines up perfectly with your mail-to address for payments and other responses.

**The U.S. Postal Indicia uses the text: "Mail Service Center". There is nothing revealing that the mailing originated in any specific City or State.**



## Certified Mail Process

### Sebis Manages the Full Lifecycle of Certified Mail Documents

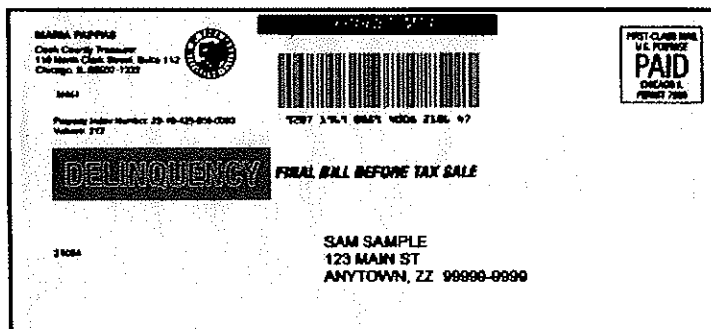
#### Certified Mail is much more than printing and mailing a letter.

It is the management of the entire document life cycle through all stages from birth to final destruction. The full management of a certified letter includes tracking and recording every step of its life. This includes the following items:

- Creation of the certified mail document.
- Storage of an image of the original document.
- Tracking and recording all aspects of the documents' production. This includes processing, approvals, and all aspects of its printing, assembly and mailing.
- Tracking and recording all USPS delivery scans.
- Recording the return receipt including the image of the signature.
- Scanning and recording any returned undeliverable mail. This includes both sides of the envelope.
- Storing all of the above information and making it available view on-line user friendly interfaces.
- Bulk upload of document and document activity to Client systems.

#### Electronic Format

The example below shows the electronic Certified Mail – Return Receipt Requested mailpiece. Long gone are the days of using the tear-off stickers and manually signed and mailed return receipts.



The mailpiece production is high speed efficient and secure.

Sebis can produce certified mail as flats, window envelope and closed face envelope configurations.

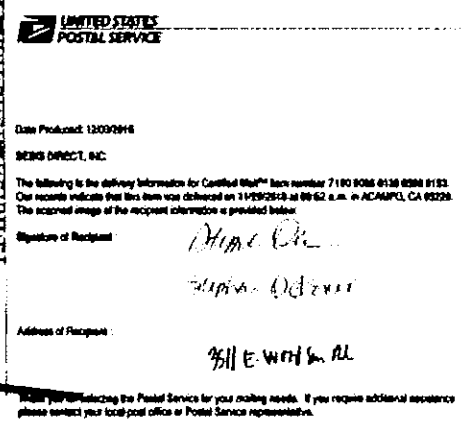
#### Document Lifecycle Records

The Sebis Certified Mail system records all of the events associated with each certified mailpiece. This information is available to users for individual documents as well as aggregated reports illustrating performance metrics over any time period.

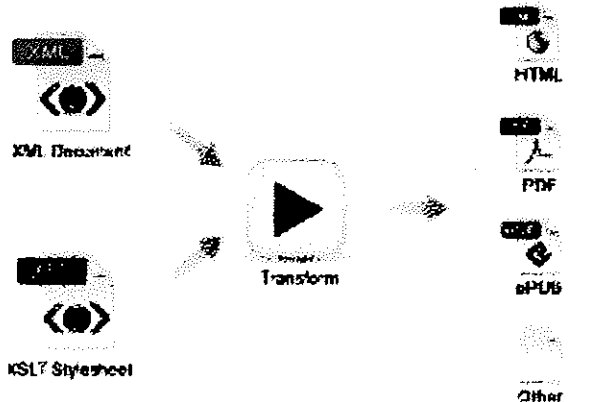
On-line access and offline data is available.

The example below shows the data that is recorded and retained for a single certified mail letter.

21409006	Document Birth	2018-07-03 17:47	<a href="https://www.sebis.com/alfresco5/d/a/workspace/SpacesStore/7f55fb77-2e25-4674-bf5c-cc9a1fbf6f90/fa-dup-std-cmail-21409006.pdf">https://www.sebis.com/alfresco5/d/a/workspace/SpacesStore/7f55fb77-2e25-4674-bf5c-cc9a1fbf6f90/fa-dup-std-cmail-21409006.pdf</a>
21409006	Document Released to USPS	2018-07-05 19:00	
21409006	Signature on File	2018-07-16 00:00:00	<a href="https://www.sebis.com/alfresco5/d/a/workspace/SpacesStore/7f55fb77-2e25-4674-bf5c-cc9a1fbf6f90/fa-dup-std-cmail-21409006.pdf">https://www.sebis.com/alfresco5/d/a/workspace/SpacesStore/7f55fb77-2e25-4674-bf5c-cc9a1fbf6f90/fa-dup-std-cmail-21409006.pdf</a>
21409006	USPS Scan	2018-07-09 11:02:00	(01) DELIVERED PO BOX 92502 RIVE
21409006	USPS Scan	2018-07-07 21:55:00	(10) PROCESSED THROUGH USPS F
21409006	USPS Scan	2018-07-07 11:33:00	(10) PROCESSED THROUGH USPS F
21409006	USPS Scan	2018-07-06 12:25:00	(EF) DEPART USPS FACILITY 60499 BE
21409006	USPS Scan	2018-07-06 00:00:00	(10) PROCESSED THROUGH USPS F
21409006	USPS Scan	2018-07-05 20:14:00	(OA) ORIGIN ACCEPTANCE 60499 BE
21409006	USPS Scan	2018-07-05 21:29:00	(10) PROCESSED THROUGH USPS F



The image on the right is the electronic signature confirmation for delivered Certified Mail. These images along with all delivery, Sebis, and the City of Flint event data are stored and available for every document.



### Document Rendering

Sebis is dedicated to Open Standards. Document composition, transformation and production is performed using the XSL:FO specification. Using XML and XSL:FO transformation tools, Sebis can convert document data into any presentation format imaginable.

This includes paper, email, PDF, audio, HTML, and even video or animated presentations. XML technologies are used to process and transform documents into multiple formats and any presentation channel. Sebis converts document data into XML. This is then merged with stylesheet objects to create the presentation format and language that is appropriate.

Documents can be rendered as electronic presentations or paper formats. Multilingual options are easily implemented.

Paper and PDF documents are composed using the **www** standard called **xsl:fo**. This stands for XML transformations of formatted objects. Formatted objects means paginated displays (such as paper).

Some advantages of this method are:

- It complies with International standards body. It can't be hijacked or modified without a body of approval.
- As an open standard, Sebis and the City of Flint cannot suffer from vendor lock-in. Multiple vendors compete to provide rendering solutions that meet the xsl:fo standard. The substantial investment in document compositions is better protected.
- The feature set is substantial and robust. Sebis can compose the most complex documents with elegant flows, typography, and layout.



### Change Management

Changes to applications have several workflows available. Many applications are broken down into two areas of version control. The first is the application itself.

This includes all program code, application business rules, and other elements that could be thought of as traditional data processing.

The second is document compositions. This would include document compositions, ID card layouts, graphics, etc.

The above items are subject to the Subversion version control systems/repository (SVN)

Composition items can be part of traditional source code control or be made part of document repository control.

The methodology, workflow and compliance requirements of the City of Flint will be examined, and the best change management control will be utilized that meet the requirements.

Change management is very secure. Applications and document compositions are stored in the Subversion version control system. (often abbreviated **SVN**, after its command name **svn**) is a software versioning and revision control system distributed as open source under the Apache License. Sebis uses Subversion to maintain current and historical versions of files such as source code, web pages, and documentation.

The change management process invokes a number of controls, documentation, approval, development or composition activity, testing, approval and promotion of code.

**Applications may also include User Acceptance Testing (UAT) versions depending on the requirements of the Client.**

### Web-2-Print and Print-on-Demand

Images, messages, and variable document content or entire compositions can be edited on-line with Access-Direct and included in the final document.



# Mailpiece Delivery Tracking – The Intelligent Mail Barcode (IMB)

## The City of Flint Can Track the Delivery Progress of All Mailings.



**Access Direct**

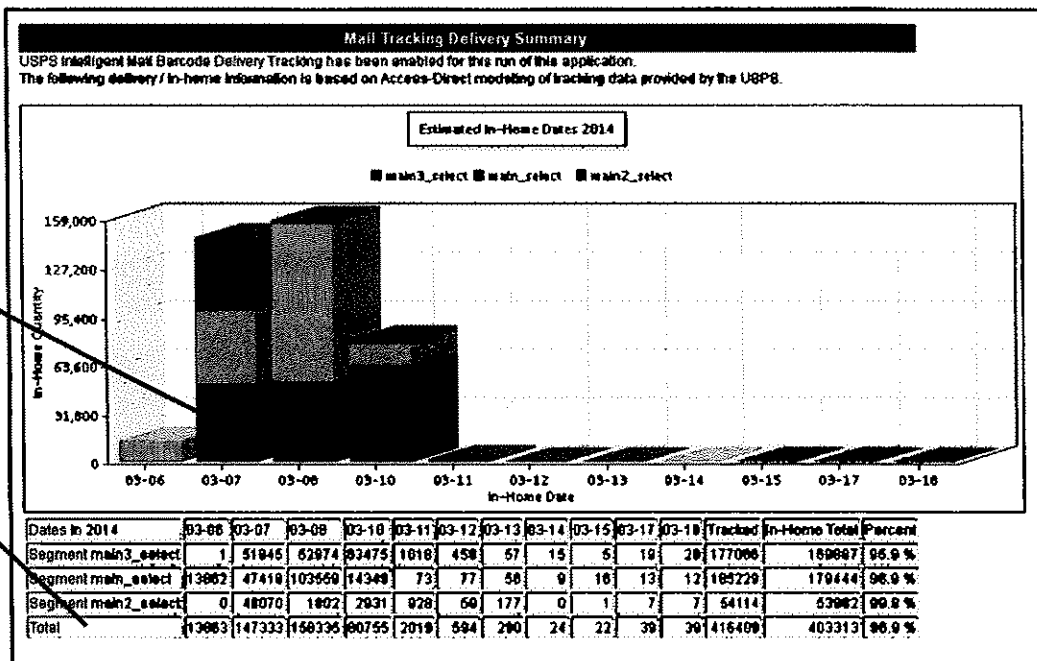
**All mailings submitted include the Full Service Intelligent Mail Barcode.** As mail progresses to each recipient, it is scanned by USPS equipment throughout the United States. This scanning data is analyzed and provided back to the City of Flint in the form of aggregated reports and graphs as well as individual data for each mailpiece.

*This applies only to USPS mailed and delivered items.*

The graph on the right is included in the application history for each run.

Aggregated graphs show the predicted in-home date for mail in each segments.

A table illustrates the number of mail pieces delivered on each day.



The City of Flint's Agents can look up a specific mail piece and see the scanning activity and the predicted in-home date for any specific mail piece.

A record of every document delivered to each recipient is available.

Users can search on account number, name, shipping tracking numbers or other custom values.

**SEBIS**  
DIRECT document management

Home | Log Out

Jobs / Applications | Tables | Resources | System | Inventory | Reports | Utilities | Home

**Browse Documents**

Enter any of the fields below to search for Document Events

Application: **STRONGROOM1 Strongroom Solutions Checks**

Run ID:

Segment:

SRID Range:

Name: **Jesse Jones**

Account:

**Found 2 Matches. Displaying 1 - 2**

SRID	Account	Name	Info	Info	Segment	Images	Application	Run ID
724	1059353	JESSE JONES	MAIN	1	Strongroom Solutions Checks	2014013		
<p><b>Estimated In-Home Date: 02/05/2014</b>      <b>Destination Zip: 30019</b>      <b>WOMPCKE</b></p> <p><b>First Scan</b>      <b>Timestamp: 02/02/2014 20:14:05</b>      <b>Location Zip: 80199</b>      <b>Operation Code: 891</b>      <b>Operation Type:</b></p> <p><b>Process Description: Distribution of originating mail from collections, mailers etc.</b></p> <p><b>Last Scan</b>      <b>Timestamp: 02/05/2014 04:22:33</b>      <b>Location Zip: 30026</b>      <b>Operation Code: 919</b>      <b>Operation Type:</b></p> <p><b>Process Description: Sequenced distribution of carrier route mail for local delivery units, firms, box sections, and other local</b></p>								
1044	1077150	JESSE JONES	MAIN	1	Strongroom Solutions Checks	2014020		

## Management of Inserts

**The City of Flint Can Examine and Control the Contents of Each Mailing.**

**Inserts used by the application are managed online by the Access-Direct system.**

Management of inserts can be performed by Sebis Account Management or directly by the City of Flint if desired.

For repository purposes, inserts can be considered part of document content (Such as a form) or can be omitted (such as a holiday flyer).

The screenshot on the right shows a portion of the application control panel.

**Mailing Set-Ups can be controlled by this web-based resource either by Sebis or directly by the City of Flint.**

Inserts can be added, removed  
or set to selective behavior.

The screenshot shows that a user is able to edit inserts and also assign variable or selective behavior to each insert.

**Selective inserting allows the City of Flint to include an insert only called for by business rules or for specific cases.**

[illegible]

## The City of Flint Can Compose and Edit Content of Any Document.



### Access Direct

Content properties will be established as part of the development process. These properties are then made available to user/managers as part of the composition process.

Online editing features include edit types such as select boxes, full rich text editing, character fields, dates, numeric values, phone numbers, dollar amounts, text areas and content selectors.

Main properties of the ID Card or Booklet can be entered or selected.

Logos and graphics may be selected.

ID Card values such as copays, phone numbers, locations, text instructions, etc. can be entered.

Application: TESTVILLE - testville

[Return to the Control Panel](#)

On-Line composition system. W

Edit this existing content item. Any edits  
Click here to cancel editing content.

Step 1 - ...

Step 2 - Examine and Edit Content

#### ID Card directives

##### ID Card Properties

Please enter or change the item

Title

Description

Business Unit

Plan Type

Medical Carrier

Drug Carrier

Hidden

Examine content item repository

##### Logo to Appear on ID Card

Select the logo to appear on the ID Card

Logo to Appear on ID Card:

##### Group Name

Provide the group name as you would like it to appear

Group Name:

Provide Copayment Amounts for this ID Card

Copay Office Visit:

Copay Emergency Room:

Copay Urgent Care:

Copay Specialist:

Provide Phone Numbers for this ID Card

Customer Service Phone:

Nurse Line Phone:

Providers Phone:

Prior Approval Medical Phone:

Prior Approval Behavioral Health Phone:



**Access Direct**

Sebis provides full document creation and composition control with modern web 2.0 interfaces. The City of Flint can use this interface to upload new images and change text and graphics within it's documents.

## ● Step 2: Examine the Document

Once all of the directives are provided, the user can fully examine the document package. A PDF of the document will be provided. The PDF can be viewed or printed locally in full color. The user can go back to make further changes. This can be repeated until all of the directives, images and content are correct.

## ● Step 3: Confirm the Document

When editing is completed, the document package is confirmed.

Once confirmed, all objects that are provided and selected are permanently recorded and available to the application.

## ● Step 1: Edit Document

The user provides answers and values to all of the directives used by the document package.

A document package is broken down into sections. These sections are each controlled by directives provided by the user.

Examples:

- Text values
- Upload or select logo images
- Upload or select graphics
- Dates, numeric values, etc.
- Select from form and content libraries.
- Full rich text editing including fonts, underlines, bold, italics, etc.
- Select pre-programmed decisions such as type of cover letter.

Upload pages of any kind. These forms include properties that control their use in the final document. The following are examples of properties used for full page items.

Examples:

- Must start on a front side
- Cannot share a back side
- Print in duplex or simplex
- Print in color or black only.



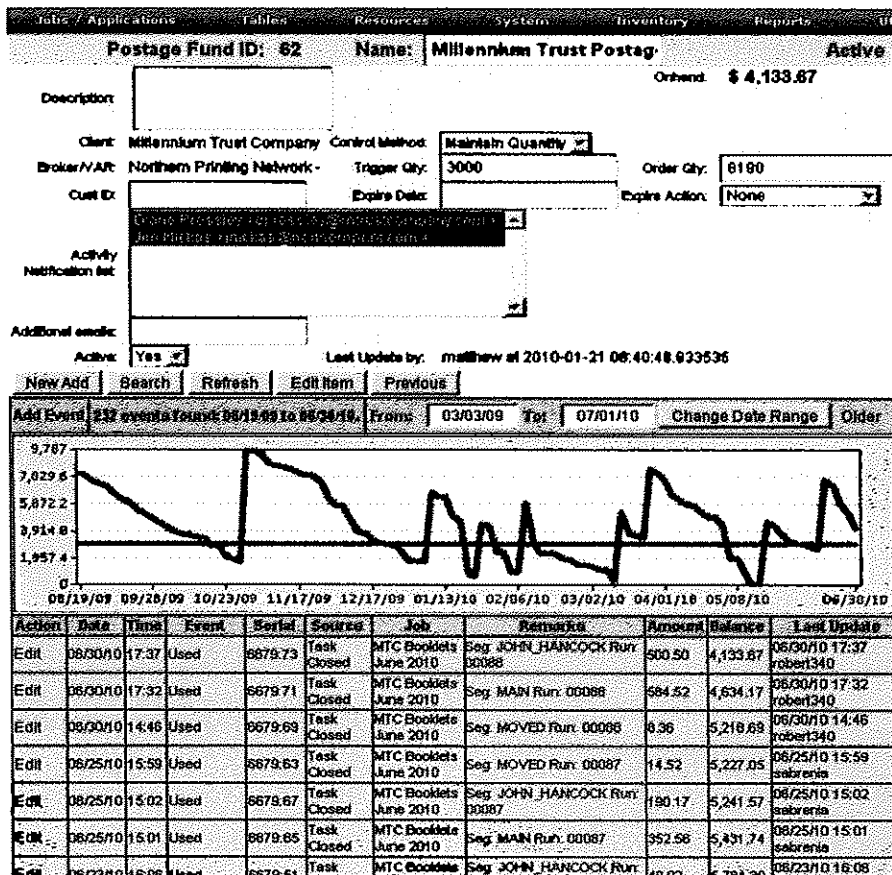
## The City of Flint Can Track Postage Expenses to the Penny.



### Access Direct

Postage is frequently the largest single expense any organization incurs in the document delivery process.

**Document-Direct** provides transparent and real-time information regarding the status of all postage balances and activities. The City of Flint may view balances and all events that have occurred to postage accounts. This ability improves on periodic reports by making up-to-date information available at any time.



### Every Penny is Tracked.

Sebis Direct maintains and manages U.S.P.S. indicia and trust fund accounts on behalf of its clients.

Every event that debits or credits postage funds is posted and visible.

Sebis provides postage management as an included service. Postage is billed precisely at cost. No estimating is performed in billing.

Postage accounts have an order quantity and an order trigger quantity. These amounts are decided in collaboration to provide assurance of never depleting these funds while making the best use of cash assets.

The screenshot on the left shows typical postage usage.



### Postage Contacts

Any number of contacts may be added to this email notification list. The screenshot on the left shows typical postage account activity.

### Automated Noticing.

When a postage balance falls below the trigger quantity, designated contacts are automatically emailed notification to replenish this fund. This email can act as a pre-payment invoice.

### USPS CAPS

Sebis will set-up USPS Centralized Account Processing System (CAPS) if desired.

CAPS is an electronic postage payment system that provides business mailers a centralized, convenient, and cost-effective way to fund:

- Permit Imprint
- Business Reply Mail\*
- Merchandise Return Service\*
- Postage Due Account\*
- Express Mail Corporate Account
- Address Element Correction

CAPS provides an electronic alternative to presenting checks and cash for postage in advance of its use.

## The City of Flint Can Examine and Track All Inventory



**Sebis** provides real-time information regarding the status of stock item balances and activities. The City of Flint may log-on and view current balances and all events that have affected any stock item. This ability improves on periodic reports by making the information available at any time.

Each stock item has an order quantity and an order trigger quantity. These amounts are decided in collaboration to ensure that critical stock items are never accidentally depleted.

Automated entries are made to the system at the conclusion of processing events such as imaging and assembly.

Physical inventories are performed on a planned interval. This system provides the advantages of real-time inventory management and allows physical inventories to occur at times when activity is dormant.

**Access-Direct** will compute and display the average monthly usage of each stock item.

## Automated Noticing

When any stock item balance falls below the trigger quantity, contacts are automatically emailed a notice to reorder the item. This email is repeated weekly until the stock item is replenished.

Any number of contacts may be added to email notification.

A stock item screenshot is provided on the right.

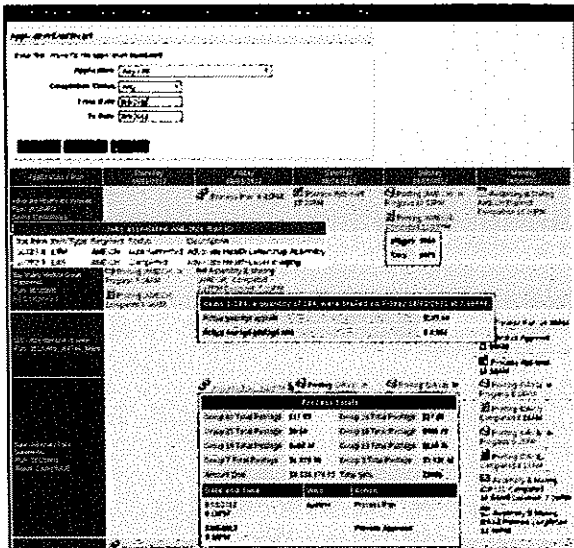
Stock Item: Dearborn National #10 Window Envelope				Active																												
<b>Item Description</b>																																
Item ID: 3583																																
Item Name: Dearborn National #10 Window Envelope																																
Description:																																
<div style="float: left; width: 45%;"> <p>Item Type: Outer Envelope ▾</p> <p>Item Owner: Northern Printing Network -</p> <p>Fed Owner: Dental Network of America</p> <p>Units: Each ▾</p> <p>Client ID:</p> <p>Unit Cost: 0.06000</p> <p>Item Thickness: 0.02300 (decimal inches)</p> <p>Item Weight: 0.16000 (decimal ounces)</p> <p>Item Vendor: None</p> <p>Vendor ID: 0</p> </div> <div style="float: right; width: 50%;"> <p><b>Inventory Control</b></p> <p>Onhand: 11,437</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">             Warehouse: Bedford Park              Location: unknown              Quantity: 11437           </div> <p>Warehouse: <span style="background-color: black; color: white;">XXXXXXXXXX</span> ▾</p> <p>Expiration Action: None ▾</p> <p>Expiration Date:</p> <p>Control Method: Maintain Quantity ▾</p> <p>Trigger Qty: 4000</p> <p>Order Qty: 20000</p> <p>Labeling Method: Apply Label to each Carton ▾</p> <p>Physcale Each: 90 ▾ Days</p> </div>																																
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<b>Activity Notification</b>																																
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<div style="border: 1px solid black; padding: 2px;">             Email me the inventory information for Dearborn National #10 Window Envelopes at: <a href="mailto:ben.flicker@northernprinting.com">ben.flicker@northernprinting.com</a> </div>																																
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<b>Results found: 04/30/10 to 06/21/10.</b> <span style="float: right;">From: 03/03/10 To: 07/01/10</span>																																
Period Examined: 3 Months or 120 days		Average Monthly Used: 3437		Physicals Totals: 0																												
Total Used: 13563		Total Spoiled: 0		Total Received: 25000																												
Total Discarded: 0		Physicals Performed: 0		Physicals Ordered: 0																												
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No physical inventory has been performed on this item.																																
None of this stockitem appears allocated to current jobs in progress.																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Action</th> <th>Date</th> <th>Status</th> <th>Serial</th> <th>Quantity</th> <th>Description</th> <th>Location</th> <th>Balance</th> <th>Last Inventory</th> </tr> </thead> <tbody> <tr> <td>Est Del</td> <td>04/30/10 02:14 PM</td> <td>Received</td> <td>0:0</td> <td>Est</td> <td>Bedford Park</td> <td>10 @ 2500 Cartons received 10 Paperwork: Good Packing Slip Dr 1-10</td> <td>25,000</td> <td>25,000</td> </tr> <tr> <td>Est</td> <td>06/21/10 06:37 AM</td> <td>Used</td> <td>\$484.4</td> <td>Task Closed</td> <td>Bedford Park</td> <td>DNCAS - LSU Initialization - June 2010</td> <td>13,563</td> <td>11,437</td> </tr> </tbody> </table>						Action	Date	Status	Serial	Quantity	Description	Location	Balance	Last Inventory	Est Del	04/30/10 02:14 PM	Received	0:0	Est	Bedford Park	10 @ 2500 Cartons received 10 Paperwork: Good Packing Slip Dr 1-10	25,000	25,000	Est	06/21/10 06:37 AM	Used	\$484.4	Task Closed	Bedford Park	DNCAS - LSU Initialization - June 2010	13,563	11,437
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Est	06/21/10 06:37 AM	Used	\$484.4	Task Closed	Bedford Park	DNCAS - LSU Initialization - June 2010	13,563	11,437																								

### The City of Flint Can Examine the Status of All Processes at a Glance and In One Place.



#### Access Direct

The City of Flint's document activity can be very complex with many processes in various stages of work constantly. Sebis Direct provides a transparent interface to application processes through the **Access-Direct** on-line system. Some of the views and controls **Access-Direct** provides are:



#### Access to Postage Documents

The client may examine the CASS results, USPS mailing statements, USPS Audit forms and manifests.

#### Automated Inventory Control

**Access-Direct** automates the management of stock item inventory. When the postage or stock item balances fall below a pre-defined value, notifications and reminders are emailed to the appropriate contacts.

#### Archive of all Runs and Document Images

Agents can enter queries such as show me every document ever sent to a specific ID number.

#### Track the Progress of Document Creation and Production

Examine a dashboard that provides the status of all document processes. See exactly where each document runs. The dashboard shows that production is in progress or all completed.

#### Dashboards

Agents can view the progress of all production activity from a single point using the activity dashboard. Clicking on any of the links provides details of the production activity.

#### Access to all Production Process Information

At the conclusion of each run of a production process, the process results are emailed to the client. The client may examine all metrics such as bill date, quantity of bills, marketing messages, sum of amounts, etc.

#### Tracking of Individual Documents

An agent can enter a variety of criteria such as id number, document codes, or even a name. **Access-Direct** can provide an audit of each mailing and document type that was generated for that search criteria. This feature can be very valuable to audit the application against internal information and attest that the application is providing the correct documents to recipients.

#### Summary Reports of Activity

The user can select runs over any period of time, a month for example and get a summary of production activity over that period. Examine the number of each document type and total counts over any period of time. Custom reports can also be provided.

#### Secure Web Access

All access is over secure encrypted connections. It is also possible to restrict access to those locations with approved internet gateway addresses. In other words, a stakeholder with proper authorization would only be allowed access while at work and not when at home or any other location.

## Machinery and Equipment

### Imaging Capability – True Press

The Screen True Press provides and extends *Document-Direct* print capabilities. The True Press is a roll-to-sheet and roll-roll digital press that provides inline duplex full color printing up to 20" wide with dynamic perforation and slit, cut and stack finishing at up to 420 Feet Per Minute.



### Technology

#### Imaging

Full duplex 4 color process aqueous ink-jet.

#### Speed

420 feet per minute duplex yields over 2.5MM 8 1/2 x 11" impressions per day.

#### Color

Black and full color (CMYK).

#### Bleeds

Can provide full bleeds or use its native edge-to-edge printing capability.

#### Integrity

Front to back side integrity is secured by printing and scanning internal barcodes on the edge of each page. This barcode is then slit off at the finishing stage. The front and back sides must match.

#### Perforation

The Truepress line can produce simple and complex perforations. Perforations can be horizontal or vertical or both. Perforation is dynamic and applied only to pages that require it.

#### Resolution

The maximum imaging resolution is 720 dpi X 720 dpi with 4 levels of dot size.

### Advantages

#### Books

Books and book covers can be dynamically printed in a single stream.

#### Obsolescence

Forms and materials are printed as required. Forms cannot become obsolete.

#### Dynamic Color

Traditionally, forms have been printed in color and then imprinted by black laser printers. Color elements of forms were static. Dynamic color required multiple versions of the form. Color elements of forms can now be fully dynamic and change from one to the next.

Sheet fed color customization is now cost effective.

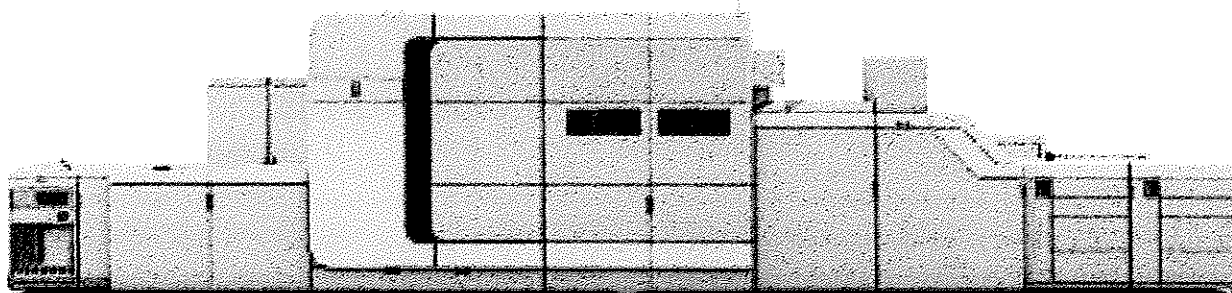
#### Cost

It's lower cost than IGEN, Nexpress, and similar photo-receptor type full color print devices.

Device	Feature Set / Comments	Quantity	Production
<b>Screen TruePress 520</b>	Configured as Roll-Sheet and Roll-Roll.	<b>3</b>	Each press can perform
Aqueous Ink-Jet Digital Press	All include Roll Systems/Lasermix dynamic perforation, slitting, cutting and stacking.		2.5MM 8 1/2x11" impressions per day.

Sebis owns and operates 3 of these lines. All are identical in capability and speed. A total of 6 MM 11" impressions per day in full color can be produced.

Sebis has replaced traditional photoreceptor type color sheet-fed digital presses with the capability and cost effectiveness of high resolution ink-jet.



## Technology

### Imaging

Full duplex 4 color aqueous ink-jet.

### Speed

295 impressions per minute.

### Colors (5)

Black and full color (CMYK-MICR). Pigment ink is used.

### MICR - Checks

Can print checks in black and in full dynamic color.

### Resolution

The imaging resolution is 600 x 600 dpi with four levels of dot size.

### Substrates

Substrates include TESLIN, Postcards, Pre-Printed Checks, Cover Stocks and Coated Stocks.

The Océ VarioPrint i300 digital color press prints up to 294 letter images per minute or more than 8,500 duplex letter sheets per hour. It targets heavy production volumes of 1-10 million pages per month and supports a large variety of paper sizes up to 13.9" x 19.7" (B3) format. Four paper trays feed a broad range of standard offset and ink-jet substrates from 16lb. bond to 110lb. cover. The i300s enable a white-sheet-in, finished-application-out workflow required to meet the demands of shorter run, fast turnaround digital print.

The i300 provides 600 x 600 dpi output with drop size modulation to deliver 1,200 dpi perceived image quality.

## Advantages

### Sheet Fed

As a sheet fed device, the i300s can rapidly change from one substrate to the next without cumbersome roll changes.

### Dynamic Color

Traditionally, forms have been printed in color and then imprinted by black laser printers. Color elements of forms were static. Dynamic color required multiple versions of the form. Color elements of forms can now be fully dynamic and change from one to the next.

### Cost

It's far lower cost than IGEN, Nexpress, and similar photo-receptor type full color print devices.

### ID Cards

Up to 90M Teslin CR80 ID cards per hour in full color.

Automated inline quality control detects nozzle failure and automatically applies compensation to maintain quality.

The i300 is ideal for many digital print applications.

- Transactional printing and Transpromo in true white paper workflows
- Books and manuals, combining black and white and color on one platform
- Direct mail and variable data printing
- Collateral materials, including brochures, sell sheets, mailers

Device	Feature Set / Comments	Quantity	Production
Canon / OCE i300 Digital Press	Configured with four input trays. Pigment Ink. MICR Ink. 600x600 with four droplet sizes.	2	300M images per day per device.
Aqueous Pigment Ink-Jet Digital Press	Paper/Substrate humidification. Maximum sheet size of 13.9 x 19.7 Accurate front/back registration.		2M ID cards per day.

The Kyocera TASKalfa Pro 15000c is our high speed commercial inkjet printer that can print documents as fast as 150 pages per minute. The water-based pigment ink allows for consistent color guaranteeing outstanding print and imaging quality for each document.



## Technology

### Imaging

Full duplex 4 color process aqueous ink-jet.

### Speed

150 pages per minute or 9,000 sheets per hour for both single and multi colored documents.

### Color

Black and full color (CMYK). Water-based pigment ink is used.

### Resolution

The imaging resolution is 600 x 600 dpi and can go up to 600 x 1,200 dpi.

### Quality

The imaging process removed dried ink and dirt from the surface of each document and keeps it clean at all times.

## Advantages

### Security

The printer is equipped with interface block, user authentication, and data encryption security features to prevent information leakage.

### Dynamic Color

Traditionally, forms have been printed in color and then imprinted by black laser printers. Color elements of forms were static. Dynamic color required multiple versions of the form. Color elements of forms can now be fully dynamic and change from one to the next.

Sheet fed color customization is now cost effective.

### Cost

It's lower cost than IGEN, Nexpress, and similar photo-receptor type full color print devices.

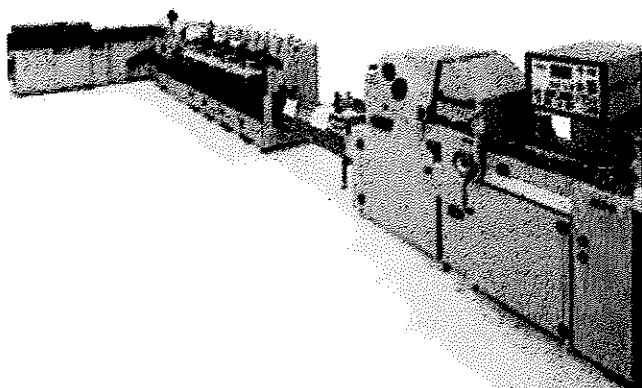
### Sustainability

This large production printer only requires a 100 V power supply to operate, greatly reducing the rate of power consumption during operation.

Device	Feature Set / Comments	Quantity	Production
Kyocera / TASKalfa Pro 15000c	Configured with four input trays. Pigment Ink. 600 x 1,200 with four droplet sizes.	2	9,000 sheets (A4 size) per hour per device.
Aqueous Pigment Ink-Jet Digital Press	Paper/Substrate humidification. Maximum sheet size of 17.72 in x 12.6 in with paper thickness of up to 360g / m <sup>2</sup> . Accurate front/back registration.		

## Booklet Making and Perfect Binding

Sebis provides several booklet making capabilities. The full color presses and off-line booklet making capabilities are present in both Sebis locations.



### High Speed Digital Booklet Making & Three Knife Trimming

The Hohner/MBO Digi-Finisher is a highly flexible system for the production of saddle-stitched booklets, and enables folding and saddle stitching to occur in one machine, operating either in-line or off-line. Digitally printed and offset printed sheets of either four or eight sheets can be processed. An intelligent barcode control and monitoring system detects page numbers and content of the sheets before being sorted, processed to booklets, and marked accordingly.

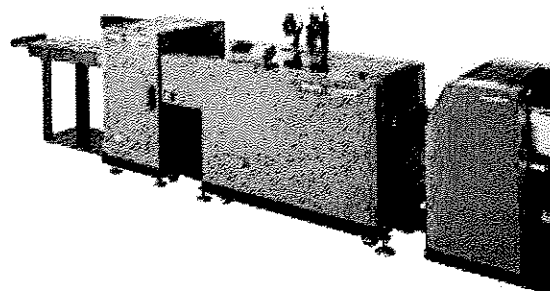
Up to 2 additional signature/sheets can be added to digitally printed book blocks. A separate cover feeder can feed dynamic matching or static cover pages. The finished booklet is 3-knife trimmed to the finished size. The Digi-Finisher is capable of 3000 books per hour.

### Mid Range On-Demand Digital Booklet Making

Sebis' Duplo 5000 Bookletmaker incorporates a DSF-2000 Dynamic Sheet Feeder, DBM-500 Bookletmaker, and DBM-500T Trimmer. This provides a digital print finishing solution. The pre-collated sets are fed in sequence into the bookletmaker where the sheets are accumulated and then processed into booklets. Booklets can be self-covering or covers can be dynamically fed and matched.

Bar coding is optionally provided to positively match book blocks as well as match booklet covers to the book block.

The Duplo 5000 is fully programmable, can make booklets with up to 30 sheets and produce 3000 booklets per hour.



### Perfect Binding

Perfect Binding with scoring and side gluing.

Up to 2500 books per hour.

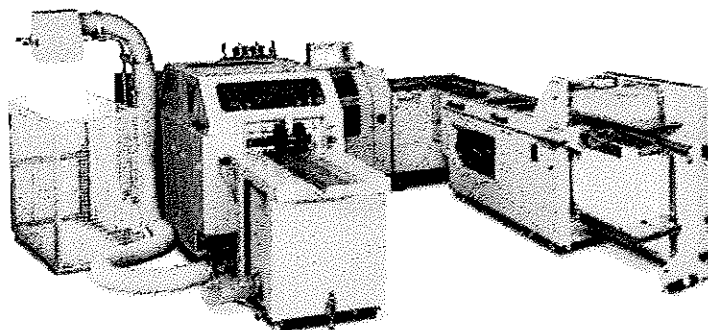
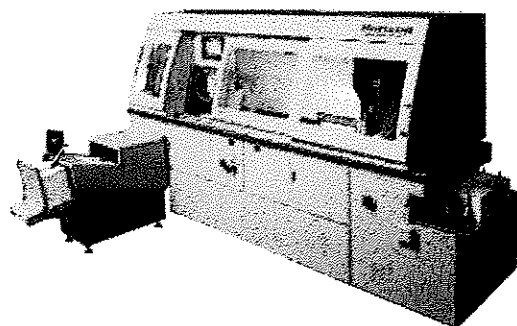
In-line and offline booklet making.

EVA and PUR adhesives.

Variable book blocks.

ID cards can be affixed within books.

Single clamp and 4 clamp systems.



### Digital Bookletmaking

The Standard Horizon StitchLiner bridges the production gap between existing flat sheet collating / booklet-making systems and conventional high-volume saddle-stitching lines. Offset or digitally printed flat-sheet signatures are fed from the SpeedVAC collator to produce true saddlestitched booklets with full bleed trimming at speeds up to 11,000 two-up booklets per hour. Professionally finished booklets up to 200 pages (50 sheets) are fully comparable with booklets produced by traditional saddlestitchers. Equipped with the HOF high-speed sheet feeder for digitally collated output (up to 27,000 sheets per hour) with guaranteed document integrity using mark, bar code camera verification.

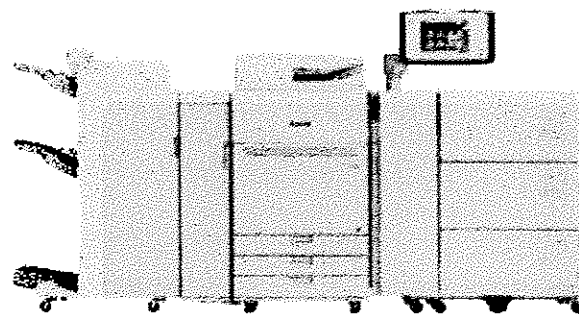
Device	Feature Set/Comments	Quantity	Production
<b>Hohner / MBO Digi-Finisher</b>	Bar code matching Sheet size to 17x22" Additional signature stations Three Knife Trimming	<b>1</b>	3,000 booklets per hour
<b>DUPLO 5000 Bookletmaker</b>	Book-block and cover feeder Bar code matching Face Trimming	<b>2</b>	4,000 booklets per hour
<b>Standard Horizon Stitchliner</b>	Includes 3 side trimming	<b>1</b>	11,000 booklets per hour
<b>Horizon BQ-260 / BQ-270 Perfect Binder</b>	Cover feeder, variable digital calipers EVA Gluing Cover Scoring	<b>2</b>	300 books per hour
<b>Horizon BQ-470 4 Clamp Perfect Binder</b>	EVA and PUR Adhesives Digital caliper, cover scoring	<b>1</b>	1,200 books per hour
<b>Horizon HT-30 Three Side Trimmer</b>	Pairs with Horizon perfect binders	<b>2</b>	800 per hour

## Color Laser – Finishing Systems

### Full Color Digital Press with Built-in Finishing

Sometimes, color photo-receptor laser systems are the way to go. Full color imaging and in-line booklet making systems from OCE are able to print, stitch and trim booklets up to 40 pages. Five input trays are fully selectable and allow for the use of multiple stocks and cover sheets to be used dynamically.

These printers print in black or full CMYK color. A wealth of finishing options includes folding, saddle stitching and stapling. Paper up to 300g/m2 in weight, coated sheets, and irregular sizes.



Device	Feature Set / Comments	Quantity	Production
<b>OCE 750</b>	Black and Full Color Four input tray configurations Fiery RIP / Input Booklet Making, Stitching, Stapling	<b>2</b>	Each rated 75 images per minute (Depending on sheet size and substrate)

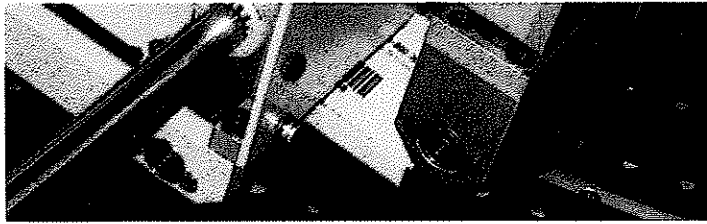
## Traditional Ink-Jet Addressing

Device	Feature Set / Comments	Quantity	Production
<b>Buskro BK600C</b>	Black Color 2" vertical coverage 600 dpi	<b>1</b>	20K per hour
<b>Ohio Addressing/Kirk-Rudy</b>	Documatch System (Can address inserted closed face envelope) 4" vertical coverage 600 dpi	<b>1</b>	20K per hour
<b>Pitney Bowes</b>	Table-top devices for small cards and small runs	<b>3</b>	5K per hour



## Other Document Types and Finishing Capabilities

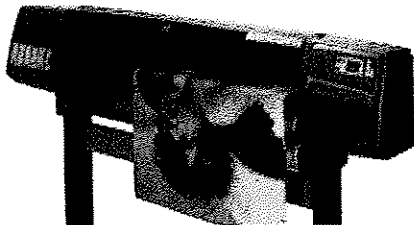
Sebis backs-up Document-Direct with a full range of document production, assembly and finishing capabilities. All of the processes are fully controlled auditable and secure.



### ID Cards

Plastic (PVC) and TESLIN ID cards. All web-2-print features are available. Cards can be affixed to carriers and inserted.

Full color (TESLIN)  
20 – 30 mil PVC and TESLIN

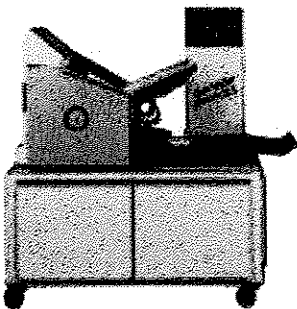


### Large Format Printing

Up to 42" width  
Black and full color

### Self Mailers

Postcards and double postcards  
In-line glue folding  
Pressure sealed documents



### Ink Jet Addressing

600 x 600 dpi black and highlight color. 25M/hour. This includes a Documatch system capable of closed face mailings.

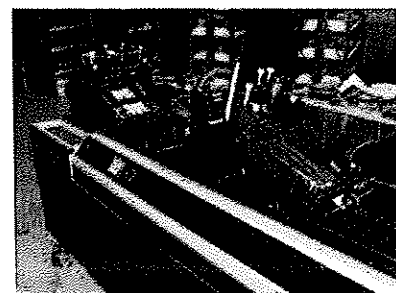
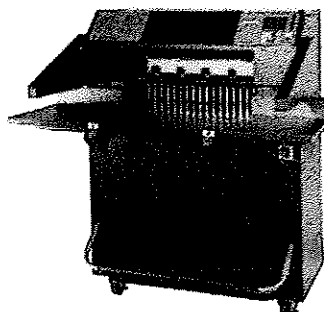
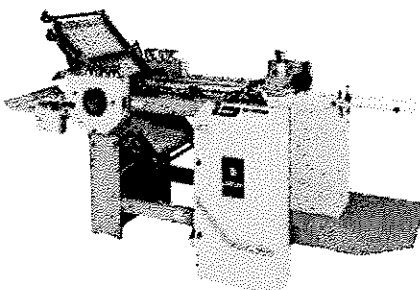
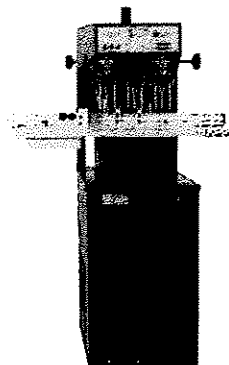
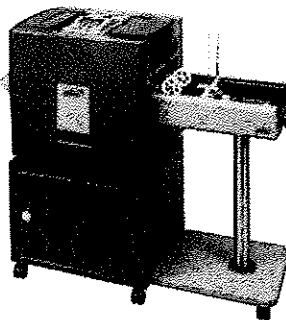
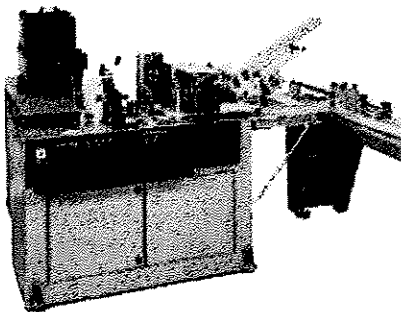
### Affixing

Affixing systems from Kirk-Rudy and Pineberry affix plastic cards and other items to a variety of carriers.

### Pressure Sealing

Pressure seal systems from Formax and Moore provide self mailers using imaged pressure seal forms.

## Affixing, Pressure Sealing, Paper Drilling, Paper Cutting and Folding



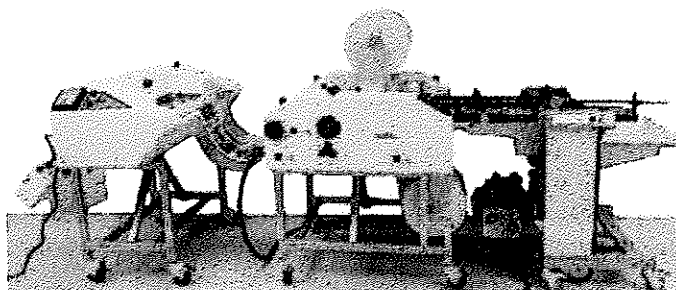
## Other Document Types and Finishing Capabilities

Sebis provides a full line of finishing capabilities.

Device	Feature Set/Comments	Quantity	Production
<b>Glue Folder 504</b>	Edge gluing and end gluing a folded item Scoring	<b>1</b>	20M cycles per hour
<b>Paper Cutting</b> Challenge Systems MPC	Several models 22"-30" sheet Programmable.	<b>3</b>	
<b>Folding</b> <b>O &amp; M Folder</b> <b>Baum Folder</b>	O & M, Baum and Challenge Folders Friction fed and pile fed 2 plate and 4 plate systems Right angle	<b>4</b>	10-50K sheets per hour
<b>Pressure Sealing</b> <b>Model FD2000</b>	Formax Systems, Moore	<b>3</b>	Each approximately 15K per hour
<b>Scanning</b>	Kodak i420 Scanners Kodak Professional Capture Duplex full color with feeders	<b>3</b>	5K forms per hour each
<b>Metering</b>	Pitney Bowes Connect 3000 Systems	<b>2</b>	10K per hour each
<b>Kirk Rudy Card Affixing</b> <b>Model 215P</b>	ID/Plastic card Affixing 1 and 2 cards per item	<b>2</b>	20K per hour each
<b>Pineberry Affixer</b>	Can affix a variety of items	<b>1</b>	20K per hour
<b>Plastic Card Imaging</b> Evolis Quantum Printers	Evolis Quantum ID Card Printers Magnetic strip encoding	<b>3</b>	1K cards per hour monochrome each
<b>Die Cutting</b> <b>Spartanics Die Cutter</b>	CR80 ID Card	<b>1</b>	25K per hour
<b>Laminating / Trimming</b>	Ledco and D&K laminating lines	<b>2</b>	10K cards per hour
<b>3 Hole Paper Drill</b>	Challenge Drills	<b>2</b>	
<b>Packaging Shrink-Wrap</b>	Clamco line and a Dibipack 4255 Instant System.	<b>2</b>	
<b>Large Format Printing</b> <b>HP-5000</b>	42" width	<b>2</b>	
<b>Camera Verification</b>	Jet Vision Systems	<b>6</b>	
<b>Strappers</b>	Variety of full and manually operated	<b>4</b>	
<b>ISP Stitcher (2x)</b> <b>Model A</b>	Manual stitching heads	<b>2</b>	
<b>Labeling</b> <b>Accufast</b>	Model XL	<b>1</b>	5K labels per hour
<b>Scoring/Slitting</b>	Duplo Digital DC-645	<b>1</b>	Programmable

### ID Card Lamination

D&K and Ledco duplex laminating lines can laminate 40M ID cards per hour. Automatic registration and cutting/slitting results in perfect CR80 cards.

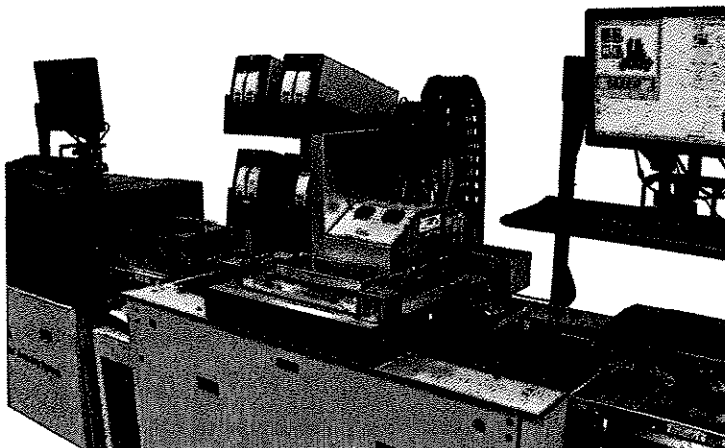


## Closed Face Mailings with the Pitney Bowes Print Messenger Color Inkjet System

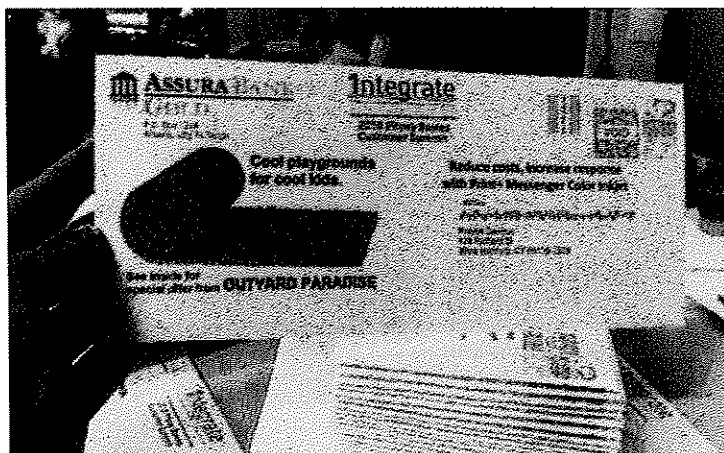
Traditionally, closed face matched mailings required the mailer to pre-address the envelopes using an inkjet system and then take these envelopes to an inserter and maintain a perfect match using either a manual system or barcode read/match systems.

The Sebis Print+Messenger system improves operational efficiency by eliminating pre-printed envelopes, reducing envelope storage needs, streamlining application changeover, and commingling mail.

The system uses the same 2D barcode technology to securely control the information printed on the envelope. The security of the system makes it compliant with HIPAA and other privacy and security compliance standards.

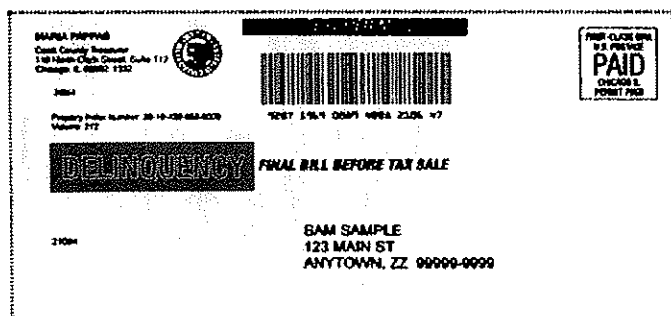


An integral part of a White Paper Factory™ solution, is that it eliminates the need for mailers to use anything other than plain white envelopes for their customer communications. All necessary information, including customized marketing offers, company logos, mailing and return addresses, and postal barcodes can be printed directly onto the envelope as it travels along the inserter. The Print+ Messenger Color Inkjet System can operate at speeds up to 20,000 mailpieces per hour, making this technology practical for even the highest-volume mailings.



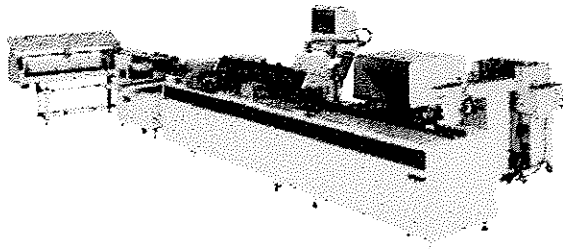
The Print+Messenger system can print full color over the entire area of a #10 envelope.

This includes the address and personalized full color graphics. Each envelope can be fully personalized.



Device	Feature Set / Comments	Quantity	Production
Pitney Bowes Print+Messenger Aqueous Ink-Jet In-line Envelope Digital Press	Dynamically adjusts print height depending on the thickness of each envelope.  600x600 dpi CMYK Dye based ink.	1	300M envelope images per day.

Sebis incorporates High Integrity Intelligent Inserting and Assembly Systems to provide zero defect capabilities for the processing of Protected Health Information (HIPAA, PHI) and Personally Identifiable Information (PII).

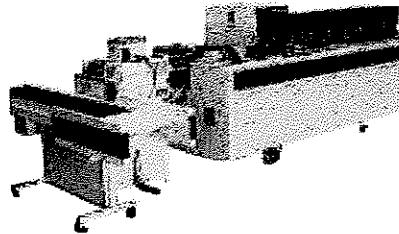
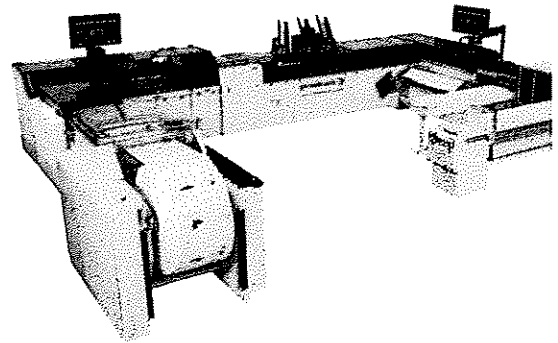


#### High Speed – High Integrity Inserting Assembly

Bowe Bell & Howell systems with 3x9 and 2D barcode features provide document integrity capabilities that meet the highest privacy and security requirements.

#### Pitney Bowes Evolution FPS and MPS Inserting Systems

The Mailstream Evolution™ inserting system comes with consistent and predictable performance, simplicity of use, and integrity and reporting built in. Features include integrated No Changeover capabilities that reduce the time required to change from letters to flats. Seamless integration to output management, and automated document factory capabilities for accelerated job changeover, job reconciliation, envelope finishing, and more.



#### Non-Intelligent Inserting

Bowe-Bell & Howell inserters are available for straight non-intelligent inserting/assembly jobs.

Device	Feature Set / Comments	Quantity	Production
<b>Pitney Bowes Mailstream Evolution Inserters</b>  (Multiple in each location)	Roll-Fed and Sheet-Fed 72K sheets per hour cutting accumulation Six roller folder, Portrait-to-landscape module 8 inserts stations including friction and rotary feeder Twist-turn module, Heavy diverters 2D barcode and post assembly scanning Letters and Flats	<b>8</b>	Letters - 12K document cycles per hour  Flats – 9K per hour
<b>Pitney Bowes MPS Inserters</b>	Roll Fed 72K sheets per hour cutting accumulation Six roller folder, Portrait-to-landscape module Pitney Bowes Print+Messenger unit for closed face envelope addressing and graphics.	<b>5</b>	Letters - 20K document cycles per hour
<b>6x9 and 6x12 Bell &amp; Howell Mailstar Inserters</b>  <b>Mailstar 400 and 500 Series</b>	Sheet Fed 1D and 2D barcode reading Six insert stations each Sierra Systems high integrity controllers GBR sheet feeders and four plate MBO folders	<b>7</b>	6K document cycles per hour each
<b>9 x 12 Bell &amp; Howell Mailstar</b>	Sheet-Fed 1D and 2D barcode reading Eight insert stations each (friction and swing-arm) Sierra Systems high integrity controllers GBR sheet feeders	<b>1</b>	3K flats per hour
<b>Bell &amp; Howell/Phillipsburg Inserters</b>	Four and eight stations units Mechanical double detection	<b>4</b>	6K inserts per hour

*Document Direct* is built on world class open source tools and technologies. *Document Direct* utilizes technologies from these best-in-class open sourced resources. This allows Sebis to participate in the collaboration of developers worldwide. The adoption of open source and general public license resources improves security by preventing vendor lock-in. This also results in a more compliant and secure application because the security models and technologies are widely adopted and collaborated on from a worldwide community of mission critical enterprise content management developers.

Lastly, the adoption of these platforms permits rapid development and customization because much of the application's functions are object oriented and brought in rather than requiring local development. The BIRT report developer and viewer is an example of this thinking.



### Document Presentation

Used to compose and produce simple to the most complex bill and statement documents.

XEP Engine is the formatting force behind paper document production. Complies with the World Wide Web open source XSL:FO definition.



### Database Interface

Using Hibernate allows *eDocument Direct* to work with any database engine.

Hibernate provides data query and retrieval facilities. Hibernate generates the SQL and automates result set handling and object conversion and keeps the application portable to all supported SQL databases with little performance overhead.

PostgreSQL



### Database

PostgreSQL is a powerful, open source object-relational database system. It has more than 15 years of active development and a proven architecture that has earned it a strong reputation for reliability, data integrity, and correctness. It runs on all major operating systems.



### Document Repository - User Management and Security

Alfresco is built on the strong foundation of a proven, open source enterprise content management platform that has been deployed at over 2,500 enterprises in 55 countries.

Billing documents are stored, managed, transformed and delivered in this framework.



### Reporting Tools

Business Intelligence Reporting Tools (BIRT) is an Eclipse-based open source reporting system for web applications, especially those based on Java and Java EE.

BIRT can deliver reports and data extracts of any format including charts and graphs.



### Web Development Framework

Spring is the most popular application development framework for enterprise Java™. Millions of developers use Spring to create high performing, easily testable, reusable code without any lock-in.



### Web Server

Since April 1996, Apache has been the most popular HTTP server software in use. As of January 2012, Apache was estimated to serve 58% of all active websites and 65% of the top servers across all domains.



### Operating System

Linux has been ported to more computer hardware platforms than any other operating system. It is a leading operating system on servers and other big iron systems such as mainframe computers and supercomputers.

More than 90% of today's top 500 supercomputers run some variant of Linux, including the 10 fastest.



### Interactive Voice Response (IVR)

Asterisk makes it easy to build IVR applications that respond to tone or speech input from the caller.

## Zero Defect Production – The Automated Document Factory (ADF)

**Producing zero defect documents requires a factory / manufacturing approach to the process.**

### The Automated Document Factory

Managing the process of creating and delivering mission-critical, high-volume digital documents using factory production techniques, referred to as an Automated Document Factory (ADF), integrates production control and monitoring systems into the high-volume printing and mailing environment.

ADF enables print operations to increase the utilization of equipment, increase document integrity, ensure image verification, and increase revenues through greater efficiency.

This document outlines the key components of the Sebis Automated Document Factory (ADF) architecture. This includes centralized control, reporting, job ticketing, scheduling, tracking, device monitoring and many additional items shown below.

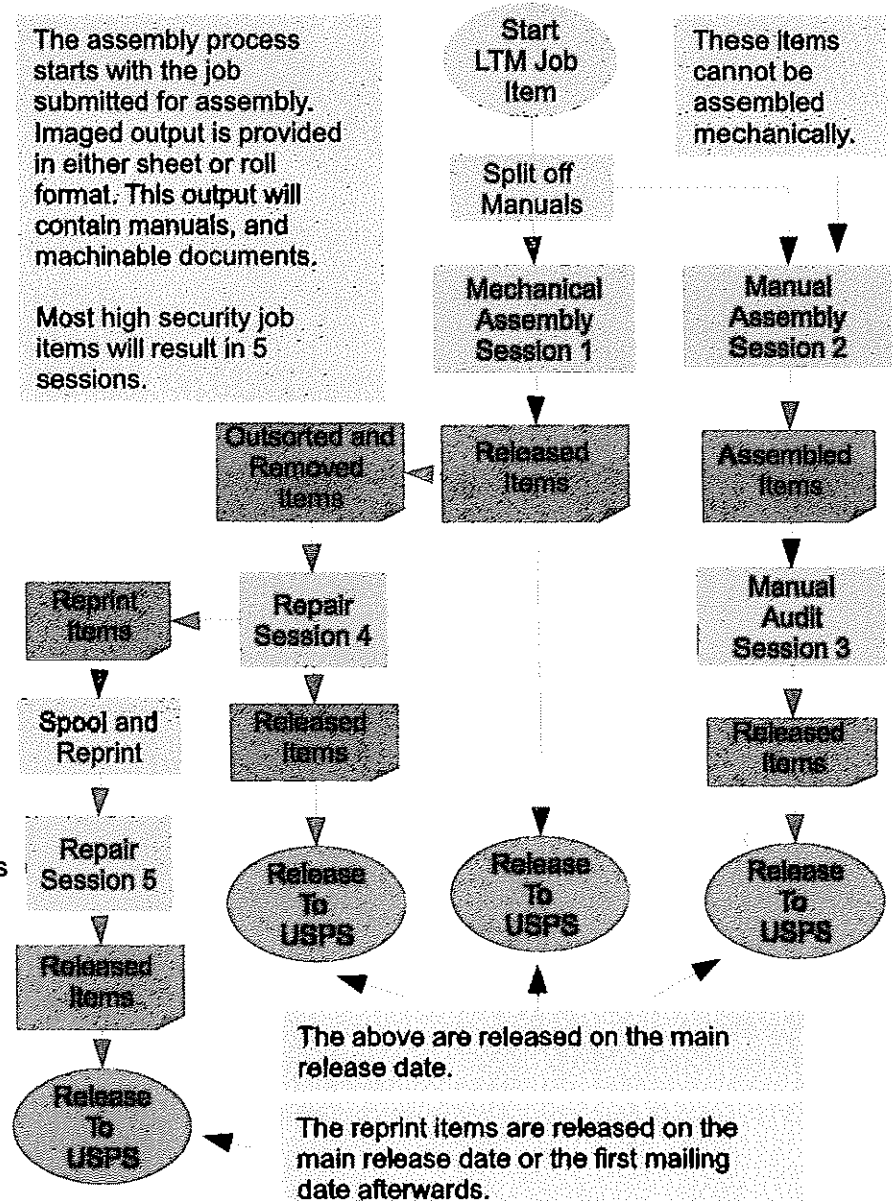
### Assembly Sessions

Document production is made up of sessions. A session is defined as the combination of a set of documents, an operator and in most cases a resource (A folder, printer, inserter, etc.). Carefully tracking and recording each session tracks productivity, faults and provides a clear record of activity, if a defect is reported.

The illustration on the right shows how a typical high security job could generally require 5 sessions.

A document assembly job that includes Protected Health Information (PHI) or Protected Personally Identifiable Information (PII) will be subject to this workflow.

Sebis applied this same workflow to applications that require zero defect production even though there is no compliance standard demanding it.



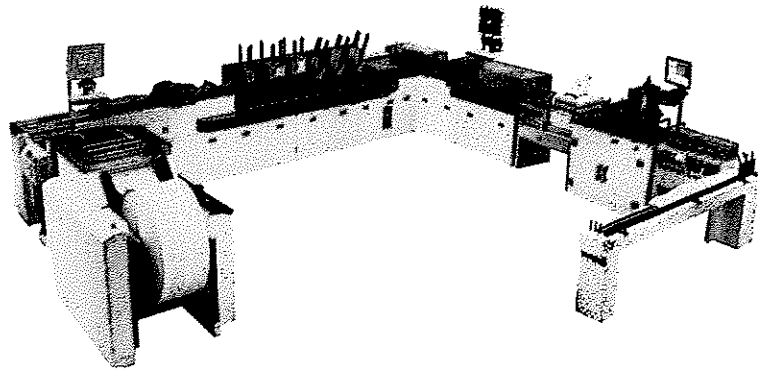
## Mechanical Assembly

## Secure Barcoding

The most secure 2D barcoding schemes are used to protect the integrity of each document. Older schemes and optical mark systems (OMR) are not considered sufficient and reliable enough to protect PHI.

### Assembly Closed System

During production, operators have no access to pieces as the assembly process runs. The machine "closes" access to items. This way the system knows that the mailpieces cannot be tampered with in any way.

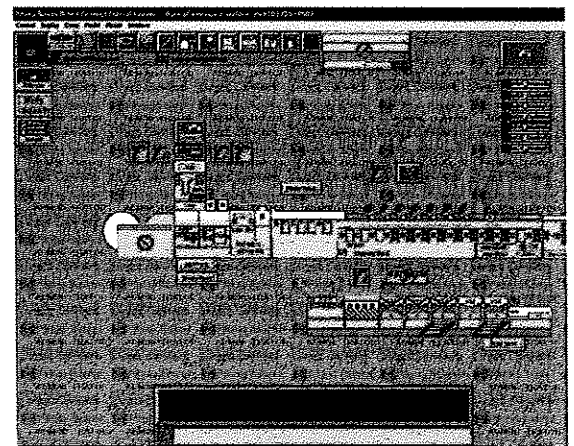


**Any fault that is detected by any assembly process results in the item being diverted into to repair/inspection workflow.**

## Touch and Toss

Operators do not attempt to repair mailpieces that have been detected as faults by the inserting devices. Any faulted mailpiece is diverted into a repair/inspection bin for a later workflow.

The illustration on the right shows a typical tracking screen. This demonstrates that the inserter knows the location and status of each mailpiece as it is being assembled. The success or failure of each mailpiece is recorded and determines how each mailpiece should be handled.



The illustration on the right also shows how the outcomes of each mailpiece is known to the system and provides the proper actions. Items that show as **Outsorted** or **Removed /Operator** are diverted to an assembly repair / inspection workflow.

Below shows an operator dashboard during assembly.

A report entry is over due. This entry should have been made at about earliest value 1000.

SIN# [redacted]  
Columbus: [redacted]  
Plainsville: [redacted]

[redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted]  
[redacted]

March  
Apr 1968  
\$0000  
\$5796

**Machine Job: 16795-2 Yrs Task: Assembly**

This task/criterion requires supervisor verification. This task/criterion requires a repeat criterion.

Recent Cnt: 0	Client: Stable Data, Inc	Machine Job Nr: 016
Job Counting: 06556	Direction: High to Low	Seconds Started: 0 17
Good Count: 9999	Last Count: 0	Current Interval: 1080
		Operation Times: 48 hr

State	ACTUAL	CON
Running	22	22
Stopped	44	44

Metric	Actual	Goal
SPINs Completed:	2236	3287
Active Metric	28511 In/hr	42000 In/hr
Active Running / Stopped:	22 min / 33 min	22 min / 33 min
Completed Times	5.48 PM Predicted	6:20 AM
Planning On-line Ratio	97.5%	100.0% of
Last Reported Error	02564	16315
Set-up Time:		15 min

#	Event	Timestamp	Card	Counter
1	Set-up Task	03/24/2017 5:20 PM	1	
2	Set-up Completed	03/24/2017 5:20 PM		
3	Active	03/24/2017 7:04 PM	1	
4	Inactive - Lunch	03/24/2017 7:31 PM	3432	
5	Active	03/24/2017 8:17 PM	3432	
6	Shutdown Task	03/24/2017 9:06 PM	10012	
7	Shutdown Checklist Completed	03/24/2017 9:06 PM	10012	
8	Shutdown Task Completed	03/24/2017 9:09 PM		

## Summary


#	Time/Date	Machine Fault	Machine Action	Oper. Fault
1		SRID MISSING		
2	12:21 P	Chassis	RemovedOperator	
3	12:21 P	FpsEngine_Ext	Outsourced	
4	12:22 P	V34_a	Outsourced	
5	12:23 P	V33_a	RemovedJam	
6	12:23 P	V83_a	RemovedJam	
7	12:22 P	MOS_Aligner1_Ext	RemovedOperator	
8	12:22 P	MOS_Aligner1_Mid1	RemovedOperator	
9	12:23 P	V34_a	Outsourced	
10	12:23 P	V34_a	Outsourced	
11	12:24 P	V33_a	RemovedJam	
12	12:24 P	V83_a	RemovedJam	
13	12:23 P	MOS_Aligner1_Mid1	RemovedOperator	

## Additional Elements of the ADF

Stock Items	Stock items are retrieved by a secure and recorded process. Restocking is restricted to qualified personnel. Opened cartons are inspected for security.
Start, Checklists, Running and Closing a Run	Assembly is broken down into specific steps. Each step is recorded. Steps can include Start assembly, Operate assembly and End Assembly. Each step can have its own checklist and specific procedures customized for each application.
Manual Assembly Sets	At the start of a process, the manual assembly items are removed and placed into a secure manual assembly workflow. This workflow includes assembly and inspection.  Only successfully inspected documents are released for delivery.
Assembly Faults	Sebis adheres to a principal called "Touch and Toss". This means that if the inserter detects a fault that could mean that the integrity of the mailpiece cannot be certain, the operator removes the mailpiece (or if more than one, several mailpieces) and places the mailpiece(s) into a Repair Bin. Operators do not repair these pieces. A separate workflow is utilized to capture, inspect, repair or re-create these items.

### Automated Reprints

As mailpieces are "faulted", by Operators or the Inserters, an automated reprint process is fed the document IDs for these damaged or defective documents. Documents are then re-printed as necessary and placed back into the assembly workflow.

Application: CLEVELAND  
Service: Cleveland CII  
Reprint Status: Not Submitted  
Bin Number:  0  
Unable to provide SRID:  No   
SRID List:   
Complete By: 12/16/2015

Operator Qualifications	Operators are trained and awarded qualifications. These qualifications can include skill sets regarding machines or work processes. Qualifications also include security items such as HIPAA training or Federal Clearances such as NACI. (National Agency Check with Inquiries)  Qualifications can be granted permanently or may require recurrent training to maintain the qualification.
Document Repair / Reprint Process	At the conclusion of the job, a "Repair Session Control Sheet" is printed. It contains a log of each SRID that was submitted for repair, or detected by the inserter to be removed and included in a Repair Session. The operator performing the repair inspection will fill out the form at the start of the process and then proceed to inspect and repair the documents. This sheet also includes all SRIDs that were missing within the range of assembled SRIDs.  Repairs are done as soon as possible so the repaired items can be reported as "Repaired" and rejoin the mailing they belong to.  Only operators trained and qualified to perform repair/inspections can perform this function. The qualification for the Operator must be displayed on Access-Direct. The qualification is "Repair-Inspect".



Incident Reporting	<p>An incident is defined as any event falling outside the practices defined by the lettershop production operating procedures. Incidents are made a part of the application record.</p> <p>Aggregated reporting is performed on incidents that occur over each month as part of the Quality Control Program.</p>
Duplex Image Security	Front side to back side integrity is secured by printing and scanning internal barcodes on the edge of each page. This barcode is then slit off at the finishing stage. This assures that the front side and back side of any document is not mismatched.
Document Security Types	<p>Sebis classifies all document production tasks into 4 different categories These categories then automatically imply and invoke specific procedures and controls.</p> <p>PHI – Protected Health Information</p> <p>PII – Personal Identifiable Information</p> <p>FIN – No protected Information, but requires a zero defect workflow.</p> <p>NON – High security workflow is not required.</p>
Sessions	Document production is made up of sessions. A session is defined by the combination of a set of documents, an operator and in most cases a resource (A folder, printer, inserter, etc.). Carefully tracking and recording each session monitors productivity, faults and provides a clear record of activity, if a defect is reported.

## Document Shredding

High security documents that are damaged and reprinted in the assembly process must be shredded. All shredding is recorded and make part of the records kept for each production run.

Application: CLEVELAND

Service: Cleveland CII

Reprint Status: Not Submitted

Bin Number:  D

Unable to provide SRID:

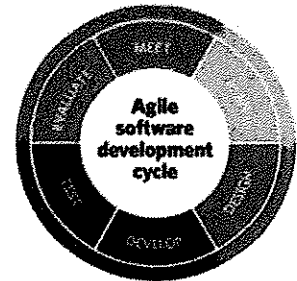
SRID List:

Complete By:

## The City of Flint Application: Transition Plan, Implementation, Timeline

Experience has shown that each implementation of a complex document production workflow and processing is unique. Factors include the following:

- Technical expertise and availability of Sebis and the City of Flint's resources.
- Number of document types and the sophistication and complexity of each.
- Resolution or mitigation of legacy or obsolete IT resources.
- Changes in workflows, document compositions or processes made part of the implementation.
- Obsolescence or expiration of resources, licenses, facilities, personnel, etc.



Therefore, a qualified project plan can only be developed in cooperation with the City of Flint. Project plan development is made part of the project.

Sebis Direct uses a Software Development Lifecycle (SDLC) process known as Agile to onboard each of the City of Flint's production process. Agile software development is an approach to application development under which requirements and solutions evolve through the collaborative effort of cross functional teams and their customers and users. It advocates adaptive planning, evolutionary development, early delivery, and continual improvement, and it encourages rapid and flexible response to change based on the needs of your organization.

The project is broken down into small iterations of many of the following items (requirements, design, coding and testing). Each iteration results in a proof provided to the City of Flint that is the result of all of the known requirements provided up to that time.

At each iteration, the stakeholders review the results, define new or unknown changes and the cycle is repeated.

Once final testing is performed and all approvals are obtained, the application is promoted to production. The version control system utilizes the approved version for production and the application becomes live.

The City of Flint's requirements include the development of full production processes for the following document types:

1	Summer Property Taxes	11" x17"
2	Winter Property Taxes	8 ½" by 11"
3	Water Bills	6" x 4.25"
4	Shutoff Notices	8 ½" by 11"
5	Adhoc and General Correspondence Items	These are adhoc in nature and can change as the engagement progresses.

Each of the above items will result be addressed by components of the following overall on-boarding plan items. Most applications are developed in a 4-6 week timeline. Projects with multiple file types and document types create an articulated development timeline with overlapping activities and tasks designed to hit required implementation dates with all of the required features and controls.

<b>Requirements Analysis (One week)</b>	
Example document compositions provided by the City of Flint.	Live examples and artwork files provided in any format.
Data and data field descriptions provided by the City of Flint.	Existing documents provided and/or created in collaboration with the City of Flint.
Form to field mapping created.	Existing documents provided and/or created in collaboration with the City of Flint.
Business rules defined and documented.	Existing documents provided and/or created in collaboration with the City of Flint.
Feature additions and upgrades to be part of the on-boarding process documented.	New features and compositions to be added that do not interfere with any "must-hit" dates.
Reporting and controlling metrics established.	This includes all controls and tests to establish correctness of data. Discussion of prior failures and errors.
Document and data retention and destruction policies defined.	Collaboration with Compliance role stakeholders may be appropriate.
Development of actual project plan.	Actual project plan includes actual dates, stakeholders and tasks. Sebis uses several systems for management of projects depending on the complexity.  1) Sebis' Development Request System 2) Basecamp 3) Simple document based project plan. 4) Open Project
Establishment of timetable and "must-hit" dates and features.	
Risk assessment and mitigation created.	Optional task used to identify any fall-back or contingency plans invoked due to any failure to implement production with all required features on-time.

<b>Application Development (Iterative)</b>	
Test data provided by the City of Flint.	

Requirements provided to Development.	Provided by the City of Flint and Sebis Technical Account Management (TAM)
Document Composition.	Sebis Development Team
Application development and coding.	

### **Logistics and Supplies (Completed before Implementation Date)**

Orders for custom printed materials submitted.	Sebis Technical Account Management (TAM)
Assignment of warehouse locations and picking areas.	
Scans of document types created and entered into Access.	
Definition of test questions/answers to positively identify stock items.	
Any existing stock transferred from current locations to a Sebis warehouse.	As needed.

### **Testing / Approval**

Provide the first document production output to the City of Flint for review.	Date to be determined.
Provide the last document production output iteration for the City of Flint's review and approval.	Date to be determined.

### **Live Runs Released into Production (Week 4 to Week 12)**

Implementation Completed	Initial run of any new implementation may require 24 hours added time for Sebis compliance and final quality control checks.
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An actual project plan is created from all or many of the components tasks outlined above using one of the management tracking tools noted herein.

## EXHIBIT B - QUALIFICATIONS AND LICENSES REQUIREMENTS

**Please give a synopsis of your qualifications and experience with this service:**

Sebis Direct is fully equipped and highly experienced in delivering the services outlined in the City of Flint's RFP. As a trusted leader in document production and distribution, Sebis Direct processes and delivers hundreds of thousands of **critical transactional documents** daily, including tax notices, utility bills, ID cards, invoices, statements, policies, and various other essential communications. Our advanced printing and mailing capabilities allow us to produce documents of any size and format, from simple black-and-white notices to complex full-color statements.

With production facilities strategically located in the Cleveland, Chicago, and Phoenix metropolitan areas, Sebis Direct ensures high-volume processing power, operational efficiency, and business continuity. Each facility operates with an identical infrastructure, allowing for seamless workload distribution to manage surges or provide uninterrupted service in the event of a facility outage. This redundancy guarantees reliable and timely delivery of critical documents.

Beyond our capabilities, Sebis Direct brings a proven track record of excellence and customer satisfaction, particularly in serving government agencies and municipalities. For over **35 years**, we have specialized in document management solutions tailored to public sector needs, consistently delivering high-quality tax notices, utility bills, and other government communications. Our long-standing partnerships with cities, villages, counties, and federal agencies reflect our ability to meet strict accuracy, compliance, and security standards while maintaining cost-effective solutions.

A prime example of our expertise is our ongoing partnership with the **City of Chicago**. Since 2013, we have successfully managed the production and distribution of the city's utility bills, tax statements, notices, and other critical documents. As the third-largest city in the U.S., Chicago demands precision, reliability, and scalability—requirements that Sebis Direct has consistently met. The city's continued renewal of our contract is a testament to our quality service, competitive pricing, and commitment to excellence.

Sebis Direct is confident in our ability to provide the City of Flint with the same high standard of service, ensuring **timely and accurate delivery** of tax notices and utility bills while optimizing efficiency and cost savings. We welcome the opportunity to bring our expertise to your municipality and support your communication needs with industry-leading solutions.

**Please list Licenses:**

Sebis has all required business licenses to perform services in the government spaces in which our facilities exist. We also maintain an NCOALink® Limited Service Provider License from USPS.

**How long have you been in business?**

Sebis was founded and has been in business since 1989. Over the past **35 years**, Sebis has implemented multiple document management services and software that are provided to organizations all across the U.S. These services and technologies include utility paper and electronic billing and revenue cycle processes, municipality vehicle tax services software, the Access Direct CRM web system, insurance document kit storefronts, and much more.

**Have you done business with the City of Flint?**

No, Sebis has not previously worked with the City of Flint.

## EXHIBIT C – DISCLOSURE OF SUPPLIER RESPONSIBILITY STATEMENT

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract, or subcontract, or in the performance of such contract or subcontract.

**None to report.**

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2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offense indicating a lack of business integrity or business honesty which affect the responsibility of the contractor.

**None to report.**

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3. List any convictions or civil judgments under state or federal antitrust statutes.

**None to report.**

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4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

**None to report.**

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5. List any prior suspensions or debarments by any government agency.

**None to report.**

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6. List any contracts not completed on time.

**None to report.**

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7. List any documented violations of federal or state labor laws, regulations or standards, or occupational safety and health rules.

**None to report.**

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**❖ EXHIBIT D - LIST OF REFERENCES: (3) SIMILAR SCOPE OF WORK FROM  
THE LAST 5 YEARS**

Providing the following contact information enables the City of Flint to contact those accounts as references.

**Reference #1:**

Company/Municipality: City of Chicago  
Contact Person: Katherine Wheeler Title: Deputy Director  
Address: 333 South State St Room 330  
City: Chicago State: IL Zip: 60604  
Telephone: 312-747-9640 Fax: \_\_\_\_\_  
Email: Katherine.wheeler@cityofchicago.org  
Type of Project: Document services for the Chicago Water Utility, Department of Finance Tax and Accounts Receivable, Streets & Sanitation, Planning & Development, and others.  
Project Timeline (Dates): October 2013 - Present Budget: \$6MM per year

**Reference #2:**

Company/Municipality: Village of Oak Lawn  
Contact Person: Ms. Charlene Lane Title: Utility Billing Administrator  
Address: 9446 Raymond Ave  
City: Oak Lawn State: IL Zip: 60453  
Telephone: 708-499-7746 Fax: \_\_\_\_\_  
Email: clane@oaklawn-il.gov  
Type of Project: Sebis Direct provides full life cycle management of the billing cycle for all Village of Oak Lawn water utility.  
Project Timeline (Dates): August 2013 – Present Budget: \$10M per year

❖ **EXHIBIT D – LIST OF REFERENCES: (3) SIMILAR SCOPE OF WORK FROM  
THE LAST 5 YEARS (CONTINUES)**

**Reference #3:**

Company/Municipality: Village of Park Forest Utility Billing

Contact Person: Mary Gott Title: Utility Billing Supervisor

Address: 350 Victory Lane

City: Park Forest State: IL Zip: 60466

Telephone: 708-283-5636 Fax: \_\_\_\_\_

Email: mgott@vopf.com

Type of Project: Sebis Direct provides full life cycle management of the billing cycle, including  
electronic bill presentation, for all Village of Park Forest water utility.

Project Timeline (Dates): August 2013 – Present Budget: \$32M per year



## ❖ EXHIBIT E – CERTIFICATE OF INSURANCE

### INSURANCE REQUIREMENTS

The Contractor shall notify all insurance agents and companies retained by the Contractor that these insurance requirements shall be included in any Agreement between the Contractor and the City of Flint.

The Contractor shall purchase and maintain, at its sole expense and as long as it is providing services to the City, the following insurance coverage:

Commercial General Liability - Occurrence form, including coverage for bodily injury, personal injury, property damage (broad form), premises/operations, blanket contractual, and products/completed operations. Coverage shall be endorsed to include the City as an additional insured for work performed by the Contractor in accordance with the Agreement.

#### Minimum Limits:

- \$1,000,000 per occurrence/\$2,000,000 general aggregate
- \$2,000,000 aggregate for products and completed operations
- \$1,000,000 personal and advertising injury

Automobile - Michigan "no-fault" coverage, and residual automobile liability, comprehensive form, covering owned, hired, and non-owned automobiles. Coverage shall be endorsed to include the City as an additional insured for work performed by the Contractor in accordance with the Agreement.

#### Minimum Limits:

- No-fault coverages - statutory
- \$500,000 per person/\$1,000,000 per accident - bodily injury
- \$500,000 per occurrence - property damage
- A combined single limit of \$1,000,000 per occurrence

Workers' Compensation and Employer's Liability- Statutory coverage or proof acceptable to the City of approval as a self-insurer by the State of Michigan.

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❖ **EXHIBIT E – CERTIFICATE OF INSURANCE (CONTINUES)**

Minimum Limits:

- Workers' Compensation - statutory
- Employer's Liability - \$100,000 each accident/\$100,000 disease - each employee
- \$500,000 disease - policy limit

Professional Liability – Covering acts, errors or omissions of a professional nature committed or alleged to have been committed by the Contractor or any of its subcontractors. Coverage shall be effective upon the date of the Agreement and shall remain effective for a period of three (3) years after the date of final payment thereunder. Such coverage shall be endorsed to include any subcontractors hired by the City.

Minimum Limits:

- \$1,000,000 per occurrence, \$1,000,000 annual aggregate

Insurance coverage shall cover all claims against the City of Flint, its officials and employees, arising out of the work performed by the Contractor or any subcontractors under the Agreement. Should any work be subcontracted, it shall be the responsibility of the Contractor to maintain Independent Contractor's Protective Liability Insurance with limits equal to those specified above for Commercial General Liability Insurance. In addition, the Contractor shall provide proof of Workers' Compensation Insurance for all subcontractors in compliance with the required statutory limits of the State of Michigan.

Said policies of insurance shall be with companies licensed to do business in the State of Michigan and in a form satisfactory to the City. All insurance companies must maintain a rating of B+, VIII or better from AM. Best Company. Certificates of insurance with a thirty-(30) day cancellation clause shall be filed with and approved by the City at least five (5) days in advance of commencing work under the Agreement. Cancellation, material restriction, non-renewal or lapse of any of the required policies shall be grounds for immediate termination of the Agreement by the City.

The City reserves the right to request a complete certified copy of the policies for the above coverage's.

Any reduction or exhaustion in the limits of required insurance coverage shall not be deemed to limit the indemnification afforded in accordance with the Agreement or any amendments thereto.

Depending on the subject matter of the transaction, the City may require other insurance coverage in addition to the coverage's contained herein.

**THE BID NUMBER IS TO APPEAR ON ALL INSURANCE CERTIFICATES**

❖ EXHIBIT G - CITY OF FLINT AFFIDAVIT

FOR CORPORATION

STATE OF ILLINOIS

S.S.

COUNTY OF COOK

ANAYA SANDERS being duly sworn, deposes and says that she/he/they  
is CAMPAIGN COORDINATOR of SEBIS DIRECT, INC.

(Official Title)

(Name of Corporation)

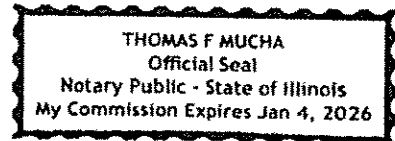
a corporation duly organized and doing business under the laws of the State of ILLINOIS  
the corporation making the within and foregoing bid; that they executed said bid in behalf of said corporation by  
authority of its Board of Directors; that said bid is genuine and not sham or collusive and is not made in the  
interests of or on behalf of any person not herein named, and that they have not and said bidder has not directly  
or indirectly induced or solicited any other person or corporation to refrain from bidding; that they have not and  
said bidder has not in any manner sought by collusion to secure to themselves or to said corporation an advantage  
over other bidders.

Subscribed and sworn to before me at SEBIS DIRECT INC. in said County and State,

this 4<sup>th</sup> day of MARCH, A.D. 20 25.

Thomas F. Mucha

My Commission expires JANUARY 4<sup>th</sup> 2026 \*Notary Public, ILLINOIS County, COOK



## BID ANALYSIS FORM

Interested vendors are to complete this document and submit it as part of their bid packet.

### Section A- Tax Bills

Item #	Description	Year 1 Award date - 7/1/25- 6/30/26 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total – 3 Year (A+B+C)
1	Summer Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of tax bill to include 2 page 4-part coupon, 1 for payment in full, and 1 for each installment with due dates of 7/31, 10/31, and 2/28, as outlined in specification of this bid. One mailing only that is received by citizens by 7/1 of each year. Vendor is to price for approximately 40,000 bills.	.178 / each  40,000 x 0.178 = <b>\$ 7,120.00</b>	.178 / each  40,000 x 0.178 = <b>\$ 7,120.00</b>	.185 / each  40,000 x 0.185 = <b>\$ 7,400.00</b>	<b>\$ 21,640.00</b>
2	Winter Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of 1 page 2-part tax bill that is to be received by citizens by 12/1 with a bill reflecting a due date of 2/14. One mailing of approximately 40,000 bills.	.103 / each  40,000 x .103 = <b>\$ 4,120.00</b>	.103 / each  40,000 x .103 = <b>\$ 4,120.00</b>	.107 / each  40,000 x .107 = <b>\$ 4,280.00</b>	<b>\$ 12,520.00</b>
3	Grand Total - Item 1 + Item 2	<b>\$ 11,240.00</b>	<b>\$ 11,240.00</b>	<b>\$ 11,680.00</b>	<b>\$ 34,160.00</b>

### Section B – Water Bills and Shutoff Notices

Item #	Description	Year 1 Award date - 6/30/25 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total - 3 Year (A+B+C)
1	Water Bills - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of water bill as outlined in specification of this bid. Approximately 30,000 bills are sent out each month. 9 cycles of bills mailed throughout each month. Vendor is to provide pricing to perform work on a monthly basis.	.045 / each  30,000 x 0.045 = <b>\$1,350 /month</b>  /mth.	.045 / each  30,000 x 0.045 = <b>\$1,350 /month</b>  /mth.	.047 / each  30,000 x 0.047 = <b>\$1,410 /month</b>  /mth.	<b>\$ 4,110 /month</b>  /mth.
2	Shutoff Notices - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of shutoff notices on a weekly basis. Vendor is to provide pricing to perform work on a monthly basis based on sending out 500-2000 notices a week.	.103 / each  500 x 0.103 x 4 wks = \$206.00  2000 x 0.103 x 4 wks = \$824.00 <b>\$206 - \$824</b>  /mth.	.103 / each  500 x 0.103 x 4 wks = \$206.00  2000 x 0.103 x 4 wks = \$824.00 <b>\$206 - \$824</b>  /mth.	.107 / each  500 x 0.107 x 4 wks = \$214.00  2000 x 0.107 x 4 wks = \$1,040.00 <b>\$214 - \$856</b>  /mth.	<b>\$ 626 - \$ 2,504 /month</b>  /mth.
3	Grand Total - Item 1 + Item 2	<b>\$ 1,556 - \$ 2,174 / month</b>	<b>\$ 1,556 - \$ 2,174 / month</b>	<b>\$ 1,624 - \$ 2,266 / month</b>	<b>\$ 4,736 - \$ 6,614 / month</b>

## Closing

Sebis Direct provides the capacity, technical skill, automation, compliance, and experience to be carefully considered for this critical application. All processes and tasks are performed in a fully accountable and secure environment.

This proposal outlines a business process solution that utilizes the latest technology, best practices and work-flow to provide timeliness, security, integrity and the reliability that will exceed the City of Flint's expectations.

This engagement will also propagate beyond the production of paper documents into a partnership of constant improvement and modernization of the business processes related to document management and delivery throughout the enterprise.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read 'Wes Sanders', with a stylized, cursive script.

Wes Sanders  
President

# LARA Corporations Online Filing System

Department of Licensing and Regulatory Affairs

ID Number: 803393313

[Request certificate](#)[Return to Results](#)[New search](#)Summary for: **SEBIS DIRECT INC.**The name of the **FOREIGN PROFIT CORPORATION**: SEBIS DIRECT INC.

Entity type: FOREIGN PROFIT CORPORATION

Identification Number: 803393313

Date of Qualification in Michigan: 05/21/2025

Incorporated under the laws of: the state of Illinois

Purpose:

Term: Perpetual

Most Recent Annual Report:

Most Recent Annual Report with Officers &amp; Directors:

**The name and address of the Resident Agent:**

Resident Agent Name: REGISTERED AGENTS INC  
 Street Address: 2222 W GRAND RIVER AVE  
 Apt/Suite/Other: STE A  
 City: OKEMOS State: MI Zip Code: 48864

**Registered Office Mailing address:**

P.O. Box or Street Address: 2222 W GRAND RIVER AVE  
 Apt/Suite/Other: STE A  
 City: OKEMOS State: MI Zip Code: 48864

Acts Subject To: 284-1972 Business Corporation Act

Total Authorized Shares	Shares Attributable to Michigan	Most Recent Apportionment %	Term Ending
1,000	60,000		

**View filings for this business entity:**

ALL FILINGS  
 ANNUAL REPORT/ANNUAL STATEMENTS  
 CERTIFICATE OF CORRECTION  
 CERTIFICATE OF CHANGE OF REGISTERED OFFICE AND/OR RESIDENT AGENT  
 RESIGNATION OF RESIDENT AGENT  
 CERTIFICATE OF ASSUMED NAME

[View filings](#)

Comments or notes associated with this business entity:



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/13/2024

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

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

<b>PRODUCER</b> Kelly Assurance 4544 W 103rd St Oak Lawn IL, 60453	<b>CONTACT NAME:</b> Matthew Kelly <b>PHONE (A/C No, Ext):</b> 708-578-2470 <b>FAX (A/C, No):</b> <b>EMAIL:</b> matthew@kellyassurance.com <b>ADDRESS:</b>
<b>INSURED</b> Sebis Direct Inc, SD Property Holding LLC 6516 W. 74th Street Bedford Park IL 60638	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> The Hartford NAIC # 37478 <b>INSURER B:</b> Travelers 19038 <b>INSURER C:</b> Coalition/Munich <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

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

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

INSUR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENTL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	83SBAAG9KX8	07/18/2024	07/18/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrences) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPROP AGG \$ 4,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		83UECAC2895	07/18/2024	07/18/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		83SBAAG9KX8	07/18/2024	07/18/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	UB - 006Y483337	07/18/2024	07/18/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Employment Practices Liability Ins		83SBAAG9KX8	07/18/2024	07/18/2025	Each Claim: \$25,000 Agg Limit: \$25,000
C	Cyber Insurance/Prof Liability		C4LPY-043870-CYBER-2024	07/18/2024	07/18/2025	\$5,000,000/\$5,000,000

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

- Employee Theft \$4,000,000 \$25,000 A.Fidelity Limit Of Insurance Retention
  - ERISA Fidelity \$1,000,000 \$0
  - Employee Theft of Client Property \$4,000,000 \$25,000
- Location 1: 6516 W 74th Street, Bedford Park IL, 60638, Replacement Cost \$10,132,000  
Location 2: 1050-1100 Valley Belt Rd, Independence, OH 44131-1433 Replacement Cost \$7,881,000  
Location 3: 6247 W 74TH ST BEDFORD PARK, IL 60638-6120 Replacement Cost \$4,957,000

## CERTIFICATE HOLDER

## CANCELLATION

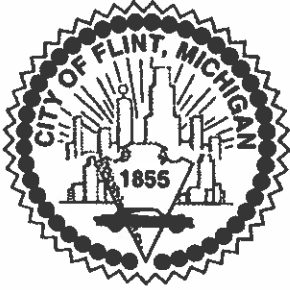
Sebis Direct Inc  
SD Property Holdings LLC  
SD Property Hold  
6516 W 74th St Chicago IL, 60638

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

Matthew J Kelly





250184-T

RESOLUTION NO.: \_\_\_\_\_

PRESENTED: 6-4-2025

ADOPTED: \_\_\_\_\_

**RESOLUTION APPROVING SETTLEMENT OF  
DIAMOND M. JACKSON v MATTHEW PORTER**

**BY THE CITY ADMINISTRATOR:**

An Executive Session is being requested in the referenced matter on Wednesday, June 4, 2025 in accordance with MCL 15.268(e) of the Open Meetings Act; and

Plaintiff Diamond M. Jackson has accepted the City of Flint's settlement offer pending City Council approval; and

Although the City of Flint admits no liability in the claim filed by plaintiff, the Department of Law recommends settling all claims for \$175,000.00.

**IT IS RESOLVED** that the Flint City Council approves settlement in Case Number 24-cv-12189, in the amount of \$175,000.00, in satisfaction of any and all claims arising from said matter. Payment shall be drawn from appropriated funds from Account Number: 677-266.200-956.300.

**For the City**

**For City Council**

\_\_\_\_\_  
**Clyde Edwards, City Administrator**

\_\_\_\_\_

**APPROVED AS TO FORM:**

**APPROVED AS TO FINANCE:**

\_\_\_\_\_  
**Joanne Gurley, City Attorney**

\_\_\_\_\_  
**Phillip Moore, Chief Financial Officer**



250197-T

PRESENTED: 6-18-2025

ADOPTED: \_\_\_\_\_

**RESOLUTION TO CITY COUNCIL TO ACCEPT (MDHHS) MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES, LEAD EDUCATION & FAUCET REPLACEMENT GRANT FOR \$33,000.00 AND AMEND TO 2024-2025 BUDGET TO ACCOMMODATE THESE FUNDS**

**BY THE CITY ADMINISTRATOR:**

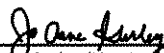
**Whereas**, On April 1, 2025, the City of Flint was awarded a grant in the amount of \$33,000.00 over a 9-month period from the Michigan Department of Health and Human Services (MDHHS), Grant number LEAPA-2025. The funding is allocated for the Lead Based Paint Hazard Control Program (LBPHC). (Performance period April 1, 2025 – September 30, 2025).

**Whereas**, the primary strategy of the LEAP program is to address lead-based hazards in local homes where children under the age of six reside or visit.

**Whereas**, this grant will provide lead education and exposure prevention outreach to families while eliminating lead hazards from home faucets by replacing them with new lead-free components.

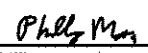
**IT IS RESOLVED** that the appropriate City officials are authorized to do all things necessary to, accept the Lead Education and Faucet Replacement Program, amend the 2024-25 budget, appropriate grant funding for revenue and expenditures in future fiscal years as long as funds are available from the funder, and abide by the terms and conditions of the grant from The Michigan Department of Health and Human Services, in the amount not to exceed \$33,000 over the 9-month grant period, from April 1, 2025-September 30, 2025.

**Approved as to Form:**


  
JoAnne Gurley (May 21, 2025 18:14 EDT)

**JoAnne Gurley, Chief Legal Officer**

**Approved as to Finance:**

  
Phillip Moore (May 22, 2025 11:33 EDT)

**Phil Moore, Chief Financial Officer**

  
Clyde D. Edwards (Jun 4, 2025 15:27 EDT)

**Clyde D. Edwards, City Administrator**

\_\_\_\_\_  
**City Council**



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**TODAY'S DATE:** 5/07/2025

**BID/PROPOSAL#** N/A

**AGENDA ITEM TITLE:** MDHHS Lead Education & Faucet Replacement Program

**PREPARED BY:** Michael O.D. Carpenter

**VENDOR NAME:** Michigan Department of Health & Human Services

#### **Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

***Vendor Compliance (This vendor has been properly vetted and the responses are below):***

Federal government	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

The Federal Lead Action Plan, developed by the Michigan Department of Health and Human Services, aims to reduce lead exposure through collaboration among local and state agencies. This initiative focuses on diminishing childhood exposure to lead from sources such as homes and drinking water faucets. As part of the plan, Medicaid-listed homeowners are provided with information about the dangers of lead exposure and its historical context.

The MDHHS Lead Education & Faucet Replacement program, funded by grant number LEAPA-2025, educates residents about lead hazards and facilitates the replacement of dangerous lead faucets in low-income housing.

#### **PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

- ☐ Sole Source (Please attach sole source statement to requisition)
- ☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)
- ☐ Cooperative Contract (MIDeal, Sourcewell, GSA, or other municipality)

\*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

- ☐ (3) Quotes (please attach all quotes to your requisition)



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution

N/A

**Section III.**

**POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

Our city is committed to improving living conditions and promoting healthy living for approximately 100 homes. We are utilizing MDHHS Dollars from the state for home faucet replacement and lead education for a safer way of living with hazards.

This program is for homes with pregnant individuals or children under six who are on the Medicaid list. This approach will ensure a safer and healthier environment for all our residents. It will also strengthen our partnership with MDHHS State PM's and open up more funding opportunities in the future.

**Section IV: FINANCIAL IMPLICATIONS:**

IF ARPA related Expenditure: NO

Has this request been reviewed by E&Y Firm: YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

BUDGETED EXPENDITURE? YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
		FY25 GRAND TOTAL		

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (*This will depend on the term of the bid proposal*)


BUDGET YEAR 1 \_\_\_\_\_

BUDGET YEAR 2 \_\_\_\_\_

BUDGET YEAR 3 \_\_\_\_\_

OTHER IMPLICATIONS (*i.e., collective bargaining*):

PRE-ENCUMBERED? YES ☐ NO ☐ REQUISITION NO:

ACCOUNTING APPROVAL:  Date: 05/20/2025  
Christian Baldwin (May 20, 2025 09:39 EDT)

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☐



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

#### **Section V: RESOLUTION DEFENSE TEAM:**

(Place the names of those who can defend this resolution at City Council)

	<u>NAME</u>	<u>PHONE NUMBER</u>
1	Michael Carpenter	
2	Andrew Tolles	
3		

STAFF RECOMMENDATION: (PLEASE SELECT): ☐ **APPROVED** ☐ **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE:   
Michael Carpenter (May 20, 2025 09:52 EDT)

(Name, Title)

**ADMINISTRATION APPROVAL:** \_\_\_\_\_  
(for \$20,000 or above spending authorizations)

# **DCH-1294, DATA USE AND NON-DISCLOSURE AGREEMENT CONCERNING PROTECTED HEALTH INFORMATION OR OTHER CONFIDENTIAL INFORMATION**

Michigan Department of Health and Human Services (MDHHS)

(Revised 12-24)

Parties who are interested in acquiring data from the Michigan Department of Health and Human Services (MDHHS) may be required to complete and submit this application to Compliance & Data Governance. Depending on the nature of the data being requested, third parties may be required to share their security protocols and guidelines with MDHHS for review. In addition, there may be a need to satisfy certain Department of Technology, Management and Budget's (DTMB) security requirements to ensure that the data will be securely maintained by the data recipient, and also to ensure that any potential risk of a breach is minimized.

## **SECTION 1 – INSTRUCTIONS**

1. Use this form if the data recipient is an entity outside of the State of Michigan government and is requesting MDHHS data.
2. Spell out all acronyms when initially referenced.
3. Complete and submit to MDHHS-DataRequests@michigan.gov within Compliance & Data Governance.
4. After the application is logged by Compliance & Data Governance, a review will be conducted. Be prepared for additional follow-up questions related to privacy or security.
5. This application is not an agreement until authorized by the Chief Compliance Officer and all signatures have been affixed. This agreement is subject to annual review and is valid for up to three years after CCO signature unless otherwise specified.

## **SECTION 2 – INFORMATION**

Project Title

**Lead Education & Faucet Replacement Program (LEAP) – Flint**

Request Number

**202501-8**

Data Recipient

**Michael O.D. Carpenter**

Organization

**City of Flint**

Address

**1101 S. Saginaw St**

City

**Flint**

State

**MI**

Zip Code

**48502**

Phone Number

**810-237-2019**

Email Address

**MCarpenter@cityofflint.com**

In accordance with this agreement, data are provided to the Data Recipient by the Michigan Department of Health and Human Services (MDHHS) Sponsors' Bureau/Division on full execution of this agreement and full payment of fees as indicated below.

Fees

☐ Yes (see separate fee agreement)

☒ No

The parties agree to the provisions specified in this agreement, the Health Insurance Portability and Accountability Act (HIPAA), and all other applicable public health, research, and confidentiality laws.

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### SECTION 3 – DATA SOURCE AND MDHHS SPONSOR(S)

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Identify the MDHHS program area(s) and MDHHS system(s) that serve as the Source of the Requested Data. (e.g., EMS Trauma and Preparedness and Michigan EMS Information System [MI-EMSIS])  
**Michigan Public Health Institute (MPHI) & Medical Services Administration are the sources of the requested data. The data is used by the grantee, City of Flint, to implement a lead education and faucet replacement program in Flint, Michigan.**

**The Lead Services Section shall also provide the Grantee access to the secured survey collecting tool RedCap to manage home visit and plumbing assessments required to be completed under this MDHHS LEAP grant.**

**Data provided under this Agreement will be used in a confidential manner in accordance with the provisions set forth in MCL 333.5473a.**

---

Identify the MDHHS program sponsor(s) for the Requested Data. A sponsor is needed for each area providing data.

---

Sponsor  
**Brant Cole**

---

Title/Program  
**Medicaid Systems Operations Director**

---

Phone Number	Email Address
<b>517-243-5297</b>	<b>coleb3@michigan.gov</b>

---

Identify the MDHHS program sponsor(s) for the Requested Data. A sponsor is needed for each area providing data.

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Sponsor  
**Carin Speidel**

---

Title/Program  
**Division of Env't Health Director**

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Phone Number	Email Address
<b>517-243-6227</b>	<b>SpeidelC@michigan.gov</b>

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### SECTION 4 – DATA SOURCE, PURPOSE, USE, DESCRIPTION, APPROVAL (if human subject research)

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What is the Data Recipient's Purpose for, and Specific Use of, the Data?

1. Describe with detail why these data are requested (e.g., Research, Statistics, Public Health, Health Care Operations, Administration of the Medicaid Program).  
**Lead Education & Faucet Replacement Program (LEAP) shall provide the Grantee a list of Medicaid enrolled households in the grantee service area. The list will be used to assist in outreach efforts and to verify eligibility for the program who seeks to serve Medicaid enrolled households only. The data is requested to serve public health needs around lead in water for identified high risk communities.**

**Grantee will complete all outreach efforts, including letter mailings, to eligible households living within targeted areas following MDHHS Engagement Protocol. Eligible households living within the service area that express an interest in the Program will be scheduled to receive a home visit plumbing**



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assessment through the grantee's LEAP program and may result in the household receiving a replacement faucet.

Access to the RedCap survey data system is requested for the purpose of collecting home visit and plumbing assessment data required for administration of MDHHS' LEAP grant.

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2. Describe the law or regulation authorizing the use of the data, how the data will be used/disclosed, or incorporate by reference and attach a copy of the research protocol, work plan, or request letter that details the purpose and use of data, etc.
- 

a. Legal Authority

Medicaid Conf Reg 42 CFR 431.300: MCL 333.5473a recognizes the importance of establishing programs that provide homeowners with the opportunity to learn about potential lead hazards and lead-safe practices. Lead-safe MDHHS-1294 (Rev. 9-23) Previous edition obsolete. 3 practices would include providing lead education and plumbing assessments as well as faucet replacements to reduce lead hazards. To supplement this law, the Grantee will be using Medicaid data to outreach and provide assessments for qualifying members of the public to receive education and lead safe faucets.

---

b. Data Use

The Medicaid address data received from MPHI will be shared through secured File Transfer Application (FTA) for use by MDHHS staff within Division of Environmental Health and the grantee. They will only receive data for their community and will use it to verify eligibility to participate in the grant program and services. The RedCap database is accessible via secured login. RedCap will be used as a survey collecting mechanism during grantee in-person home visits.

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c. Attachment Name

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3. Describe the data requested, addressing sections a.-h. below:
- 

- a. Specify or attach a list of ALL data elements requested (e.g., age, gender, etc.) and time periods (e.g., January 2013 through January 2015).

MDHHS Division of Environmental Health LEAP program coordinators receive data monthly from Michigan Public Health Institute (MPHI). The address data for eligible households received from MPHI will be shared with the grantee via FTA. Data to be shared shall include the following (using the minimum necessary discretion to complete necessary outreach work): Medicaid beneficiary name, phone number, beneficiary ID, date of birth, age, street address, city, zip code, county, pregnancy status, water filter & faucet status, and lead services abatement status. We will begin sharing data 2/1/2025 and expect to continue monthly data sharing until the project completes in January of 2027.

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- b. Specify if the data requested is identifiable, de-identified, or a limited data set as defined by HIPAA. Data from the LEAP Program is identifiable.
- 

- c. Specify the medium requested (e.g., electronic, hard copy, etc.).

Electronically through the State of Michigan's FTA site.

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- d. Specify the method of data transfer from MDHHS to Data Recipient (e.g., DCH-File Transfer, MiEncrypt email, access to data warehouse, name of other SFTP being used, etc.).  
The data will be electronically shared with the grantee's Program Director through secured FTA on a monthly basis.
- e. Specify where and how the data will be stored and protected (e.g., encryption, password protected, access controlled, etc.).  
The data will be stored in the secured FTA for the grantee to retrieve. Then, the grantee will password protect the downloaded Excel file by using at least 12 characters, combination of uppercase letters, lowercase letters, numbers, and symbols.
- f. Specify how access to the data will be managed (e.g., describe your access management protocol, how is access to the data granted and terminated, etc.).  
MDHHS Lead Services Section is managing access to the data via the FTA (i.e., MDHHS is providing the data (list of addresses) to grantee). Access to the data is only achievable if the recipient/grantee is an authorized/approved user with the FTA site. MDHHS Lead Services Section Program Coordinator will require grantee to request access to designated grantee FTA area for only individuals and roles specified below in section 3g. MDHHS Lead Services Program Coordinator will approve or deny access to individual in FTA system. MDHHS Program Coordinator will revoke access to the data by removing user from designated grantee FTA area if grantee employee is no longer employed there, no longer working on aforementioned grant or needs to be terminated from working with the program. Routine review of all users assigned/approved to access the FTA will be performed quarterly.
- g. Specify with name and title of all whom will have access to the data.  
2 individuals at City of Flint will have access to the data.  
Michael Carpenter, Program Manager  
Andrew Tolles, Program Assistant
- h. Specify whether the data will be destroyed after it is no longer needed and provide an anticipated data destruction date. This includes all original files, copies made of the files, any derivatives or subsets of the files and any manipulated files. The requester may not retain any copies, derivatives, or manipulated files – held by all individuals who had access to, and from all the computers/storage devices where the files were processed/stored in accordance with the terms and conditions of the DUA. Data recipients may be asked to complete an MDHHS-5684, MDHHS Attestation of Data Destruction form and submit to MDHHS Compliance (MDHHS-Compliance-Office@michigan.gov) to verify destruction.  
Data will be kept through project completion but no later than the agreement expiration (January 2027).

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**Research Project (Complete this box if requested data will be used for human subject research).**

---

Is MDHHS Institutional Review Board (IRB) (human subjects research) approval required?

☐ Yes ☒ No

If yes, MDHHS Approval Number (Attach MDHHS Approval form).

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Is a HIPAA Informed Consent/Authorization Waiver Required?

☐ Yes ☒ No

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If yes, attach documentation of HIPAA Authorization/Informed Consent Waiver.

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## **SECTION 5 – AGREEMENT CONDITIONS**

With regard to data provided under this agreement, the Data Recipient agrees to:

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1. Use and disclose the data only in accordance with this agreement, or as otherwise required by law.
2. Limit access to these data only to those described and authorized in this agreement; (MDHHS may require the specific identification of the person(s) or the agency/division/office that is permitted access. Identify if needed.)
3. Use appropriate safeguards to prevent use or disclosure of the information other than as provided by this agreement; (MDHHS sponsor may require description of the security procedures that will be in place and followed.)
4. Use of AI technology for any purpose connected with MDHHS data must be disclosed in detail within this agreement and be approved prior to sharing data. If you plan to use AI technology, provide a detailed purpose and description of use below, including the name and type of AI being used.
5. Ensure that any agent(s) or subcontractor(s) who access these data agree to the same restrictions and conditions that apply to the data recipient; (MDHHS sponsor may stipulate that release of data to a subcontractor cannot be done without the written authorization of MDHHS.)
6. Make no attempt to identify or contact the individuals, providers, or health plans within the data provided unless approved in this agreement; (Describe any agreed upon exceptions if needed.)
7. Data recipient must provide MDHHS at least thirty days to review and provide comments on papers, publications, or presentations that the data recipient plans to submit for publication or presentation. Data recipient agrees that it will not publish or disseminate any protected health information, personally identifiable information, or data that might make it possible, directly, or indirectly, to identify an individual. Data recipient must acknowledge the MDHHS program as appropriate (e.g., source of data, etc.), assume full responsibility for the analysis and interpretation of the data, and provide a copy of the publication or presentation to MDHHS. To the extent data recipient requires technical assistance in analyzing or interpreting the data and when such assistance goes beyond providing non-manipulated data, MDHHS reserves the right to request that these activities be considered a substantial contribution to the research being conducted and that the provision of such assistance may warrant MDHHS be considered as a research collaborator or co-author in any resulting publications or presentations.

- 
8. Return or destroy all originals and copies of any potentially identifiable information upon completion of project, or upon request, unless otherwise approved in this agreement. This includes, but is not limited to magnetic tape, micro disk files, paper records, etc. If not returned to the MDHHS, then the data must be destroyed, e.g., use a CD/DVD shredder to destroy CD Roms, DVDs, etc., erase floppy/zip disks using a magnet, shred paper records, clean computer hard drives with a program designed to wipe a disk by overwriting, etc. MDHHS-5684, Affidavit of Destruction of all Department Data must be completed for data not returned to MDHHS.
- 
9. Not use the data provided to engage in any method, act, or practice which constitutes a commercial solicitation or advertisement of goods, services, or real estate to consumers; and
- 
10. Not present data received under this Agreement in a legal, administrative, or other action where such presentation will result in personally identifiable information of Data subjects being made public.
- 
11. In the event of any act, error or omission, negligence, misconduct, or breach on the part of Data Recipient or their third party that compromises or is suspected to compromise the security, confidentiality, or integrity of State Data, the Data Recipient must (a) notify the State as soon as practicable but no later than twenty-four (24) hours of becoming aware of such occurrence; (b) cooperate with the State in investigating the occurrence, including making available all relevant records, logs, files, data reporting, and other materials required to comply with applicable law or as otherwise required by the State; (c) in the case of PII or PHI, at the State's sole election, (i) with approval and assistance from the State, notify the affected individuals who comprise the PII or PHI as soon as practicable but no later than is required to comply with applicable law, or, in the absence of any legally required notification period, within five (5) calendar days of the occurrence; or reimburse the State for any costs in notifying the affected individuals; in the case of PII, provide third-party credit and identity monitoring services to each of the affected individuals who comprise the PII for the period required to comply with applicable law, or, in the absence of any legally required monitoring services, for no less than twenty-four (24) months following the date of notification to such individuals; perform or take any other actions required to comply with applicable law as a result of the occurrence; pay for any costs associated with the occurrence, including but not limited to any costs incurred by the State in investigating and resolving the occurrence, including reasonable attorney's fees associated with such investigation and resolution; hold harmless the State for any and all claims, including reasonable attorneys' fees, costs, and incidental expenses, which may be suffered by, accrued against, charged to, or recoverable from the State in connection with the occurrence.
-

12. Upon written notice, at any time during the term of this Agreement, MDHHS and its authorized representatives shall have the right to audit and examine the security practices and procedures, facilities, resources, plans, procedures and books and records of the Data Recipient and any third-party representatives of the Data Recipient where MDHHS data (whether identifiable, de-identified, or a limited data set) has been requested and received by, or on behalf of, the Data Recipient. MDHHS shall have the right to audit, examine, and make copies of extracts from all related records in whatever form they may be kept, whether written, electronic, or other relating to or pertaining to this Agreement kept by or under the control of the Data Recipient, its employees, agents, assigns, successors, and subcontractors at the sole expense of the Data Recipient (except as otherwise provided in this Agreement). Such audit and examination rights shall be, at a minimum, for the purpose of verifying Data Recipient's compliance with this Agreement, including all applicable data protection requirements. Notwithstanding anything herein, in the event of a data security incident the Data Recipient shall and shall cause its third-party representatives to permit an audit hereunder more frequently than once per year, as may be requested by MDHHS. Data Recipient shall immediately correct any deficiencies identified by MDHHS. Failure or refusal to correct any identified deficiencies or failure or refusal to allow MDHHS to audit and examine in accordance with this Agreement may restrict the Data Recipient or the Data Recipient's third parties from future access to MDHHS data.

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The MDHHS may cancel this agreement with proper notice.

The unauthorized use or disclosure of confidential information is punishable by imprisonment or fine or both under state and federal laws specific to the data released.

Do not affix signatures until review has been completed by MDHHS Compliance & Data Governance.

---

## SECTION 6 – DATA RECIPIENT SIGNATURE

I, THE DATA RECIPIENT, HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE CONDITIONS.

---

Name of Responsible Data Recipient/authorized person

**Michael O.D. Carpenter**

---

Title

**Program Manager**

---

Email

**MCarpenter@cityofflint.com**

---

Signature and Date of Responsible Data Recipient

E-SIGNED by Michael Carpenter  
on 2025-01-22 14:01:33 EST

---

## SECTION 7 – MDHHS SPONSOR SIGNATURE

I, the MDHHS sponsor, understand the role and responsibilities of a sponsor and fully accept this role.

---

Name of Responsible MDHHS Sponsor

**Brant Cole**

---

Title

**Medicaid System Ops Dir.**

---

Signature and Date of Responsible MDHHS Sponsor

E-SIGNED by Brant Cole  
on 2025-01-27 15:04:05 EST

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## MDHHS CHIEF COMPLIANCE OFFICER SIGNATURE


---

MDHHS Chief Compliance Officer

**Tony Weber**

---

Signature and Date of MDHHS Chief Compliance Officer

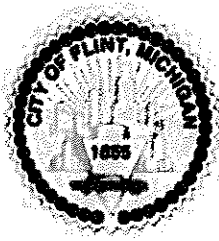
 E-SIGNED by Tony Weber  
on 2025-01-28 08:29:32 EST

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The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group on the basis of race, national origin, color, sex, disability, religion, age, height, weight, familial status, partisan considerations, or genetic information. Sex-based discrimination includes, but is not limited to, discrimination based on sexual orientation, gender identity, gender expression, sex characteristics, and pregnancy.

**AUTHORITY:** This form is acceptable to the Michigan Department of Health and Human Services as compliant with HIPAA privacy regulations, 45 CFR Parts 160 and 164 as amended.

**COMPLETION:** Is required if disclosure is requested.



RESOLUTION NO.: **250198-T**

PRESENTED: **6-18-2025**

ADOPTED: \_\_\_\_\_

BY THE CITY ADMINISTRATOR:

**WHEREAS**, the Department of Finance solicited proposals (#25000521) for an asset management and water reliability plan for the Department of Public Works Water Division as required of the City of Flint's Administrative Consent Order (ACO) with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) .

**WHEREAS**, there were four (4) responsive bidders and Fleis & Vanderbrink was the most qualified bidder with a proposed price not to exceed \$136,000.00. Funding for said services will come from 591-540.202-801.000 and 591-545.200-801.000.

Account Number	Account Name/ Grant Code	Amount
591-545.200-801.000	Professional Services	\$118,000.00
591-540.202-801.000	Professional Services	\$18,000.00
	<b>FY 2025 TOTAL</b>	<b>\$136,000.00</b>

**BE IT RESOLVED**, That the Appropriate City Officials, upon City Council's approval, are hereby authorized to enter into a contract with Fleis & Vanderbrink for a water asset management and water reliability plan as ordered by EGLE, in an amount **NOT-TO-EXCEED \$136,000.00**

**APPROVED AS TO FORM:**

*JoAnne Gurley*  
JoAnne Gurley (May 16, 2025 14:02 EDT)  
JoAnne Gurley, Chief Legal Officer

**APPROVED AS TO FINANCE:**

*Philip Moore*  
Philip Moore (May 10, 2025 07:27 EDT)  
Philip Moore, Chief Financial Officer

**FOR THE CITY OF FLINT:**

*Clyde D. Edwards / A0468*  
Clyde D. Edwards / A0468 (May 19, 2025 16:40 EDT)  
Clyde Edwards, City Administrator

**APPROVED BY CITY COUNCIL:**



**CITY OF FLINT**  
**\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**TODAY'S DATE:** May 6, 2025

**BID/PROPOSAL#** 25000521

**AGENDA ITEM TITLE:** Asset Management and Water Reliability Plan

**PREPARED BY:** Yolanda Gray

**VENDOR NAME:** Fleis & Vanderbrink

**Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

**Vendor Compliance (This vendor has been properly vetted and the responses are below):**

Federal government	(All documentation current, no violations)	<input type="checkbox"/> YES <input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input type="checkbox"/> YES <input type="checkbox"/> NO

**The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.**

The Michigan Department of Environment, Great Lakes and Energy (EGLE) has required the City of Flint Department of Public Works Water Division to complete an asset management and water reliability plan . There were four (4) responsive bidders with Fleis & Vanderbrink being the most qualified bidder at a contract price not to exceed \$136,000.00

**PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

- ☐ Sole Source (Please attach sole source statement to requisition)
- ☒ Competitive Bid Process (Please attach bid tabulation/documents to requisition)
- ☐ Cooperative Contract (MIDeal, Sourcewell, GSA, or other municipality)
- \*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services
- ☐ (3) Quotes (please attach all quotes to your requisition)

**Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**





**CITY OF FLINT**  
**\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution

This is the first contract for the purpose of an asset management and water reliability study.

**Section III:**

**POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

Said services will provide value of all assets and provide a proper water rate.

**Section IV: FINANCIAL IMPLICATIONS:**

**IF ARPA related Expenditure:**

**Has this request been reviewed by E&Y Firm: YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:**

**BUDGETED EXPENDITURE? YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:**



**CITY OF FLINT**  
**\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

Dept.	Name of Account	Account Number	Grant Code	Amount
	Professional Services	591-545.200-801.000		\$118,000.00
	Professional Services	591-545.202-801.000		\$18,000.00
		<b>FY25 GRAND TOTAL</b>		<b>\$136,000.00</b>

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: *(This will depend on the term of the bid proposal)*

BUDGET YEAR 1

BUDGET YEAR 2

BUDGET YEAR 3

OTHER IMPLICATIONS *(i.e., collective bargaining)*:

PRE-ENCUMBERED? YES ☐ NO ☐ REQUISITION NO:

Yolanda Gray  
ACCOUNTING APPROVAL

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

Yolanda Gray (May 7, 2025 10:47 EDT)

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☒ NO ☐

**Section V: RESOLUTION DEFENSE TEAM:**

**(Place the names of those who can defend this resolution at City Council)**



**CITY OF FLINT**  
**\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

	<u>NAME</u>	<u>PHONE NUMBER</u>
1	Scott Dungee	
2		
3		

STAFF RECOMMENDATION: (PLEASE SELECT): ☐ **APPROVED** ☐ **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE: Scott Dungee  
Scott Dungee (May 7, 2025 12:58 EDT)  
(Name, Title)

ADMINISTRATION APPROVAL: Clyde D. Edwards  
Clyde D. Edwards (May 7, 2025 12:23 EDT)  
(for \$20,000 or above spending authorizations)

# REQUEST FOR PROPOSAL

## RFP #

### Water System Asset Management Plan and Water Reliability Study for the City of Flint

#### Introduction

The City of Flint, Finance Department—Division of Purchases & Supplies, is seeking a qualified engineering firm to develop an Asset Management Plan (AMP) and Water Reliability Study for the water treatment plant (WTP), reservoirs, pump stations, booster station and distribution system that meets the State of Michigan, Environment, Great Lakes, and Energy's (EGLE) requirements. Below is a description of the water system and background of the AMP efforts at the City of Flint (City); the scope of work that includes a description of the requirements for an AMP and Water Reliability Study; the project goals; and the proposal format and evaluation/selection criteria.

#### Background

The City of Flint operates a public water system which supplies drinking water to a population of over 80,252 through 582 miles of distribution mains. The system supplies an average of 13.2 million gallons per day (MGD). It is estimated that the City of Flint's first water distribution pipelines were installed as early as 1912. The City currently purchases finished water from Great Lakes Water Authority (GLWA), boosting the concentration of chlorine and orthophosphate for corrosion control and adjusting the PH, prior to distribution. The City also owns and operates the Flint Water Treatment Plant (WTP), which was originally constructed in 1952 and renovated in 2014. Four pump stations, Pump Station #4, Cedar Street, Torrey Road, West Side Avenue Pump Stations were constructed in 1948, 1948, 1948, and 1972, respectively. The City maintains five water storage facilities (Cedar Street, Dort, and West Side Reservoirs, Clear Well #4, and WTP Elevated Storage Tank).

In 2008, the City of Flint Water System Review (Michigan Department of Environmental Quality (MDEQ) 2008) cited many key improvements necessary to the water supply, including the recommendation to develop an Asset Management System. The City embarked on asset management activities including field verification of hydrants and valves, the development of a GIS-based model, the development of a replacement program for assets more than fifty years old, and various assessments of pumping and treatment facilities. In 2017, an extensive Asset Management Plan was completed by Arcadis and funded through the federal WINN Grants. This process was guided by EGLE and the Environmental Protection Agency (EPA). This AMP included an assessment of the GIS data gaps. The water mains were linked to the hydraulic model and the GIS network structures were populated based on the hydraulic model for the system including tanks, reservoirs, and pumps. Water main asset installation dates were also added to the GIS. For vertical assets, there was a specific level of detail that was defined for mechanical, electrical, HVAC, and structural assets to determine how these would be tracked.

Since this AMP was developed and submitted in 2017, the City has completed a number of capital projects to the water system including:

1. In 2021, 5.8 miles of 36" ductile iron pipe was laid down to make up the City's first option for a secondary water supply source from Genesee County Drain Commission and Water; this back up water supply replaced using the Flint River as a backup water supply.
2. In 2022, a new Chemical Feed Building was added to the WTP to establish 24-7 chemical feeding of three primary chemicals that are required by EGLE to meet the safe drinking water act 399 compliance standards.
  - a. Phosphoric Acid (75%)
  - b. Sodium Hypochlorite (12.5%)
  - c. Sodium Hydroxide (25%)
3. In 2020, the 20-million-gallon Dort reservoir was completely restored and put back in service.
4. In 2023, the Dort pump station was completely restored and re-designed to meet demands of 15 MGD firm capacity.
5. In 2020, five new water quality panels were installed at various locations throughout the distribution system to monitor the water quality.
6. In 2022, the 2-million-gallon elevated tower was fully restored inside and out and several upgrades were done to increase the integrity of the tower to include 24" air gaps on the overflow and drain.
7. Currently, Baxter & Potter GLWA control station is under restoration design and will be replaced in 2026.
8. Currently, the Torrey Road booster station is undergoing a survey to determine its future design.
9. Currently, the 20-million-gallon Cedar Street reservoir is undergoing a complete restoration and will be finished by February of 2025.
10. Currently, the Cedar Street pump station is undergoing a full restoration which will incorporate three new VFD pumps with a firm capacity of 7 MGD. This project will be completed by March 2026.

## Scope of Work

### Asset Management Plan

The MDEQ Guidance, linked below, requires five core components to an AMP: Asset Inventory, Level of Service, Critical Assets, Revenue Structure, and Capital Improvement Project Plan. The AM Program Review Checklist provides specific details as to what information should be included in each section. In addition to meeting these minimum requirements, the AMP should consider other best practices, such as: Asset Management Guidance and Best Practices (USEPA 2008); Asset Management Systems Requirements and Guidelines for the Application of ISO 55000-2 (International Organization for Standardization 2014); International Infrastructure Management Manual (IIMM 2015); IAM Anatomy of Asset Management (Institute of Asset Management 2015).

The Engineering Firm must follow the Safe Drinking Water Act (SDWA) Rule 1606 (R 325.11606): **Community water supplies; additional general plan requirements; asset management program; capital improvements plan. Community Water supplies shall include in the general plan each of the following and meet the requirements listed below.**

- Meets the criteria established within the MDEQ Asset Management Program Checklist and Asset Management Guidance for Water Systems:  
[https://www.michigan.gov/ege/about/organization/drinking\\_water\\_and\\_environmental\\_health/community-water-supply/asset-management](https://www.michigan.gov/ege/about/organization/drinking_water_and_environmental_health/community-water-supply/asset-management).
- Includes the following core components: Asset Inventory, Level of Service, Critical Assets, Capital Improvement Project Plan, and Revenue Structure
- A summary describing the method used to assess the criticality of assets considering the likely hood and consequence of failure.
- Addresses all assets related to potable water distribution, pumping, and storage assets maintained by the City's Department of Public Works - Water Service Center and Water Treatment Plant divisions
- A capital improvements plan that identifies waterworks system needs for 5-year and 20-year planning periods.
- Contains a schedule for the development and implementation of an AM Program that can be achieved in 3-5 years
- A summary detailing the funding structure and rate methodology that needs to be incorporated into the AMP plus provides sufficient resources to implement the asset management program.

#### Water Reliability Study

The purpose of this study is to satisfy the requirements of the Michigan Department of Environment, Great Lakes and Energy (EGLE) Michigan Safe Drinking Water Act (SDWA), and the Rules promulgated pursuant to the Act (P.A. 399 of 1976, as amended). Part 12 of the Rules indicates that Type 1 water suppliers (community supply) are required to conduct a reliability study every five (5) years to determine the adequacy of the system to meet the water demands at a certain pressure. The previous water reliability study for the City of Flint was completed in 2016. The Michigan Department of Environmental Quality (MDEQ) requested that the City's reliability study be updated once again in 2025. The principal elements of this Reliability Study, which provide the requirements to satisfy Part 12 of Michigan's Safe Drinking Water Act (SDWA), include the following:

1. Study of Water Supply Requirements
  - a. Basic planning data, including current population, number of service connections, and equivalent residential units.
  - b. Present, 5-Year and 20-Year projected average daily, maximum daily and peak hour demands.
  - c. Present, 5-Year and 20-Year projected fire flow demands.
  - d. Basis of demand projections.
  - e. Water shortage response plan for emergencies.
2. Required Capacity of Waterworks System
  - a. Rated capacity from the treatment system.
  - b. Finished water storage capacity in excess of the established normal waterworks system requirements.

3. Interruption of Power Service
4. Interruption in Water Service to Distribution System

The scope of this study will include analyzing the water system's response to current and estimated future water and firefighting demands, as well as supply and storage requirements within the service area. The City is currently conducting a Hydraulic Study for the water system that can be used for the Water Reliability Study. The planning period for this system evaluation includes current, five-year (year 2030), and twenty-year (year 2045) demand projections. The year 2025 is anticipated as a planning year and projects presented in the five-year plan are estimated to commence in 2026. Previous studies have included the following components:

- Evaluation of historical trends of population growth, development, service area expansion, and water use.
- Projection of future population, service area, and water requirements.
- Evaluation of existing facilities.
- Identification of recommended upgrades.

#### Project Goals

Establish a strategic and proactive program for management of the WTP, pump stations, and reservoirs that shall:

1. Enable staff to update asset inventory, and record and update existing conditions of assets in each system.
2. Optimize existing operations and maintenance procedures and provide this in a format that will allow for later integration with a computerized maintenance management system (CMMS).
3. Optimize use of available capital investment dollars and identify resources needs (e.g., equipment, staffing, funding, technology).
4. The final report must include the complete set of asset data that is digitally stored and formatted so that it will integrate with a CMMS such as Antero, which is currently in use at the City's Water Pollution Control.
5. The final reports must be done by December 31, 2025

#### PROPOSAL FORMAT AND EVALUATION/SELECTION CRITERIA

QBS will be the method used for selection. Proposals shall contain a clear, accurate, and detailed description of the scope of work, technical requirements, and the consultant's qualifications necessary for the service to be rendered. It should detail the services to be performed, deliverables to be provided, estimated schedule for the performance of the work, and applicable standards, specifications, and policies. Proposals should be prepared economically using 11-point font and single-sided paper. Each proposal should have one original bound proposal, one unbound copy, and one electronic flash drive copy. All cost proposal sheets should be in a sealed envelope within the sealed proposal envelope. The inside envelope shall have the name of the project and the name of the firm with the address and indicate that the bid prices are within on the outside of the envelope. All not-to-exceed costs are to be included in the bid. All mileage, equipment, testing, surveying, and any sub-contractor's costs shall be part of the not to exceed bid price.

Respondents should organize proposals into the following sections:

A. Title Page and Table of Contents All pages to be numbered and shown in the Table of Contents (pages 1 and 2)

B. Professional Qualifications –

1. State the full name and address of your organization and the office location where work will be performed. Include the history of the firm and the types of engineering services provided. Identify the technical details that make the firm uniquely qualified for this project. (Title this section B1. Firms History)
2. Include your organization chart with the names of the key personnel by skill and qualifications that will be employed in this project study. Show where the personnel will be physically located during the time, they are engaged in this project study. (Title this section B2. Organization Chart)
3. For each of the personnel Identify in Section B2 and any other individuals you consider key to the success of this project. Provide resumes (2-page maximum) including surveyors and any sub-consultant(s). (Title this section B3. Professional Qualifications)

C. Past Involvement with Similar Projects –

1. Provide a minimum of 2 projects that showcase a similar experience to the project being proposed. The related projects must have been completed in the last 10 years. The projects should show your Firm's proven ability to develop cost and detailed study. (Title this section C1. Similar Projects)
2. On each of the above-related projects:
  - a) Give the size and the scope of the project.
  - b) Show the date that the project's design started.
  - c) Show the proposed design completion date.
  - d) Show the date that the actual study was completed.
  - e) Show the original estimated cost for the project.
  - f) Show the finished bid cost for construction.
  - g) Show the key personnel of the two projects and what their role was.
  - h) Bold type or underline the key personnel of these projects that will be working on our project.
  - i) Please explain the reasons if projects were over or under 10% of the engineer's estimate at the study stage. If all projects came in on cost indicate this.
3. Provide a list of two (2) references for similar project studies including their contact's name, agency, telephone number, and email address. (Title this section C2. References)



**D. Project Challenges-**

1. What do you see as the biggest challenges for completing the engineering study for this Project? How will your company overcome these challenges? (Title this section D1. Challenges)
2. How will the engineering firm make sure the City of Flint knows the best path to follow for re-building or replacing the booster pump station? (Title this section D2. Best Outcome)
3. How will the engineering firm make sure the City of Flint knows the best path to follow for re-building or replacing the booster pump station? (Title this section D2. Best Outcome)"
4. How will the engineering firm make sure the City of Flint knows the best path to follow for creating a complete Asset Management/Dist. System Reliability Study moving forward (Title this section D2. Best Outcome)

**E. Proposed Work Plan –**

1. Provide a detailed flow chart, which lists chronologically all tasks determined to be necessary to accomplish the work of this project. The work plan shall be sufficiently detailed and clear to identify the progress milestones including when project tasks and deliverables a timeline and schedule for design depicting the sequence and duration of tasks showing how the work will be organized and executed. (Title this section E1. Timeline)
2. Include information that your firm believes is pertinent to the success of the project that may not have been requested or identified. (Title this section E2. Pertinent Information)
3. Provide details of what Quality Control and Quality Assurance will be utilized in the study and estimate the cost for this project (Title this section E3. QC/QA)

**F. Capacity to follow instructions –**

1. All the instructions for the proposal have been followed and completed.

The written proposal shall be evaluated on the clarity and content of their responses. The evaluators will include the Water Plant Personnel and the Director of Public Works at 4500 North Dort Hwy. Flint, MI 48505.

This RFP will be graded both as the most highly qualified consultant and in terms of the cost. The lowest bid may or may not be picked. All bids will be based on the percentage of the lowest bid. In-state or local preference may be used as an RFP selection or consultant evaluation factor.



  
**FLEIS & VANDENBRINK**  
DESIGN. BUILD. OPERATE.

9475 Holly Road, Ste 201  
Grand Blanc, MI 48439  
P: 810.743.9120  
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[www.fveng.com](http://www.fveng.com)

## E2. PERTINENT INFORMATION

Not only does F&V have vast experience in completing water reliability studies and developing asset management plans for drinking water systems, we also have vast experience working with the City of Flint DPW – Water Service Center and Water Treatment Plant divisions. Our engineering staff will work with **Rob Jones**, a project manager for F&V, who has first-hand experience working at the Flint Water Treatment Plant and Water Laboratory. Other F&V staff who have experience with the water treatment plant and laboratory are **Catherine Winn, Stewart Beach, Ben Pank, and Ken Flagstadt**.

F&V began assisting Flint with interim certified water operator services in 2017, preparing and submitting daily, weekly, and monthly water quality reports to EGLE, and providing evaluations and recommendations for the required water system chemical additions. Since we began this project, the City of Flint has met or exceeded drinking water quality standards throughout the system.

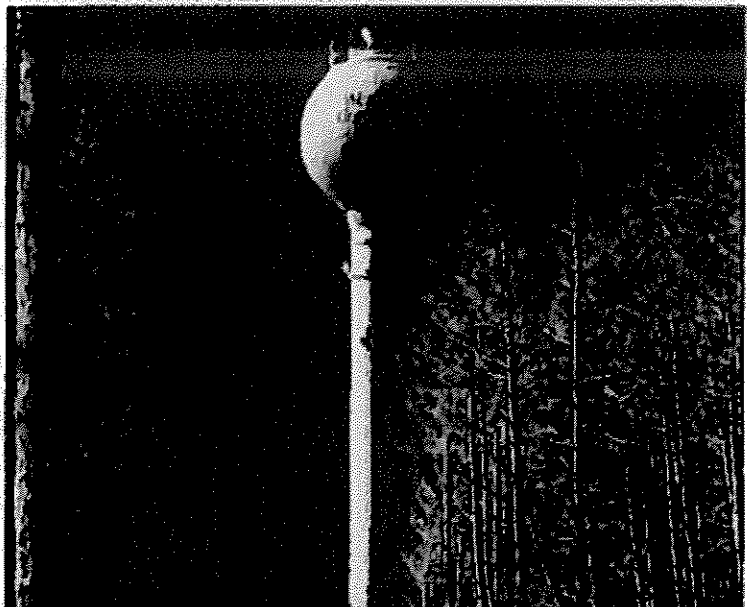
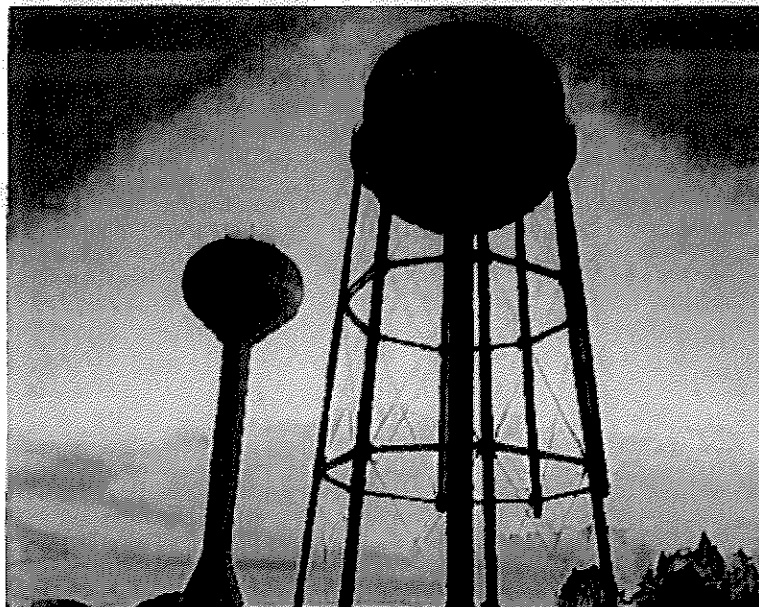
F&V expanded their support to the City that same year by providing laboratory analysis and distribution system sampling services. These services were initiated within days of being requested due to the unexpected departure of the City's laboratory staff. F&V stepped into the breach to maintain compliance with EGLE's demanding Water Quality Parameter sampling protocols, and retained the City's Certified Drinking Water Laboratory status, saving them thousands of dollars in contract laboratory fees. **In May 2019, we earned a Certificate of Excellence for Laboratory Data Accuracy.**

F&V staff administered the City's lead and copper sampling plan, coordinating with engineers and contractors to fulfill EGLE's rigorous sampling and reporting requirements throughout the City's multi-year lead service line replacement efforts.

F&V has received great commendations from the City, EGLE, and USEPA for our role in maintaining compliance with operations, laboratory and sampling services, and reporting.

F&V has also provided training for City water system operators and laboratory employees, allowing the city to transition back to municipal operations while still providing a safety net of support for both operations and lab.

Because we have operators on staff, F&V is knowledgeable in implementing WAMPs through Computerized Maintenance and Management System (CMMS) software, including Antero and CityWorks. Several of our operations projects utilize Antero for CMMS and work orders, and we are also currently working with a client to bring their CMMS into CityWorks.



## **ADDITIONAL EXPERIENCE**

Various Communities

### **WATER RELIABILITY STUDY EXPERIENCE OVERVIEW**

F&V has assisted over 100 communities plan and perform water reliability studies across the state and has a highly trained staff experienced in working on water systems of similar size and complexity to yours. Our reports are written to the standard that they are often used by communities as the basis for future funding applications for capital projects. We have a very successful track record of assisting our clients in obtaining grant funding to complete needed repairs.

At F&V, we are very proud of the quality and comprehensive nature of the Water System Reliability Studies that we prepare for our clients. Past clients have said that the study and associated maps are very useful for their long-term planning and budgeting. We have long strived to prepare a report that both satisfies the regulatory requirements of the EGLE and serves as an easy to understand, useful planning document for the municipality.

#### **Communities include:**

- Allendale Charter Township
- Bangor-Monitor Metropolitan Water District
- Barry Township
- Bay County
- Beaver Township
- Beecher Metropolitan District
- Berrien Springs
- Birch Run Township
- Camp Grayling Training
- City of Auburn
- City of Bangor
- City of Belding
- City of Big Rapids
- City of Dexter
- City of East Grand Rapids
- City of Essexville
- City of Grand Blanc
- City of Grand Haven
- City of Harbor Springs
- City of Harrison
- City of Hudsonville
- City of Huntington Woods
- City of Jonesville
- City of Manton
- City of Montrose
- City of Muskegon Heights
- City of Newaygo
- City of Northville
- City of Pentwater
- City of Plainwell
- City of Portland
- City of Pottsville
- City of Reed City
- City of Scottville
- City of Springfield
- City of St. Louis
- City of Three Rivers
- City of Vassar
- City of Wayland
- City of Yale

- Emmett Charter Township
- Frankenlust Township
- Fraser Township
- Grosse Pointe Shores
- Gun Plain Township
- Hampton Township
- Kalamazoo Lake Sewer and Water Authority
- Kawkawlin Township
- Kinross Charter Township
- Leoni Charter Township
- Monitor Township
- Portsmouth Township
- Taymouth Township
- Town of Ossian, IN
- Town of Lagro, IN
- Town of Markle, IN
- Town of Windfall, IN
- Village of Augusta
- Village of Bear Lake
- Village of Bellaire
- Village of Benzonia
- Village of Berrien Springs
- Village of Beulah
- Village of Bloomingdale
- Village of Breckenridge
- Village of Buckley
- Village of Centreville
- Village of Colon
- Village of Constantine
- Village of Deckerville
- Village of Dundee
- Village of Eau Claire
- Village of Edmore
- Village of Grosse Pointe Shores
- Village of Hesperia
- Village of Homer
- Village of Howard City
- Village of Lakeview
- Village of Lawrence
- Village of Lyons
- Village of Marion
- Village of Mattawan
- Village of Middleville
- Village of Muir
- Village of Nashville
- Village of New Lothrop
- Village of Northport
- Village of Oxford
- Village of Pentwater
- Village of Pewamo
- Village of Posen
- Village of Quincy
- Village of Roscommon
- Village of Saranac
- Village of Shelby
- Village of Sheridan
- Village of Stockbridge
- Village of Suttons Bay
- Village of Westphalia
- West Shore Community College
- Williams Township
- Yankee Springs Township

#### **WATER ASSET MANAGEMENT EXPERIENCE OVERVIEW**

Our approach to asset management is centered around a powerful assessment software tool that takes the mountains of field and office information collected on utility assets, organizes it, prioritizes asset condition based on user defined risk criteria and identifies rehabilitation recommendations. We can build a customized analytical model of your utility system tailored to your specific needs and goals. F&V's expertise in GIS allows us to create a detailed mapping of utility assets with links to critical assessment data and record drawings.

From these results, we help communities develop detailed and accurate short- and long-term CIP for their systems to keep the community's infrastructure strong and functioning.

#### **Communities include:**

- Allegan County Drain Commissioner
- Allendale Charter Township
- Arcadia Township
- Argentine Township
- Bangor Charter Township
- Bay County Department of Water & Sewer
- Bedford Charter Township
- Beecher Metropolitan District
- Berlin Charter Township
- Big Creek / Mentor Utility Authority
- Blackman Charter Township
- Branch County Department of Public Works
- Branch County Drain Commissioner
- Charter Township of Au Sable

- Charter Township of Brighton
- Charter Township of Hampton
- Charter Township of Portsmouth
- Cherry Grove Township
- City of Albion
- City of Auburn
- City of Belding
- City of Big Rapids
- City of Coleman
- City of Croswell
- City of Dowagiac
- City of East Tawas
- City of Essexville
- City of Grand Blanc
- City of Harrison
- City of Hillsdale
- City of Hudson
- City of Hudsonville
- City of Huntington Woods
- City of Lapeer
- City of Manton
- City of Mt. Pleasant
- City of Newaygo
- City of Norrway
- City of Ovid
- City of Pinconning
- City of Plainwell
- City of Portland
- City of Reed City
- City of Saugatuck
- City of Scottville
- City of Springfield
- City of Sturgis
- City of Tawas City
- Columbia Township
- Covert Township
- Davison Township
- Elba Township
- Emmett Charter Township
- Fife Lake Utility Authority
- Frankenlust Township
- Gun Lake Area Sewer & Water Authority
- Gun Plain Charter Township
- Hampton Charter Township
- Hillsdale Board of Public Utilities
- Kalamazoo County Drain Commission
- Kalamazoo Lake Sewer & Water Authority
- Kawkawlin Township
- Monitor Township
- Mundy Township
- North Muskegon
- Northport / Leelanau Township Utilities Authority
- Onekama Township
- Paw Paw Township
- Pennfield Charter Township
- Plainfield Charter Township
- St. Joseph County Drain Commissioner
- Southwest Barry Co. Sewer & Water Authority
- Tawas Utility Authority – Blair County
- Tittabawassee Township
- Village of Augusta
- Village of Bellaire
- Village of Benzonia
- Village of Berrien Springs
- Village of Bloomingdale
- Village of Breckenridge
- Village of Breedsville
- Village of Burr Oak
- Village of Caledonia
- Village of Carleton
- Village of Centreville
- Village of Clarksville
- Village of Colon
- Village of Constantine
- Village of Deckerville
- Village of Edmore
- Village of Elberta
- Village of Fife Lake
- Village of Hesperia
- Village of Hopkins
- Village of Howard City
- Village of Hudsonville
- Village of Lennon
- Village of Lincoln
- Village of Mattawan
- Village of Mendon
- Village of Mesick
- Village of Nashville
- Village of Northport
- Village of Onekama
- Village of Paw Paw
- Village of Pewamo
- Village of Quincy
- Village of Sand Lake
- Village of Saranac
- Village of Sheridan
- Village of Stockbridge
- Village of Suttons Bay
- Village of Union City
- Village of Vernon
- Village of Westphalia
- Williams Charter Township

## E3. QC/QA



Quality shall always be considered first and foremost. The hiring of staff, workplace and materials provided, management guidance, training, time, and effort shall all reflect the requirement that quality is the number one priority at F&V. The ability of F&V to provide a quality product shall be required during the design, construction, and close out of all projects.

F&V has set five goals with quality based objectives:

- **Goal 1:** Provide engineering services to solve our client's problems while maintaining a work environment that is fun and challenging.
- **Goal 2:** Serve the client as a firm; not as individuals. Internal peer review on project designs, studies and important issues is required. All work shall have consistent presentations from the firm.
- **Goal 3:** Provide value in what we design and in the services rendered. Alternatives shall be properly studied with senior staff being part of the team to evaluate alternatives. Allow creativity yet manage risk. Facilitate the training of staff and allow for ongoing personal and technical growth.
- **Goal 4:** Provide our services on a timely basis. A team effort requires total cooperation and communication from all members of the team. The QA/QC process must help – not hinder our success.
- **Goal 5:** Provide services on a cost-effective basis, minimizing re-designs, minimizing risks to our client and to the firm and making a profit. Internal and external communication is critical. Projects must be thought out well and scope of services monitored. Checklists shall be utilized where appropriate.

### Quality Statement

A Quality Statement shall be prepared for each project. The QS shall contain:

- All information to properly identify the project, the client, the form of contract, the project locations and scope, the scope of services, the project manager and principal-in-charge, the project team members, the schedule, the budget, and the milestones for QA/QC reviews
- Procedures and standards to be used on the project

We feel that the effectiveness of our quality is demonstrated in the fact that, on the average, construction costs increases during construction related to non-owner scope additions on projects has averaged to be within 1% of the as-bid amount. This compares to 3% that traditionally can be expected in our industry.

### DEFINITIONS OF QC, QA AND QCP

**Quality Control (QC):** The review, supervision, and guidance by experienced individuals at various stages of a project conducted to assist and guide the project team in completing the work correctly while meeting the goals and objectives of the client.

**Quality Assurance (QA):** The process of continuous updating and improving the firm's standards, guidelines and checklists as they are used by the project team in completing a project to assure that the work and services provided to the client are complete, accurate and useful.

**Quality Control Plan (QCP):** A written statement or plan with outlined procedures and guidelines including both QC and QA to be used by the project team in meeting the client's expectations, goals and objectives. The QCP identifies individuals responsible for QC and the specific work plan, budget and schedule to be followed by the project team.



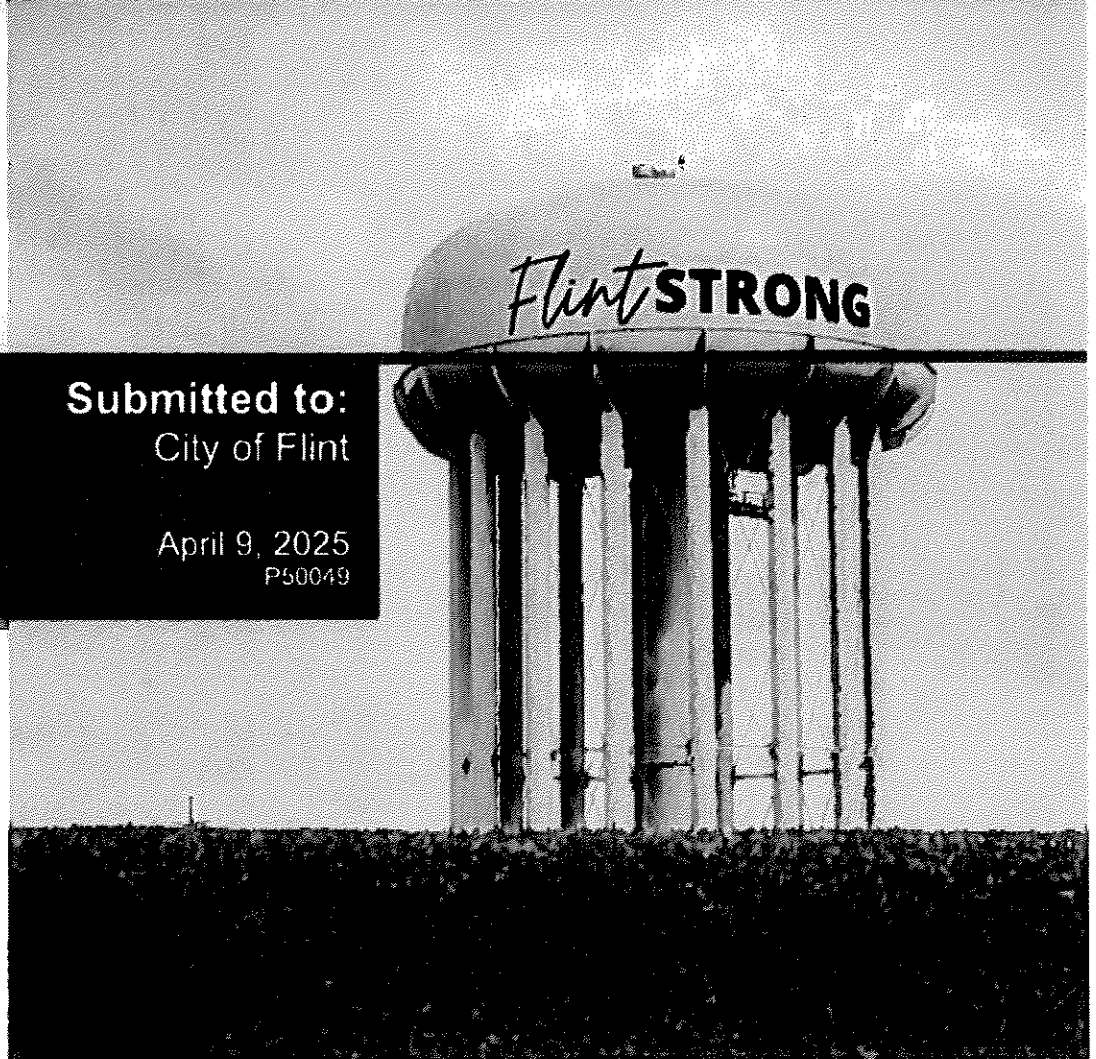
## COST PROPOSAL

# WATER SYSTEM ASSET MANAGEMENT PLAN AND WATER RELIABILITY STUDY

PROPOSAL NO. 25000521

Submitted to:  
City of Flint

April 9, 2025  
P50049



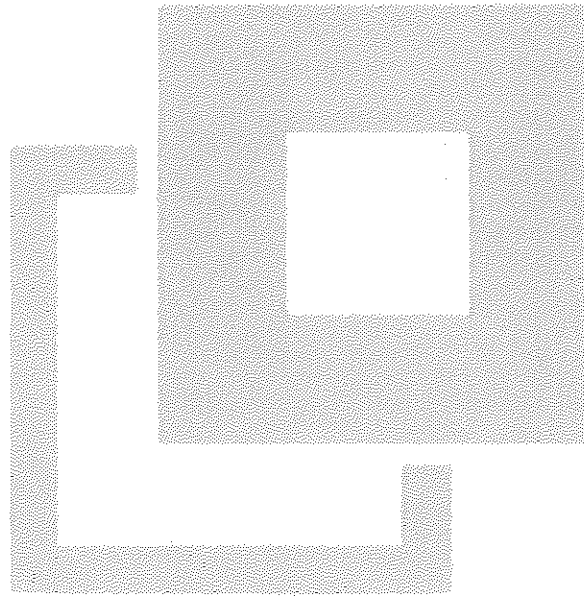


## COST PROPOSAL

Our proposed not-to-exceed fee includes all labor and reimbursable expenses and is based on the scope of services described in this proposal.

Deliverable	Not-to-Exceed Fee
Water Reliability Study	\$18,000
Water Asset Management Plan*	\$118,000
F&V Project Total	\$136,000

\*The budget for the Water Asset Management Plan includes up to five days of select water distribution survey completed by a one-person survey crew to fill-in any identified gaps in the water distribution asset inventory / GIS map. Should additional survey time be required, we can provide a contract amendment based on \$175 per hour for authorization *prior* to incurring any additional costs.

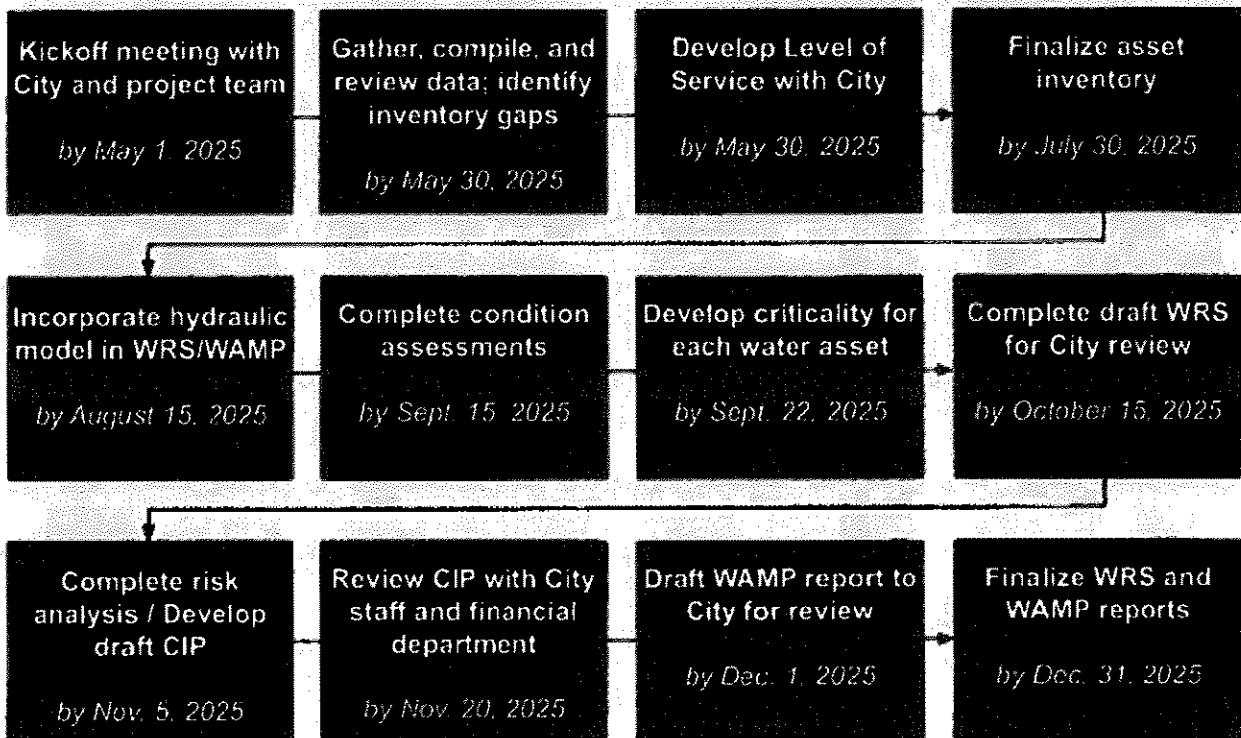


SECTION E

**PROPOSED WORK  
PLAN**

## E1. TIMELINE

Our scope of work to complete the WRS and WAMP is detailed after the timeline with critical milestones summarizing the detailed scope of work.



### WATER RELIABILITY STUDY DETAILED SCOPE OF WORK

F&V will complete a Water Reliability Study for the City of Flint as required by Part 12 Rules of Safe Drinking Water Act 399, PA 1976, as amended.

During the kickoff meeting, F&V will review the current system operations with the City to gain an understanding of the system and functions of each component and will review the 2016 Reliability Study and note any changes to the system or its operations that have occurred since then. F&V will request from the City all pertinent data needed to complete the study, including, but not limited to:

- Historical water usage records (well pumpage, well condition reports, treated water production, billed customer usage, etc.)
- Water quality analytical testing records
- Storage tank inspection reports
- Pump inspection/capacity test reports and pump curves
- SCADA operational settings for storage tanks, pumps, and valves

F&V will review and analyze the data, then determine 20-year water usage projections based on historical population and water usage trends.

We understand that TetraTech is currently updating the City's hydraulic model and completing a hydraulic study to evaluate system hydraulic performance at current and future demands and desired fire flows. Results from the hydraulic study, including current and future system hydraulic performance for current, 5-year, and 20-year planning periods, will be incorporated into the WRS.

We have assumed that a copy of the hydraulic model will be made available to us if additional hydraulic modeling simulations are needed to finalize the WRS report.

F&V will synthesize a technical report that details the complete findings of the reliability study and satisfies the Act 399 requirements for a WRS. The report will review the existing water system and the condition of the watermain, pumping facilities, storage tanks, and any other system components. Historic and projected water demands and any trends identified in the data will be presented. The hydraulic study by others will be summarized in the final WRS report. The evaluation of the distribution, water supply, and water storage capacities with related figures will be provided. Short-term and long-term recommended improvements to the system will be listed with estimated costs and system performance after implementation of the improvements will be evaluated. Recommendations for the WRS report will also be incorporated in the WAMP.

The draft report will be sent to the City for review, and any feedback will be incorporated into the draft report to be submitted to EGLE. F&V will then incorporate feedback received from EGLE, as needed, and the study will be finalized.

## **WATER ASSET MANAGEMENT PLAN DETAILED SCOPE OF WORK**

F&V will complete a WAMP in accordance with EGLE guidance and industry best practices. The WAMP will include the five core components of an AMP, including Asset Inventory, Level of Service, Critical Assets, Revenue Structure, and Capital Improvement Plan. We anticipate collaboration and meetings with City staff as necessary during the course of the project to review key information and draft plans before finalizing the final deliverables.

### **TASK 1. WATER SYSTEM ASSET INVENTORY AND DOCUMENTATION**

A comprehensive asset inventory of all existing watermain, pumping, treatment, and storage facilities will be gathered and recorded. Factors such as age, size, useful life, replacement cost, and condition of all these assessments will be determined. Locations and operational status of valves and hydrants will be incorporated to the asset inventory, if available. Locations and materials of service lines will be incorporated into the asset inventory, if available.

We understand that the City maintains a GIS map and database. This database will be used as the basis for the distribution system asset inventory. F&V will review the database, compare it to the hydraulic model pipe network, and discuss any recent updates to the system with staff that may not be reflected in the current GIS. If any data gaps are identified, F&V will work with City staff to fill the gaps and add data to the GIS database through record drawings, specific, limited survey, or other information.

F&V will review the existing inventory for pumping, treatment, and storage facilities and update the inventory to reflect changes since the 2017 WAMP was completed to represent the current system inventory.

### **TASK 2. LEVEL OF SERVICE DEVELOPMENT**

F&V will work with the City to develop the Level of Service. We will establish and define the way the water system utility managers, operators, and public officials want the water system to perform over the long term, as follows:

- Develop a draft Level of Service document to establish goals and performance criteria that the utility wishes to meet. The key components to address will be as follows:
  - a. Communicate the system's operation to the customers
  - b. Determine critical assets
  - c. Provide a means of assessing overall system performance
  - d. Provide a direct link between costs and service

- e. Serve as an internal guide for system management and operations staff
- f. Provide information for system annual report
- Finalize the expected level of service and prepare a final Level of Service document.
- Assist the City to draft a new Level of Service document and solicit input from public on reasonable and attainable levels of service and anticipated risks and costs.

### **TASK 3. CRITICAL ASSETS**

F&V will work with the City to complete a risk analysis of the assets, including both a condition assessment, anticipated useful life, and criticality assessment of the City's water assets.

- F&V will complete a field condition assessment of operations-related fixed assets, including pumping facilities, storage, and water treatment facilities. The assessment will include the following information:
  - » Brief description and GPS location of asset
  - » Photographic documentation of asset
  - » Narrative of asset condition based on field inspection
  - » Recommended improvement/replacement of assets including timelines and costs for inclusion with the CIP

Note that the old Water Treatment Plant will only be assessed considering it as an asset (including electrical distribution equipment, HVAC, offices, laboratory, operation center, etc) and not for its ability to treat water.

- Distribution assets will be assessed based on material, age, break history and/or other operation and maintenance data, and hydraulic study recommendations.

Once the condition assessment information is gathered, a **criticality assessment** will be performed to understand the most important assets to be monitored, repaired, or replaced. This will allow the City to better manage their assets and will aid in the decision making for where to allocate operation and maintenance and capital improvement funds. Likelihood of failure and consequence of failure factors will be entered into a GIS and spreadsheet-based risk analysis calculation.

### **TASK 4. CAPITAL IMPROVEMENT PLAN**

From this criticality assessment and risk analysis, a prioritized CIP will be created to provide costs for the repair and replacement actions that must be implemented. The CIP will identify a list of short-term (1-5 years) and long-term (5-20 years) capital projects to meet the Level of Service goals. The CIP will include a proposed implementation schedule for the short-term improvements.

### **TASK 5: REVENUE STRUCTURE DEVELOPMENT**

F&V will work with the City's financial team to develop a funding and rate methodology to implement recommendations from the WAMP and CIP. We can coordinate with the City's internal financial department and/or a third party rate consultant/municipal financial advisor to:

- Review of existing rate structure by meter size, user classification, outside customers, current rate resolutions/ordinances, and past rate studies
- Review of current revenue and OM&R expenses and estimates of required budget line-item costs for the next five years to meet level of service goals and CIP implementation
- Develop a proposed updated water rate structure
- Make recommendations for needed rate increases over the next five years
- Assist the City in presentation of proposed rate structure in public meeting

**THE FOLLOWING PAGES MUST BE COMPLETED AND INCLUDED WITH SUBMITTAL IN THE FOLLOWING ORDER.**

**Purchasing Checklist:**

- ☒ Exhibit A - Complete Proposal Submittal with detailed Summary of Pricing
- ☒ Exhibit B -Qualifications and Licenses Requirements
- ☒ Exhibit C – Disclosure of Supplier Responsibility Statement
- ☒ Exhibit D - List of References
- ☒ Exhibit E - Certificate of Insurance
- ☐ Exhibit F – Non-Bidder's Response
- ☒ Exhibit G – City of Flint Affidavit



## ❖ EXHIBIT A - SUBMITTAL WITH DETAILED SUMMARY OF PRICING

**SCOPE OF WORK ATTACHED SEPARATELY.**

1. Failure to use this bid form shall result in bid disqualification.
2. Failure to bid on all items shall result in an "incomplete bid" determination.
3. List value-added considerations on a separate sheet of paper.
4. All bid pricing to include shipping and freight charges.

**THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE BID**

The undersigned hereby certifies, on behalf of the respondent named in this Certification (the "Respondent"), that the information provided in this offer submitted to the City of Flint, Department of Purchase and Supplies is accurate and complete, and that I am duly authorized to submit same. I hereby certify that the Respondent has reviewed all documents and requirements included in this offer and accept its terms and conditions.

Terms: Net 30

Fed. ID #: 38-3088518

Company (Respondent): Fleis & VandenBrink

Address: 9475 Holly Road, Ste 201

City, State & Zip Code: Grand Blanc, MI 48439

Phone / Fax Number: 810.743.9120 FAX: 810.771.7860

Email: jdevol@fveng.com

Print Name and Title: John DeVoi, PE - President

(Authorized Representative)

Signed: 

(Authorized Representative)



## **EXHIBIT B - QUALIFICATIONS AND LICENSES REQUIREMENTS**

**Please give a synopsis of your qualifications and experience with this service:**

F&V has vast experience with water reliability studies and asset management plans.

**Please list Licenses:**

This information is provided on resumes in section B.3

**How long have you been in business?**

32 years.

**Have you done business with the City of Flint?**

Yes.

**If yes, please state the project name.**

Water Plant Operation Services  
Fenton Road Improvements  
Grand Traverse Greenway Scoping

## EXHIBIT C – DISCLOSURE OF SUPPLIER RESPONSIBILITY STATEMENT

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract, or subcontract, or in the performance of such contract or subcontract.

N/A

---

2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offense indicating a lack of business integrity or business honesty which affect the responsibility of the contractor.

N/A

---

3. List any convictions or civil judgments under state or federal antitrust statutes.

N/A

---

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

N/A

---

5. List any prior suspensions or debarments by any government agency.

N/A

---

6. List any contracts not completed on time.

N/A

---

7. List any documented violations of federal or state labor laws, regulations or standards, or occupational safety and health rules.

N/A

---

**❖ EXHIBIT D – LIST OF REFERENCES: (3) SIMILAR SCOPE OF WORK FROM  
THE LAST 5 YEARS**

Providing the following contact information enables the City of Flint to contact those accounts as references.

**Reference #1:**

Company/Municipality: Leoni Township  
Contact Person: Mike Jester Title: Township Manager  
Address: 913 Fifth Street  
City: Michigan Center State: MI Zip: 49524  
Telephone: 517.764.7400 Fax: \_\_\_\_\_  
Email: mjester@leonitownship.com  
Type of Project: WRS and AMP - More details in Section C.

Project Timeline (Dates): 2020 Budget: \$40,000

**Reference #2:**

Company/Municipality: Beecher Metropolitan District  
Contact Person: Tyrone McCloud Title: Administrative Superintendent  
Address: G-1057 Louis Avenue  
City: Flint State: MI Zip: 48505  
Telephone: 810.787.6527 Fax: \_\_\_\_\_  
Email: Tyrone@becherwater.us  
Type of Project: WAMP and WSRS - More details in Section C

Project Timeline (Dates): 2024 Budget: \$409,372

**❖ EXHIBIT D – LIST OF REFERENCES: (3) SIMILAR SCOPE OF WORK FROM  
THE LAST 5 YEARS (CONTINUES)**

**Reference #3:**

Company/Municipality: City of Hudsonville

Contact Person: R. Tyler Dotson

Title: City Manager

Address: 3275 Central Blvd

City: Hudsonville

State: MI

Zip: 49426

Telephone: 269.214.0022

Fax: \_\_\_\_\_

Email: rtdotson@hudsonville.org

Type of Project: DAMP and WSRS - More details in Section C

Project Timeline (Dates): 2024

Budget: \$229,000

# LARA Corporations Online Filing System

Department of Licensing and Regulatory Affairs

**ID Number: 800744506**[Request certificate](#)[Return to Results](#)[New search](#)**Summary for: F&V OPERATIONS & RESOURCE MANAGEMENT, INC.****The name of the DOMESTIC PROFIT CORPORATION: F&V OPERATIONS & RESOURCE MANAGEMENT, INC.****Entity type: DOMESTIC PROFIT CORPORATION****Identification Number: 800744506 Old ID Number: 04162K****Date of Incorporation in Michigan: 10/18/2011****Purpose: All Purpose Clause****Term: Perpetual****Most Recent Annual Report: 2024****Most Recent Annual Report with Officers & Directors****The name and address of the Resident Agent:****Resident Agent Name: JOHN DEVOL****Street Address: 2960 LUCERNE DR SE****Apt/Suite/Other:****City: GRAND RAPIDS****State: MI****Zip Code: 49546****Registered Office Mailing address:****P.O. Box or Street Address: 2960 LUCERNE DR SE****Apt/Suite/Other:****City: GRAND RAPIDS****State: MI****Zip Code: 49546****The Officers and Directors of the Corporation:**

Title	Name	Address
PRESIDENT	JOHN DEVOL	2960 LUCERNE DR SE GRAND RAPIDS, MI 495
TREASURER	CRAIG SHUMAKER	2960 LUCERNE DR SE GRAND RAPIDS, MI 495
SECRETARY	BRIAN RICE	2960 LUCERNE DR SE GRAND RAPIDS, MI 495
DIRECTOR	LAWRENCE J FLEIS	2960 LUCERNE DR SE GRAND RAPIDS, MI 495
DIRECTOR	PAUL GALDES	2960 LUCERNE DR SE GRAND RAPIDS, MI 495
DIRECTOR	ROBERT WILCOX	2960 LUCERNE DR SE GRAND RAPIDS, MI 495

**Act Formed Under: 284-1972 Business Corporation Act****Total Authorized Shares: 60,000** **Written Consent****[View Assumed Names for this Business Entity](#)****View filings for this business entity:**

**ALL FILINGS**  
**ANNUAL REPORT/ANNUAL STATEMENTS**  
**ARTICLES OF INCORPORATION**  
**RESTATED ARTICLES OF INCORPORATION**  
**RESTATED ARTICLES OF INCORPORATION**  
**RESTATED ARTICLES OF INCORPORATION**

**[View filings](#)****Comments or notes associated with this business entity:**[LARA FOIA Process](#)   [Transparency](#)   [State Web Sites](#)[Michigan.gov Home](#)   [ADA](#)   [Michigan News](#)   [Policies](#)

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Corporations  
Online Filing System

Department of Licensing and Regulatory Affairs

Form Revision Date 07/2016

## ANNUAL REPORT

For use by DOMESTIC PROFIT CORPORATION  
(Required by Section 911, Act 284, Public Act of 1972)

The identification number assigned by the Bureau is: 800744506

Annual Report Filing Year: 2024

1. Corporation Name:

F&V OPERATIONS & RESOURCE MANAGEMENT, INC.

☒ On behalf of the corporation, I certify that no changes have occurred in required information since the last year filed report.

This document must be signed by an authorized officer or agent:

Signed this 18th Day of March, 2024 by:

Signature	Title	Title if "Other" was selected
Curtis M. DeVries	Authorized Agent	

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

☐ Decline ☒ Accept

***MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS***  
***FILING ENDORSEMENT***

***This is to Certify that the 2024 ANNUAL REPORT***

***for***

***F&V OPERATIONS & RESOURCE MANAGEMENT, INC.***

***ID Number: 800744506***

***received by electronic transmission on March 18, 2024 , is hereby endorsed.***

***Filed on March 18, 2024 , by the Administrator.***

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



***In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 18th day of March, 2024.***

*Linda Clegg*

***Linda Clegg, Director***  
***Corporations, Securities & Commercial Licensing Bureau***





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/24/2025

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

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

PRODUCER  
Olivier-VanDyk Insurance Agency  
2780 44th Street SW  
Wyoming MI 49519

CONTACT NAME: Certificates Department  
PHONE: 616-454-0800 FAX: 616-454-7100  
E-MAIL: certificates@ovdinsurance.com  
ADDRESS:

INSURED  
F&V Companies, Inc.  
Fleis & VandenBrink Engineering, Inc.  
2960 Lucerne Dr SE  
Grand Rapids MI 49546

FLEISVA-01

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Citizens Ins Co Of Amer	31534
INSURER B: Arch Insurance Company	11150
INSURER C: Aspen Specialty Insurance Co	43460
INSURER D:	
INSURER E:	
INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: 1466301896

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.

INSURER	TYPE OF INSURANCE	ADDITIONAL	INSURED	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y		ZAGL89268500	10/1/2024	10/1/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 300,000 PERSONAL & ADV INJURY \$ 10,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ZACAT9311600	10/1/2024	10/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OED <input type="checkbox"/> RETENTION \$			CX010CE24	10/1/2024	10/1/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	ZAWC19779301	10/1/2024	10/1/2025	<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
A	Rented/Leased Equipment			R7IH224218	10/1/2024	10/1/2025	Limit \$75,000
B	Hired Auto Physical Damage			ZACAT9311600	10/1/2024	10/1/2025	Limit 100,000 MPO COMP/COLL OED \$100/\$500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 181, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

City of Flint  
1101 South Saginaw Street  
Flint MI 48502

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

AUTHORIZED REPRESENTATIVE

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RESOLUTION NO.: 250199-T

PRESENTED: 6-18-2025

ADOPTED: \_\_\_\_\_

**RESOLUTION AUTHORIZING CONTRACT WITH LAKE STAR CONSTRUCTION SERVICES, INC. IN THE AMOUNT OF \$250,000.00 FOR COMMERCIAL FAÇADE AT 1309 N. SAGINAW ST. AND 1319 N. SAGINAW ST. LOCATED WITHIN THE CHOICE NEIGHBORHOOD**

**BY THE CITY ADMINISTRATOR:**

**WHEREAS**, the City of Flint was awarded a \$30 million grant from the U.S. Department of Housing and Urban Development from the Choice Neighborhood Implementation (CNI) Grant program to revitalize the area surrounding Atherton East and South Flint, as well as the location of new proposed housing;

**WHEREAS**, the primary strategy of the City of Flint's CNI grant is to implement the approved Transformation Plan through the demolition and replacement of the obsolete Atherton East public housing development (Housing), implementation of several neighborhood strategies to revitalize the area (Neighborhoods), and ensuring that residents in the Choice Neighborhood areas are comprehensively assisted with improved access to basic services (People);

**WHEREAS**, the properties located at 1309 N. Saginaw St. and 1319 N. Saginaw St. are within the Choice Neighborhood area, façade improvements are part of the approved transformation neighborhood strategy;

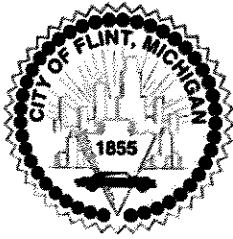
**WHEREAS**, the façade improvements will create an inviting, functional, and visually appealing exterior that complements the surrounding area, helping the facility blend with the local environment and standing out as a well-maintained and approachable location, and the improvements can be completed and drawn within the grant period;

**WHEREAS**, Lake Star Construction Services INC. will enter a performance-based contract throughout five months to complete property assessments, collaborate with business owners, implement exterior improvements and repairs to include sourcing materials, overseeing construction, and adhering to HUD Choice regulatory standards for two properties.

**WHEREAS**, Funding is available for the façade improvement contract, funding is available in the below account and will be moved to an appropriate account upon adoption.

Dept.	Name of Account	Account Number	Grant Code	Amount
B&CS	Unallocated Budget Appropriations	296-704.801-963.000	FHUD18CHOICE	\$250,000.00

**IT IS RESOLVED** that appropriate City Officials are authorized to do all things necessary including budget amendments to enter into an agreement with Lake Star Construction Services, INC. in an amount not to exceed \$250,000.00 for the purposes of façade improvements at the properties located at 1309 N Saginaw Street and 1319 N. Saginaw.



RESOLUTION NO.: \_\_\_\_\_

PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

Approved as to Form:

JoAnne Gurley  
JoAnne Gurley (Jun 5, 2025 11:34 EDT)

Joanne Gurley, Chief Legal Officer

Approved as to Finance:

Phillip Moore  
Phillip Moore (May 29, 2025 15:45 EDT)

Phillip Moore, Chief Financial Officer

For the City of Flint:

Clyde D. Edwards / A0473  
Clyde D. Edwards / A0473 (Jun 5, 2025 12:30 EDT)

Clyde D. Edwards, City Administrator

Approved by Council:

\_\_\_\_\_



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**TODAY'S DATE:** 05/27/25

**BID/PROPOSAL#**

**AGENDA ITEM TITLE:** Resolution for Lake Star Construction Services INC. to receive funding of \$250,000 for implementing a Commercial Façade on properties located at 1309 N. Saginaw St. and 1319 N. Saginaw within the Choice Neighborhood.

**PREPARED BY:** Mikesha Loring

**VENDOR NAME:** Lake Star Construction Services INC.

#### **Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

*Vendor Compliance (This vendor has been properly vetted and the responses are below):*

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

Lake Star Construction Services INC. will provide commercial façade assistance for the HUD-funded CHOICE project. Under Choice grant requirements, entities are selected through an application process and meetings with stakeholders and HUD. The project aims to create an inviting, functional, and visually appealing exterior that complements the surrounding area. All funds are restricted for use within the designated Choice Area only.

#### **PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

☐ Sole Source (Please attach sole source statement to requisition)

☒ Competitive Bid Process (Please attach bid tabulation/documents to requisition)

☐ Cooperative Contract (MIDeal, Sourcewell, GSA, or other municipality)

\*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

☐ (3) Quotes (please attach all quotes to your requisition)



## **CITY OF FLINT**

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

<b>Fiscal Year</b>	<b>Account</b>	<b>FY GL Allocation</b>	<b>FY PO Amount</b>	<b>FY Expensed</b>	<b>Resolution</b>
24/25	296-721.000-802.000	\$74,999	\$74,999	\$0	N/A
24/25	296.171.711-801.000	\$107,470.00	\$107,470.00	\$36,000	240173

### **Section III.**

**POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

The Commercial Façade project could benefit the City of Flint and its residents because it aligns and complements the City's ongoing development efforts in the Clark Commons area. The project is contributing to the city's long-term growth and development, improved visual appeal, enhanced curb appeal, improved living conditions, strengthening social relationships among residents, increase in property values, and attracting investment to create new businesses, with Doyle Ryder Elementary being directly across the street it's more appealing to visitors and welcoming to possible new students.

### **Section IV: FINANCIAL IMPLICATIONS:**

FUNDS ARE AVAILABLE IN EXPENSE ACCOUNT 296-704.801-963.000 FHUD18CHOICE and will be made available in 296-704.801-801.000 upon adoption.



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

All work must be completed, paid for, and drawn by 08/01/2025 and be compliant with all statutory and regulatory requirements as defined by the Choice Implementation Neighborhood Plan and grant-based accounting. Any expenditures incurred after 08/01/25 are not eligible to be reimbursed by HUD.

**IF ARPA related Expenditure:**

Has this request been reviewed by E&Y Firm: YES ☐ NO ☒ IF NO, PLEASE EXPLAIN:

BUDGETED EXPENDITURE? YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
Business and Community Services	FHUD18CHOICE	296-704.801-963.000		\$250,000
		FY25 GRAND TOTAL		\$250,000

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: *(This will depend on the term of the bid proposal)*

BUDGET YEAR 1 \_\_\_\_\_

BUDGET YEAR 2 \_\_\_\_\_

BUDGET YEAR 3 \_\_\_\_\_

OTHER IMPLICATIONS *(i.e., collective bargaining)*:

PRE-ENCUMBERED? YES ☒ NO ☐ REQUISITION NO: 250009938

ACCOUNTING APPROVAL: Carissa Dotson Date: 05/28/2025



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☐

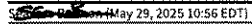
#### **Section V: RESOLUTION DEFENSE TEAM:**

(Place the names of those who can defend this resolution at City Council)

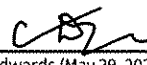
	<u>NAME</u>	<u>PHONE NUMBER</u>
1	Ashly Harris	EXT.3002
2	Mikeshia Loring	EXT 2004
3		

STAFF RECOMMENDATION: (PLEASE SELECT): ☒ **APPROVED** ☐ **NOT APPROVED**

#### **DEPARTMENT HEAD SIGNATURE:**

 May 29, 2025 10:56 EDT]

(Name, Title)

ADMINISTRATION APPROVAL:  Clyde D. Edwards (May 29, 2025 11:04 EDT)

(for \$20,000 or above spending authorizations)



**Sheldon A. Neeley**  
Mayor

# City of Flint

Department of Planning and Development  
Neighborhood Planning Division

**Emily Doerr**  
Director

## MEMORANDUM

To: Lauren Rowley, Purchasing Manager

From: Mikesha Loring, Neighborhood Implementation Manager

Copy: Ashly Harris Deputy Director

Date: May 6, 2025

Subject: CNI Commercial Façade Program

### Background:

In April 2025, the City of Flint concluded a competitive bidding process and selected Lake Star Construction Services Inc. as the responsible contractor to carry out the Commercial Façade project at 1309 and 1319 N. Saginaw Street. This project is funded through the Choice Neighborhood grant and supports the goals of the program.

Company	Budget
Lake Star Construction Services	\$250,000

### Recommendations and Justification:

The Community Services Division strongly recommends selecting Lake Star Construction Services. We have highly favorable feedback from references who have worked with them on similar projects, and they have showcased their capacity to meet our project requirements and deliver results that align with our specifications.





SEALED PROPOSALS RECEIVED IN THE DIVISION OF PURCHASES & SUPPLIES

**Commercial Façade Program**

**PROPOSAL# 25000525**

Approximate Annual Quantities – Not Guaranteed

Furnish as requested for the period 07/1/24 – 6/30/26

	<b>General Conditions</b>	<b>Management Fee</b>	<b>Insurance</b>	<b>Contingency</b>	<b>Total Amount</b>
<b>LakeStar Corporation</b>	<b>18%</b>	<b>15%</b>		<b>5%</b>	<b>\$97,500</b>
	<b>Lump Sum: \$45,000</b>	<b>Lump Sum: \$37,500</b>	<b>\$2,500</b>	<b>\$12,500</b>	
<b>Anytime Restoration</b>	<b>37.5%</b>	<b>30%</b>		<b>25%</b>	<b>\$40,000</b>
	<b>\$15,000</b>	<b>\$12,500</b>	<b>\$2,500</b>	<b>\$10,000</b>	

	Anytime Construction	Lakestar Corporation
	Warren, MI	Detroit, MI
Pre-Bid Meeting Attended	Yes	Yes
Extra Hard Copies	No	Yes
Electronic Copy Received	Yes	Yes

**A SPECIAL NOTE FROM THE PURCHASING DIVISION**

*Bid results posted are before evaluation team review and award recommendation.*



**Updated Bid  
Sheet Pg 23 for  
Commercial  
Facade  
Improvements  
RFP NO. 25000525**

Payment request - The City of Flint will review all contractor requests for payment. The contractor must submit appropriate documentation, including compliance with Choice HUD regulations and any other necessary paperwork as required by the City of Flint staff. Payments will be authorized by the property owner only after successful review and confirmation that work is progressing as per the contract.

## Budget

**Please complete the following budget and include in your bid response.**

- Includes supervision, quality control, temporary protection, construction equipment, safety, daily cleanup and final cleanup, dumpsters, start up and close out costs, site and building testing, any required bonds per RFP.

4. Contingency As a % 5% Lump Sum = \$ 12,500

2

Department of Business and  
Community Services



Sheldon Neeley  
Mayor



Clyde Edwards  
City Administrator

Good Standing Certification

Applicant and/or Business Clearance

All applicants for City of Flint funded programs, including federal programs, must remain current and not in default on any obligations related to taxes, fines, penalties, water service, licenses or other forms of penalties.

APPLICANT NAME:

HOME ADDRESS:

DBA:

Lake Star Construction Services Inc.

BUSINESS ADDRESS:

440 Burroughs Suite 133 Detroit, MI 48202

Please include addresses of all properties in the name of other current and/or former businesses, parent company, subsidiaries and/or divisions. Also, please include all former names used while conducting business with the City.

*This section to be completed by the Department of Finance - Customer Service Div.*

Please check the following divisions for the status of current and delinquent obligations owed to the City of Flint. Please circle the appropriate response for each division.

WATER DIV.

CURRENT

DELINQUENT No water in name

PROPERTY TAXES DIV.

CURRENT

DELINQUENT No Property in Name

INCOME TAX DIV.

CURRENT

DELINQUENT 3 No Acct in Name

ENFORCEMENT

CURRENT

DELINQUENT

*This section to be completed by the Department of Community and Economic Development*

DCED/EDC:

CURRENT

DELINQUENT

N/A

(108 Loans, EDC loans, mortgage repayments, etc)

\_\_\_\_\_  
City of Flint DCED Representative and Date

If delinquencies exist, please indicate the date, type and amount of obligation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DCED Staff Person and Date

*[Signature]* 4/29/25  
City of Flint Customer Serv. Representative and Date

Good Standing Form

Revised 4/29/2025

All previous editions obsolete

# LARA Corporations Online Filing System

Department of Licensing and Regulatory Affairs

**ID Number: 801979037**[Request certificate](#)[Return to Results](#)[New search](#)**Summary for: LAKE STAR CONSTRUCTION SERVICES, INC.****The name of the DOMESTIC PROFIT CORPORATION:** LAKE STAR CONSTRUCTION SERVICES, INC.**The name was changed from:** LONDON SKY CONSTRUCTION SERVICES, L.L.C. **on** 05-17-2013**Entity type:** DOMESTIC PROFIT CORPORATION**Identification Number:** 801979037 **Old ID Number:** 06608X**Date of Incorporation in Michigan:** 03/28/2012**Purpose:** All Purpose Clause**Term:** Perpetual**Most Recent Annual Report:** 2023**Most Recent Annual Report with Officers & Directors:** 2021**The name and address of the Resident Agent:**

Resident Agent Name: CHARLES L BAILEY

Street Address: 440 BURROUGHS

Apt/Suite/Other: STE 133

City: DETROIT

State: MI

Zip Code: 48202

**Registered Office Mailing address:**

P.O. Box or Street Address: 440 BURROUGHS

Apt/Suite/Other: STE 133

City: DETROIT

State: MI

Zip Code: 48202

**The Officers and Directors of the Corporation:**

Title	Name	Address
PRESIDENT	CHARLES BAILEY	440 BURROUGHS STE 133 DETROIT, MI 48202 USA
PRESIDENT	CHARLES BAILEY	440 BURROUGH STE 133 DETROIT, MI 48202 USA
TREASURER	CHARLES BAILEY	440 BURROUGH STE 133 DETROIT, MI 48202 USA
TREASURER	CHARLES BAILEY	440 BURROUGHS STE 133 DETROIT, MI 48202 USA
SECRETARY	CHARLES BAILEY	440 BURROUGHS STE 133 DETROIT, MI 48202 USA
SECRETARY	CHARLES BAILEY	440 BURROUGH STE 133 DETROIT, MI 48202 USA
DIRECTOR	CHARLES BAILEY	440 BURROUGH STE 133 DETROIT, MI 48202 USA
DIRECTOR	CHARLES BAILEY	440 BURROUGHS STE 133 DETROIT, MI 48202 USA

**Act Formed Under:** 284-1972 Business Corporation Act

**Total Authorized Shares:** 60,000

☐ **Written Consent**

**View filings for this business entity:**

ALL FILINGS  
ANNUAL REPORT/ANNUAL STATEMENTS  
ARTICLES OF INCORPORATION  
RESTATED ARTICLES OF INCORPORATION  
RESTATED ARTICLES OF INCORPORATION  
RESTATED ARTICLES OF INCORPORATION

**View filings**

**Comments or notes associated with this business entity:**

[LARA FOIA Process](#)   [Transparency](#)   [State Web Sites](#)

[Michigan.gov Home](#)   [ADA](#)   [Michigan News](#)   [Policies](#)

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*Mar 8, 2025*



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**Scheduled SAM Maintenance** [Show Details](#)  
*Apr 22, 2025*



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[<](#)   **Core Data**



<b>Entity Registration</b>
<b>Core Data</b>
<b>Business Information</b>
<b>Entity Types</b>
<b>Financial Information</b>
<b>Points of Contact</b>
<b>Assertions</b>
<b>Reps and Certs (FAR/DFARS)</b>
<b>Reps and Certs (Financial Assistance)</b>
<b>Exclusions</b>
<b>Responsibility / Qualification</b>

**Entity Information**

**LAKE STAR CONSTRUCTION SERVICES, INC.**

Active Registration

Physical Address

440 Burroughs  
Suite 133  
Detroit, Michigan  
48202-3449, United States

Mailing Address

440 Burroughs  
Suite 133  
Detroit, Michigan  
48202-3449, United States

Purpose of Registration

All Awards

Version

Current Record

## BUSINESS INFORMATION

Doing Business As	URL	Registration Dates	
(blank)	(blank)		
Division Name	Division Number		
(blank)	(blank)	Activation Date	Initial Registration Date
Congressional District	State/Country of Incorporation	Dec 2, 2024	Feb 1, 2023
Michigan 13	Michigan, United States	Submission Date	
		Nov 27, 2024	
Owner	CAGE	Entity Dates	
	Legal Business Name		
Immediate Owner	(blank) (blank)		
Highest Level Owner	(blank) (blank)	Entity Start Date	Fiscal Year End Close Date
		May 17, 2013	Dec 31

## Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for



# ACORD. CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/30/2025

## PRODUCER

COOPER IRBY BREWSTER PROFESSIONAL SERVICES LLC

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

## INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: WESTERN WORLD INSURANCE

13196

INSURER B: TRAVELERS

11347

INSURER C: National Indemnity

20087

INSURER D:

INSURER E:

## INSURED

LAKE STAR CONSTRUCTION SERVICES INC  
440 BURROUGHS  
SUITE 133  
DETROIT, MI 48202

## COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <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"/> PROJECT <input type="checkbox"/> LOC	NPP8448771	02/13/2025	02/13/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
C		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	73APG078213-02	06/29/2024	06/29/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	5211867A	03/26/2025	03/26/2026	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

## DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

THE CITY OF FLINT, AND INCLUDING ALL ELECTED AND APPOINTED OFFICIALS, ALL EMPLOYEES AND VOLUNTEERS, ALL BOARDS, COMMISSIONS AND/OR AUTHORITIES AND THEIR BOARD MEMBERS, EMPLOYEES AND VOLUNTEERS ARE NAMED AS ADDITIONAL INSURED WITH RESPECT TO GENERAL, AUTO &amp; UMBRELLA LIABILITY AS REQUIRED BY WRITTEN CONTRACT.

## CERTIFICATE HOLDER

CITY OF FLINT  
1101 S. SAGINAW STREET  
FLINT, MI 48502

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



RESOLUTION NO.:

**250200-T**

PRESENTED:

**6-18-2025**

ADOPTED:

BY THE CITY ADMINISTRATOR:

**RESOLUTION TO INA STORE INC. FOR  
THE PURCHASE OF TWO WHEEL LOADERS**

The City of Flint, Department of Public Works, Street Maintenance Division, is requesting a purchase order be issued to Ina Store Inc., 4770 Zelle Dr., Bridgeport, MI for the purchase of two new Case 621G wheel loaders.

This is a qualified purchase under Sourcewell #011723, Flint Sourcewell account 80495. There is adequate funding for said purchases from the listed account:

Account Number	Account Name	Amount
202-449.201-977.000	Equipment	\$ 406,122.36
	<b>FY25 GRAND TOTAL</b>	<b>\$ 406,122.36</b>

**IT IS RESOLVED**, that The Division of Purchases and Supplies, upon City Council's approval, is hereby authorized to issue a purchase order to Ina Store Inc. for the purchase of two Case 621G wheel loaders in an amount not to exceed \$406,122.36.

FOR THE CITY OF FLINT:

*Clyde D. Edwards / A0469*  
Clyde D. Edwards / A0469 (Jun 11, 2025 12:28 EDT)

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:

APPROVED AS TO FORM:

*JoAnne Gurley*  
JoAnne Gurley (Jun 11, 2025 12:21 EDT)

JoAnne Gurley, City Attorney

APPROVED AS TO FINANCE:

*Phillip Moore*  
Phillip Moore (Jun 9, 2025 09:11 EDT)

Phillip Moore, Chief Financial Officer

APPROVED AS TO PURCHASING:

*Lauren Rowley*

Lauren Rowley, Purchasing Manager

KRN - 2025



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**TODAY'S DATE:** June 5, 2025

**BID/PROPOSAL#**

**AGENDA ITEM TITLE:** Two new wheel loaders

**PREPARED BY:** Kathryn Neumann for Rodney McGaha, Director of Transportation

**VENDOR NAME:** Ina Store

#### **Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

***Vendor Compliance (This vendor has been properly vetted and the responses are below):***

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

Street Maintenance is requesting to purchase two new wheel loaders. These wheel loaders are replacing old equipment and are used during leaf pickup. They are also used in the 12<sup>th</sup> Street Yards to load road salt, sand, topsoil, etc., as well as they are used to move fallen trees out of the street. The City has been renting wheel loaders to assist in the day to day operations, when these two loaders are purchased the City can send back the rental units.

#### **PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

- ☐ Sole Source (Please attach sole source statement to requisition)
- ☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)
- ☒ Cooperative Contract (MIDeal, Sourcwell, GSA, or other municipality)

\*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

- ☐ (3) Quotes (please attach all quotes to your requisition)

#### **Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution
FY25	202 & 203-449.201-977.000		\$217,641	\$217,641	240303
FY25	202 & 203-449.201-940.000		\$31,200	\$31,200	
FY25	202-449.201-977.000		\$5,600	\$5,600	
FY25	202-449.201-977.000		\$1,841	\$1,841	

Ina Store is a new vendor for Street Maintenance

#### **Section III.**

**POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

These loaders are essential to the day-to-day operations of Street Maintenance. They help keep City streets safe by removing obstacles from the roadway, they load road salt into the trucks that spread salt on the roadways when it is slippery out.

#### **Section IV: FINANCIAL IMPLICATIONS:**

**IF ARPA related Expenditure:**

Has this request been reviewed by E&Y Firm: YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:

**BUDGETED EXPENDITURE?** YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

Dept.	Name of Account	Account Number	Grant Code	Amount
Streets	Equipment	202-449.201-977.000		\$406,122.36
		<b>FY25 GRAND TOTAL</b>		<b>\$406,122.36</b>

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: *(This will depend on the term of the bid proposal)*

BUDGET YEAR 1 \_\_\_\_\_

BUDGET YEAR 2 \_\_\_\_\_

BUDGET YEAR 3 \_\_\_\_\_

OTHER IMPLICATIONS *(i.e., collective bargaining)*:

PRE-ENCUMBERED? YES ☒ NO ☐ REQUISITION NO: 250010110

ACCOUNTING APPROVAL: Agg 30 Jun 4 (Jun 5, 2025 13:45 EDT) Date: \_\_\_\_\_

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒

#### **Section V: RESOLUTION DEFENSE TEAM:**

**(Place the names of those who can defend this resolution at City Council)**

	NAME	PHONE NUMBER
1	Rodney McGaha	810 691-3106
2		
3		



## CITY OF FLINT

# **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

STAFF RECOMMENDATION: (PLEASE SELECT): ☒ **APPROVED** ☐ **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE: Rodney McGaha  
Rodney McGaha (Jun 9, 2025 06:03 EDT)  
(Rodney McGaha, Director of Transportation)

**ADMINISTRATION APPROVAL:** Clyde D. Edwards / A0469  
Clyde D. Edwards / A0469 (Jun 11, 2025 12:28 EDT)  
(for \$20,000 or above spending authorizations)

# Ina Store Inc.

4770 Zelle Dr.  
Bridgeport Michigan  
Phone: 989 777 1900  
Fax: 989 777 1908  
EMAIL: tim@theinastore.com

## Quote

DATE:  
P.O. #

5/6/2025

TO

City of Flint  
1101 s Saginaw St.  
Flint Michigan 48502

Quote good for 30 days

SALES PERSON	DELIVER OR PICKUP	PAID	PRE PAID OR C.O.D.
Tim Brown	Delivered		PO #

AMOUNT	DESCRIPTION	SERIAL NUM.		TOTAL
Option 2	1 Case 621G xr loader equipped as listed on CNH retail offer sheet with 4N1 clam bucket and coupler new order sourcewell # 011723 flint sourcewell account# 80495	tbd		-
		ea	221,158.65	221,158.65
and	1 Case 621 G zbar loader equipped as listed on cnh retail offer sheet with discount for rental paid (machine you have right now)			
		ea	206,963.71	206,963.71
	Rental paid discount		22,000.00	(22,000.00)
				-
				-
	muni no tax			-

### Other Comments or Special Instructions

ALL USED EQUIPMENT SOLD AS IS NO WARRANTY  
ALL CONTRACTS SUBJECT TO A \$150.00 DOC FEE.  
PRICING BASED ON ON HAND INVENTORY GOOD FOR 30 DA  
WARRANTY SERVICE CALL/TRUCKING SUBJECT TO \$75.00

SUBTOTAL	\$ 406,122.36
TAX RATE	0.000%
TAX	
S & H	\$ -
DOWN PMT	
TOTAL	\$ 406,122.36

Authorized by

Date



250201-T

PRESENTED: 6-18-2025

ADOPTED: \_\_\_\_\_

**RESOLUTION TO CITY COUNCIL TO ACCEPT (EGLE) MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY FOR FLINT- IN HOME PLUMBING REPLACEMENT PROGRAM FOR \$489,544.00 AND AMEND TO 2024-2025 BUDGET TO ACCOMMODATE THESE FUNDS**

**BY THE CITY ADMINISTRATOR:**


**Whereas**, On March 1, 2025, the City of Flint was awarded a grant in the amount of \$489,544.00 over 29 months from the Michigan Department of Health and Human Services (MDHHS), Grant number EJ-Impact-0010. The funding is allocated for the Lead Based Paint Hazard Control Program (LBPHC). (Performance period March 1, 2025 – September 30, 2027).

**Whereas**, the primary strategy of the EJ-Impact program is to address lead-based hazards in local homes whose water tested positive for lead from a 2 bottle test kit.

**Whereas**, this grant will provide Home inspections and a total home plumbing pipe replacement and exposure prevention outreach to families while eliminating lead hazards from home faucets, water lines, water heaters etc. by replacing them with new lead-free components.

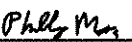
**IT IS RESOLVED** that the appropriate City officials are authorized to do all things necessary to, accept the Flint-In Home Plumbing Program, amend the 2024-25 budget, appropriate grant funding for revenue and expenditures in future fiscal years as long as funds are available from the funder, and abide by the terms and conditions of the grant from The Michigan Department of Environment, Great Lakes, And Energy in the amount not to exceed \$489,544.00 over the 29-month grant period, from April 1, 2025- September 30, 2027.

**Approved as to Form:**


  
JoAnne Gurley (May 21, 2025 18:20 EDT)

**JoAnne Gurley, Chief Legal Officer**

**Approved as to Finance:**

  
Phillip Moore (May 22, 2025 11:32 EDT)

**Phil Moore, Chief Financial Officer**

  
Clyde D. Edwards (Jun 3, 2025 15:04 EDT)

**Clyde D. Edwards, City Administrator**

\_\_\_\_\_  
**City Council**





## **CITY OF FLINT**

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**TODAY'S DATE:** 5/07/2025

**BID/PROPOSAL#** N/A

**AGENDA ITEM TITLE:** Environmental Justice Impact Grant Program Flint-In Home Plumbing Program

**PREPARED BY:** Michael O.D. Carpenter

**VENDOR NAME:** Michigan Department of Environment, Great Lakes, and Energy (EGLE)

#### **Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

**Vendor Compliance (This vendor has been properly vetted and the responses are below):**

Federal government	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

Participating households will receive a comprehensive assessment of their plumbing systems, along with referrals to all relevant programs, including the "LBPHC", which is the City of Flint's Lead-Based Paint Hazard Control Program that has been serving the community since 2018. Contractors awarded will be responsible for the abatement of both interior lead and galvanized plumbing within these homes. Properties that are likely to contain interior lead and/or galvanized plumbing will be identified using results from existing two-bottle water testing kits.

#### **PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

- ☐ Sole Source (Please attach sole source statement to requisition)
- ☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)
- ☐ Cooperative Contract (MIDeal, Sourcwell, GSA, or other municipality)

\*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

- ☐ (3) Quotes (please attach all quotes to your requisition)



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution

N/A

#### **Section III.**

**POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

Our city is committed to improving living conditions and promoting healthy living for approximately 100 homes. We are utilizing EGLE Dollars from the state for home faucet replacement and lead education for a safer way of living with hazards.

This program is for homes within the city of Flint that has tested positive for lead in the home water system. This approach will ensure a safer and healthier environment for all our residents. It will also strengthen our partnership with EGLE and open up more funding opportunities in the future.

#### **Section IV: FINANCIAL IMPLICATIONS:**

**IF ARPA related Expenditure: NO**

**Has this request been reviewed by E&Y Firm: YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:**

N/A

**BUDGETED EXPENDITURE? YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:**



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

Dept.	Name of Account	Account Number	Grant Code	Amount
		<b>FY25 GRAND TOTAL</b>		

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: *(This will depend on the term of the bid proposal)*

BUDGET YEAR 1 \_\_\_\_\_

BUDGET YEAR 2 \_\_\_\_\_

BUDGET YEAR 3 \_\_\_\_\_

OTHER IMPLICATIONS *(i.e., collective bargaining)*:

PRE-ENCUMBERED?    YES ☐    NO ☐    REQUISITION NO: \_\_\_\_\_

ACCOUNTING APPROVAL:     Date: 05/20/2025  
Christian Baldwin (May 20, 2025 09:39 EDT)

WILL YOUR DEPARTMENT NEED A CONTRACT?    YES ☐    NO ☐



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

#### **Section V: RESOLUTION DEFENSE TEAM:**

**(Place the names of those who can defend this resolution at City Council)**

	<u>NAME</u>	<u>PHONE NUMBER</u>
<b>1</b>	<b>Michael Carpenter</b>	
<b>2</b>	<b>Andrew Tolles</b>	
<b>3</b>		

**STAFF RECOMMENDATION: (PLEASE SELECT):** ☐ **APPROVED** ☐ **NOT APPROVED**

**DEPARTMENT HEAD SIGNATURE:**   
Michael Carpenter (May 20, 2025 09:54 EDT)

*(Name, Title)*

**ADMINISTRATION APPROVAL:** \_\_\_\_\_

*(for \$20,000 or above spending authorizations)*



## MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY MICHIGAN ENVIRONMENTAL JUSTICE IMPACT GRANTS APPLICATION FORM

### Instructions

Public Act 119 of 2023, Section 1004, authorizes the issuance of grants for public health protection in environmental justice communities from the Michigan Department of Environment, Great Lakes, and Energy (EGLE). Grants may be awarded for eligible activities that reduce environmental health burdens in communities with environmental justice concerns.

Applicants can apply for up to \$500,000. Grant applications must be received by July 15, 2024, at 11:59pm to be funded. Grants will be awarded by early September, 2024. Federally recognized Tribes, community-based organizations (including grassroots and frontline organizations), schools, institutions of higher education, and local governments are eligible to apply. Additional details are discussed on the [Environmental Justice Impact Grant website](#). Applicants must not appear on the Federal Debarment and Suspension List and must be in good standing with EGLE programs (i.e., no EGLE grant revoked or terminated and no demonstrated inability to manage a grant or meet obligations in a project contract with EGLE).

### Application for Environmental Justice Impact Grant

Applicant Name: City of Flint Mayor's Office

Project Title: Flint In-Home Plumbing

Project Impacted Community (Neighborhood, area, or other place name): City of Flint, Michigan

Project Category:

☒ Community Improvement Project

☐ Pollution Monitoring

☐ School/Daycare Indoor Air Quality

☐ Contamination/Blight Remediation & Redevelopment

Brief Project Summary (up to 250 words): This City of Flint is partnering with the Greater Flint Health Coalition and Local Initiatives Support Corporation (LISC) to abate in-home lead and galvanized plumbing. Corrosive water can cause lead to leach from old pipes in homes. Residents have expressed that replacing in-home plumbing is a form of restorative justice after the Water Crisis. There is currently no funding to address this environmental justice issue. Public Health Navigators from Greater Flint Health Coalition will provide targeted outreach to residents whose water has tested positive for lead in the past and help with the Lead Based Paint Hazard Program and the work that we are already completing with the walls and windows. City of Flint's Public Health Navigators in the Office of Public Health will assist with the LBPHC program to overcoming barriers. Local Initiatives Support Corporation will facilitate partner meetings, review outreach materials, provide guidance on universal outreach and assist with a funding proposal to continue the project beyond this grant. The City of Flint's Lead Based Paint Hazard Control program will obtain bids from contractors, hire them, oversee the work and coordinate postwork inspections.

Total Dollar Amount Being Requested: \$489,544.05

Estimated Project Start Date: 8/30/2024

Estimated Project End Date: 7/31/2024

Eligible Applicant Type:

- ☐ Federally Recognized Tribe
- ☐ Community-Based Nonprofit Organization
- ☐ School
- ☒ Local Government
- ☐ Institution of Higher Education

## Project Contact #1 (Authorized Signatory)

Name: Shelly Green- Sparks

Title: Chief Resilience Officer

Address: 1101 South Saginaw Flint, Mi 48503

Phone: 810-293-4372

Email: ssgreen@cityofflint.com

## Project Contact #2 (Project Partner or other, if applicable)

Name: Michael O.D. Carpenter

Title: Lead-Based Paint Hazard Control Program Manager

Address: 1101 South Saginaw Flint, Mi 48503

Phone: 810-237-2019

Email: Mcarpenter@cityofflint.com

## Attachments

Applicants must attach:

1) a *Project Workplan*, including the following sections with responses to the questions in the program guidance:

- ✓ Section 1: Project narrative
  - ✓ Section 2: Linkage to impacted community ○ MiEJScreen report (required)
  - ✓ Section 3: Project activities, deliverables, and target dates ○ Project Timeline chart (use required template)
  - ✓ Section 4: Partnerships and community engagement
  - ✓ Section 5: Programmatic Capability ○ any available partner MOUs/contracts for proposed project ○ any available letters of support for proposed project
- 2) *Project Cost Detail* attachments, including:
- ✓ Detailed project budget table (use required template)
  - ✓ Budget narrative (3-page limit)
  - ✓ Any available vendor or contractor estimates/quotes

Submit your completed *Project Workplan* and *Project Cost Detail*, along with any additional attachments, with your *Environmental Justice Impact Grant Application*. Additional guidance is included on the [Environmental Justice Impact Grant website](#).

### Ranking/Scoring

Scores will be based on the criteria established on the [Environmental Justice Impact Grant website](#).

### Certification

I certify that the information provided in this application is complete, true, and accurate to the best of my knowledge.

Print Name: Shelly Green-Sparks

Print Title: Chief Resilience Officer/ Authorizing Official



Shelly Sparks-Green (Jul 15, 2024 17:55 EDT)

07/15/2024

Signature

Date

### Submission

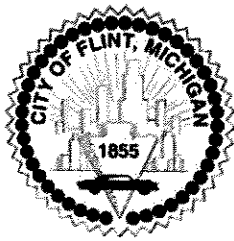
Submit completed form and applicable attachments to [EGLE-CentralGrants@Michigan.gov](mailto:EGLE-CentralGrants@Michigan.gov).



If you need this information in an alternate format, contact [EGLE-Accessibility@Michigan.gov](mailto:EGLE-Accessibility@Michigan.gov) or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.



RESOLUTION NO.: 250 202-T  
PRESENTED: 6-18-2025  
ADOPTED: \_\_\_\_\_

**RESOLUTION AUTHORIZING THE AMENDMENT OF THE CHOICE NEIGHBORHOOD GRANT AGREEMENT TO ESTABLISH THE CLARK COMMONS ENDOWMENT TRUST**

**BY THE CITY ADMINISTRATOR**

**WHEREAS**, The City of Flint was awarded grant funding from the U.S. Department of Housing & Urban Development in the amount of \$30,000,000 for the implementation of the Imagine Flint South Flint Community Plan Choice Neighborhoods Initiative; and

**WHEREAS**, This program, led by the City of Flint Department of Business and Community Services in collaboration with the Flint Housing Commission, has worked to relocate the Atherton East public housing development, improve access to services, and implement stabilization efforts throughout the South Flint Neighborhood over the past seven years; and

**WHEREAS**, To further this initiative, a contract valued in the amount of \$4,524,000.00 was executed with Mott Community College for their role as the People Plan project lead in the grant implementation as outlined in the grant application and approved by HUD; and

**WHEREAS**, The Department of Business and Community Services wishes to establish an endowment trust with the remaining unexpended funds from this contract, estimated at \$750,000.00, to continue services to residents within the area in alignment with the amended Choice Neighborhood grant; and


**WHEREAS**, The following accounts will fund this endowment:

Account Number	Account Name/Grant Code	Amount
296-704.802-801.000	FHUD18CHOICE	\$750,000.00
	<b>Total</b>	<b>\$750,000.00</b>

**IT IS RESOLVED** that appropriate City Officials are hereby authorized to do all things necessary to abide by the terms of The Department of Housing and Urban Development(HUD) for the use of all remaining eligible funds of the Choice Neighborhood grant, to appropriate revenue and expenditure amounts, and to make funds available in the current and subsequent fiscal years that funding continues to remain available.


**BE IT FURTHER RESOLVED** that appropriate City Officials are hereby authorized to do all things necessary to enter into contract with Communities of Hope in the amount available upon the close of the grant.

**For the City:**

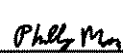
  
Clyde D. Edwards (Jun 3, 2025 09:49 EDT)  
**Clyde D. Edwards, City Administrator**

**For the City Council:**

**Approved as to Form:**

  
JoAnne Gurley (Jun 17, 2025 19:42 EDT)  
**JoAnne Gurley, City Attorney**

**Approved as to Finance:**

  
Phillip Moore (May 29, 2025 15:43 EDT)  
**Phillip Moore, Chief Finance Officer**

**Addendum to the FY2017 Choice Neighborhoods Implementation Grant Agreement  
(MI5F519CNG117) for Atherton East/South Flint**

**Endowment Trust**

This Addendum of the Choice Neighborhoods Implementation Grant Agreement (the "Addendum") is made by and between the City of Flint ("Grantee" or "City"), Flint Housing Commission ("Co-Lead Grantee" or "FHC"), and the United States Department of Housing and Urban Development ("HUD") as of the date of HUD's execution of this Addendum. For the purposes of implementing and operating the Endowment Trust, this Addendum hereby incorporates the Choice Neighborhoods Implementation Grant Agreement MI5F519CNG117, dated September 19, 2018 ("Grant Agreement"), plus Amendment to the FY2017 Choice Neighborhoods Implementation Grant Agreement dated August 27, 2024 ("Amendment #1"). All references to the Grant Agreement, whether in the Choice Neighborhoods Grant Agreement, Amendment #1, or in this Addendum, shall be deemed for purposes of this Addendum to mean the Grant Agreement as supplemented and modified by this Addendum and will include any amendments hereto (unless the context requires otherwise).

**Recitals**

WHEREAS, HUD awarded a Fiscal Year 2017 Choice Neighborhoods Implementation Grant (the "Choice Neighborhoods Grant") to the Grantee to support the Transformation Plan that has been developed for Atherton East in the South Flint neighborhood. The Grantee and HUD entered into a grant agreement for the Choice Neighborhoods funds (the "Grant Agreement");

WHEREAS, consistent with Article IV.L.2 of the Grant Agreement, the Grantee wishes to establish a Clark Commons Endowment Trust for supportive services using Choice Neighborhoods Grant funds that will be used solely for certain limited purposes specified herein (the "Endowment Trust Account");

WHEREAS, the Grantee intends to enter into a contract with Communities of HOPE Inc. ("CoH" or "Endowment Trust Manager") to implement and manage the Endowment Trust Account on the City's behalf for the benefit of the households that live at Clark Commons I, II and III (collectively "Clark Commons");

WHEREAS, this Addendum is intended to establish requirements with which the Grantee must comply in order to place the Choice Neighborhoods grant funds into the Endowment Trust Account and set forth the purposes for which the funds in the Endowment Trust Account may be used;

NOW, THEREFORE, the Grantee and HUD hereby covenant and agree as follows:

1. The Grantee hereby agrees to give approximately \$500,000 of the Choice Neighborhoods Grant funds provided to the Grantee pursuant to the Grant Agreement to the Endowment Trust Manager who will deposit the funds into the Endowment Trust Account opened by the Endowment Trust Manager.
2. The approximately \$500,000 in Choice Neighborhoods funds shall be released by HUD promptly following execution hereof, drawn down by the Grantee, and subsequently provided by the Grantee to the Endowment Trust Manager to deposit into the Endowment Trust Account.
3. The Parties acknowledge that endowment funds are and shall remain throughout the existence of the Endowment, Choice Neighborhoods grant funds that will only be utilized for eligible supportive services expenses per the Choice Neighborhoods program. The Grantee shall require regular reporting of Endowment Trust Account activity from the Endowment Trust Manager including annual audit reports.
4. Funds placed in the Endowment Trust Account shall be utilized solely for planning, providing, and evaluation of community and support services for the primary benefit of the assisted housing residents of Clark Commons, and former residents of the Atherton East housing development occupying other public and/or assisted housing in accordance with the Transformation Plan.
5. Nothing herein shall prohibit the Grantee or Endowment Trust Manager from using non-Choice Neighborhoods Grant funds made available to the Grantee or Endowment Trust Manager and placed in the Endowment Trust Account to provide supportive services to non-assisted housing residents of Clark Commons.
6. The initial funds so deposited into the Endowment Trust Account shall be deemed to be Choice Neighborhoods grant funds. The Endowment Trust Manager may establish a segregated sub account within the Endowment Trust Account for any non-Choice Neighborhoods Grant funds to be made available for supportive services to non-assisted housing residents of Clark Commons and the expenditure of funds from such sub account can be attributed to services for non-assisted housing residents of Clark Commons.
7. The Endowment Trust Manager shall invest funds in (a) direct obligations fully guaranteed by the United States of America or any agency therefore, (b) certificates of deposit and repurchase agreements (for a term not to exceed 30 days) which are fully insured by the Federal Deposit Insurance Corporation, (c) a money market fund limited to U.S. government obligations, U.S. agency obligations, or repurchase agreements backed by such obligations, or (d) such other investments approved in writing by the Grantee, provided that such other investments must be consistent with HUD notices on permitted investments or approved in writing by HUD.

8. Interest accrued on Choice Neighborhoods grant funds shall be deemed to constitute "Program Income", as defined in 24 C.F.R. § 200.1, or successor regulation. The Grantee and Endowment Trust Manager will ensure the use of such Program Income (a) during the grant period in accordance with 24 C.F.R. § 200.307, or successor regulation, and the Grant Agreement, only for eligible program costs pursuant to the Transformation Plan, and (b) after the end of the grant period, for eligible supportive services costs for assisted housing residents of Clark Commons. Concerning (a) and (b) in the case of Choice Neighborhoods endowments, any interest or program income earned from Choice Neighborhoods endowment funds must be reinvested back into the endowment and be specifically addressed in the CNI Program Income Certification.
9. The Grantee hereby agrees and acknowledges that this Addendum must be implemented in a manner consistent with all applicable federal, state and local statutory, regulatory and executive order requirements, including those set forth in the Grant Agreement and its Appendix A.
10. The Grantee and Endowment Trust Manager shall provide HUD with an annual certification, certifying that the Endowment Trust Manager has used the funds in the Endowment Trust Account in compliance with this Addendum. The annual certification shall be provided to HUD until all Endowment funds are expended.
11. This Addendum expressly survives the termination or closeout of the Grant Agreement. This Addendum shall remain in effect so long as any of the rental units of Clark Commons remain subject to the governing multifamily documents or until such time as all of the funds in the Endowment Trust Account have been expended in accordance with this Addendum, whichever shall be sooner. For good cause and in accordance with Choice Neighborhoods Requirements, HUD may approve the termination of this Addendum prior to all funds in the Endowment Trust having been expended provided such funds revert to the Grantee to be used for purposes permitted by the Choice Neighborhoods Requirements. All terms or definitions in this Addendum will continue to be defined consistent with the Grant Agreement and/or NOFO, as applicable.
12. This Addendum may not be altered, modified, or rescinded without the written approval of HUD.

IN WITNESS WHEREOF, the parties have caused this Addendum to be duly executed as of the day and year last written below.

**CITY OF FLINT**

By: \_\_\_\_\_  
Sheldon Neeley, Mayor

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

**FLINT HOUSING COMMISSION**

By: \_\_\_\_\_  
David A. Northern, Sr., Chief Executive Officer

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

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

By: \_\_\_\_\_  
Marianne Nazzaro, Deputy Assistant Secretary for Office of Public Housing  
Investments (*confirm title with HUD before signing*)

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



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**TODAY'S DATE:** 5/14/2025

**BID/PROPOSAL#** N/A

**AGENDA ITEM TITLE:** Amendment to Choice Neighborhood Implementation Grant Agreement for Clark Commons Endowment Trust

**PREPARED BY:** Ashly Harris

**VENDOR NAME:** n/a

#### **Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

**Vendor Compliance (This vendor has been properly vetted and the responses are below):**

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

The City of Flint received a \$30 million HUD grant for the Imagine Flint South Flint Community Plan Choice Neighborhoods Initiative, which has been implemented over seven years by the Department of Business and Community Services with the Flint Housing Commission to relocate Atherton East public housing, improve services, and stabilize the South Flint Neighborhood. After executing a \$4,524,000 contract with Mott Community College as the People Plan project lead, the Department now seeks to establish an endowment trust with approximately \$750,000 in remaining funds to sustain services in the area. We are seeking council approval to establish the trust and enter into an agreement with Communities of Hope to implement people services until the trust is fully expended.

#### **PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

- ☒ Sole Source (Please attach sole source statement to requisition)  
☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)  
☐ Cooperative Contract (MIDeal, Sourcewell, GSA, or other municipality)

\*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

- ☐ (3) Quotes (please attach all quotes to your requisition)



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**This is a federal grant. Funds were allocated based on community input project evaluations and risk assessments.**

#### **Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution

While the City of Flint has not previously established a direct financial relationship with Communities of Hope, we have successfully collaborated with their staff members who are already deeply connected to the Choice Neighborhoods initiative. This organization has provided valuable relocation assistance and essential people-centered services throughout the Choice area, demonstrating their effectiveness and familiarity with the community's specific needs.

#### **Section III.**

##### **POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

Establishing this endowment trust delivers critical benefits to the South Flint community by ensuring the continued provision of essential services to residents in the Choice Neighborhoods area beyond the grant's lifecycle. Without this trust, the City of Flint would be forced to return all unexpended funds to HUD by the September 30th deadline, effectively ending vital community support programs. By creating this sustainable funding mechanism, residents will maintain access to services they've come to rely on, with implementation through Communities of Hope—a non-profit organization already deeply embedded within the neighborhood as an arm of the property manager. This approach leverages existing community relationships and infrastructure, maximizing impact while providing continuity of care for vulnerable residents. The trust represents a forward-thinking solution that transforms temporary grant funding into a lasting community asset, demonstrating the City's commitment to long-term neighborhood stability and resident wellbeing.

#### **Section IV: FINANCIAL IMPLICATIONS:**







**CITY OF FLINT**

**\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☐

**Section V: RESOLUTION DEFENSE TEAM:**

(Place the names of those who can defend this resolution at City Council)

	NAME	PHONE NUMBER
1	Ashly Harris	(810)766-7426 ext. 3002
2		
3		

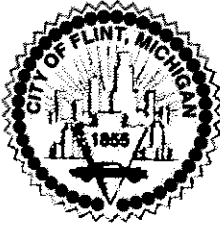
STAFF RECOMMENDATION: (PLEASE SELECT): ☐ APPROVED ☐ NOT APPROVED

DEPARTMENT HEAD SIGNATURE:  (May 29, 2025 10:55 EDT)

(Name, Title)

**ADMINISTRATION APPROVAL:**  (May 29, 2025 11:06 EDT)

(for \$20,000 or above spending authorizations)



RESOLUTION NO.: 250203-T

PRESENTED: 6-18-2025

ADOPTED: \_\_\_\_\_

**RESOLUTION TO ENTER CONTRACT WITH RENOVA ONE (RENOVATING ROOFING)  
RESIDENTIAL ROOFING REPLACEMENT PROGRAM**

**BY THE CITY ADMINISTRATOR:**

**WHEREAS**, The City of Flint received \$94.7 million in American Rescue Plan Act (ARPA) funding, with \$850,000 allocated to the Residential Roofing Replacement Program. This program will fund exterior roof repairs for 52 homes, supporting neighborhood stabilization efforts and enhancing the quality of life for Flint residents.

**WHEREAS**, the Residential Roofing Replacement Program aligns with the City's commitment to improve neighborhood conditions and housing stability, by assisting homeowners with critical roofing improvements;

**WHEREAS**, the City of Flint has selected Renova One (Renovation Roofing), through a competitive bidding process, to serve as one of the primary contractors for the roofing replacement based on demonstrated expertise, capacity, and commitment to quality workmanship;

**WHEREAS**, Renova One (Renovation Roofing) will enter into a performance-based, 12 month contract with the City of Flint to:

- Conduct roof inspections and property assessments,
- Coordinate with eligible homeowners to finalize project scopes,
- Source quality roofing materials,
- Complete residential roof replacements in compliance with federal funding guidelines, and
- Adhere to all ARPA regulatory, reporting, and documentation requirements;

Account Code	Description	Amount
FUSDT-CSLFRF	287-721.350-801.000 Professional Services	\$182,500.50

**IT IS RESOLVED** that appropriate City Officials are authorized to do all things necessary to enter into a contract with Renova One (Renovation Roofing) to complete up to 12 residential properties in the amount not to exceed \$182,500.50 over the 12 month grant period.

**Approved as to Form:**

JoAnne Gurley  
JoAnne Gurley (Jun 12, 2025 15:48 EDT)

**Joanne Gurley, Chief Legal Officer**

**Approved as to Finance:**

Phillip Moore  
Phillip Moore (Jun 6, 2025 10:51 EDT)

**Phillip Moore, Chief Financial Officer**

**For the City of Flint:**

Clyde D. Edwards / A0478  
Clyde D. Edwards / A0478 (Jun 14, 2025 13:24 EDT)

**Clyde D. Edwards, City Administrator**

**Approved by Council:**



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**TODAY'S DATE:** 05/23/2025

**BID/PROPOSAL#**

**AGENDA ITEM TITLE:** Resolution to enter contract with Renova One (Renovation Roofing) for Residential Roofing Replacement/Repair Program

**PREPARED BY:** Mikesha Loring

**VENDOR NAME:** Renova One (Renovation Roofing)

#### **Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

**Vendor Compliance (This vendor has been properly vetted and the responses are below):**

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

The City of Flint Community Services Division has released a Request for Proposals (RFP) seeking qualified contractors to implement a Residential Roofing Program. This initiative is designed to provide essential roof repairs and replacements for Flint residents facing critical roofing issues. The program supports the City's broader goals of stabilizing housing, preserving aging housing stock, and preventing neighborhood blight.

#### **PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

- ☐ Sole Source (Please attach sole source statement to requisition)  
☒ Competitive Bid Process (Please attach bid tabulation/documents to requisition)  
☐ Cooperative Contract (MIDeal, Sourcwell, GSA, or other municipality)

\*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

- ☐ (3) Quotes (please attach all quotes to your requisition)



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution

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### **Section III.**

**POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

The residential roofing program helps residents by making homes safer and more stable while preventing any leaks and structural damage to the home. It offers financial relief and boost property value. It improves neighborhood appearance and increases energy efficiency. Overall, the program strengthens communities by encouraging pride in homeownership and long-term neighborhood improvement.

### **Section IV: FINANCIAL IMPLICATIONS:**

**IF ARPA related Expenditure: N/A**

**Has this request been reviewed by E&Y Firm: YES ☐ NO ☒ IF NO, PLEASE EXPLAIN: N/A**

All work must be completed, paid for, and drawn 05/20/2026 and be compliant with all statutory and regulatory requirements as defined by ARPA.





## CITY OF FLINT

### \*\* STAFF REVIEW FORM \*\*

*Effective: March 5, 2025*

	<u>NAME</u>	<u>PHONE NUMBER</u>
1	Ashly Harris	Ext. 3002
2	Mikeshia Loring	Ext 2004
3		

STAFF RECOMMENDATION: (PLEASE SELECT):

☐

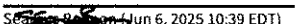
APPROVED

☐

NOT

APPROVED

DEPARTMENT HEAD SIGNATURE:

  
(Name, Title)

ADMINISTRATION APPROVAL: Clyde D. Edwards  
Clyde D. Edwards (Jun 6, 2025 10:15 EDT)

(for \$20,000 or above spending authorizations)



**Sheldon A. Neeley**  
Mayor

# City of Flint

Department of Planning and Development  
Neighborhood Planning Division

## MEMORANDUM

To: Lauren Rowley, Purchasing Manager

From: Mikesha Loring, Implementation Manager

Date: June 2, 2025

Subject: ARPA Roof Replacement / Repair Program

### Background:

The City of Flint completed a competitive bidding process in April 2025, and as a result the contractor Renova One (Renovation Roofing) was selected as a responsible bidder to replace and repair residential roofs located in the City of Flint in the amount of \$182,500.50. This project is funded by ARPA and aligns with the City of Flint's Imagine Flint neighborhood plan.

Company	Cost
Renova One (Renovation Roofing)	\$182,500.50

### Recommendations and Justification:

The Community Services Division strongly recommends selecting Renova One (Renovation Roofing) to install and complete the roofing services. We have highly favorable feedback from references who have worked with them on similar projects and they have showcased their capacity to meet our project requirements and deliver results that align with our specifications.





Sheldon Neeley  
Mayor

## Department of Planning and Development



Clyde Edwards  
City Administrator

### Good Standing Certification

### Applicant and/or Business Clearance

All applicants for City of Flint funded programs, including federal programs, must remain current and not in default on any obligations related to taxes, fines, penalties, water service, licenses or other forms of penalties.

**APPLICANT NAME:** Renovation Roofing, LLC

**HOME ADDRESS:** \_\_\_\_\_

**DBA:** Renova One

**BUSINESS ADDRESS:** 2525 Industrial Row dr. Troy, MI 48064

Please include addresses of all properties in the name of other current and/or former businesses, parent company, subsidiaries and/or divisions. Also, please include all former names used while conducting business with the City.

#### *This section to be completed by the Department of Finance - Customer Service Div.*

Please check the following divisions for the status of current and delinquent obligations owed to the City of Flint. Please circle the appropriate response for each division.

**WATER DIV.**

**CURRENT**

**DELINQUENT**

**PROPERTY TAXES DIV.**

**CURRENT**

**DELINQUENT**

**INCOME TAX DIV.**

**CURRENT**

**DELINQUENT**

**ENFORCEMENT**

**CURRENT**

**DELINQUENT**

*No water in name  
No property in Name  
No Act in Name*

#### *This section to be completed by the Department of Community and Economic Development*

**DCED/EDC:**

**CURRENT**

**DELINQUENT**

**N/A**

(108 Loans, EDC loans, mortgage repayments, etc.)

\_\_\_\_\_  
City of Flint DCED Representative and Date

If delinquencies exist, please indicate the date, type and amount of obligation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DCED Staff Person and Date

*Sheldon Neeley*, 6/2/25  
\_\_\_\_\_  
City of Flint Customer Serv. Representative and Date

# LARA Corporations Online Filing System

Department of Licensing and Regulatory Affairs

**ID Number:** 800616485[Request certificate](#)[Return to Results](#)[New search](#)**Summary for:** GREAT LAKES ROOFING, INC.**The name of the DOMESTIC PROFIT CORPORATION:** GREAT LAKES ROOFING, INC.**Converted into:** RENOVATION ROOFING, LLC on 11/22/2024**Entity type:** DOMESTIC PROFIT CORPORATION**Identification Number:** 800616485 **Old ID Number:** 43604C**Date of Incorporation in Michigan:** 02/21/2003**Purpose:** All Purpose Clause**Date of Converted:** 11/22/2024**Term:** Perpetual**Most Recent Annual Report:** 2024**Most Recent Annual Report with Officers & Directors:** 2022**The name and address of the Resident Agent:****Resident Agent Name:** JAMES A WIESE**Street Address:** 2525 INDUSTRIAL ROW DR**Apt/Suite/Other:****City:** TROY**State:** MI**Zip Code:** 48084**Registered Office Mailing address:****P.O. Box or Street Address:** 2525 INDUSTRIAL ROW DR**Apt/Suite/Other:****City:** TROY**State:** MI**Zip Code:** 48084**The Officers and Directors of the Corporation:**

Title	Name	Address
PRESIDENT	JAMES A WIESE	2525 INDUSTRIAL ROW DR TROY, MI 48084 USA
TREASURER	JAMES A WIESE	2525 INDUSTRIAL ROW DR TROY, MI 48084 USA
SECRETARY	JAMES A WIESE	2525 INDUSTRIAL ROW DR TROY, MI 48084 USA
DIRECTOR	JAMES A WIESE	2525 INDUSTRIAL ROW DR TROY, MI 48084 USA

**Act Formed Under:** 284-1972 Business Corporation Act**Total Authorized Shares:** 60,000☐ **Written Consent**

**View filings for this business entity:**

ALL FILINGS  
ANNUAL REPORT/ANNUAL STATEMENTS  
ARTICLES OF INCORPORATION  
RESTATED ARTICLES OF INCORPORATION  
RESTATED ARTICLES OF INCORPORATION



**View filings**

**Comments or notes associated with this business entity:**

[LARA FOIA Process](#)   [Transparency](#)   [State Web Sites](#)

[Michigan.gov Home](#)   [ADA](#)   [Michigan News](#)   [Policies](#)

Copyright 2025 State of Michigan

Unique Entity ID

CAGE/NCAGE

E1ANEBJLHHV6 4QPD5

Expiration Date

Dec 27, 2025

Physical Address

2525 Industrial Row DR

Troy, Michigan

48084-7037, United States

Mailing Address

2525 Industrial Row DR

Troy, Michigan

48084-7037, United States

Purpose of Registration

All Awards

Version

Current Record

BUSINESS INFORMATION

Doing Business As

(blank)

Division Name

Great Lakes Roofing, Inc.

Congressional District

Michigan 11

URL

www.glrroofinginc.com

Division Number

(blank)

State/Country of Incorporation

Michigan, United States

Registration Dates

Activation Date

Dec 31, 2024

Initial Registration Date

Dec 18, 2024

Submission Date

Dec 27, 2024

Owner

CAGE

Legal Business Name

Immediate Owner

(blank)

(blank)

Highest Level Owner

(blank)

(blank)

Entity Dates

Entity Start Date

Feb 4, 1990

Fiscal Year End Close Date

Dec 31

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for

Client#: 10574

RENROO

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/02/2025

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

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

<b>PRODUCER</b> <b>ZERVOS GROUP INC</b> 24724 Farmbrook P O Box 2067 Southfield, MI 48037-2067	<b>CONTACT NAME:</b> Steve Zervos <b>PHONE (A/C, No, Ext):</b> 248 355-4411 <b>FAX (A/C, No):</b> 248 355-2175 <b>E-MAIL ADDRESS:</b> marsha@zervosgroup.com														
<b>INSURED</b> Renovation Roofing LLC dba Renova One, a division of Renovation Systems 2525 Industrial Row Dr Troy, MI 48084-7037	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Michigan Millers Mutual Insurance Co</td> <td>14508</td> </tr> <tr> <td>INSURER B : The Travelers Indemnity Company</td> <td>25658</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Michigan Millers Mutual Insurance Co	14508	INSURER B : The Travelers Indemnity Company	25658	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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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.

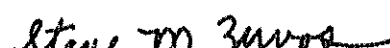
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	C013133000	11/26/2024	11/26/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X	X	V010759400	11/26/2024	11/26/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED RETENTION \$10,000 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	X	X	L030571600	11/26/2024	11/26/2025	EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	6KUBA3862971125	02/18/2025	02/18/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.I. EACH ACCIDENT \$1,000,000 E.I. DISEASE - EA EMPLOYEE \$1,000,000 E.I. DISEASE - POLICY LIMIT \$1,000,000

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

The City of Flint, and including all elected and appointed officials, all employees, and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers are included as additional insureds insured with respects to General, Auto & Umbrella as required by written contract.

## CERTIFICATE HOLDER

## CANCELLATION

<b>The City of Flint</b> 1101 S. Saginaw Street Flint, MI 48502	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Sheldon Neeley  
Mayor

## REQUEST FOR PROPOSALS

PROPOSAL NO. 25000523

Publish Date: 3/24/25

The City of Flint, Finance Department of Purchases & Supplies, is soliciting sealed bids for providing:

### RESIDENTIAL ROOF REPLACEMENT PROGRAM

Per the attached additional requirements.

If your firm is interested in providing the services requested, please submit:

Submit to City:

- 1 original, printed, signed, original proposals and signed addenda
- 2 additional copies unbound
- 1 electronic copy

Please follow the following bid timeline.

### Questions

All written questions shall be directed Lauren Rowley, Purchasing Manager by **Wednesday, April 2, 2025, by 10am EST** to [lrowley@cityofflint.com](mailto:lrowley@cityofflint.com).

### Pre-Bid Conference

A mandatory pre-bid conference will be held **A mandatory pre-bid conference will be held on Monday, March 31, 2025 at 11am EST in the Flint City Hall Dome, 1101 S. Saginaw Street, Flint, MI, 48502.** This conference will be hosted by the Community Services Division. An Intent to Intend must be sent to Mikesha Loring, Program Manager at [mloring@cityofflint.com](mailto:mloring@cityofflint.com) by Friday, March 28, 2025, at 10am. Please contact Mikesha regarding all concerns regarding this conference. Attendance of this conference is a requirement, and failure to attend may result in disqualification of your bid.

### Bid Submission Requirements

1. The mail in **HARD COPY** with the original signature (signed documents) must be received by **Tuesday, April 15, 2025, by 12:00 P.M. (EST), City of Flint, Finance Department - Division of Purchases and Supplies, 1101 S. Saginaw St., Room 203, Flint, MI, 48502.** Bids must be in a sealed envelope clearly identifying the proposal name and proposal number.
2. **Electronic Copy**, please email to [PurchasingBids@cityofflint.com](mailto:PurchasingBids@cityofflint.com) by **Tuesday, April 15, 2025, by 12:00 P.M. (EST).** Please note that in the subject line of the email, type in the proposal name and number.
3. Faxed bids are not accepted.
4. Both mail in proposal and electronic submittal must be received by due date and time.

### Bid Opening

#### Bid Opening

Tuesday, April 15 - 12:00 – 12:30pm

Time zone: America/New\_York

Google Meet joining info

Video call link: <https://meet.google.com/dwm-eeww-sh>

Or dial: (US) +1 929-324-2847 PIN: 653 212 137#

More phone numbers: <https://tel.meet/dwm-eeww-sh?pin=2148722829974>

All additional proposal documents, requirements, addendums, specifications, and plans/drawings (if utilized) are

All additional proposal documents, requirements, addendums, specifications, and plans/drawings (if utilized) are

available on the Purchasing page of the City of Flint's web site at <https://www.cityofflint.com/purchasing/>.

Effective immediately upon release of these Bidding Documents, and until notice of contract award, all official communications from proposers regarding the requirements of this Bid shall be directed to:

Lauren Rowley  
810-766-7340  
[lrowley@cityofflint.com](mailto:lrowley@cityofflint.com)

The City, or designee, shall distribute all official changes, modifications, responses to questions or notices relating to the requirements of this Bid. Addendum to this Bid may be developed and shared with all Vendors. Any other information of any kind from any other source shall not be considered official, and proposers relying on other information do so at their own risk.

**NOTICE TO VENDOR** Offers, subject to the conditions made a part hereof, will be received at this office, *1101 S. Saginaw St., Flint, MI 48502 for the following:*

---

City of Flint has partnered with BidNet as part of the MITN Purchasing Group (branded page link) to post bid opportunities to this site. As a vendor, you can register with the MITN Purchasing Group and be sure that you see all available bids and opportunities. By selecting automatic bid notification, your company will receive emails once the City of Flint has a bid opportunity that matches your company's business. In addition, the site handles bid opportunities, RFPs, and RFQs for other member governmental agencies throughout Michigan. The City of Flint looks forward to providing you with more bid information and simplifying the entire bid, proposal, and quote processes for everyone involved. We appreciate your cooperation and welcome your participation. If you need help registering, please call the MITN Purchasing Group support department toll free 1-800-835-4603 option #2.

Link to City of Flint open solicitations:  
[MITN Purchasing Group](#) (branded page link)

---

#### INSTRUCTIONS TO VENDORS

- 1) **PRE-BID INFORMATION AND QUESTIONS:** Each bid that is timely received will be evaluated on its merit and completeness of all requested information. In preparing bids, Bidders are advised to rely only upon the contents of this Request for Proposals (RFP) and accompanying documents and any written clarifications or addenda issued by the City of Flint. If a Bidder finds a discrepancy, error or omission in the RFP package, or requires any written addendum thereto, the Bidder is requested to notify the Purchasing contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Bidders. **THE CITY OF FLINT IS NOT RESPONSIBLE FOR ANY ORAL INSTRUCTIONS.** All questions must be submitted in writing to the Finance Department of Purchases and Supplies before any pre-bid deadline (if specified) or at least one (1) week prior to the proposal opening date indicated on the front of this document.
- 2) **RFP MODIFICATIONS:** The City of Flint has the right to correct, modify or cancel the RFP, in whole or in part, or to reject any Bid, in whole or in part, within the discretion of the City of Flint, or their designee. If any such changes are made, all known recipients of the RFP will be sent a copy of such changes. If any changes are made to this RFP document by any party other than the City of Flint, the original document in the City of Flint's files takes precedence.
- 3) **PROPOSAL SUBMISSION:**
  - a) The Bidder must include the following items, or the proposal may be deemed non-responsive:
    - i) All forms contained in this RFP, fully completed.



- b) Bids must be submitted to the Finance Department of Purchases and Supplies, City of Flint, 1101 S. Saginaw Street, Room 203, Flint, Michigan 48502 by the date and time indicated as the deadline. The Purchasing Department time stamp will determine the official receipt time. It is each Bidder's responsibility to insure that their proposal is time stamped by the Purchasing Department by the deadline. This responsibility rests entirely with the Bidder, regardless of delays resulting from postal handling or for any other reasons. Proposals will be accepted at any time during the normal course of business only, said hours being 8:00 a.m. to 5:00 p.m. local time, Monday through Friday, legal holidays as exception.
  - c) Bids must be enclosed in a sealed, non-transparent envelope, box or package, and clearly marked on the outside with the following: RFP Title, RFP Number, Deadline and Bidder's name.
  - d) Submission of a bid establishes a conclusive presumption that the Bidder is thoroughly familiar with the Request for Proposals (RFP), and that the Contractor understands and agrees to abide by each and all of the stipulations and requirements contained therein.
  - e) All prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the bid.
  - f) Proposals sent by email, facsimile, or other electronic means will not be considered unless specifically authorized in this RFP.
  - g) All costs incurred in the preparation and presentation of the bid are the Bidder's sole responsibility; no pre-bid costs will be reimbursed to any Bidder. All documentation submitted with the proposal will become the property of the City of Flint.
  - h) Proposals must be held firm for a minimum of 120 days.
- 4) **EXCEPTIONS:** Bidder shall clearly identify any proposed deviations from the Terms or Scope in the Request for Proposals. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the bid, the City of Flint will assume complete conformance with this specification and the successful Bidder will be required to perform accordingly. Bids not meeting all requirements may be rejected.
- 5) **DUPLICATE BIDS:** No more than one (1) bid from any Bidder including its subsidiaries, affiliated companies and franchises will be considered by the City of Flint. In the event multiple proposals are submitted in violation of this provision, the City will have the right to determine which bid will be considered or, at its sole option, reject all such multiple proposals.
- 6) **WITHDRAWAL:** Bids may only be withdrawn by written notice prior to the date and time set for the opening of bids. No bid may be withdrawn after the deadline for submission.
- 7) **REJECTION/GOOD STANDING:** The City of Flint reserves the right to reject any or all bids, or to accept or reject any bid in part, and to waive any minor informality or irregularity in bids received if it is determined by the City of Flint, or their designee, that the best interest of the City will be served by doing so. No bid will be considered from any person, firm or corporation in arrears or in default to the City on any contract, debt, taxes or other obligation, or if the Bidder is debarred by the City of Flint from consideration for a contract award pursuant to Section 18-21.5 (d) of Article IV of the "Purchasing Ordinance of the City of Flint".
- 8) **PROCUREMENT POLICY:** Procurement for the City of Flint will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City. The City of Flint and their officials have the vested authority to execute a contract, subject to City Council and Mayoral approval where required.
- 9) **BID SIGNATURES:** Bids must be signed by an authorized official of the Bidder. Each signature represents

binding commitment upon the Bidder to provide the goods and/or services offered to the City of Flint if the Bidder is determined to be the lowest Responsive and Responsible Bidder.

- 10) **CONTRACT AWARD/SPLIT AWARDS:** The City of Flint reserves the right to award by item and/or group of items. The Bidder to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the bid, intent to recommend award of a contract and actual award of the contract will be provided by written notice sent to the Bidder at the address designated in the bid if a separate Agreement is required to be executed. After a final award of the Agreement by the City of Flint, the Contractor/Vendor must execute and perform said Agreement. All proposals must be firm for at least 120 days from the due date of the proposal. If, for any reason, a contract is not executed with the selected Bidder within 14 days after notice of recommendation for award, then the City may recommend the next lowest responsive and responsible Bidder.
- 11) **NO RFP RESPONSE:** Bidders who receive this RFP but who do not submit a bid should return this RFP package stating "No Bid" and are encouraged to list the reason(s) for not responding. Failure to return this form may result in removal of the Bidder's name from all future lists.
- 12) **FREEDOM OF INFORMATION ACT (FOIA) REQUIREMENTS:** Bids are subject to public disclosure after the deadline for submission in accordance with state law.
- 13) **ARBITRATION:** Contractor/Vendor agrees to submit to arbitration all claims, counterclaims, disputes and other matters in question arising out of or relating to this agreement or the breach thereof. The Contractor's/Vendor's agreement to arbitrate shall be specifically enforceable under the prevailing law of any court having jurisdiction to hear such matters. Contractor's/Vendor's obligation to submit to arbitration shall be subject to the following provisions:
  - a) Notice of demand for arbitration must be submitted to the City in writing within a reasonable time after the claim, dispute or other matter in question has arisen. A reasonable time is hereby determined to be fourteen (14) days from the date the party demanding the arbitration knows or should have known the facts giving rise to their claim, dispute or question. In no event may the demand for arbitration be made after the time when institution of legal or equitable proceedings based on such claim dispute or other matters in question would be barred by the applicable statute of limitation.
  - b) Within fourteen (14) days from the date that demand for arbitration is received by the City, each party shall submit to the other the name of one person to serve as an arbitrator. The two arbitrators together shall then select a third person, the three together shall then serve as a panel in all proceedings. Any decision concurred in by a majority of the three shall be a final binding decision.
  - c) The final decision rendered by said arbitrators shall be binding and conclusive and shall be subject to specific enforcement by a court of competent jurisdiction.
  - d) The costs of the arbitration shall be split and borne equally between the parties and such costs are not subject to shifting by the arbitrator.
  - e) This provision shall survive the expiration or termination of this Agreement in perpetuity.
- 14) **BID HOLD:** The City of Flint may hold bids for a period of one hundred twenty (120) days from opening, for the purpose of reviewing the results and investigating the qualifications of bidders prior to making an award.
- 15) **NONCOMPLIANCE:** Failure to deliver in accordance with specifications will be cause for the City of Flint and they may cancel the contract or any part thereof and purchase on the open market, charging any additional cost to the Contractor/Vendor.

- 16) **DISCLAIMER OF CONTRACTUAL RELATIONSHIP:** Nothing contained in these documents shall create any contractual relationship between the City and any Subcontractor or Sub-subcontractor.
- 17) **ERRORS AND OMISSIONS:** Bidder is not permitted to take advantage of any obvious errors or omissions in specifications.
- 18) **INTERPRETATION:** In the event that any provision contained herein shall be determined by a court of competent jurisdiction or an appropriate administrative tribunal to be contrary to the provision of law or to be unenforceable for any reason, then, to the extent necessary and possible to render the remainder of this Agreement enforceable, such provision may be modified or severed by such court or administrative tribunal having jurisdiction over this Agreement and the interpretation thereof, or the parties hereto, so as to, as nearly as possible, carry out the intention of the parties hereto, considering the purpose of the entire Agreement in relation to such provision.
- 19) **LAWS AND ORDINANCES:** The Bidder shall obey and abide by all of the laws, rules and regulations of the Federal Government, State of Michigan, Genesee County and the City of Flint, applicable to the performance of this Agreement, including, but not limited to, labor laws, and laws regulating or applying to public improvement, local government, and its operational requirements.
- 20) **LOCAL PREFERENCE:** Contractors/bidders located within the corporate city limits of Flint, Michigan may be given a seven percent (7%) competitive price advantage. Additionally, if the lowest responsible bidder is not located within the limits of the City of Flint, but is located within the County of Genesee, and said bidder does not exceed the bid of the lowest non-local bidder by more than three and one-half percent (3-1/2%), then said lowest Genesee County bidder may be determined to be the lowest responsible bidder, and make the award to such Genesee County bidder accordingly, subject to the approval of the City Council. If the lowest non-local bidder does not exceed that of any Proposers/bidders by (7%) inside the City of Flint or (3-1/2%) inside the County of Genesee, then the Purchasing Director shall be allowed to request that the lowest local vendor match the price offered by the lowest non-local vendor.
- 21) **MATERIAL WORKMANSHIP AND STANDARDS OF PERFORMANCE:** The Bidder agrees to exercise independent judgment and to complete performance under this Agreement in accordance with sound professional practices. In entering into this Agreement, the City is relying upon the professional reputation, experience, certification and ability of the Bidder by her/him/themselves or by others employed by her/him/them and working under their direction and control. The continued effectiveness of this Agreement during its term or any renewal term shall be contingent, in part, upon the Bidder maintaining her/his/their operating qualifications in accordance with the requirements of federal, state and local laws. All materials furnished must be new, of latest model and standard first grade quality, or best workmanship and design, unless otherwise expressly specified. Bidder, if required, must furnish satisfactory evidence of quality materials; offers of experimental or unproven equipment may be disregarded.
- 22) **MODIFICATIONS/CHANGES:** Any modification to this agreement must be in writing and signed by the authorized employee, officer, board or council representative authorized to make such modifications pursuant to the State law and local ordinances.
- 23) **NON-COLLUSION:** The Bidder acknowledges that by signing this document that she/he/they is/are duly authorized to make said offer on behalf of the company she/he/they represent(s) and that said bid is genuine and not sham or collusive and not made in the interests or on behalf of any person not therein named, and that she/he/they and said bidder have not directly induced or solicited any other person(s) or corporation to refrain from responding to this solicitation and that she/he/they and said bidder have not in any manner sought by collusion to secure to themselves and said bidder any advantage over any other bidder.
- 24) **NON-DISCRIMINATION:** Pursuant to the requirements of 1976 P.A. 453 (Michigan Civil Rights Act) and 1976 P.A.



- 33) **INDEMNIFICATION:** To the fullest extent permitted by law, Bidder agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Flint, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Flint, including the Project Manager, against any and all claims, demands, suits, or losses, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Flint, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Flint, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which may arise as a result of Bidder's acts, omissions, faults, and negligence or that of any of his employees, agents, and representatives in connection with the performance of this contract. Should the Bidder fail to indemnify the City in the above-mentioned circumstances, the City may exercise its option to deduct the cost that it incurs from the contract price forthwith. These provisions shall survive the termination or expiration of any agreement entered into as a result of this request.
- 34) **INDEPENDENT CONTRACTOR:** No provision of this contract shall be construed as creating an employer-employee relationship. It is hereby expressly understood and agreed that Bidder is an "independent contractor" as that phrase has been defined and interpreted by the courts of the State of Michigan and, as such, Bidder is not entitled to any benefits not otherwise specified herein.
- 35) **NO THIRD-PARTY BENEFICIARY:** No contractor, subcontractor, mechanic, material man, laborer, vendor, or other person dealing with the principal Contractor shall be, nor shall any of them be deemed to be, third-party beneficiaries of this contract, but each such person shall be deemed to have agreed (a) that they shall look to the principal Contractor as their sole source of recovery if not paid, and (b) except as otherwise agreed to by the principal Contractor and any such person in writing, they may not enter any claim or bring any such action against the City under any circumstances. Except as provided by law, or as otherwise agreed to in writing between the City and such person, each such person shall be deemed to have waived in writing all rights to seek redress from the City under any circumstances whatsoever.
- 36) **NON-ASSIGNABILITY:** Contractor shall not assign or transfer any interest in this contract without the prior written consent of the City provided, however, that claims for money due or to become due to Contractor from the City under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.
- 37) **NON-DISCLOSURE/CONFIDENTIALITY:** Contractor agrees that the documents identified herein as the contract documents are confidential information intended for the sole use of the City and that Contractor will not disclose any such information, or in any other way make such documents public, without the express written approval of the City or the order of the court of appropriate jurisdiction or as required by the laws of the State of Michigan.
- 38) **RECORDS PROPERTY OF CITY:** All documents, information, reports and the like prepared or generated by Contractor as a result of this contract shall become the sole property of the City of Flint.
- 39) **SEVERABILITY:** In the event that any provision contained herein shall be determined by a court or administrative tribunal to be contrary to a provision of state or federal law or to be unenforceable for any reason, then, to the extent necessary and possible to render the remainder of this Agreement enforceable, such provision may be modified or severed by such court or administrative tribunal so as to, as nearly as possible, carry out the intention of the parties hereto, considering the purpose of the entire Agreement in relation to such provision. The invalidation of one or more terms of this contract shall not affect the validity of the remaining terms.
- 40) **TERMINATION:** This contract may be terminated by either party hereto by submitting a notice of termination to the other party. Such notice shall be in writing and shall be effective 30 days from the date it is submitted unless otherwise agreed to by the parties hereto. Contractor, upon receiving such notice and prorated payment upon termination of this contract shall give to the City all pertinent records, data, and information

created up to the date of termination to which the City, under the terms of this contract, is entitled.

- 41) **TIME PERFORMANCE:** Contractor's services shall commence immediately upon receipt of the notice to proceed and shall be carried out forthwith and without reasonable delay.
- 42) **EVALUATION OF PROPOSAL:** In the City's evaluation of proposals, at minimum: cost, serviceability, financial stability, and all requirements set forth in this document shall be considered as selection and award criteria unless otherwise specified.
- 43) **PREVAILING WAGE:** When applicable, all work for this project, including that of any subcontractor or sub-subcontractor, must meet Davis-Bacon Act requirements and full prevailing wage. Information on Davis-Bacon reporting and requirements, including payroll reporting, can be found at: <https://www.dol.gov/whd/govcontracts/dbra.htm>
- 44) **INSURANCE & BONDS:** The bidder whose proposal is accepted will be required to furnish bonds and evidence of insurance within five days from date of Notice of Award. In case of failure or refusal on the part of the bidder to furnish bonds, if required, within the set period, the amount of deposit may be forfeited to the county and the contract may be awarded to the next lowest responsible bidder. Upon the notification of award and approval of the bond, the deposit will be returned to the proposer. The deposit of persons other than the one to whom an award is made will be returned to the person or persons making the proposal immediately after the contract and bonds have been executed.
- 45) **PROPOSAL SUBMISSION:** Proposals and all information requested of the vendor shall be entered in the appropriate spaces. Failure to do so may disqualify the vendor's offer. An authorized officer or employee of the bidder shall submit the proposal.
- 46) **PRICES:** Prices proposed shall be for new products in current production unless otherwise specified. Where refurbished or discontinued items are offered they must be clearly identified as such. Prices proposed shall be exclusive of any rebates due the City. Any rebates the City may be entitled to should be shown as a separate line item and include expiration date.  
Corrections and/or modifications received after the bid closing time specified will not be accepted. Unit prices prevail.  
All prices will be bid F.O.B. DESTINATION, INCLUDE ALL DELIVERY AND ANY ADDITIONAL CHARGES, and remain in effect as specified in the quotation.
- 47) **AWARD:** Unless otherwise stated in the proposal documents, the City cannot guarantee exclusivity of the contract for the proposed products or services.  
Award of the proposal shall be based upon a combination of factors, including but not limited to, adherence to proposal requirements, references and any other factors that may be in the City's best interest. The City reserves the right to reject any and all bids, and to waive any defect or irregularity in bids. The City reserves the right to accept and separate items in the bid;  
and to accept the proposal that in the opinion of the City is to the best advantage and interest of the public we serve. The City also has the right to re-solicit bids if it is deemed to be in the best interest of the City. The City reserves the right to reject low bids which have major deviations from our specification; to accept a higher quotation which has only minor deviations. By signing the bid, the vendor agrees to accept a split award unless the awarded vendor clearly indicates that it takes exception. The bid will be awarded to that responsible, responsive bidder whose proposal conforms to this solicitation, and will be most advantageous to the City, with regard not only to price, but also to availability of product, location and quality of product considered.

The City reserves the right to award all line items, to make no award or to award on an individual line item basis, whichever is deemed to be in the best interest of the City.

Time of delivery may be a consideration in the award.

- 48) **ETHICS IN PURCHASING:** Bidders and proposers are required to comply with Flint City Ordinance 3865 in its entirety. It is incumbent upon and the responsibility of the bidder to become familiar with and comply with the Purchasing ordinances as outlined in 3865 covering chapter 18 of the Flint City Ordinances. Bidder/Proposer acknowledges in accordance with Flint City Ordinance Section 18-21.19 Ethics in Purchasing, any and all communication about the bid selection process should be directed to those City employees delegated with the authority with respect to all purchases of goods and services.

Bidder/Proposer acknowledges and agrees that while a procurement is pending, bidders and proposers shall not communicate about the solicitation with any City employee, agent, or elected official, other than the purchasing director or other City personnel identify in the solicitation. This means that bidder and proposer are prohibited from communicating orally or by written communications, including but not limited to voicemail messages, social media, email, in person, among any other form of communication while the award is pending, to the aforementioned, with the exception to those employees designated by the City. If you are unclear about the process, it is your duty and obligation to contact the designated employee(s) for clarification.

Violations of the ethics provision of the ordinance, without regard to if the violation rises to the level of a criminal violation, may subject the bidder or proposer to debarment.

- 49) **BID PROTESTS:** If Bidder/Proposal believe that they are aggrieved in connection with the solicitation or award of the purchase order or contract, they may protest the action to the City as outlined in Flint City Charter Section 18-21.15.

**THE FOLLOWING PAGES MUST BE COMPLETED AND INCLUDED WITH SUBMITTAL IN THE FOLLOWING ORDER.**

**Purchasing Checklist:**

- ☐ Exhibit A - Complete Proposal Submittal with detailed Summary of Pricing
- ☐ Exhibit B –Qualifications and Licenses Requirements
- ☐ Exhibit C – Disclosure of Supplier Responsibility Statement
- ☐ Exhibit D - List of References
- ☐ Exhibit E - Certificate of Insurance
- ☐ Exhibit F – Non-Bidder's Response
- ☐ Exhibit G – City of Flint Affidavit





**❖ EXHIBIT A - SUBMITTAL WITH DETAILED SUMMARY OF PRICING**

**SCOPE OF WORK ATTACHED SEPARATELY.**

1. Failure to use this bid form shall result in bid disqualification.
2. Failure to bid on all items shall result in an "incomplete bid" determination.
3. List value-added considerations on a separate sheet of paper.
4. All bid pricing to include shipping and freight charges.

**THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE BID**

The undersigned hereby certifies, on behalf of the respondent named in this Certification (the "Respondent"), that the information provided in this offer submitted to the City of Flint, Department of Purchase and Supplies is accurate and complete, and that I am duly authorized to submit same. I hereby certify that the Respondent has reviewed all documents and requirements included in this offer and accept its terms and conditions.

Terms: \_\_\_\_\_

Fed. ID #: 37-1471115

Company (Respondent): Renovation Roofing, LLC dba Renova One

Address: 2525 Industrial Row Dr

City, State & Zip Code: Troy, MI 48084

Phone / Fax Number: (248) 268-1914 FAX: \_\_\_\_\_

Email: jake@glroofinginc.com

Print Name and Title: Jake Grimaldi, Project Manager

(Authorized Representative)

Signed:  \_\_\_\_\_

(Authorized Representative)

## **EXHIBIT B - QUALIFICATIONS AND LICENSES REQUIREMENTS**

**Please give a synopsis of your qualifications and experience with this service:**

Renova One brings over 35 years of combined experience in the roofing and exterior renovation industry. Our team has extensive knowledge of residential roof replacements, including permitting, code compliance, and project coordination. We specialize in large-scale municipal and residential projects and are well-versed in Davis-Bacon wage compliance and ARPA- funded program requirements. Our experience ensures quality workmanship, timely delivery, and full regulatory compliance across all aspects of exterior systems.

**Please list Licenses:**

**Michigan Builders License #**

**How long have you been in business?**

35 Years

**Have you done business with the City of Flint?**

Yes

**If yes, please state the project name.**

Aldridge Place – 5838 Edgar Holt Dr, Flint MI 48505

Mine Manor – 3800 Richfield Rd, Flint MI 48506

Howard Estates – 1928 Howard Ave, Flint MI 48503

## EXHIBIT C – DISCLOSURE OF SUPPLIER RESPONSIBILITY STATEMENT

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract, or subcontract, or in the performance of such contract or subcontract.

N/A

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2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offense indicating a lack of business integrity or business honesty which affect the responsibility of the contractor.

N/A

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3. List any convictions or civil judgments under state or federal antitrust statutes.

N/A

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4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

N/A

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5. List any prior suspensions or debarments by any government agency.

N/A

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6. List any contracts not completed on time.

N/A

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7. List any documented violations of federal or state labor laws, regulations or standards, or occupational safety and health rules.

N/A

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**❖ EXHIBIT D – LIST OF REFERENCES: (3) SIMILAR SCOPE OF WORK FROM  
THE LAST 5 YEARS**

Providing the following contact information enables the City of Flint to contact those accounts as references.

**Reference #1:**

Company/Municipality: City of Detroit Renew Detroit

Contact Person: Brittany Drake Title: Construction Manager

Address: \_\_\_\_\_

City: Detroit State: Michigan Zip: \_\_\_\_\_

Telephone: (313)348-8153 Fax: \_\_\_\_\_

Email: Brittany.drake@detroitmi.gov

Type of Project: Renew Detroit – an ARPA funded residential roofing replacement program for the City of Detroit

Project Timeline (Dates): 04/21 – 01/25 Budget: \_\_\_\_\_

**Reference #2:**

Company/Municipality: Highland Park Housing Commission

Contact Person: Mark Cryderman Title: Construction Manager

Address: Grand Ave

City: Highland Park State: Michigan Zip: \_\_\_\_\_

Telephone: (248) 366-9444 Fax: \_\_\_\_\_

Email: clmarchitects@ameritech.net

Type of Project: Highland Park Roofs – Tear off and install new roofs

Project Timeline (Dates): 12/22 – 2/25 Budget: \_\_\_\_\_

**❖ EXHIBIT D – LIST OF REFERENCES: (3) SIMILAR SCOPE OF WORK FROM  
THE LAST 5 YEARS (CONTINUES)**

**Reference #3:**

Company/Municipality: Detroit Housing Commission

Contact Person: Jason Borher Title: Construction Manager

Address: Soujourner Truth 4810 E Nevada

City: Detroit State: Michigan Zip:

Telephone: (313) 220-09998 Fax:

Email:

Type of Project: Reroof

Project Timeline (Dates):  Budget:

## ❖ EXHIBIT E – CERTIFICATE OF INSURANCE

### **INSURANCEREQUIREMENTS**

The Contractor shall notify all insurance agents and companies retained by the Contractor that these insurance requirements shall be included in any Agreement between the Contractor and the City of Flint.

The Contractor shall purchase and maintain, at its sole expense and as long as it is providing services to the City, the following insurance coverage:

Commercial General Liability - Occurrence form, including coverage for bodily injury, personal injury, property damage (broad form), premises/operations, blanket contractual, and products/completed operations. Coverage shall be endorsed to include the City as an additional insured for work performed by the Contractor in accordance with the Agreement.

#### **Minimum Limits:**

- \$1,000,000 per occurrence/\$2,000,000 general aggregate
- \$2,000,000 aggregate for products and completed operations
- \$1,000,000 personal and advertising injury

Automobile - Michigan "no-fault" coverage, and residual automobile liability, comprehensive form, covering owned, hired, and non-owned automobiles. Coverage shall be endorsed to include the City as an additional insured for work performed by the Contractor in accordance with the Agreement.

#### **Minimum Limits:**

- No-fault coverages - statutory
- \$500,000 per person/\$1,000,000 per accident - bodily injury
- \$500,000 per occurrence - property damage
- A combined single limit of \$1,000,000 per occurrence

Workers' Compensation and Employer's Liability- Statutory coverage or proof acceptable to the City of approval as a self-insurer by the State of Michigan.

## ❖ EXHIBIT E – CERTIFICATE OF INSURANCE (CONTINUES)

### Minimum Limits:

- Workers' Compensation - statutory
- Employer's Liability - \$100,000 each accident/\$100,000 disease - each employee
- \$500,000 disease - policy limit

Professional Liability – Covering acts, errors or omissions of a professional nature committed or alleged to have been committed by the Contractor or any of its subcontractors. Coverage shall be effective upon the date of the Agreement and shall remain effective for a period of three (3) years after the date of final payment thereunder. Such coverage shall be endorsed to include any subcontractors hired by the City.

### Minimum Limits:

- \$1,000,000 per occurrence, \$1,000,000 annual aggregate

Insurance coverage shall cover all claims against the City of Flint, its officials and employees, arising out of the work performed by the Contractor or any subcontractors under the Agreement. Should any work be subcontracted, it shall be the responsibility of the Contractor to maintain Independent Contractor's Protective Liability Insurance with limits equal to those specified above for Commercial General Liability Insurance. In addition, the Contractor shall provide proof of Workers' Compensation Insurance for all subcontractors in compliance with the required statutory limits of the State of Michigan.

Said policies of insurance shall be with companies licensed to do business in the State of Michigan and in a form satisfactory to the City. All insurance companies must maintain a rating of B+, VIII or better from AM. Best Company. Certificates of insurance with a thirty-(30) day cancellation clause shall be filed with and approved by the City at least five (5) days in advance of commencing work under the Agreement. Cancellation, material restriction, non-renewal or lapse of any of the required policies shall be grounds for immediate termination of the Agreement by the City.

The City reserves the right to request a complete certified copy of the policies for the above coverage's.

Any reduction or exhaustion in the limits of required insurance coverage shall not be deemed to limit the indemnification afforded in accordance with the Agreement or any amendments thereto.

Depending on the subject matter of the transaction, the City may require other insurance coverage in addition to the coverage's contained herein.

**THE BID NUMBER IS TO APPEAR ON ALL INSURANCE CERTIFICATES**

## ❖ EXHIBIT F – NON-BIDDER'S RESPONSE



VENDOR'S NAME: \_\_\_\_\_

**NON-BIDDER'S RESPONSE**

For the purpose of facilitating your firm's response to our invitation to bid, the City of Flint is interested in ascertaining reasons for prospective bidder's failure to respond to "Invitations to Bid". If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and return this form to the above address.

We are *not* responding to this "Invitation to Bid" for the following reason(s):

\_\_\_\_\_ Items or materials requested not manufactured by us or not available to our company.

\_\_\_\_\_ Our items and/or materials do not meet specifications.

\_\_\_\_\_ Specifications not clearly understood or applicable (too vague, too rigid, etc.).

\_\_\_\_\_ Quantities too Small.

\_\_\_\_\_ Insufficient time allowed for preparation of bid.

\_\_\_\_\_ Incorrect address used. Our correct mailing address is:

\_\_\_\_\_

\_\_\_\_\_ Our branch / division handles this type of bid. We have forwarded this bid on to them but for the future the correct name and mailing address is: \_\_\_\_\_

\_\_\_\_\_ **OTHER:** \_\_\_\_\_

\_\_\_\_\_

Thank you for your participation in this bid.

**AFFIDAVIT FOR INDIVIDUAL**

STATE OF Michigan \_\_\_\_\_

S.S.

COUNTY OF Macomb

Jake Grimaldi being duly sworn,

deposes and says that they are the person making the above bid; and that said bid is genuine and not sham or collusive, and is not made in the interest of or on behalf of any person not therein named, and that they have not directly or indirectly induced or solicited any bidder to put in a sham bid; that they have not directly or indirectly induced or solicited any other person or corporation to refrain from bidding, and that they have not in any manner sought by collusion to secure themselves any advantage over other bidders.

Subscribed and sworn to before me at 3:51 pm, in said County and State,

this 14 day of April, A.D. 20 25

[Signature]

\*Notary Public, Macomb County, MI

My Commission expires July 6, 20 25

GIRIA ANN NAZAR  
Notary Public, State of Michigan  
County of Macomb  
My Commission Expires Jul 06 2025  
Acting in the County of

❖ EXHIBIT G – CITY OF FLINT AFFADAVIT

FOR CORPORATION

STATE OF MI

S.S.

COUNTY OF Macomb

Jake Grimaldi being duly sworn, deposes and says that she/he/they  
is Project Manager of Renovation Roofing LLC dba Renova One  
(Official Title) (Name of Corporation)

a corporation duly organized and doing business under the laws of the State of MI  
the corporation making the within and foregoing bid; that they executed said bid in behalf of said corporation by  
authority of its Board of Directors; that said bid is genuine and not sham or collusive and is not made in the  
interests of or on behalf of any person not herein named, and that they have not and said bidder has not directly  
or indirectly induced or solicited any other person or corporation to refrain from bidding; that they have not and  
said bidder has not in any manner sought by collusion to secure to themselves or to said corporation an advantage  
over other bidders.

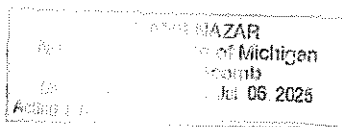
Subscribed and sworn to before me at 3:52 pm, in said County and State,

this 14 day of April, A.D. 20 25

[Signature]

\*Notary Public, Macomb County, MI

My Commission expires July 6, 20 25



### **Overview**

The City of Flint is seeking qualified contractor(s) to operate the City of Flint ARPA Roof Replacement Program for City residents. This project will include 55 homes whose roof conditions vary. The purpose of this RFP is to compile a vendor pool of qualified contractors to complete this project. This project will be overseen by the Community Services Division. After the mandatory pre-bid conference held on Monday, March 31, 2025, the contractors will provide pricing on services listed below. An example scope of work for each home might include but not be limited to the following:

1. Building Permit:
2. Demolition & Disposal
3. Wrap Fascia-Aluminum
4. Soffit Remove & Replace
5. Tear off and reroof shingles – All Sheathing
6. Tear off and Reroof Shingles
7. Gutter/Downspout – 5" Seamless
8. Roof ventilation – Combined Soffit and Ridge
9. Fascia 1" x 6"

### **Requirements**

The successful, responsive bidder is to submit the following:

- Michigan Builder's or Remodeler's License
- Certificate of insurance. Minimum insurance
- A comprehensive equipment list with the number of employees
- Three recent municipal or other relevant references with projects listed

### **Other Requirements**

- The contractor is to be in good standing with Sam.Gov for federal compliance and LARA for state compliance.
- The contractor is to follow the 2015 Michigan Residential Code. Work will be overseen by the Community Services, and Failure to comply will result in the termination of the contract.
- All materials supplied shall be new and under warranty.
- Demolition and Disposal of materials shall be done under local, state, and federal requirements. The contractor is responsible for providing their own dumpsters and arranging pickup and disposal of materials. Any lead-based paint should be disposed of based on EPA standards.
- All work will be reviewed carefully by the Program Manager. Payment of each invoice will be issued upon approval of the work performed. The City operates on a Net 30 basis.
- The awarded contractor will be required to consult with homeowners over arbitrary things such as timing, color of paint, trims, etc, if necessary.

### **Phases**

Phase One: Publication

- **This bid is set to be published on Monday, March 24, 2025.** This is a publicly available RFP accessible on <https://www.bidnetdirect.com/mitn/cityofflint> and the City of Flint Website at <https://www.cityofflint.com/purchasing/>. Any communications or addenda will be posted to these two platforms. **Any questions regarding this solicitation should be directed to Lauren Rowley, Purchasing Manager, until Wednesday, April 2, 2025 at 10 am local time.**

**Phase Two: Mandatory Pre-Bid Conference**

- **A mandatory pre-bid conference will be held on Monday, March 31, 2025 in the Flint City Hall Dome, 1101 S. Saginaw Street, Flint, MI, 48502.** This meeting will be facilitated by the Community Services Division. At this meeting, the list of 55 properties will be made available.

**Phase Three: Bid Submission**

- **The successful, responsive bidder is to provide four (4) hard copies of each bid with an electronic copy being provided to the Purchasing Department at [purchasingbids@cityofflint.com](mailto:purchasingbids@cityofflint.com) by Tuesday, April 8, 2025 by 11am EST.** It is recommended that the successful, responsible bidder is to also provide the following information: Three (3) references of recent previous work done with municipal governments or large-scale projects doing similar work. These references will be considered in the evaluation. Also include a certificate of insurance along with permits, certifications, licenses, and a staffing list with equipment.

**Phase Four: Interviews**

- The Community Services Division will be conducting interviews with each responsive bidder to determine eligibility.

**Phase Five: Evaluation & Award**

- Each bid will be evaluated by the Community Services Division based on the following: interviews, pricing, experience, references, capacity, and availability. **The Community Services Division expects to refer to the Purchasing Division with recommendations by May 1, 2025.** If the total contract price exceeds \$75,000, then this project must be approved by the Flint City Council.

**Phase Six: Contract**

- Each awarded contractor will be provided with a contract contingent on approval from the City Administration and Council. The Project Manager will assign work based on the qualifications of the contractors. The work may be divided into segments, wards, etc. The contractor will be responsible for doing inspections and writing a scope of work for each property. They are expected to work directly with the homeowners as needed.
- No work is to be performed without a signed contract and an issued purchase order. The contractor is to adhere to all negotiated contract terms. Failure to adhere to these requirements may result in the cancellation of the contract.

**Phase Seven: Inspection & Scope of Work**

- All work performed must be completed in accordance with contract terms. Conditions are subject to change with any and all contract modifications being approved by the Project Manager, Legal, and City Council if necessary.

**Phase Nine: Completion**

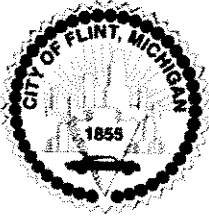
- This project is considered complete when all contract terms have been satisfied upon review with the City of Flint Administration and the Project Manager. The estimated completion date is by October of 2025.

#### Pricing

Pricing is estimated cost of labor and materials ONLY. Awarded bidders will provide their own scope of work upon assignment, inspection, and walkthrough of the homes.

Item	Description	Unit	Unit Price	Quantity	Total Cost
Building Permit	Apply for and obtain a building permit	EA	273	55	\$15,015
Demolition & Disposal	Placement of 20-yard dumpster and debris removal	Lump Sum	435	55	\$23,925
Wrap Fascia – Aluminum	Enclose trim with .027 white aluminum breaker stock	Square Foot	\$3/sq	TBD	
Soffit Remove & Replace	Remove & replace soffit with vinyl vented soffit	Square Foot	\$4/sq	TBD	
Tear off & Reroof – All Sheathing	Remove all roofing & sheathing, install new	Square Foot	\$390/sq	TBD	
Tear off & Reroof - Partial Sheathing	Remove roofing, replace up to 5 SF per 100 SF of defective sheathing	Square Foot	\$250/sq	TBD	
Gutter/Downspout – 5" Seamless	Install new 5" K Type seamless aluminum gutter system	Linear Foot	\$8.5/lf	TBD	
Roof Ventilation - Soffit & Ridge	Install soffit and ridge ventilation per specifications	Square Foot	\$6/sq	TBD	
Fascia 1" x 6"	Install a 1"x 6" #2 pine fascia with bevel cut joints using galvanized finish nails. Caulk over joints and wrap with aluminum coil stock back caulked and nailed 6" on center	Linear Foot	\$4/sq	TBD	

Note: All unit prices should be filled based on the contractor's rates. Quantity estimates should be determined based on project scope for all 55 homes.



240407-T

RESOLUTION NO.: \_\_\_\_\_

PRESENTED: 9-04-2024

ADOPTED: SEP 09 2024

**RESOLUTION TO UTILIZE ARPA FUNDS TO RESPOND TO THE IMPACTS OF THE PANDEMIC ON HOUSING FOR FLINT HOMEOWNERS – CITY TO RUN CITY-WIDE ROOF REPAIR PROGRAM WITH FUNDS PREVIOUSLY ALLOCATED TO GCCARD**

In 2022 and 2023, the City of Flint received funds pursuant to the American Rescue Plan Act of 2021 (ARPA), which could be used by the City for specific and defined purposes. In 2023, the City of Flint obligated all of the ARPA funding received, of which approximately \$40 million was obligated as “revenue replacement” on December 20, 2023;

City Administration recommends reallocating \$850,000 that was previously allocated to GCCARD (but they were unable to execute a contract due to lack of staff capacity) to the Community Services Division to be used for a citywide roof repair program. Existing staff will oversee this program that will utilize a lottery system for picking the chosen applicants and there will 8 applicants chosen from all 9 wards (so long as there are eligible applicants from which to choose).

Account Number	Account Name / Grant Code	Total Amount
287-721.350-801.000 FUSDT-CSLFRF	FUSDT-CSLFRF Neighborhood Improvement [home repair] reallocated from GCCARD for city-ran program	\$850,000

**IT IS RESOLVED** that the appropriate City officials are authorized to do all things necessary, including executing any necessary agreements, to appropriate funding to the City’s Community Services Division. Based on review and validation of the appropriate fund use by the City’s compliance firm, implementation of these funds will be consistent and compliant with US Department Treasury requirements and previously approved authorizations.

For the City:

Clyde D. Edwards / A0289  
Clyde D. Edwards / A0289 (Aug 9, 2024 14:24 EDT)  
Clyde D. Edwards, City Administrator

For the City Council:

[Signature]

Approved as to Form:

JK  
Joseph Kuptz (Aug 9, 2024 13:11 EDT)  
Joseph Kuptz, Acting City Attorney

Approved as to Finance:

PhM  
Phillip Moore (Aug 9, 2024 12:48 EDT)  
Phillip Moore, Chief Financial Officer

## **RESOLUTION STAFF REVIEW**

**TODAY'S DATE:** August 7, 2024

**BID/PROPOSAL#** N/A

**AGENDA ITEM TITLE:**

**RESOLUTION TO UTILIZE ARPA FUNDS TO RESPOND TO THE IMPACTS OF THE PANDEMIC ON HOUSING FOR FLINT HOMEOWNERS – CITY TO RUN CITY-WIDE ROOF REPAIR PROGRAM WITH FUNDS PREVIOUSLY ALLOCATED TO GCCARD**

**PREPARED BY:** Emily Doerr

**VENDOR NAME:** N/A

### **Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

To be eligible for these grants, homeowners need to have been in their house for at least one (1) year, be under 300% of the federal poverty level depending on their household size and be in good standing with the City of Flint (water bills and property taxes paid). Existing staff will oversee this program that will utilize a lottery system for picking the chosen applicants and there will 8 applicants chosen from all 9 wards (so long as there are eligible applicants from which to choose).

### **Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE) / PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

These funds were allocated to GCCARD via resolution 230254.1 (adopted on 8/23/23) and the contract 23-067 was sent to GCCARD for execution on 2/20/24. The sub-recipient responded on 6/26/24 informing the city that their Weatherization team (who was the staff members that were going to implement the grant) would be laid off effective 6/28/24 and thus GCCARD would not be able to execute the contract to administer the program.

### **Section III. POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

An estimated 72 owner-occupied lower-income homeowners will receive a new / repaired roof through this program that will be administered by the city which will benefit their daily living experiences while stability their home values and decreasing their utility costs.

### **Section IV: FINANCIAL IMPLICATIONS:**

The program will be administered by the city with a 5% administration rate. Program delivery costs including roof permits and inspections will be outside of that 5% for staff costs.



BUDGETED EXPENDITURE? YES ☐ NO ☐ IF NO, PLEASE EXPLAIN: N/A

Dept.	Name of Account	Account Number	Grant Code	Amount
		FY24 GRAND TOTAL		

PRE-ENCUMBERED? YES ☐ NO ☐ REQUISITION NO:

ACCOUNTING APPROVAL:  Date: 08/09/2024

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☐

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: *(This will depend on the term of the bid proposal)*

BUDGET YEAR 1 \$

BUDGET YEAR 2

BUDGET YEAR 3

OTHER IMPLICATIONS *(i.e., collective bargaining)*:

STAFF RECOMMENDATION: *(PLEASE SELECT)*: ☒ APPROVED ☐ NOT APPROVED

DEPARTMENT HEAD SIGNATURE:   
Emily Doerr (Aug 9, 2024 12:19 EDT)

Emily Doerr, Director – Business and Community Services



RESOLUTION NO.:

250204-T

PRESENTED:

6-18-2025

ADOPTED:

**RESOLUTION TO ENTER CONTRACT WITH WE PRESERVE MICHIGAN FOR  
RESIDENTIAL ROOFING REPLACEMENT/REPAIR PROGRAM****BY THE CITY ADMINISTRATOR:**

**WHEREAS,** The City of Flint received \$94.7 million in American Rescue Plan Act (ARPA) funding, with \$850,000 allocated to the Residential Roofing Replacement Program. This program will fund exterior roof repairs for 52 homes, supporting neighborhood stabilization efforts and enhancing the quality of life for Flint residents.;

**WHEREAS,** the Residential Roofing Replacement Program aligns with the City's commitment to improve neighborhood conditions and housing stability, by assisting homeowners with critical roofing improvements;

**WHEREAS,** We Preserve Michigan, was selected through a competitive bidding process, to serve as one of the primary contractors for the roofing replacement based on demonstrated expertise, capacity, and commitment to quality workmanship;

**WHEREAS,** We Preserve Michigan will enter into a performance-based, 12-month contract with the City of Flint to:

- Conduct roof inspections and property assessments,
- Coordinate with eligible homeowners to finalize project scopes,
- Source quality roofing materials,
- Complete residential roof replacements or repair in compliance with federal funding guidelines, and
- Adhere to all ARPA regulatory, reporting, and documentation requirements.

Account Code	Description	Amount
FUSDT-CSLFRF	282-721.350-801.000 Prof Services	\$182,500.50

**IT IS RESOLVED** that appropriate City Officials are authorized to do all things necessary to enter into a contract with Old World Construction to complete up to 12 residential properties in the amount not to exceed \$182,500.50 over the 12 month grant period.

**Approved as to Form:**

JoAnne Gurley  
JoAnne Gurley (Jun 13, 2025 16:20 EDT)

**Joanne Gurley, Chief Legal Officer****Approved as to Finance:**

Phillip Moore  
Phillip Moore (Jun 3, 2025 13:47 EDT)

**Phillip Moore, Chief Financial Officer****For the City of Flint:**

Clyde D. Edwards / A0479  
Clyde D. Edwards / A0479 (Jun 14, 2025 13:27 EDT)

**Clyde D. Edwards, City Administrator****Approved by Council:**



**CITY OF FLINT**  
**\*\* STAFF REVIEW FORM \*\***  
*Effective: March 5, 2025*

**TODAY'S DATE:** 05/23/2025

**BID/PROPOSAL#**

**AGENDA ITEM TITLE:** Resolution to enter contract with We Preserve Michigan for Residential Roofing Replacement/Repair Program

**PREPARED BY:** Mikesha Loring

**VENDOR NAME:** We Preserve Michigan

**Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

*Vendor Compliance (This vendor has been properly vetted and the responses are below):*

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

The City of Flint Community Services Division has released a Request for Proposals (RFP) seeking qualified contractors to implement a Residential Roofing Program. This initiative is designed to provide essential roof repairs and replacements for Flint residents facing critical roofing issues. The program supports the City's broader goals of stabilizing housing, preserving aging housing stock, and preventing neighborhood blight.

**PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

- ☐ Sole Source (Please attach sole source statement to requisition)
- ☒ Competitive Bid Process (Please attach bid tabulation/documents to requisition)
- ☐ Cooperative Contract (MIDeal, Sourcwell, GSA, or other municipality)
- \*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services
- ☐ (3) Quotes (please attach all quotes to your requisition)



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution

--

### **Section III.**

**POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

The residential roofing program helps residents by making homes safer and more stable while preventing any leaks and structural damage to the home. It offers financial relief and boost property value. It improves neighborhood appearance and increases energy efficiency. Overall, the program strengthens communities by encouraging pride in homeownership and long-term neighborhood improvement.

### **Section IV: FINANCIAL IMPLICATIONS:**

**IF ARPA related Expenditure: N/A**

**Has this request been reviewed by E&Y Firm: YES ☐ NO ☒ IF NO, PLEASE**

**EXPLAIN: N/A**

All work must be completed, paid for, and drawn 05/20/2026 and be compliant with all statutory and regulatory requirements as defined by ARPA.



**CITY OF FLINT**  
**\*\* STAFF REVIEW FORM \*\***  
*Effective: March 5, 2025*

BUDGETED EXPENDITURE? YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
Business and Community Services	Prof Svcs	287-721.350-801.000	FUSDT-CSLFRF	\$182,500.50
		FY25 GRAND TOTAL		

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: *(This will depend on the term of the bid proposal)*

BUDGET YEAR 1 \_\_\_\_\_

BUDGET YEAR 2 \_\_\_\_\_

BUDGET YEAR 3 \_\_\_\_\_

OTHER IMPLICATIONS *(i.e., collective bargaining)*:

PRE-ENCUMBERED? YES ☒ NO ☐ REQUISITION NO:

ACCOUNTING APPROVAL: Carissa Dotson Date: \_\_\_\_\_

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☒ NO ☐

**Section V: RESOLUTION DEFENSE TEAM:**

**(Place the names of those who can defend this resolution at City Council)**



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

	<u>NAME</u>	<u>PHONE NUMBER</u>
1	Ashly Harris	Ext. 3002
2	Mikeshia Loring	Ext 2004
3		

**STAFF RECOMMENDATION: (PLEASE SELECT):**

☐


**APPROVED**

☐


**NOT**

**APPROVED**

**DEPARTMENT HEAD SIGNATURE:**

 (Jun 3, 2025 13:21 EDT)

(Name, Title)

**ADMINISTRATION APPROVAL:**  Clyde D. Edwards (Jun 3, 2025 13:20 EDT)

(for \$20,000 or above spending authorizations)



**Sheldon A. Neeley**  
Mayor

# City of Flint

Department of Planning and Development  
Neighborhood Planning Division

## MEMORANDUM

To: Lauren Rowley, Purchasing Manager

From: Mikesha Loring, Implementation Manager

Date: June 2, 2025

Subject: ARPA Roof Replacement / Repair Program

### Background:

The City of Flint completed a competitive bidding process in April 2025, and as a result the contractor We Preserve Michigan, LLC. was selected as a responsible bidder to replace and repair residential roofs located in the City of Flint in the amount of \$182,500.50. This project is funded by ARPA and aligns with the City of Flint's Imagine Flint neighborhood plan.

Company	Cost
We Preserve Michigan LLC.	\$182,500.50

### Recommendations and Justification:

The Community Services Division strongly recommends selecting We Preserve Michigan, LLC. to install and complete the roofing services. We have highly favorable feedback from references who have worked with them on similar projects and they have showcased their capacity to meet our project requirements and deliver results that align with our specifications.



WEPRESE-01

TLIVINGSTONE

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/30/2025

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

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

<b>PRODUCER</b> Oakland Insurance Agency 8055 Ortonville Road Clarkston, MI 48348	<b>CONTACT NAME:</b> <b>PHONE</b> (A/C, No, Ext): (248) 647-2500 <b>E-MAIL</b> ADDRESS: certrequest@oaklandinsurance.com <b>FAX</b> (A/C, No): (248) 647-4689														
<b>INSURED</b>  We Preserve Michigan, LLC 22750 Shevington Dr Southfield, MI 48034	<table><tr><td><b>INSURER(S) AFFORDING COVERAGE</b></td><td><b>NAIC #</b></td></tr><tr><td><b>INSURER A:</b> Old Guard Insurance Company</td><td>17558</td></tr><tr><td><b>INSURER B:</b> Travelers Indemnity Company Of CT</td><td>25658</td></tr><tr><td><b>INSURER C:</b></td><td></td></tr><tr><td><b>INSURER D:</b></td><td></td></tr><tr><td><b>INSURER E:</b></td><td></td></tr><tr><td><b>INSURER F:</b></td><td></td></tr></table>	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>	<b>INSURER A:</b> Old Guard Insurance Company	17558	<b>INSURER B:</b> Travelers Indemnity Company Of CT	25658	<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>														
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<b>INSURER C:</b>															
<b>INSURER D:</b>															
<b>INSURER E:</b>															
<b>INSURER F:</b>															

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	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 type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		316632Q	4/16/2025	4/16/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Dishon \$ 50,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X		316632Q	4/16/2025	4/16/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	6KUB-5R78133-A-25	3/11/2025	3/11/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Additional Insureds as required by written contract, The City of Flint including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees and volunteers, with respect to General Liability and Auto Liability.

## CERTIFICATE HOLDER

## CANCELLATION

City of Flint  
1101 S Saginaw St  
Flint, MI 48502

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





Sheldon Nesley  
Mayor

# Department of Planning and Development



Clyde Edwards  
City Administrator

## Good Standing Certification

### Applicant and/or Business Clearance

All applicants for City of Flint funded programs, including federal programs, must remain current and not in default on any obligations related to taxes, fines, penalties, water service, licenses or other forms of penalties.

APPLICANT NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

DBA: We Preserve Michigan

BUSINESS ADDRESS: 22760 Shevington Dr Southfield, MI 48034

Please include addresses of all properties in the name of other current and/or former businesses, parent company, subsidiaries and/or divisions. Also, please include all former names used while conducting business with the City.

#### *This section to be completed by the Department of Finance - Customer Service Div.*

Please check the following divisions for the status of current and delinquent obligations owed to the City of Flint. Please circle the appropriate response for each division.

WATER DIV.

PROPERTY TAXES DIV.

INCOME TAX DIV.

ENFORCEMENT

CURRENT

CURRENT

CURRENT

CURRENT

DELINQUENT

DELINQUENT

DELINQUENT

DELINQUENT

No water in name  
No property in Name  
No acct in Name

#### *This section to be completed by the Department of Community and Economic Development*

DCED/EDC:

CURRENT

DELINQUENT

N/A

(108 Loans, EDC loans, mortgage repayments, etc.)

\_\_\_\_\_  
City of Flint DCED Representative and Date

If delinquencies exist, please indicate the date, type and amount of obligation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DCED Staff Person and Date

Lesley L..., 4/2/25  
City of Flint Customer Service Representative and Date

# LARA Corporations Online Filing System

Department of Licensing and Regulatory Affairs

**ID Number:** 801465906[Request certificate](#)[Return to Results](#)[New search](#)**Summary for:** WE PRESERVE MICHIGAN LLC**The name of the DOMESTIC LIMITED LIABILITY COMPANY:** WE PRESERVE MICHIGAN LLC**Entity type:** DOMESTIC LIMITED LIABILITY COMPANY**Identification Number:** 801465906 **Old ID Number:** E1098C**Date of Organization in Michigan:** 07/07/2008**Purpose:** All Purpose Clause**Term:** Perpetual**The name and address of the Resident Agent:**

Resident Agent Name: JASON A REAVES

Street Address: 22750 SHEVINGTON DRIVE

Apt/Suite/Other:

City: SOUTHFIELD

State: MI

Zip Code: 48034

**Registered Office Mailing address:**

P.O. Box or Street Address: 22750 SHEVINGTON DRIVE

Apt/Suite/Other:

City: SOUTHFIELD

State: MI

Zip Code: 48034

**Act Formed Under:** 023-1993 Michigan Limited Liability Company Act**Managed By:**

Members

[View Assumed Names for this Business Entity](#)**View filings for this business entity:**

ALL FILINGS  
ANNUAL REPORT/ANNUAL STATEMENTS  
CERTIFICATE OF CORRECTION  
CERTIFICATE OF CHANGE OF REGISTERED OFFICE AND/OR RESIDENT AGENT  
RESIGNATION OF RESIDENT AGENT  
CERTIFICATE OF ASSUMED NAME

[View filings](#)**Comments or notes associated with this business entity:**

5/28/25, 10:08 AM

Search Summary State of Michigan Corporations Division

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[Michigan.gov Home](#)   [ADA](#)   [Michigan News](#)   [Policies](#)

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Reps and Certs (Financial Assistance)
Exclusions
Responsibility / Qualification

# WE PRESERVE MICHIGAN LLC

- Active Registration

**Entity Information**

Unique Entity ID  
CEGZR11EH1B6  
CAGE/NCAGE  
9HTG4

**Expiration Date**

Feb 3, 2026



## BUSINESS INFORMATION

Doing Business As  
(blank)  
URL  
(blank)  
Division Name  
(blank)  
Division Number  
(blank)  
Congressional District  
Michigan 12  
State/Country of  
Incorporation  
Michigan, United States

Entity: CEGZ R11EH1B6, Status: Active, Last Modified: 5/30/2025 9:27:42 AM

**Jason A Reaves, Owner**

Past Performance

**Primary Point of Contact**

**Jason A Reaves, Owner**

Feedback

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- Our Community
- Release Notes
- System Alerts
- Our Partners
- Acquisition.gov
- USASpending.gov
- Grants.gov
- More Partners
- Policies
- Terms of Use
- Privacy Policy
- Restricted Data Use
- Freedom of Information Act

# RFQ RESPONSE

**For:** Solicitation #25000523  
RESIDENTIAL ROOF REPLACEMENT PROGRAM

**Contact:** Lauren Rowley, Purchasing Manager  
City of Flint  
Finance Department  
Division of Purchases and Supplies  
1101 S. Saginaw St., Room 203  
Flint, MI, 48502

**From:** We Preserve Michigan LLC  
22750 Shevington Drive  
Southfield, MI 48034  
License #2102196027

**Prepared by:** Jason Reaves  
Owner, We Preserve Michigan LLC  
313-673-6800  
jason@wepreservemichigan.com

**Deadline:** April 15th, 2025, at 12:00 PM

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## **Executive Summary**

The past 17 years, WPM has worked primarily with CDBG funded residential repair programs in the tri-county area. Our projects often include roofing, in addition to gutters, windows, siding, concrete & masonry work, door installation, kitchen & bathroom remodeling, electric service upgrades, furnaces, ACs, plumbing re-piping and fixture upgrades, and more. Since January 1st, 2024, WPM has completed 38 projects at an average size of \$22,742. 34 of these 38 projects included roof replacement along with accompanying work such as gutters, fascia/rake/soffit repair and replacement, and chimney repair/rebuild.

The contents of this bid proposal package represent the intent of We Preserve Michigan LLC to propose a cost basis for residential roof replacement, plus exhibit experience and capability to service the City of Flint Roof Replacement Program. Some key highlights of project activity are noted below:

- 38 projects completed since 1/1/2024 with average size contract of \$22,742
- 34 of the 38 projects included roof replacements
- 3 largest projects in the last 5 years
  - \$76,021.00 City of Westland project completed 3/3/23 - approx. 2500 sq ft commercial flooring replacement and entertainment area build-out
  - \$92,884.80 City of Warren project completed 10/4/23 - patio door replacements at senior housing complex; multiple buildings
  - \$42,447.00 City of Westland project completed 3/1/2024 – full interior rehab (no painting) of 3-bedroom town home using ARPA funds.

This proposal includes requested City of Flint documents/forms and vendor related information (company license, company certifications, insurances, bonding, project history, images of one completed project, etc.). Key sections are summarized below. Jason Reaves, owner of We Preserve Michigan LLC, should be contacted for any inquiries regarding the contents of this proposal.

- Purchasing Checklist – City of Flint
- Vendor Information – We Preserve Michigan LLC
- Past Performance and Comparable Projects (details of jobs including roofing, gutters, etc.)



---

## **Purchasing Checklist – City of Flint**

### **Purchasing Checklist:**

- ☒ Exhibit A - Complete Proposal Submittal with detailed Summary of Pricing
- ☒ Exhibit B –Qualifications and Licenses Requirements
- ☒ Exhibit C – Disclosure of Supplier Responsibility Statement
- ☒ Exhibit D - List of References
- ☒ Exhibit E - Certificate of Insurance
- ☒ Exhibit F – Non-Bidder’s Response
- ☒ Exhibit G – City of Flint Affidavit

**Exhibit A - Complete Proposal Submittal with detailed Summary of Pricing**



**❖ EXHIBIT A - SUBMITTAL WITH DETAILED SUMMARY OF PRICING**

**SCOPE OF WORK ATTACHED SEPARATELY.**

**Exhibit A - Complete Proposal Submittal with detailed Summary of Pricing cont'd**

1. Failure to use this bid form shall result in bid disqualification.
2. Failure to bid on all items shall result in an "incomplete bid" determination.
3. List value-added considerations on a separate sheet of paper.
4. All bid pricing to include shipping and freight charges.

**THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE BID**

The undersigned hereby certifies, on behalf of the respondent named in this Certification (the "Respondent"), that the information provided in this offer submitted to the City of Flint, Department of Purchase and Supplies is accurate and complete, and that I am duly authorized to submit same. I hereby certify that the Respondent has reviewed all documents and requirements included in this offer and accept its terms and conditions.

Terms: 120 days

Fed. ID #: 32-0255586

Company (Respondent): We Preserve Michigan LLC

Address: 22750 Sherington Dr.

City, State & Zip Code: Southfield, MI 48034

Phone / Fax Number: 248-436-2654 FAX: 248-485-6145

Email: jason@wepreservemichigan.com

Print Name and Title: Jason Remus, Owner  
(Authorized Representative)

Signed: Jason Remus  
(Authorized Representative)

## Exhibit A - Complete Proposal Submittal with detailed Summary of Pricing cont'd

### Pricing

Pricing is estimated cost of labor and materials ONLY. Awarded bidders will provide their own scope of work upon assignment, inspection, and walkthrough of the homes.

Building Permit	Apply for and obtain a building permit	EA	575.00	SS	31,625.00
Demolition & Disposal	Placement of 20-yard dumpster and debris removal	Lump Sum	525.00	SS	28,875.00
Wrap Fascia - Aluminum	Enclose trim with .027 white aluminum breaker stock	Square Foot	7.50	2	7.50
Soffit Remove & Replace	Remove & replace soffit with vinyl vented soffit	Square Foot	20.00	1	00
Tear off & Reroof - All Sheathing	Remove all roofing & sheathing, install new	Square Foot	875.00	2	875.00
Tear off & Reroof - Partial Sheathing	Remove roofing, replace up to 5 SF per 100 SF of defective sheathing	Square Foot	695.00	2	695.00
Gutter/Downspout - 5" Seamless	Install new 5" K Type seamless aluminum gutter system	Linear Foot	9.00	2	9.00
Roof Ventilation - Soffit & Ridge	Install soffit and ridge ventilation per specifications	Square Foot	15.00	2	15.00
Fascia 1" x 6"	Install a 1"x 6" #2 pine fascia with bevel cut joints using galvanized finish nails. Caulk over joints and wrap with aluminum coil stock back caulked and nailed 6" on center	Linear Foot	25.00	2	25.00

Note: All unit prices should be filled based on contractor's rates. Quantity estimates should be determined based on project scope for all SS homes.

## Exhibit B - Qualifications and Licenses Requirements

### EXHIBIT B - QUALIFICATIONS AND LICENSES REQUIREMENTS

Please give a synopsis of your qualifications and experience with this service:

Experience statement provided in executive summary. A listing of projects and one example of a completed project including new  
Please list Licenses: roof framing, reroofing, shingle replacement, soffit/fascia  
Builder License - Residential installation, and aluminum  
#2102196027 trimming is provided at the  
back of this package.

How long have you been in business?

17 years

Have you done business with the City of Flint?

No

If yes, please state the project name.

N/A

## Exhibit C – Disclosure of Supplier Responsibility Statement

### EXHIBIT C – DISCLOSURE OF SUPPLIER RESPONSIBILITY STATEMENT

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract, or subcontract, or in the performance of such contract or subcontract.

None

2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offense indicating a lack of business integrity or business honesty which affect the responsibility of the contractor.

None

3. List any convictions or civil judgments under state or federal antitrust statutes.

None

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

None

5. List any prior suspensions or debarments by any government agency.

None

6. List any contracts not completed on time.

None with the exception of contracts extended due to increase in scope from change order.

7. List any documented violations of federal or state labor laws, regulations or standards, or occupational safety and health rules.

None

**Exhibit D – List of References: (3) Similar Scope of Work from the Last 5 Years**

**❖ EXHIBIT D – LIST OF REFERENCES: (3) SIMILAR SCOPE OF WORK FROM THE LAST 5 YEARS**

Providing the following contact information enables the City of Flint to contact those accounts as references.

**Reference #1:**

Company/Municipality: Oakland County, Neighborhood & Housing Development  
Contact Person: Joseph Del Morone Title: Supervisor  
Address: 1200 N. Telegraph Rd. 34E  
City: Pontiac State: MI Zip: 48341  
Telephone: 248-830-9411 Fax: \_\_\_\_\_  
Email: delmoronej@oakgov.com  
Type of Project: Approx 10 square shingle roof replacement on 1-level gable roof (This is the most recent)  
Project Timeline (Dates): 3/14/25 is the Budget: \$6,956

most recent; numerous projects completed in past 5 years

**Reference #2:**

Company/Municipality: City of Pontiac, Home Repair Program  
Contact Person: Eric Hardcastle-Mehlhorn Title: Building Inspector  
Address: 47450 Woodward Ave  
City: Pontiac State: MI Zip: 48342  
Telephone: 248-758-2818 586-243-2058 Fax: \_\_\_\_\_  
Email: ehardcastle-mehlhorn@pontiac.mi.us  
Type of Project: Approx 16 square shingle roof replacement on 2-story home w/ multiple facets and non-walkable surfaces  
Project Timeline (Dates): 3/11/25 is the Budget: 13,963

most recent; numerous roof projects completed in 2024

**Exhibit D – List of References: (3) Similar Scope of Work from the Last 5 Years**  
**cont'd**

**❖ EXHIBIT D – LIST OF REFERENCES: (3) SIMILAR SCOPE OF WORK FROM  
THE LAST 5 YEARS (CONTINUES)**

**Reference #3:**

Company/Municipality: City of Canton – Grunty, CDBG and Procurement

Contact Person: Mike Sheppard Title: Supervisor

Address: 1150 S. Canton Center Rd.

City: Canton State: MI Zip: 48188

Telephone: 734-344-5225 Fax: \_\_\_\_\_

Email: Mike.sheppard@cantonmi.gov

Type of Project: 20 square shingle replacement with full coverage wood  
re-decking on multi-level roof, gutter replacement, smoke detectors

Project Timeline (Dates): 8/26/24 completion; Budget: \$23,585

this is one of several jobs completed for Canton Twp.

Additional references and full listing of 2024/2025 projects  
available in the bid documents.



## **Exhibit E – Certification of Insurance**

### **❖ EXHIBIT E – CERTIFICATE OF INSURANCE**

#### **INSURANCE REQUIREMENTS**

The Contractor shall notify all insurance agents and companies retained by the Contractor that these insurance requirements shall be included in any Agreement between the Contractor and the City of Flint.

The Contractor shall purchase and maintain, at its sole expense and as long as it is providing services to the City, the following insurance coverage:

Commercial General Liability - Occurrence form, including coverage for bodily injury, personal injury, property damage (broad form), premises/operations, blanket contractual, and products/completed operations. Coverage shall be endorsed to include the City as an additional insured for work performed by the Contractor in accordance with the Agreement.

Minimum Limits:

- \$1,000,000 per occurrence/\$2,000,000 general aggregate
- \$2,000,000 aggregate for products and completed operations
- \$1,000,000 personal and advertising injury

Automobile - Michigan "no-fault" coverage, and residual automobile liability, comprehensive form, covering owned, hired, and non-owned automobiles. Coverage shall be endorsed to include the City as an additional insured for work performed by the Contractor in accordance with the Agreement.

Minimum Limits:

- No-fault coverages - statutory
- \$500,000 per person/\$1,000,000 per accident - bodily injury
- \$500,000 per occurrence - property damage
- A combined single limit of \$1,000,000 per occurrence

Workers' Compensation and Employer's Liability - Statutory coverage or proof acceptable to the City of approval as a self-insurer by the State of Michigan.

## **Exhibit E – Certification of Insurance cont'd**

### **❖ EXHIBIT E – CERTIFICATE OF INSURANCE (CONTINUES)**

#### **Minimum Limits:**

- Workers' Compensation - statutory
- Employer's Liability - \$100,000 each accident/\$100,000 disease - each employee
- \$500,000 disease - policy limit

Professional Liability – Covering acts, errors or omissions of a professional nature committed or alleged to have been committed by the Contractor or any of its subcontractors. Coverage shall be effective upon the date of the Agreement and shall remain effective for a period of three (3) years after the date of final payment thereunder. Such coverage shall be endorsed to include any subcontractors hired by the City.

#### **Minimum Limits:**

- \$1,000,000 per occurrence, \$1,000,000 annual aggregate

Insurance coverage shall cover all claims against the City of Flint, its officials and employees, arising out of the work performed by the Contractor or any subcontractors under the Agreement. Should any work be subcontracted, it shall be the responsibility of the Contractor to maintain Independent Contractor's Protective Liability Insurance with limits equal to those specified above for Commercial General Liability Insurance. In addition, the Contractor shall provide proof of Workers' Compensation Insurance for all subcontractors in compliance with the required statutory limits of the State of Michigan.

Said policies of insurance shall be with companies licensed to do business in the State of Michigan and in a form satisfactory to the City. All insurance companies must maintain a rating of B+, VIII or better from AM. Best Company. Certificates of insurance with a thirty-(30) day cancellation clause shall be filed with and approved by the City at least five (5) days in advance of commencing work under the Agreement. Cancellation, material restriction, non-renewal or lapse of any of the required policies shall be grounds for immediate termination of the Agreement by the City.

The City reserves the right to request a complete certified copy of the policies for the above coverage's.

Any reduction or exhaustion in the limits of required insurance coverage shall not be deemed to limit the indemnification afforded in accordance with the Agreement or any amendments thereto.

Depending on the subject matter of the transaction, the City may require other insurance coverage in addition to the coverage's contained herein.

**THE BID NUMBER IS TO APPEAR ON ALL INSURANCE CERTIFICATES**

### **❖ EXHIBIT F – NON-BIDDER'S RESPONSE**

# Exhibit E - Certification of Insurance cont'd



## CERTIFICATE OF LIABILITY INSURANCE

WEPRESE-01

KREILLY

DATE (MM/DD/YYYY)  
4/7/2025

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

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

PRODUCER  
Oakland Insurance Agency  
8055 Ortonville Road  
Clarkston, MI 48348

CONTACT  
NAME:  
PHONE  
(A/C, No, Ext): (248) 647-2500 FAX  
(A/C, No): (248) 647-4689  
E-MAIL  
ADDRESS: certrequest@oaklandinsurance.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : Old Guard Insurance Company

17558

INSURER B : Travelers Indemnity Company

25658

INSURER C :

INSURER D :

INSURER E :

INSURER F :

INSURED

We Preserve Michigan, LLC  
22750 Shevington Dr  
Southfield, MI 48034

### 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	ADOL SUBR INSD WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	X COMMERCIAL GENERAL LIABILITY					
	CLAIMS-MADE X OCCUR		316632Q	4/16/2025	4/16/2026	
						EACH OCCURRENCE \$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
						Employee Dishon \$ 50,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	POLICY PRO-JECT LOC					
	OTHER					
A	AUTOMOBILE LIABILITY					
	X ANY AUTO		316632Q	4/16/2025	4/16/2026	
	OWNED AUTOS ONLY	SCHEDULED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	HIRED AUTOS ONLY	NON-OWNED AUTOS ONLY				BODILY INJURY (Per person) \$ 1,000,000
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB	OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	CLAIMS-MADE				AGGREGATE \$
	DED	RETENTION \$				\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	6KUB-SR78133-A-25	3/11/2025	3/11/2026	X PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI)	N/A				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 500,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000

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

### CERTIFICATE HOLDER

For Information Only \_\_\_\_\_

### CANCELLATION

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

AUTHORIZED REPRESENTATIVE

*John A. Aug*

ACORD 25 (2016/03)

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**Exhibit E – Certification of Insurance cont'd**



April 14, 2025

To Whomever It May Concern,

We Preserve Michigan LLC does not currently have insurance for requested coverage:

Professional Liability

We are actively working on obtaining quotes for above coverage requested to satisfy the bid requirements. Should bid be awarded to We Preserve Michigan LLC coverage will be in place prior to starting contract.

Sincerely,

A handwritten signature in dark ink, appearing to read "Katy Kozma", is written over a light blue horizontal line.

Katy Kozma  
Commercial Account Manager  
kkozma@oaklandinsurance.com

## Exhibit F – Non-Bidder's Response

### ❖ EXHIBIT F – NON-BIDDER'S RESPONSE

**VENDOR'S NAME:** \_\_\_\_\_

#### NON-BIDDER'S RESPONSE

For the purpose of facilitating your firm's response to our invitation to bid, the City of Flint is interested in ascertaining reasons for prospective bidder's failure to respond to "Invitations to Bid". If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and return this form to the above address.

We are **not** responding to this "Invitation to Bid" for the following reason(s):

\_\_\_\_\_ Items or materials requested not manufactured by us or not available to our company

\_\_\_\_\_ Our items and/or materials do not meet specifications

**NOT APPLICABLE**

\_\_\_\_\_ Specifications not clearly understood or applicable (too vague, too rigid, etc.)

\_\_\_\_\_ Quantities too small

\_\_\_\_\_ Insufficient time allowed for preparation of bid.

\_\_\_\_\_ Incorrect address used. Our correct mailing address is \_\_\_\_\_

\_\_\_\_\_ Our branch / division handles this type of bid. We have forwarded this bid on to them but for the future the correct name and mailing address is \_\_\_\_\_

\_\_\_\_\_ **OTHER:** \_\_\_\_\_

**Thank you for your participation in this bid.**

❖ EXHIBIT G – CITY OF FLINT AFFADAVIT

FOR CORPORATION

STATE OF Michigan

S.S.

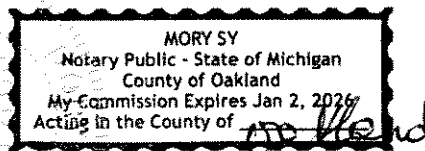
COUNTY OF Oakland

Jason Rovers being duly sworn, deposes and says that she/he/they  
is Owner of We Preserve Michigan LLC  
(Official Title) (Name of Corporation)

a corporation duly organized and doing business under the laws of the State of Michigan  
the corporation making the within and foregoing bid; that they executed said bid in behalf of said corporation by  
authority of its Board of Directors; that said bid is genuine and not sham or collusive and is not made in the  
interests of or on behalf of any person not herein named, and that they have not and said bidder has not directly  
or indirectly induced or solicited any other person or corporation to refrain from bidding; that they have not and  
said bidder has not in any manner sought by collusion to secure to themselves or to said corporation an advantage  
over other bidders.

Subscribed and sworn to before me at Southfield, in said County and State,  
this 14 day of April, A.D. 2025

[Signature]  
\*Notary Public, Oakland County, Oakland  
My Commission expires 01-02, 2026



## **Vendor Information**

---

## **Employees and Equipment List**

### **Employees:**

**# of Employee:** 3

#### **Employees:**

Jason Reaves , Owner/Estimator/Installer/Project Manager

David Reaves, Estimator/Installer

Melita Reaves, Administrator

### **Equipment Summary:**

#### **Vehicles:**

F250 Pickup, F150 Pickup, 17' Cargo Trailer

#### **Tools:**

Multipurpose ladders, straight ladders, roofing coil nailers, compressors, aluminum break, circular saws, miter saws, compound miter saws, sawzalls, table saws, jig saws ,roof torch, framing nailers, brad nailers, finish nailers, power metal shears, angle, grinders, grinders, wood router, drywall router, power fiber board sheers, laser level, hand tools, ....many more



## Residential Builders License

0628303

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

CRISTOPHER VENTURA  
Governor

WE PRESERVE MICHIGAN LLC  
22750 SHEVINGTON DR  
SOUTHFIELD MI 48034

Qualifying Officer:  
Jason Anthony Reeves  
Qualifying Officer #  
2161153539

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

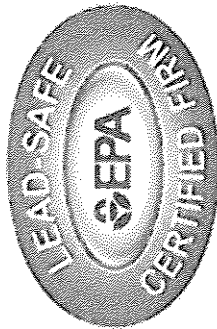
License No.  
2402196027

This document is hereby  
recorded under the name of the  
State of Michigan

Expiration Date:  
05/31/2026

# United States Environmental Protection Agency

This is to certify that



We Preserve Michigan LLC

has fulfilled the requirements of the Toxic Substances Control Act (TSCA) Section 402, and has received certification to conduct lead-based paint renovation, repair, and painting activities pursuant to 40 CFR Part 745.89

## In the Jurisdiction of:

All EPA Administered States, Tribes, and Territories

This certification is valid from the date of issuance and expires December 03, 2026

NAT-114593-3

Certification #

November 19, 2021

Issued On



A handwritten signature in cursive script that reads "Michelle Price".

Michelle Price, Chief

Lead, Heavy Metals, and Inorganics Branch

## Lead Abatement Firm Certification



This certifies that

# **We Preserve Michigan LLC**

in accordance to the Michigan Lead Abatement Act of 1998  
is recognized as a certified

**LEAD ABATEMENT FIRM**

***C-000850***

This certification permits the Lead Abatement Firm named  
above to perform lead-based paint abatement in the  
State of Michigan until

***December 31, 2025***

A handwritten signature in black ink, appearing to read "Jennifer H.", is positioned above the official title of the signatory.

Lead Certification and  
Compliance Assurance  
Section Manager

04/1/2025

Authority: PA 268 of 1978, as amended

OSHA-10 Certification



34-006340042

The card acknowledges that the required training was successfully completed.

10-hour Construction Safety and Health

This card issued to:

JASON REAVES

ROLANDO CEDILLO

03/10/2023

Trainer Name

Date of Issue

## Asbestos Awareness Certification

# CLICKSAFETY

LEARNING. COMPLIANCE. VERIFICATION.

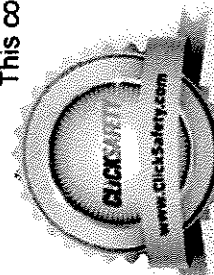
certifies that

**Jason Reaves**

has successfully completed ClickSafety's web-based training course:

## Advanced Asbestos Awareness for Construction

This course was developed and presented by ClickSafety.com, Inc.



I declare that I personally took the course listed above.

1230514165

**Serial Number**

03/07/2023

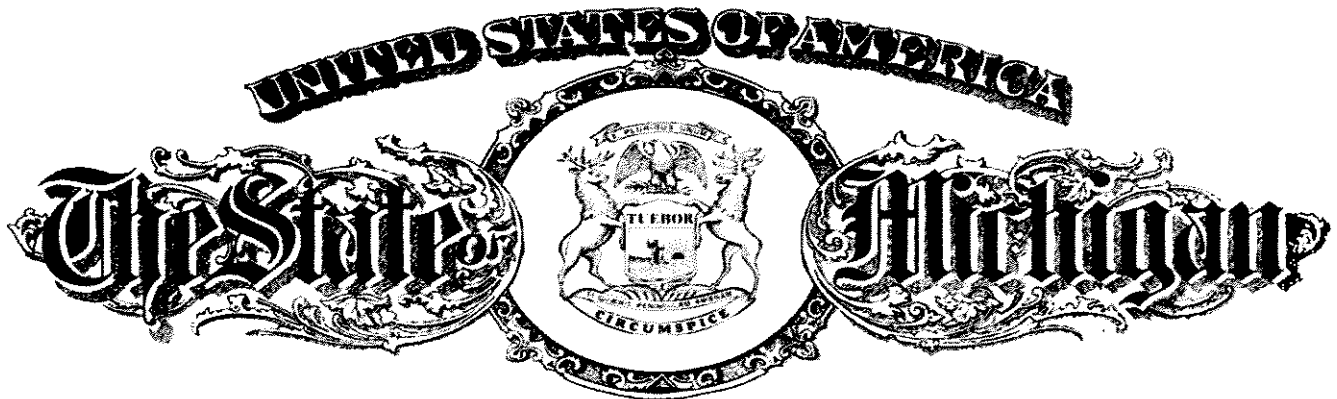
**Completion Date**

2.00 Hours

**Course Duration**

**Student Signature**

**Company - Certificate of Good Standing**



**Department of Licensing and Regulatory Affairs**

Lansing, Michigan

*This is to Certify That*

**WE PRESERVE MICHIGAN LLC**

*was validly authorized on July 7, 2008, as a Michigan  
DOMESTIC LIMITED LIABILITY COMPANY  
and said limited liability company is validly in existence under the laws of this state and has satisfied its  
annual filing obligations.*

*This certificate is issued pursuant to the provisions of 1993 PA 23 to attest to the fact that the company is  
in good standing in Michigan as of this date.*

*This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit  
given it in every court and office within the United States.*



Sent by electronic transmission

Certificate Number: 25030743606

*In testimony whereof, I have hereunto set my hand,  
in the City of Lansing, this 31st day of March, 2025.*

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

Verify this certificate at: URL to eCertificate Verification Search <http://www.michigan.gov/corpverifycertificate>.

## Bonding Coverage - Bond Ability Letter



02/03/2025

Re: We Preserve Michigan, LLC  
22750 Shevington Drive  
Southfield, MI 48034

To whom it may concern:

NGM Insurance Company is pleased to consider surety bonds on behalf of We Preserve Michigan, LLC through their agent RSC Insurance Brokerage Inc up to the following limits:

\$300,000 single bond project  
\$500,000 aggregate program limits

The execution of any bid or final bond(s) shall be subject to our normal underwriting criteria at the time of the request including, but not limited to, review and acceptance of the contract documents, bond form(s), verification of the project financing available to the owner to cover the cost of the project, as well as the financial condition of our client.

Please note that nothing herein is to be construed as a contractual commitment to provide any bond, and NGM Insurance Company assumes no responsibility for any consequences of hiring the contractor without a bond.

NGM Insurance Company is rate "A" XV "Excellent" by A.M. Best Company and we appear on the Department of the Treasury's Approved Sureties (Department Circular 570) list.

The letter expires 6 months from the date shown above.

If we can provide any further assurance or assistance, please do not hesitate to call upon us.

Sincerely,

A handwritten signature in cursive script that reads "Richelle Smith".

Richelle Smith, Attorney in Fact  
NGM Insurance Company



Main Street America Insurance | 4601 Touchton Road East, Suite 3400 | Jacksonville, FL 32246 | 800.258.5310

---

## **Additional References**

## **Business References\*\***

<b>Name</b>	<b>Description</b>	<b>Phone #</b>
<b>Joseph Del Morone</b>	Supervisor, Field Services, Neighborhood & Housing Development, Oakland County	<b>248-830-9411</b>
<b>Erin Hardcastle-Mehlhose</b>	City of Pontiac, Home Repair Program, Building Inspector	<b>248-758-2818</b>
<b>Brian Bailey</b>	Field Technician, Neighborhood & Housing Development, Oakland County	<b>248-897-5967</b>
<b>Mike Sheppard</b>	City of Canton, Finance & Budget Supervisor - Grants, CDBG and Procurement	<b>734-394-5225</b>
<b>Kavin Yaden</b>	City of Warren, Director of Operations, Senior Housing	<b>586-558-1310</b>
<b>Veronica Echevarria</b>	Venture Inc, Assistant Director of Operations	<b>947-957-0004</b>
<b>Roger Shifflett</b>	City of Westland, Building Official <i>(Formerly of Housing and Community Development)</i>	<b>734-467-3210</b>

---

## **Portfolio Images (Online)**

[www.wpmcontracting.com/portfolio.php](http://www.wpmcontracting.com/portfolio.php)

[www.wpmcontracting.com/gallery.php](http://www.wpmcontracting.com/gallery.php)

**\*\* We Preserve Michigan LLC operates almost solely in fulfillment of Community Development Block Grant (CDBG) funded and other federally funded residential repair programs. A percentage of operations include private residential projects and commercial projects. Our company references are business contacts involved in the administration of government funded municipal and county home repair programs.**



## Description of Company



# WE PRESERVE MICHIGAN

UID: CEGZR11EH186  
CAGE Code: 9HTG4  
[www.wpmcontracting.com](http://www.wpmcontracting.com)

We Preserve Michigan LLC  
22750 Shevington Drive  
Southfield, Michigan 48034

Telephone: 248-436-2654  
Jason Reaves, Owner  
[jason@wepreservemichigan.com](mailto:jason@wepreservemichigan.com)

## Our Company

We Preserve Michigan is a minority-owned business offering a wide variety of residential remodeling services and commercial flooring services within the Detroit Metropolitan area. We are licensed builder in Michigan, certified with the EPA and MDCH for lead-based renovations and abatement, and fully insured. We work diligently to capture the vision and identify the needs of every customer to provide services of the highest quality.

## Our Mission

The mission of We Preserve Michigan is to safeguard the interest of our customers and the communities in which they live by delivering the highest quality improvements and rehabilitation services with unrivaled commitment in pursuit of sustaining buildings, land, and community.

## Our Capabilities

- Full Remodel Turn-Key
- Project Management
- Planning
- Quality Control
- Collaboration

## Construction / Remodeling Services

238350	Cabinetry work, countertop installation, Carpentry work (except framing)
238990	Concrete patio, concrete paving, residential driveway
238350	Deck construction, residential-type
238350	Door and window, prefabricated, installation
238310	Drywall and Insulation Contractors
238210	Electrical Contractors and Other Wiring Installation Contractors
238350	Finish carpentry
238140	Masonry Contractors
238220	Plumbing, Heating, and Air-Conditioning Contractors
238160	Roofing Contractors
238170	Siding Contractors
238330	Flooring Contractors
236118	Residential Remodelers

## **Past Performance and Comparable Projects**

## Past Performance and Comparable Projects

Listing of jobs completed since 1/1/2024. Please note: Jobs related to this RFP having roofing, gutters, fascia, soffits, or chimney work are highlighted in yellow.

Project	Program	Size	Completed	Scope
1588 Kirkshire Beverly Hills, MI 48025	Next Senior Center	\$2,320	February '24	Replace small section of service walk, including 1 poured concrete step, and install aluminum handrail
176 Westway Pontiac, MI 48342	Oakland County Home Improvement	\$21,433	February '24	Concrete driveway, electric service upgrade, drywall repair, kitchen cabinets/countertops
32623 Montmorency Westland, MI 48186	City of Westland	\$42,447	March '24	Whole house interior repair: drywall repair, electrical repair, plumbing repair, 1 window install, exterior door replacement, shower vinyl liner, lighting replacement, hardwood refinishing, flooring install, kitchen cabinet/countertop install, lead abatement
486 Cameron Pontiac, MI 48342	Pontiac Home Repair	\$24,998	April '24	Correct electrical issues throughout home, tear off existing 14 square roof and install new, repair siding where damaged (exterior), install new soffits/fascia/rakes, install 90' of gutters with downspouts and downspout extensions, install vinyl windows throughout home
195 West Cornell Pontiac, MI 48340	Pontiac Home Repair	\$27,406	May '24	Hot water tank, drywall ceiling & wall repair, kitchen cabinets/countertop/sink, roof, 6 storm windows, plumbing repairs
42 Clairmont Place Pontiac, MI 48342	Pontiac Home Repair	\$23,677	July '24	Roof, tuck point chimney, attic insulation, drywall repair
31 Evelyn Ct Pontiac, MI 48341	Pontiac Home Repair	\$16,239	August '24	Kitchen work: (Complete electrical, insulation, drywall, wall cabinetry and lighting); replace front wood porch, replace rear entryway steps
113 Henry Clay Ave Pontiac, MI 48341	Pontiac Home Repair	\$27,890	August '24	Rebuild basement staircase, partial mold abatement (remove mold impacted materials off finished walls, dispose of carpet, complete spray down and surface cleaning where walls removed), replace roof having cedar shake and multi layers, fix large gap in front concrete poured steps, replace gutters with extensions.
606 Wyoming Pontiac, MI 48341	Pontiac Home Repair	\$18,151	August '24	Insulate ceiling above living room, install drywall ceiling in living room and paint, replace roof, install gutters.
7224 Kingsbridge Ct Canton, MI 48187	Canton Township	\$23,585	August '24	Roof, family room and 2nd level attic insulation, gutters, smoke detectors, window seals

## Past Performance and Comparable Projects cont'd

Project	Program	Size	Completed	Scope
610 2nd Ave Pontiac, MI 48340	Oakland County Home Improvement	\$24,491	August '24	Water lines, water heater, gutters - house, masonry porch, porch awning, concrete driveway - partial
956 Cameron Pontiac, MI 48340	Pontiac Home Repair	\$16,030	August '24	Remove existing countertop and replace with new formica countertop and backsplash and replace sink fixture (reuse sink), install grab bars in main bathroom, replace roof.
295 Rockwell Pontiac, MI 48341	Pontiac Home Repair	\$12,809	September '24	Bathroom subfloor & lvp floor, drywall repair at toilet, gutters & downspouts, replace bedroom window
27 Allen St Pontiac, MI 48342	Pontiac Home Repair	\$20,340	September '24	Correct inoperable electrical switches in home, install new sump pump with larger/stronger motor (correct drainage issues), tear off existing and install new roof, install new entry and storm door on front and rear entryways. Replace hot water tank.
21910 Sloman St Oak Park, MI 48237	Oakland County Home Improvement	\$26,689	September '24	Bthrm procelain floor, Bthrm porcelain walls, med cabinet, bthrm electrical, (2) windows, hvac, electrical, front entry door, front storm door, side entry door, side storm door.
23240 Kenosha Oak Park, MI 48237	Oakland County Home Improvement	\$32,024	September '24	Kitchen floor, kitchen countertop, kitchen sink, windows - partial, laundry tub/plumbing, driveway, front masonry porch, electric service upgrade & misc electrical
640 E. Madison Pontiac, MI 48340	Pontiac Home Repair	\$16,245	October '24	Remove and replace front porch/deck and repaint to finish..
24 Mohawk Pontiac, MI 48341	Pontiac Home Repair	\$30,095	October '24	Replace rear half of roof. Install fascia boards. Replace gutters on rear of house with 6'-8' downspout extensions, install l-beam stabilizers spaced every 5' on rear basement wall, replace electric panel
392 Martin Luther King Jr Blvd Pontiac, MI 48342	Pontiac Home Repair	\$22,849	October '24	Remove basement wall coverings from northeast corner to expose foundation then apply hydraulic cement to visible cracks followed by 2 coats drylock, Installation of new sump pump, replace 6 vinyl windows on home, repair missing/broken/cracked bricks on exterior of home

## Past Performance and Comparable Projects – cont'd

Project	Program	Size	Completed	Scope
145 Osmun St Pontiac, MI 48342	Venture	\$19,137	November '24	Roof, 2 storm doors, front porch skirting boards, front porch step (right side), partial driveway, gutter repairs
69 West Chicago Pontiac, MI 48340	Pontiac Home Repair	\$20,795	November '24	Roof replacement and dormer overhang repair, fascia and rake wood replacement with aluminum trim, install new gutters and downspouts, secure electrical service riser to the house
315 S Anderson Ave Pontiac, MI 48342	Venture	\$12,749	November '24	Front Sidewalk leading to front door, step ramp to front door, front door weatherstripping, driveway replacement and sidewalk leading to side door, step at side door, storm door - side, gutters, and water heater
63 S. Shirley Pontiac, MI 48342	Pontiac Home Repair	\$24,918	November '24	Tuckpoint and seal basement walls and repaint, chimney: (tear down chimney below roof level and rebuild with new brick, flu tile, concrete cap, metal cap, and new chimney liner).
35 Evelyn Ct Pontiac, MI 48341	Pontiac Home Repair	\$24,974	November '24	Tuckpoint and seal basement walls and repaint, repair damaged ceilings throughout home, replace furnace humidifier, correct electrical issues throughout home
395 Bay St Pontiac, MI 48342	Pontiac Home Repair	\$30,269	December '24	Installation of new roof, replace all windows on home, repair chimney masonry and seal watertight, replace gutters on home, grade soil near base of chimney, replace rear siding and sheathing.
153 W Yale Pontiac, MI 48340	Pontiac Home Repair	\$22,986	December '24	Rear storm door, gutters and extensions, stabilize west foundation wall with (7) 4" I-beams spaced 5'-6", tuckpoint interior side of foundation block as needed and paint with 2 coats, insulate attic to R-49 with fiberglass and hold-back
579 Wyoming Ave Pontiac, MI 48341	Pontiac Home Repair	\$17,676	December '24	Replacement of roof and gutter system. Repair chimney to seal watertight. Replace side entry door (interior). Insulate attic in home.
640 Third St Pontiac, MI 48340	Pontiac Home Repair	\$22,971	December '24	Repair drywall where damaged, replace bathroom subfloor and floor covering, install new toilet and vanity/top (\$350 allowance), install new shingle roof including EPDM on rear addition, installation of gutters.

## Past Performance and Comparable Projects – cont'd

Project	Program	Size	Completed	Scope
2600 Corey Waterford, MI 48328	Oakland County Home Improvement	\$29,993	December '24	lv floor, dual sump pump system with battery backup, water heater on 4" blocks with new AGA shut-off and water valves, new hose bibbs, new electrical service with larger panel and service line from panel to garage disconnect, smoke detectors, roof - house & garage, gutters - house & garage
349 South Blvd W Pontiac, MI 48341	Pontiac Home Repair	\$17,582	February '25	Tuckpoint interior side of foundation block as needed and paint with 2 coats, replace tub faucet in bathroom, replace all windows, repair kitchen sink plumbing and replace rotted wood underneath kitchen sink
6287 Hermana West Bloomfield, MI 48324	Oakland County Home Improvement	\$34,819	February '25	bathtub, tub porcelain surround, tub plumbing, 9 windows (partial), central air conditioning, entrance door - front, storm door - front, entrance door - rear, storm door - rear
285 W Wilson Pontiac, MI 48341	Pontiac Home Repair	\$30,031	March '25	Build walk-in shower, bthrm grab bars, insulate attic, repair ramp boards and paint, replace front entry light, gutters on right side of house, tuckpoint at side door and replace storm door, replace lower kitchen cabinets/countertop/sink
257 Harrison Pontiac, MI 48341	Pontiac Home Repair	\$22,549	March '25	Replace front porch 2 steps with poured concrete steps and slab underneath, replace rear entry door lock, full bathroom remodel with walk-in shower, repair leak at kitchen sink and trap, replace kitchen countertop
334 W Yale Ave Pontiac, MI 48340	Oakland County Home Improvement	\$6,956	March '25	Roof replacement, smoke alarms
28 Mohawk Pontiac, MI 48341	Pontiac Home Repair	\$21,763	March '25	Replace subfloor and floor covering in 1/2 Bathroom, Replace roof, living room ceiling drywall repaired, and tuckpoint/seal chimney
484 Valencia Dr Pontiac, MI 48342	Pontiac Home Repair	\$21,398	March '25	Install handrail at front porch; Remove rear deck and fill in ground to pitch away from home, build walk-in shower, install glass block basement windows, and install rear storm door

## **Past Performance and Comparable Projects – cont'd**

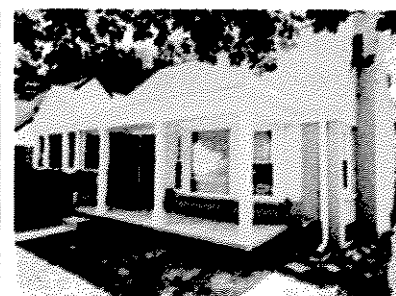
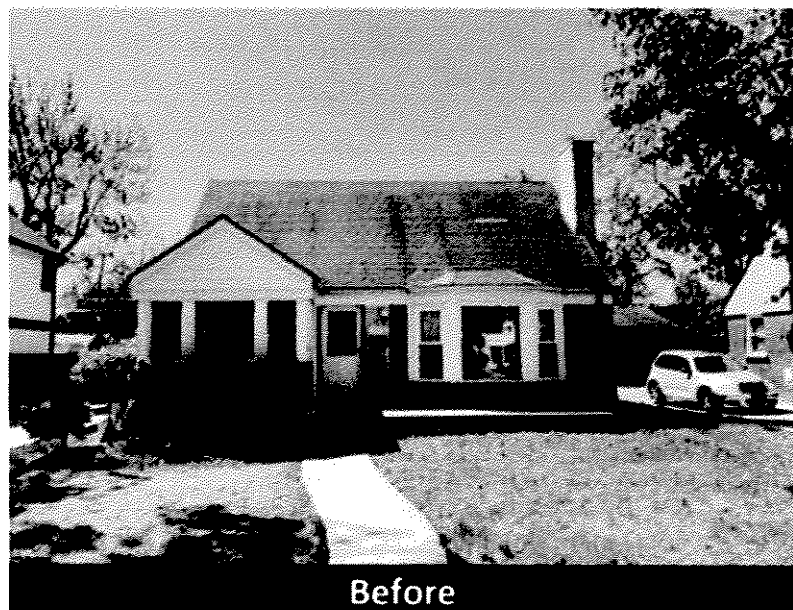
<b>Project</b>	<b>Program</b>	<b>Size</b>	<b>Completed</b>	<b>Scope</b>
407 Thors Pontiac, MI 48342	Pontiac Home Repair	\$25,469	April '25	Replace all windows, replace front entry and storm door, repaint front siding, front trim and front soffits, replace bathroom subfloor and floor covering, install walk-in shower in bathroom, replace shower faucet
212 Fisher Avenue Pontiac, MI 48341	Pontiac Home Repair	\$27,456	April '25	Replace all windows, install steps full width of door wall and 2 handrails, replace linoleum on main floor with LVP, replace base cabinets/countertops/sink/faucet in kitchen, replace front and rear 6-panel entry door and storm door with similar style. Install plumbing water valves and sump pump.

## Example Project with Images – New Porch Roof Build and House Roof Replacement



14031 Vernon St  
Oak Park, MI 48237  
Type: Residential CDBG  
Completed: 8/23/2022

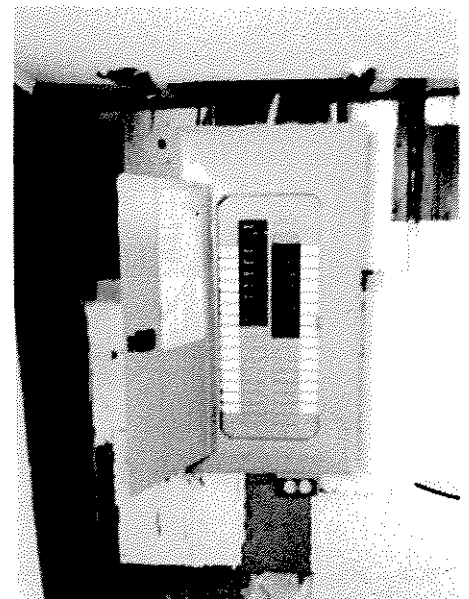
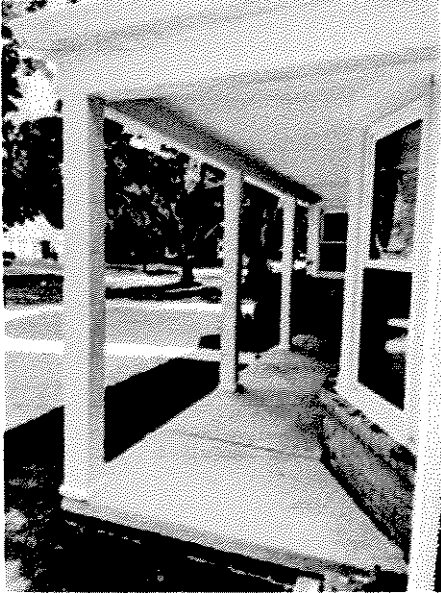
**SCOPE:** Build new front porch roof structure (addition), asphalt shingle roof replacement, new seamless gutters, electric service upgrade.





**Example Project with Images - New Porch Roof Build and House Roof Replacement cont'd**

## Continued





240407-T

RESOLUTION NO.: \_\_\_\_\_

PRESENTED: 9-04-2024

ADOPTED: SEP 09 2024

**RESOLUTION TO UTILIZE ARPA FUNDS TO RESPOND TO THE IMPACTS OF THE PANDEMIC ON HOUSING FOR FLINT HOMEOWNERS – CITY TO RUN CITY-WIDE ROOF REPAIR PROGRAM WITH FUNDS PREVIOUSLY ALLOCATED TO GCCARD**

In 2022 and 2023, the City of Flint received funds pursuant to the American Rescue Plan Act of 2021 (ARPA), which could be used by the City for specific and defined purposes. In 2023, the City of Flint obligated all of the ARPA funding received, of which approximately \$40 million was obligated as “revenue replacement” on December 20, 2023;

City Administration recommends reallocating \$850,000 that was previously allocated to GCCARD (but they were unable to execute a contract due to lack of staff capacity) to the Community Services Division to be used for a citywide roof repair program. Existing staff will oversee this program that will utilize a lottery system for picking the chosen applicants and there will 8 applicants chosen from all 9 wards (so long as there are eligible applicants from which to choose).

Account Number	Account Name / Grant Code	Total Amount
287-721.350-801.000 FUSDT-CSLFRF	FUSDT-CSLFRF Neighborhood Improvement [home repair] reallocated from GCCARD for city-ran program	\$850,000

**IT IS RESOLVED** that the appropriate City officials are authorized to do all things necessary, including executing any necessary agreements, to appropriate funding to the City’s Community Services Division. Based on review and validation of the appropriate fund use by the City’s compliance firm, implementation of these funds will be consistent and compliant with US Department Treasury requirements and previously approved authorizations.

For the City:

Clyde D. Edwards / A0289  
Clyde D. Edwards / A0289 (Aug 9, 2024 14:24 EDT)

Clyde D. Edwards, City Administrator

For the City Council:

[Signature]

Approved as to Form:

97294  
Joseph Kuptz (Aug 9, 2024 13:11 EDT)

Joseph Kuptz, Acting City Attorney

Approved as to Finance:

Phillip Moore  
Phillip Moore (Aug 9, 2024 12:48 EDT)

Phillip Moore, Chief Financial Officer

## **RESOLUTION STAFF REVIEW**

**TODAY'S DATE:** August 7, 2024

**BID/PROPOSAL#** N/A

**AGENDA ITEM TITLE:**

**RESOLUTION TO UTILIZE ARPA FUNDS TO RESPOND TO THE IMPACTS OF THE  
PANDEMIC ON HOUSING FOR FLINT HOMEOWNERS – CITY TO RUN CITY-WIDE ROOF  
REPAIR PROGRAM WITH FUNDS PREVIOUSLY ALLOCATED TO GCCARD**

**PREPARED BY:** Emily Doerr

**VENDOR NAME:** N/A

### **Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

To be eligible for these grants, homeowners need to have been in their house for at least one (1) year, be under 300% of the federal poverty level depending on their household size and be in good standing with the City of Flint (water bills and property taxes paid). Existing staff will oversee this program that will utilize a lottery system for picking the chosen applicants and there will 8 applicants chosen from all 9 wards (so long as there are eligible applicants from which to choose).

### **Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE) / PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

These funds were allocated to GCCARD via resolution 230254.1 (adopted on 8/23/23) and the contract 23-067 was sent to GCCARD for execution on 2/20/24. The sub-recipient responded on 6/26/24 informing the city that their Weatherization team (who was the staff members that were going to implement the grant) would be laid off effective 6/28/24 and thus GCCARD would not be able to execute the contract to administer the program.

### **Section III. POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

An estimated 72 owner-occupied lower-income homeowners will receive a new / repaired roof through this program that will be administered by the city which will benefit their daily living experiences while stability their home values and decreasing their utility costs.

### **Section IV: FINANCIAL IMPLICATIONS:**

The program will be administered by the city with a 5% administration rate. Program delivery costs including roof permits and inspections will be outside of that 5% for staff costs.

BUDGETED EXPENDITURE? YES ☐ NO ☐ IF NO, PLEASE EXPLAIN: N/A

Dept.	Name of Account	Account Number	Grant Code	Amount
		FY24 GRAND TOTAL		

PRE-ENCUMBERED? YES ☐ NO ☐ REQUISITION NO:

ACCOUNTING APPROVAL:  Date: 08/09/2024

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☐

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: *(This will depend on the term of the bid proposal)*

BUDGET YEAR 1 \$

BUDGET YEAR 2

BUDGET YEAR 3

OTHER IMPLICATIONS *(i.e., collective bargaining)*:

STAFF RECOMMENDATION: *(PLEASE SELECT)*: ☒ APPROVED ☐ NOT APPROVED

DEPARTMENT HEAD SIGNATURE: 

Emily Doerr (Aug 9, 2024 12:19 EDT)

Emily Doerr, Director – Business and Community Services

250205-T



RESOLUTION NO.: \_\_\_\_\_

PRESENTED: 6-18-2025

ADOPTED: \_\_\_\_\_

BY THE CITY ADMINISTRATOR:

**RESOLUTION AUTHORIZING LIGHTHOUSE INSURANCE GROUP  
TO PROVIDE THE CITY OF FLINT WITH WORKERS' COMPENSATION  
EXCESS POLICY FOR THE PERIOD 7/1/25-7/1/26**

WHEREAS, Lighthouse Insurance Group, the City's insurance broker, solicited proposals for Excess Worker's Compensation coverage. Lighthouse Insurance Group recommends the selection of Midwest Employers Insurance Company at the cost of \$163,550.00; and

WHEREAS, the Department of Finance recommends retaining Lighthouse Insurance Group to provide the City with excess workers' compensation insurance coverage through Midwest Employers Insurance Company. The policy will cover the period of 7/1/25 through 7/1/26 for \$158,786.00 and Terrorism Coverage of \$4,764.00, for a combined total premium of \$163,500.00. The policy maintains the same coverage as the prior year.

GL/Account #	Account Name	Amount Requested
677-267.651-955.000	Risk and Benefit – Insurance	\$163,550.00
	<b>FY2025 Total:</b>	<b>\$163,550.00</b>

**IT IS RESOLVED**, that the appropriate City officials are authorized to enter into a contract with Lighthouse Insurance Group to provide the City with excess workers' compensation and terrorism insurance coverage through Midwest Employers Insurance Company at a combined premium cost amount not to exceed \$163,550.00 for the period beginning 7/1/25 to 7/1/26. Funding for these services will come from account 677-267.651-955.000, pending adoption of the FY2026 budget.

APPROVED AS TO FORM:

JoAnne Gurley  
JoAnne Gurley (Jun 17, 2025 16:57 EDT)  
Joanne Gurley, City Attorney

Clyde D. Edwards / A0484  
Clyde D. Edwards / A0484 (Jun 14, 2025 13:26 EDT)  
Clyde Edwards, City Administrator

APPROVED AS TO FINANCE:

Phillip Moore  
Phillip Moore (Jun 13, 2025 07:40 EDT)  
Phillip Moore, Chief Financial Officer

\_\_\_\_\_  
City Council



**CITY OF FLINT**  
**\*\* STAFF REVIEW FORM \*\***  
*Effective: March 5, 2025*

**TODAY'S DATE:** June 3, 2025

**BID/PROPOSAL#**

**AGENDA ITEM TITLE:** Excess Workers' Compensation Insurance Policy Renewal – Midwest Employer's Insurance Company

**PREPARED BY:** V. Foster

**VENDOR NAME:** Lighthouse Alera Group

**Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

**Vendor Compliance (This vendor has been properly vetted and the responses are below):**

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

The City of Flint's current Excess Workers Compensation insurance policy expires on June 30, 2025. The City is utilizing its insurance broker Lighthouse Group to bid and negotiate an excess workers' compensation policy for the period 7/1/25-7/1/26.

The City's current provider, Midwest Employers Insurance Company, submitted a quote for \$163,550.00, which includes Terrorism coverage. Of the markets approached, Midwest was the only one to provide a quote. Safety National was not able to compete with Midwest Employers Rates.

Based on the bid results, the Department of Finance requests that Lighthouse Group provide the City with workers' compensation insurance coverage through Midwest Employers Insurance Company for \$158,786.00 and an additional \$4,764.00 for Terrorism coverage.

**PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

☐ Sole Source (Please attach sole source statement to requisition)

☒ Competitive Bid Process (Please attach bid tabulation/documents to requisition) See attached proposal

☐ Cooperative Contract (MIDeal, Sourcewell, GSA, or other municipality)



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

\*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

[ ] (3) Quotes (please attach all quotes to your requisition)

#### **Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution
FY25	Insurance	677-267-651.955.000	\$136,978.00	FY25	240225
FY24	Insurance	677-267.651-955.000	\$124,997.00	FY24	230197
FY23	Insurance	677-267.651-955.000	\$112,427.00	FY23	220245

#### **Section III.**

#### **POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDES PARTNERSHIPS AND COLLABORATIONS:**

The City's excess workers' compensation policy manages the financial risks associated with workers' compensation claims, particularly severe injuries or long-term disabilities.

#### **Section IV: FINANCIAL IMPLICATIONS:**

IF ARPA related Expenditure:

Has this request been reviewed by E&Y Firm: YES NO ☐ IF NO, PLEASE EXPLAIN:

N/A

BUDGETED EXPENDITURE? YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
Risk/Insurance	Insurance	677-267.651-955.000	N/A	\$163,550.00
<b>FY25 GRAND TOTAL</b>				<b>\$163,500.00</b>

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)

BUDGET YEAR 1 \_\_\_\_\_



**CITY OF FLINT**  
**\*\* STAFF REVIEW FORM \*\***  
*Effective: March 5, 2025*

BUDGET YEAR 2 \_\_\_\_\_

BUDGET YEAR 3 \_\_\_\_\_

OTHER IMPLICATIONS (i.e., collective bargaining):

PRE-ENCUMBERED? YES ☐ NO ☒ REQUISITION NO:

ACCOUNTING APPROVAL: V. Foster Date: 6/3/25

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☒ NO ☐

**Section V: RESOLUTION DEFENSE TEAM:**

(Place the names of those who can defend this resolution at City Council)

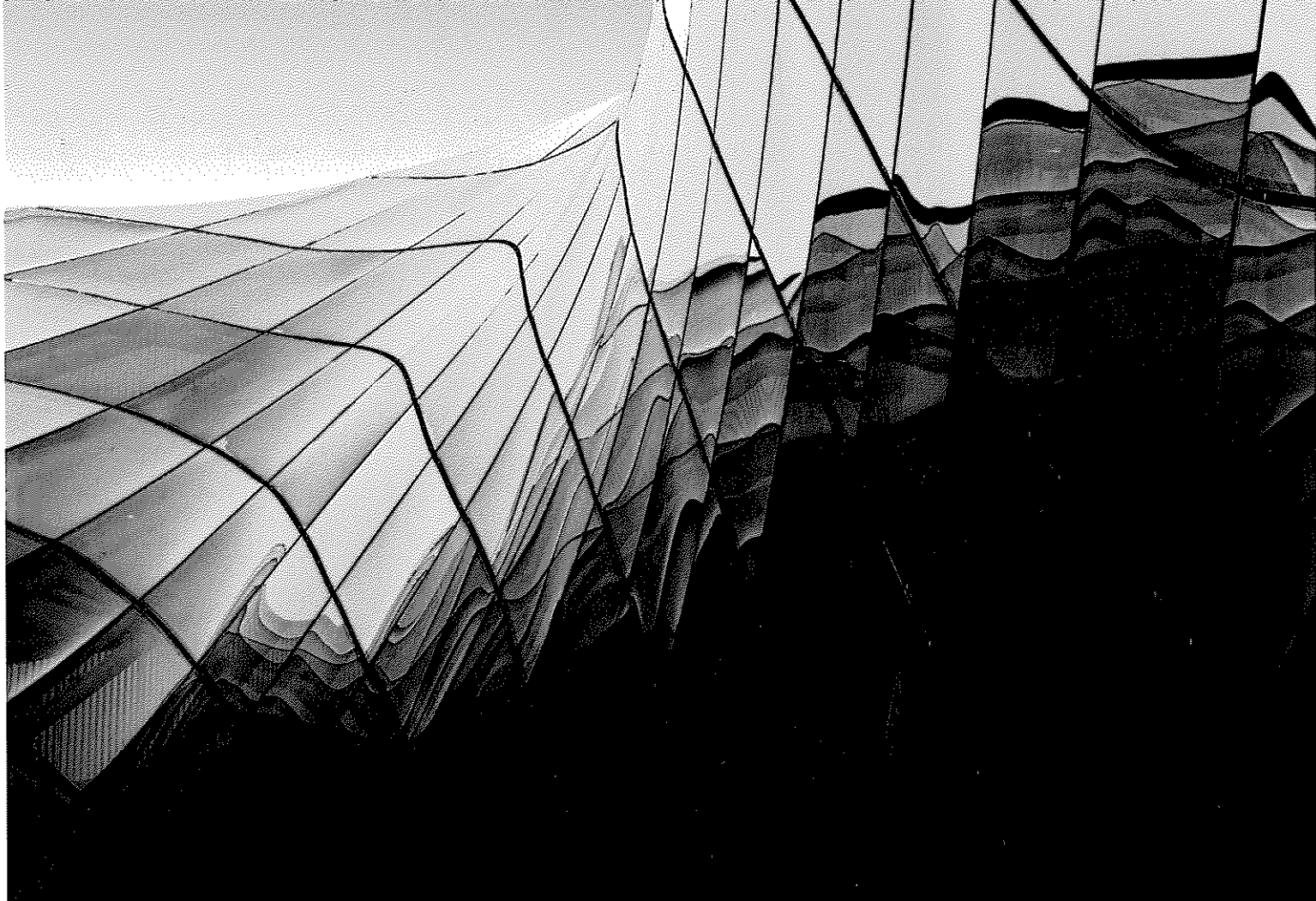
	NAME	PHONE NUMBER
1	Phillip Moore	810-766-7266
2		
3		

STAFF RECOMMENDATION: (PLEASE SELECT): ☒ APPROVED ☐ NOT APPROVED

DEPARTMENT HEAD SIGNATURE: Phillip Moore  
Phillip Moore (Jun 13, 2025 07:40 EDT)  
Phillip Moore, Chief Financial Officer

**ADMINISTRATION APPROVAL:** \_\_\_\_\_  
(for \$20,000 or above spending authorizations)





Insurance Proposal Prepared For

# City of Flint

Effective 07/01/2025 to 07/01/2026



# At a glance

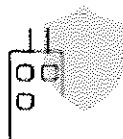
When your business begins and ends with people, it's important to build lifelong client relationships rooted in trust and worth. We believe in delivering tailored solutions and comprehensive strategies to help businesses, individuals, families and communities achieve their goals.

## Areas of expertise

Comprehensive solutions for employers and employees



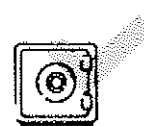
EMPLOYEE BENEFITS



PROPERTY AND CASUALTY



RETIREMENT PLAN SERVICES



WEALTH SERVICES

## How we work

### COLLABORATIVELY

Collaboration is our North Star. We believe that collaboration helps us achieve client service excellence and ensures we grow with integrity, both as an organization and as individuals. Our collaborative culture exponentially increases our clients' access to expertise and new perspectives.

### PURPOSEFULLY

Our clients benefit from our national resources and expertise with the purposeful advantage of local service. We elevate the client experience by providing a greater depth and breadth of resources, thinking innovatively and working together with both our clients and our colleagues to preserve strong community relationships.

### SYNERGISTICALLY

We thrive and succeed when everyone contributes with their own backgrounds and competencies. Our differences make us stronger, and we're committed to keeping a diverse team to serve all of our clients' complex needs.

## By the numbers

\$1.3B<sup>1</sup> in gross revenue\* | 11<sup>th</sup> largest P&C agency in the U.S.

33<sup>rd</sup> in the 2024 Crain's Chicago Business 50 Fastest Growing Companies

## Stronger together

National Expertise. Local Service.



For more information, visit [alera.com](http://alera.com).

ALERA GROUP, INC. 0001794

\*Statistics accurate as of 1/31/24

This proposal is a summation of the limits, terms, coverages, and conditions all of which are superseded by the actual issued policy.

## Workers Compensation

### Locations

Address	City	State	Zip
1101 S Saginaw St	Flint	MI	48502
210 E Fifth St	Flint	MI	48502
310 E 5th St	Flint	MI	48502
1525 ML King Ave	Flint	MI	48502
3402 Western Rd	Flint	MI	48502
702 W 12th St	Flint	MI	48503
716 W Pierson	Flint	MI	48503
3310 E Court St	Flint	MI	48503
202 E Atherton Rd	Flint	MI	48504
4500 N Dort Hwy	Flint	MI	48506
G-4652 Beecher Rd	Flint	MI	48507
4813 Clio Road	Flint	MI	48504

### Part 1 Workers Compensation State Information

#### State

MI

### Part 2 Employers Liability Information

Coverage	Limit
Each Accident	1,000,000
Disease-Policy Limit	1,000,000
Disease-Each Employee	1,000,000

This proposal is a summation of the limits, terms, coverages, and conditions all of which are superseded by the actual issued policy.

## Rating Information

State	Class Code	Categories, Duties, Classifications	Renewal Exposure	Expiring Exposure
MI	5509	Street or Road Maintenance	1,830,724	1,587,297
MI	6306	Sewer Op or Drivers	1,214,322	1,052,856
MI	6319	Gas or Main Connections	1,738,463	1,507,303
MI	7520	Waterworks	1,271,054	1,102,045
MI	7539	Meter Readers	Electronic	Electronic
MI	7704	Firefighters	4,661,442	4,041,620
MI	7720	Police Officers	7,270,466	6,303,727
MI	8392	Garage Employees	470,178	407,659
MI	8810	Clerical	9,495,517	8,232,918
MI	8820	Attorney	698,091	605,267
MI	9015	Janitorial/Maintenance	342,201	296,699
MI	9502	Street Cleaning	401,867	348,431
MI	9510	Municipal Employees	2,785,075	2,414,750
MI	7580	Sewage Disposal Plant Oper	2,657,318	2,303,980
MI	9101	Schools – All Others	0	0
Total Payroll			34,836,718	30,204,552

This proposal is a summation of the limits, terms, coverages, and conditions all of which are superseded by the actual issued policy.

# Premium Summary

City of Flint

Coverage	Carrier	Expiring Premium	Renewal Premium	Premium Difference	2-Year Term Option
Excess Workers Compensation	Midwest Employers Casualty	\$136,978	\$158,786	\$21,808	\$317,572*
Terrorism	Midwest Employers Casualty	\$4,109	\$4,764	\$655	\$4,764*
<b>Total Program</b>		<b>\$141,087</b>	<b>\$163,550</b>	<b>\$22,463</b>	<b>\$322,336*</b>

*All quoted premiums are annual estimates*

*Policy documents and endorsements will be delivered electronically unless otherwise requested*

## Underwriting Notes

- \*2-Year Term Option – Total Deposit Due \$158,786

## Marketing Notes

- Safety National – Could not compete with Midwest Employers Rates.

*This insurance proposal is based upon your insurance history and the information that you have provided. It is your responsibility to review each item to make sure that you have all the coverages that you need, and that the limits of liability are appropriate.*

This proposal is a summation of the limits, terms, coverages, and conditions all of which are superseded by the actual issued policy.

# Agreement and Acceptance

The undersigned insured acknowledges that they have read and understood the Insurance Proposal as presented by Alera Group and authorizes them to bind coverage.

Effective Date: 07/01/2025

Policy Type: Excess Workers Compensation

PROPOSED COVERAGE HAS BEEN REJECTED/MODIFIED AS OUTLINED:

- 1.
- 2.
- 3.
- 4

Named Insured: City of Flint

Title: \_\_\_\_\_

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

RETURN TO THE ATTENTION OF: Cort Niemi  
EMAIL: Cort.Niemi@aleragroup.com  
MAIL: Alera Group  
56 Grandville Ave, Ste 300  
Grand Rapids, MI 49503

This proposal is a summation of the limits, terms, coverages, and conditions all of which are superseded by the actual issued policy.

# Loss Control Services

## **1. Risk Assessment and Hazard Identification**

- Conduct workplace safety audits and risk assessments to identify potential hazards
- Advise on sustainable solutions and control measures
- Multi-level assessments: Facility wide (i.e. mock OSHA), equipment risk assessment, SOP/Task Hazard Analysis, etc.

## **2. Safety Training & Education**

- Design and deliver customized safety training programs in a variety of formats (live instruction, remote instruction, self-paced e-Learning)
- Provide access to safety Learning Management System (LMS) for self-paced learning including pre-built training content.
- Train-the-Trainer programs to ensure organization can self-manage safety education.

## **3. Compliance and Regulatory Assistance**

- Identify compliance gaps within operations (i.e. OSHA, DOT, etc)
- Identify opportunities for best-in-class solutions with industry and consensus safety standards (i.e. ANSI, NIOSH)
- Assist in compliant recordkeeping and documentation

## **4. Loss Control and Claims Management**

- Analyze incident and insurance claim history to identify loss patterns
- Provide guidance on loss control strategies and claim submission process
- Advise on accident prevention measures to reduce the frequency and severity of claims
- Assist in the resolution of insurance claims and minimize financial loss

## **5. Safety Management System (SMS) Implementation and Support**

- Guide in the development and implementation of sustainable safety management system
- Review existing safety procedures to identify compliance gaps and opportunities for improvement
- Participation in internal safety committees

# Commercial Coverage Options

In addition to the below coverage options, there may be more insurance products available for your consideration.

## **Property**

We do not determine property values, as we do not have any specific expertise in making this evaluation. It is in your best interest to evaluate the amount of your contents to determine the appropriate limits. Additionally, it is in your best interest to seek a building valuation survey to determine the appropriate construction cost of any building coverage.

- Off Premises Power Failure
- Spoilage Coverage
- Business Income & Extra Expense
- Ordinance or Law
- Vacancy Permit
- Builders Risk
- Mfg Selling Price
- Property of Others
- Leased or Rented Property
- Peak Season Coverage
- Equipment Breakdown
- Earthquake
- Flood
- Dependent Property

## **General Liability**

Higher limits may also be available for General Liability coverages.

- Employment Practices Liability
- Liquor Liability
- Employee Benefits Liability
- Product Recall Coverage
- Pollution Liability

## **Inland Marine**

- Installation Floater
- Replacement Cost
- Miscellaneous Tools / Equipment
- Leased or Rented Equipment
- Sign Coverage
- Scheduled Equipment / Tools
- Valuable Papers / Accounts Receivable
- Bailee Liability
- Patterns, Dies, Molds

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**Crime**

- Employee Dishonesty
- Forgery / Alterations
- Money & Securities

**Business Auto**

- Drive Other Car
- Hired & Non-Owned Auto Liability
- Hired Car Physical Damage

**Miscellaneous**

- Umbrella Liability / Higher Limits on Current Umbrella
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- Data Breach / Cyber Liability
- Directors & Officers Coverage
- Fiduciary Liability
- Bonds
- Trade Credit Insurance

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# Cyber Liability Quiz

## What is your Internet Privacy and/or Security Risk?

Take this quick quiz to determine your level of risk.

1. Are you involved in any of the following industries:
  - Education
  - Healthcare
  - Financial Services
  - Retail
2. Do you provide services to clients on your website?
3. Do you collect, receive, transmit or store personally identifiable information or personal health information? For example, Social Security numbers, driver's license numbers, email addresses, bank account numbers, credit/debit card numbers, etc.
4. Do you need to develop or update procedures to comply with privacy legislation? For Example, Health Insurance Portability and Accountability Act – HIPPA, The Gramm-Leach Bliley Act or other legislation with respect to the protection of other confidential information?
5. Do your employees use laptops, cell phones, smart phones, or tablets?
6. Do you store sensitive data on your network in the cloud or even in paper files?
7. Do you manage the content of your website and/or host the infrastructure yourself instead of using a third party?
8. Do you have a Written Information Security Plan?

### Your Score:

#### **2 or less answered yes:**

Your risk is low. However, Cyber Liability coverage is worth considering.

#### **3 to 4 answered yes:**

Your risk is great and obtaining Cyber Liability should be a priority.

#### **5 or more answered yes:**

Your risk is significant! Without proper coverage afforded by Cyber Liability, the financial wellbeing of your company is at risk!

# Life Insurance Review and Audit Program

## **For individuals and families**

- Life insurance
- Return of premium life insurance
- Annuities
- Disability income protection
- Long-term care
- Life insurance review and audit program
- Individual mortgage pay-off in event of death

## **For business owners**

- Business continuation planning (life and disability insurance)
- Key person coverage (life and disability insurance)
- Debt coverage or life insurance required by bank
- Estate analysis – legacy trust
- Executive owner premier audit program
- Voluntary products

As a client Alera Group, you are eligible to take advantage of our Life Insurance Review and Audit Program free of charge. An evaluation of your personal and business life insurance policies can provide the reassurance your plans are set to meet your needs when and how you expect them to.

Our seasoned Life Insurance and Executive Benefits team will provide an in-depth and objective review of the life insurance you have in place today. With direct access to more than 30 insurance carriers, we will propose only the best alternatives directly in line with your goals and budget. Life insurance coverage can change over time, therefore we recommend policies be reviewed every three years.

Since over 80% of life insurance policies don't live up to client expectations due to overpriced premiums, incorrect design, or early termination, this review is of tremendous value by providing peace of mind and protection for what matters most.

If you are interested in Alera Group's life insurance services, contact your sales executive to get started.



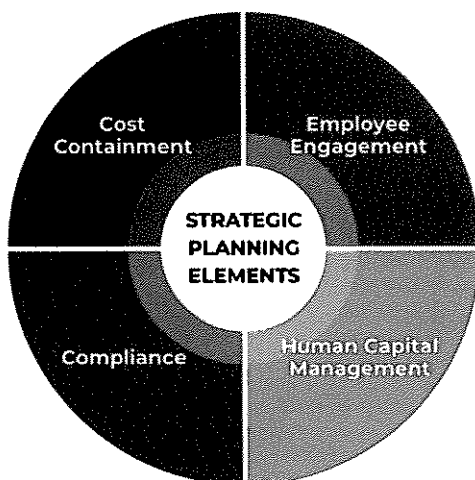
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**INNOVATIVE STRATEGIES. ACTIONABLE POWERFUL RESULTS.**

The key to a successful and sustainable employer-sponsored health plan is being proactive. An employer's value perception is maximized when employees receive benefits that meet their unique needs.

Our innovative approach to strategic benefits planning helps employers evaluate their current needs, explore new opportunities, and identify goals for the future – all while keeping their employees front and center. The end result of this process? A custom Playbook – a clear, multi-year strategic plan with actionable steps to take your benefits plan from where it is today to where it needs to be in the future.

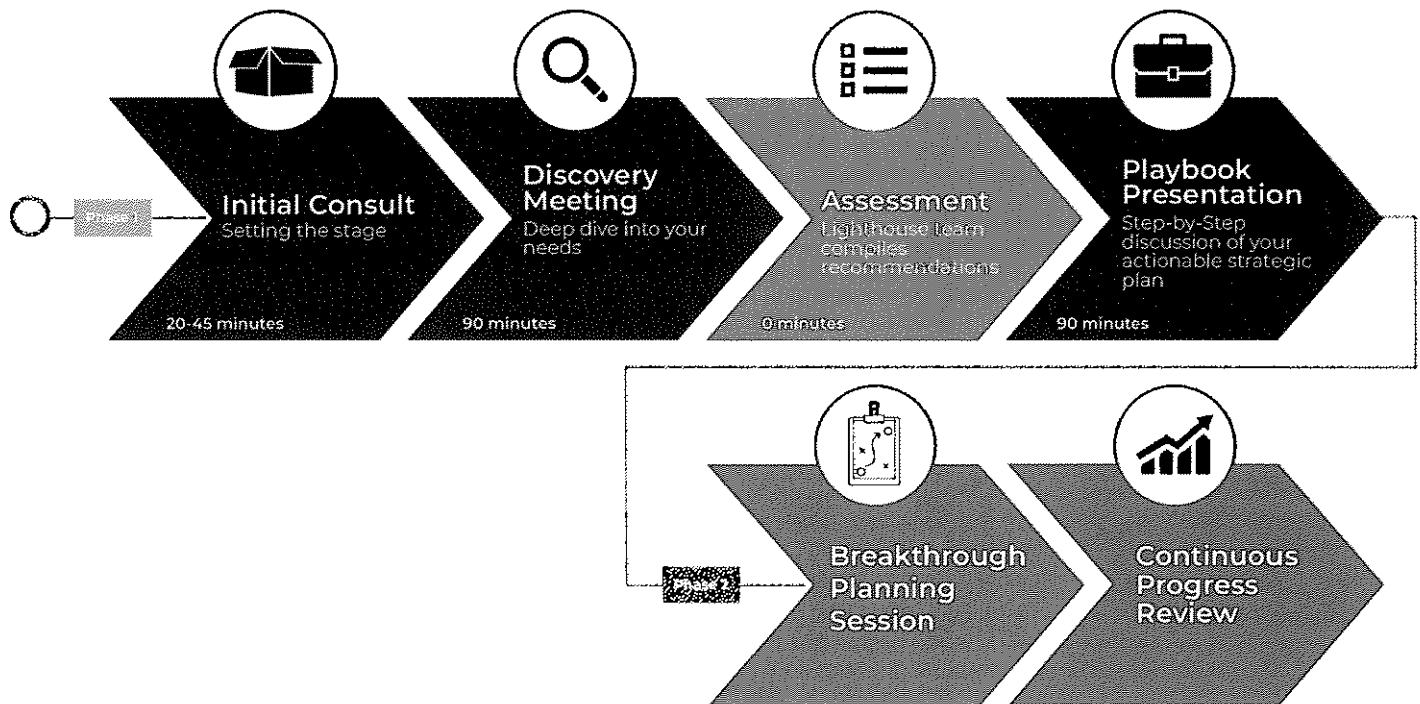
Moving forward, your Playbook will guide your organization's benefit decisions, ultimately resulting in a greater return on investment for every dollar spent on your employee benefit programs.



## **YOUR PLAYBOOK WILL HELP:**

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- Maintain organizational compliance

The Alera Group Playbook process creates a roadmap to help achieve each client's perfect vision of their benefit programs and platform.





230206-T

RESOLUTION NO.: \_\_\_\_\_

PRESENTED: 6-18-2025

ADOPTED: \_\_\_\_\_

## RESOLUTION AUTHORIZING AMBULANCE LIABILITY COVERAGE

### BY THE CITY ADMINISTRATOR:

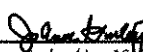
**WHEREAS**, the City of Flint's current ambulance insurance policy runs through 6/30/2025. The Lighthouse, an Alera Group, the City's current broker, solicited proposals for ambulance liability coverage; and

**WHEREAS**, the Department of Finance is recommending that Lighthouse be retained to provide the City with ambulance liability coverage for the period 7/1/25-7/1/26 for a cost of \$86,495.00. Insurance coverage will be provided by the Hudson Insurance Company.

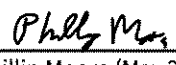
Year	Name of Account	GL Account #	Amount
FYE2026	Risk-Insurance	677-267.651-955.000	\$86,495.00
		<b>TOTAL</b>	<b>\$86,495.00</b>

**IT RESOLVED** that the appropriate City officials are authorized to enter into an agreement with Lighthouse, an Alera Group, to provide the City with ambulance liability coverage for the 12 months of 7/1/25-7/1/26. Pending adoption of the FYE2026 budget, funding will come from general ledger account #677-267.651-955.000.


### APPROVED AS TO FORM:

  
JoAnne Gurley (Jun 16, 2025 10:01 EDT)  
**Joanne Gurley, Chief Legal Officer**

### APPROVED AS TO FINANCE:

  
Phillip Moore (May 23, 2025 08:04 EDT)  
**Phillip J. Moore, Chief Financial Officer**

### FOR THE CITY OF FLINT:

  
Clyde D. Edwards / A0470 (Jun 17, 2025 15:57 EDT)  
**Clyde Edwards, City Administrator**

### APPROVED BY CITY COUNCIL:

\_\_\_\_\_



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**TODAY'S DATE:** May 21, 2025

**BID/PROPOSAL#**

**AGENDA ITEM TITLE:** Ambulance Liability Coverage (Hudson Insurance Company)

**PREPARED BY:** V. Foster

**VENDOR NAME:** Lighthouse Group (Alera)

#### **Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

**Vendor Compliance (This vendor has been properly vetted and the responses are below):**

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

The City of Flint's Ambulance Liability policy is due for renewal on 7/1/25. Due to the type of specialty insurance ambulance service providers require, the number of carriers offering such coverage is limited. Nationwide and National Interstate all declined to provide quotes. Per the Lighthouse Group, the City's insurance broker, no other markets are available for this type of risk. The City's current provider for ambulance liability coverage is the Hudson Insurance Company. Hudson submitted a quote offering renewal terms for an amount of \$86,495 for July 1, 2025, to July 1, 2026.

#### **PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

- ☐ Sole Source (Please attach sole source statement to requisition)  
☒ Competitive Bid Process (Please attach bid tabulation/documents to requisition)  
☐ Cooperative Contract (MIDeal, Sourcwell, GSA, or other municipality)

\*Contract must be attached to your requisition and the contract must appear on the vendor's quote for goods/services

- ☐ (3) Quotes (please attach all quotes to your requisition)



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

Effective: March 5, 2025

**Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution
FYE25	Insurance	677-267.651-955.000	\$58,988.00	\$58,988.00	

**Section III.**

**POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

Since the new ambulance service was introduced in 2024, the Flint Fire Department has provided residents with greater access to emergency medical services. The ambulance program has proven successful since then, and the number of ambulances in the FFD fleet has grown to three.

**Section IV: FINANCIAL IMPLICATIONS:**

**IF ARPA related Expenditure:**

Has this request been reviewed by E&Y Firm: YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:

N/A

**BUDGETED EXPENDITURE?** YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
Finance	Risk-Insurance	677-267.651-955.000	N/A	\$86,495.00
<b>FY25/FY26 GRAND TOTAL</b>				<b>\$86,495.00</b>

**WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)**

BUDGET YEAR 1 \$

BUDGET YEAR 2 \$

BUDGET YEAR 3 \$

**OTHER IMPLICATIONS (i.e., collective bargaining):** None





## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

PRE-ENCUMBERED? YES ☐ NO ☒ REQUISITION NO: (pending adoption of FY26 budget)

ACCOUNTING APPROVAL: V. Foster Date: 5/21/25

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒

#### **Section V: RESOLUTION DEFENSE TEAM:**

(Place the names of those who can defend this resolution at City Council)

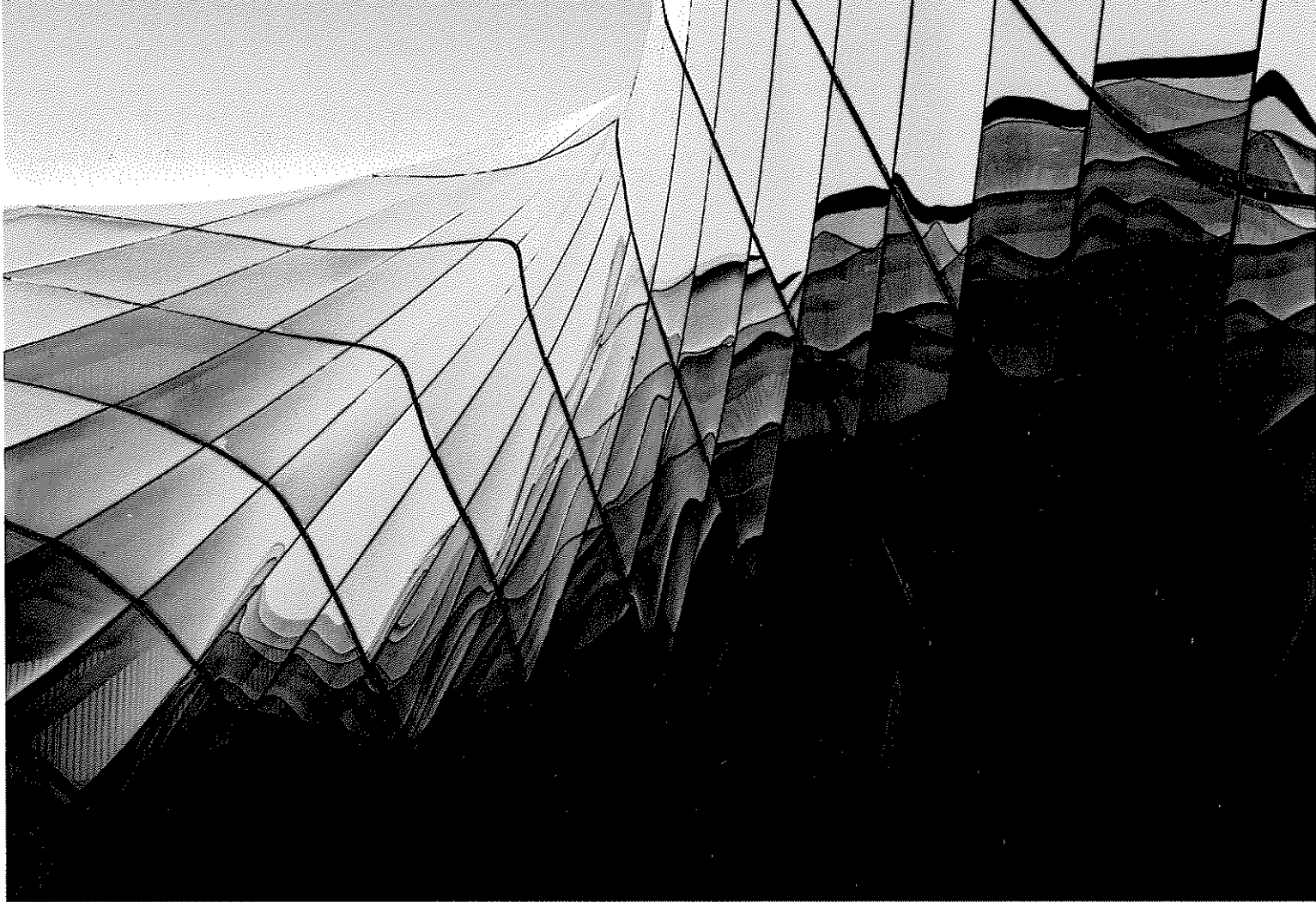
	NAME	PHONE NUMBER
1	Phillip Moore	810-766-7266
2	Chief Theron Wiggins	810-762-7336
3		

STAFF RECOMMENDATION: (PLEASE SELECT): ☒ APPROVED ☐ NOT APPROVED

DEPARTMENT HEAD SIGNATURE: Phillip Moore  
Phillip Moore (May 23, 2025 08:04 EDT)

Phillip Moore, Chief Financial Officer

ADMINISTRATION APPROVAL: Clyde D. Edwards / A0470  
Clyde D. Edwards / A0470 (Jun 17, 2025 15:57 EDT)  
(for \$20,000 or above spending authorizations)



**Insurance Proposal Prepared For**  
**City of Flint**

Effective 07-01-2025 to 07-01-2026



# At a glance

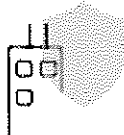
When your business begins and ends with people, it's important to build lifelong client relationships rooted in trust and worth. We believe in delivering tailored solutions and comprehensive strategies to help businesses, individuals, families and communities achieve their goals.

## Areas of expertise

Comprehensive solutions for employers and employees



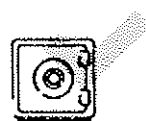
EMPLOYEE BENEFITS



PROPERTY AND CASUALTY



RETIREMENT PLAN SERVICES



WEALTH SERVICES

## How we work

### COLLABORATIVELY

Collaboration is our North Star. We believe that collaboration helps us achieve client service excellence and ensures we grow with integrity, both as an organization and as individuals. Our collaborative culture exponentially increases our clients' access to expertise and new perspectives.

### PURPOSEFULLY

Our clients benefit from our national resources and expertise with the purposeful advantage of local service. We elevate the client experience by providing a greater depth and breadth of resources, thinking innovatively and working together with both our clients and our colleagues to preserve strong community relationships.

### SYNERGISTICALLY

We thrive and succeed when everyone contributes with their own backgrounds and competencies. Our differences make us stronger, and we're committed to keeping a diverse team to serve all of our clients' complex needs.

## By the numbers

\$1.3B<sup>1</sup> in gross revenue\*

11<sup>th</sup> largest P&C agency in the U.S.

33<sup>rd</sup> in the 2024 Crain's Chicago Business 50 Fastest Growing Companies

## Stronger together

National Expertise. Local Service.



For more information, visit [aleragroup.com](https://aleragroup.com).

11/1/2024 10:00 AM CDT

\*Statistics accurate as of 9/31/24

This proposal is a summation of the limits, terms, coverages, and conditions all of which are superseded by the actual issued policy.

## Named Insureds

- City of Flint
- dba City of Flint (Fire Department)

## Commercial Automobile

### Coverages/Limits

Coverage Description	Limits	Deductible
Combined Single Limits Liability	1,000,000	0
Personal Injury Protection	250,000	0
Property Protection Insurance	1,000,000	0
Comprehensive	Stated Value	10,000
Broadened Collision	Stated Value	10,000
Towing & Storage	10,000	0

### Covered Auto Symbols

Liability	7
Property Protection Insurance	5
Personal Injury Protection	5
Comprehensive	7
Collision	7
Towing & Storage	7

#### Covered Auto Symbols:

- 1-Any Auto
- 2-Owned Autos
- 3-Owned Private Passenger Autos
- 4-Owned Autos Other Than Private Passenger Autos
- 5-All Owned Autos Which Require No-Fault Coverage
- 6-Owned Autos Subject to Compulsory UM Laws
- 7-Autos Specified on Schedule
- 8-Hired Autos
- 9-Non-Owned Autos

This proposal is a summation of the limits, terms, coverages, and conditions all of which are superseded by the actual issued policy.

**Vehicle Schedule**

<b>Year</b>	<b>Make</b>	<b>VIN</b>	<b>Stated Value</b>	<b>Liab</b>	<b>Comp Ded</b>	<b>Coll Ded</b>
2023	Ford	1FDBR1CG6PKB89891	225,000	X	10,000	10,000
2023	Ford	1FDBW2CG8PKB90085	182,417	X	10,000	10,000
2023	Ford	1FDBW2CG6PKB90084	182,417	X	10,000	10,000

This proposal is a summation of the limits, terms, coverages, and conditions all of which are superseded by the actual issued policy.

# Premium Summary

## City of Flint

Coverage	Carrier	Expiring Premium	Renewal Premium	Premium Difference
Ambulance Liability	Hudson Insurance Company	\$58,988	\$86,495	\$27,507
<b>Total Program</b>		\$58,988	\$86,495	\$27,507

*All quoted premiums are annual estimates*

*Policy documents and endorsements will be delivered electronically unless otherwise requested*

## Subjectivities

- Completed Hudson Insurance Application

## Markets Approached

- Nationwide - Declined not a market for Ambulance
- National Interstate - Too small of an exposure
- No other markets available for this risk due to size. If we had 10 or more ambulances we can approach National Interstate.

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# Agreement and Acceptance

The undersigned insured acknowledges that they have read and understood the Insurance Proposal as presented by Alera Group and authorizes them to bind coverage.

Effective Date: 07/01/2025

Policy Type: Ambulance Liability

PROPOSED COVERAGE HAS BEEN REJECTED/MODIFIED AS OUTLINED:

- 1.
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Named Insured: City of Flint

Title: \_\_\_\_\_

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

RETURN TO THE ATTENTION OF: Cort Niemi

EMAIL: Cort.Niemi@aleragroup.com

MAIL: Alera Group  
56 Grandville Ave, Ste 300  
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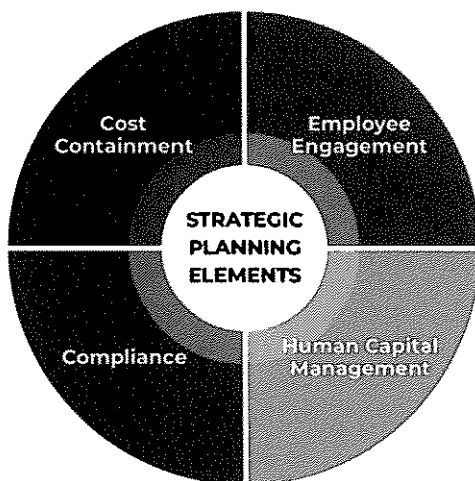
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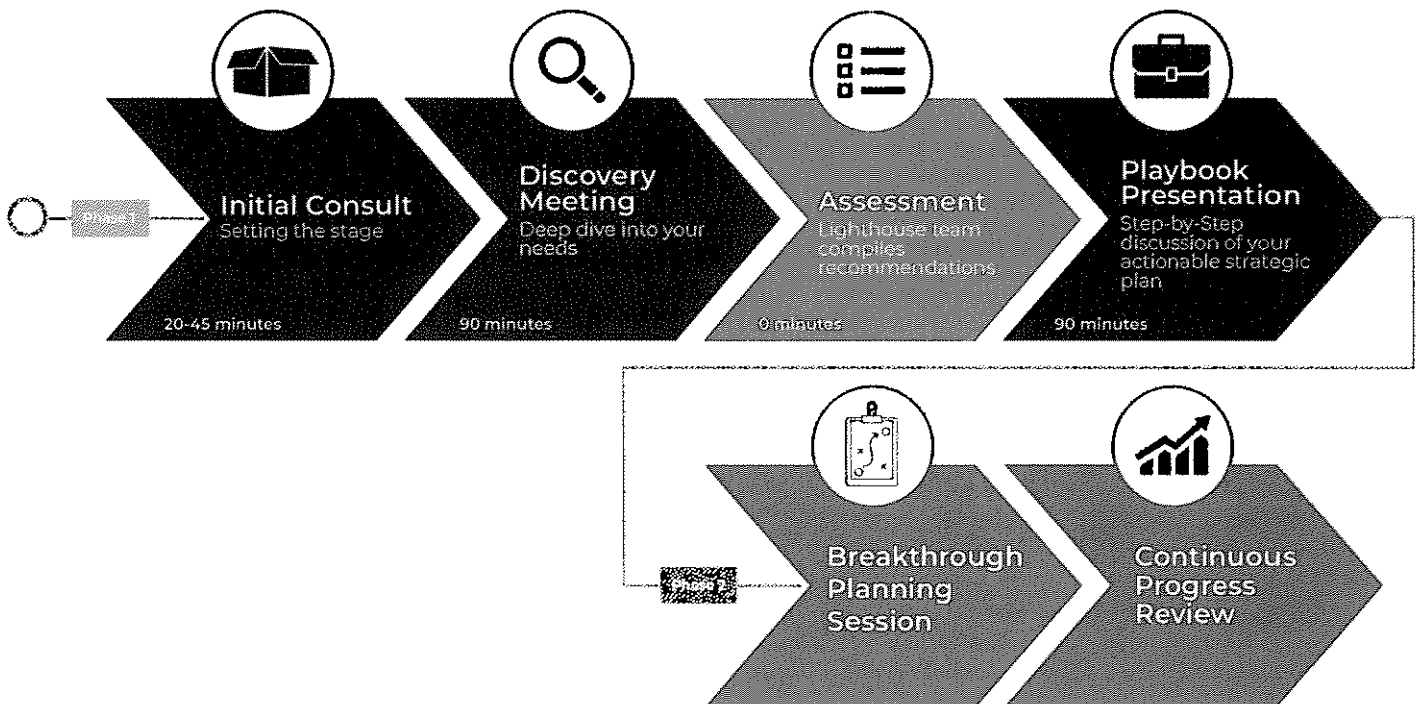
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56 Grandville Ave SW | STE 300 | Grand Rapids, MI 49503  
800-344-3531 | [www.lighthouse.aleragroup.com](http://www.lighthouse.aleragroup.com)



250207-7

RESOLUTION NO.: \_\_\_\_\_

PRESENTED: 6-18-2025

ADOPTED: \_\_\_\_\_

**RESOLUTION AUTHORIZING REALLOCATION OF THE CITY OF FLINT'S  
CORONAVIRUS AID, RELIEF, AND ECONOMIC DEVELOPMENT SECURITY (CARES)  
ACT COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

**BY THE MAYOR:**

**WHEREAS**, , In March 2020, in response to the pandemic declaration by the World Health Organization, this nation enacted the Coronavirus Aid, Relief, and Economic Security (CARES) Act (P.L. 116-136), which made Community Development Block Grant coronavirus response (CDBG-CV) funds available to prevent, prepare for and respond to Covid-19, the respiratory illness caused by a type of coronavirus identified in 2019. The City of Flint received CDBG-CV funds in the amount of \$2,830,392.

**WHEREAS**, CDBG-CV funds were initially awarded to agencies through Resolution No. 210368.1, adopted August 10, 2021, to carry out activities that prevent, prepare for, and respond to Covid-19.

**WHEREAS**, CDBG-CV funds reallocated to various agencies including City of Flint for a grants management system through Resolution No. 240121, adopted April, 8<sup>th</sup>, 2024, to carry out activities that prevent, prepare for, and respond to Covid-19.

**WHEREAS**, the City of Flint's Finance Department has procured a citywide comprehensive grants management system that fulfills the operational requirements of the Division of Community Services, rendering the individual system no longer necessary; and

**WHEREAS**, funds allocated for this initiative are available in the accounts listed below;

Dept.	Name of Account	Account #	Grant #	Amount
Business and Community Services	CDBG Cares Act Revenue Account	282-737.101-522.748	FHUD-CDBGCA	\$200,000.00
Business and Community Services	CDBG Cares Act Uncommitted Account	282-737.101-963.000	FHUD-CDBGCA	\$200,000.00

**WHEREAS**, the City has identified subrecipient agencies who have interest and capacity to use these restricted funds timely and eligibly are listed below.

Agency	Brief Description	Amount
Greater Flint Health Coalition	Food Pantry	\$150,000.00
Neighborhood Engagement Hub	Community Toolshed	\$50,000.00
	<b>Total</b>	<b>\$200,000.00</b>

**IT IS RESOLVED** That the appropriate City Officials are hereby authorized to do all things necessary to reallocate funding to the agencies listed above in appropriate accounts and to enter into contracts or memorandums of understanding for proposed new activities to address Covid-19 as identified in the table herein.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**JoAnne Gurley**  
City Attorney

**APPROVED AS TO FINANCE:**

*Philly Moore*  
Phillip Moore (Jun 17, 2025 14:18 EDT)

\_\_\_\_\_  
**Phillip Moore**  
Chief Financial Officer

**ADMINISTRATION:**

*Clyde D. Edwards / A0485*  
Clyde D. Edwards (Jun 17, 2025 17:22 EDT)  
**Clyde Edwards**  
City Administrator

**CITY COUNCIL:**

\_\_\_\_\_  
City Council President





## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**TODAY'S DATE:** 6/9/2025

**BID/PROPOSAL#** N/A

**AGENDA ITEM TITLE:** : RESOLUTION AUTHORIZING REALLOCATION OF FLINT'S CORONAVIRUS AID, RELIEF, AND ECONOMIC DEVELOPMENT SECURITY (CARES) ACT COMMUNITY DEVELOPMENT BLOCK GRANT(CDBG)

**PREPARED BY:** ASHLY HARRIS

**VENDOR NAME:** VARIOUS

#### **Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

***Vendor Compliance (This vendor has been properly vetted and the responses are below):***

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

In April of 2024, the City of Flint allocated \$200,000 for a grants management system to support the Division of Community Services in administering grants under its purview. Following the City's adoption of a comprehensive citywide grants management system, the individual divisional investment is no longer required, creating an opportunity to redirect these funds toward direct community benefit initiatives. Community Services proposes reallocating these funds to support two critical community projects: the Neighborhood Engagement Hub - Neighborhood Tool-shed and the Greater Flint Health Coalition Food Pantry. Both initiatives align with the City of Flint's Consolidated Plan objectives and demonstrate clear connections to COVID-19 response, preparedness, and community resilience.

The Greater Flint Health Coalition Food Pantry serves as a vital component of the community's COVID-19 response infrastructure by addressing food insecurity that disproportionately affects vulnerable populations, including elderly residents, individuals with underlying health conditions, and low-income families who face the highest risk of severe COVID-19 outcomes. The pantry provides essential nutrition support that strengthens immune systems and reduces susceptibility to severe illness while enabling safe food distribution protocols that minimize exposure risks compared to traditional grocery shopping for high-risk individuals. Additionally, the food pantry establishes sustainable food security infrastructure that can rapidly scale during public health emergencies, creates decentralized distribution networks that reduce strain on commercial food systems during supply chain disruptions, and develops community partnerships and volunteer networks



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

essential for emergency response coordination. This infrastructure reduces the necessity for vulnerable populations to frequent multiple retail locations, supports quarantine and isolation compliance by providing food access to households unable to shop due to COVID-19 symptoms or exposure, and maintains community health stability to prevent secondary health crises that could overwhelm healthcare systems during pandemic surges.

The Neighborhood Engagement Hub and Community Toolshed addresses the economic and social impacts of COVID-19 by providing essential tools and resources for residents who experienced job loss or reduced income due to the pandemic. This initiative enables community members to maintain safe, healthy living environments without significant financial investment while supporting local economic recovery by reducing household expenses and enabling skill development. The toolshed also addresses the social isolation effects of COVID-19 through structured community engagement opportunities that provide safe, outdoor-focused activities supporting mental health while maintaining appropriate social distancing. These activities create community connections that facilitate mutual aid and support networks essential during health emergencies while enhancing community capacity for self-reliance during supply chain disruptions or emergency situations.

#### **PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

☐ Sole Source (Please attach sole source statement to requisition)

☒ Competitive Bid Process (Please attach bid tabulation/documents to requisition)

☐ Cooperative Contract (MIDeal, Sourcewell, GSA, or other municipality)

\*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

☐ (3) Quotes (please attach all quotes to your requisition)

**This is a federal grant. Funds were allocated based on community input project evaluations and risk assessments.**

#### **Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution
2022	274-748.409-502.748	2022	\$125,000.00	\$123,250.00	210370
2022	274-748.267-805.126	2022	\$75,000.00	\$75,000.00	210370
2023	279-737.267-805.126	2023	\$75,000.00	\$75,000.00	230151



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

Both activities were included in the 2022 Annual Action Plan.

#### **Section III.**

#### **POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

**Greater Flint Health Coalition:** The GFHC will provide CBDG-cv funds to City of Flint food pantries and food distribution sites ("sites") to assist them in improving healthy food access for residents in need of supplemental and emergency food. The GFHC will also provide support to the sites as necessary, including:

Determination of each site's needs and priorities in providing clients with healthy food

Determination of the nutrition and related needs of each site's clients

Implementation of new policies and procedures to better serve each site's clients

Procurement of equipment and supplies to build capacity and sustainability (e.g., coolers to store fresh produce or shelving to increase food storage space)

The following food pantries and food distribution sites will receive funding and support from GFHC: Bethel AME, Flint City Church, Franklin Avenue Mission, St. Luke's N.E.W. Life Center, St.

Mark Community Outreach Center and Martus Luna Food Pantry

**Neighborhood Engagement Hub – Neighborhood Toolshed:** The Community Toolshed will use CDBGcv funds to support the elimination of blight in Flint's low -to moderate income neighborhoods by loaning power and hand tools to neighborhood or community volunteers. Equipment is used by Community members to clear debris and trash, cut down overgrown vegetation, maintain properties and public parks, and plant community gardens throughout the City of Flint.

#### **Section IV: FINANCIAL IMPLICATIONS:**

IF ARPA related Expenditure: No ☐

Has this request been reviewed by E&Y Firm: YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:

N/A

BUDGETED EXPENDITURE? YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:



## CITY OF FLINT

### \*\* STAFF REVIEW FORM \*\*

Effective: March 5, 2025

Dept.	Name of Account	Account Number	Grant Code	Amount
B&CS	CDBG Cares Act Revenue Account	282-737.101-522.748	FHUD-CDBGCA	\$200,000.00
B&CS	CDBG Cares Act Uncommitted Account	282-737.101-963.000	FHUD-CDBGCA	\$200,000.00
		<b>FY26 GRAND TOTAL</b>		<b>\$200,000.00</b>

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: *(This will depend on the term of the bid proposal)*

BUDGET YEAR 1 \_\_\_\_\_

BUDGET YEAR 2 \_\_\_\_\_

BUDGET YEAR 3 \_\_\_\_\_

OTHER IMPLICATIONS *(i.e., collective bargaining)*:

PRE-ENCUMBERED? YES ☐ NO ☐ REQUISITION NO:

ACCOUNTING APPROVAL: Carissa Dotson Date: \_\_\_\_\_

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☐

#### Section V: RESOLUTION DEFENSE TEAM:

(Place the names of those who can defend this resolution at City Council)

	NAME	PHONE NUMBER
1	Ashly Harris	(810)766-7426 ext 3002
2		
3		

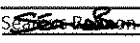



**CITY OF FLINT**

**\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

STAFF RECOMMENDATION: (PLEASE SELECT): ☒ **APPROVED** ☐ **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE:  (Jun 17, 2025 07:15 EDT)  
(Name, Title)

**ADMINISTRATION APPROVAL:**  (Jun 10, 2025 17:00 EDT)  
(for \$20,000 or above spending authorizations)



250208-T

RESOLUTION NO.: \_\_\_\_\_

PRESENTED: 6-18-2025

ADOPTED: \_\_\_\_\_

**RESOLUTION AUTHORIZING ACCEPTANCE OF \$2,000,000 C. S. MOTT  
FOUNDATION GRANT ATHERTON EAST APARTMENTS DEMOLITION -CHOICE  
NEIGHBORHOOD PROJECT**

**BY CITY ADMINISTRATOR:**

**WHEREAS,** The Charles Stewart Mott Foundation has awarded the City of Flint \$2,000,000.00; and

**WHEREAS,** These funds are to be used for the completion of the Choice Neighborhoods' Atherton East Demolition project; and

**WHEREAS,** Contract 19-035D authorized by city council by resolution 250052 February 2025 has a current amount of \$2,568,091.03 of which \$2,012,100.00 is for demolition and abatement; and

Account Number	Account Name / Grant Code	Amount
Contract Amount	FHUD18CHOICE	\$2,568,091.03
TBD	C.S. Mott Grant	\$2,000,000.00
	<b>Total Amount</b>	<b>\$4,568,091.03</b>

**IT IS RESOLVED** that the appropriate City Officials, upon City Council's approval, are now hereby authorized to accept the Charles Stewart Mott Foundation Grant, amend the FY25 budget, appropriate funding for future fiscal years for as long as the funds are available from the funder, and abide by the terms and conditions of the grant, in the amount of \$2,000,000.00

**BE IT FURTHER RESOLVED** that the appropriate City Officials are hereby authorized to do all things necessary to process a change order to increase contract 19-035D with Flint Housing Commission by \$2,000,000.00.

**For the City:**

Clyde D. Edwards / A0490  
Clyde D. Edwards / A0490 (Jun 17, 2025 17:23 EDT)

**Clyde D. Edwards, City Administrator**

**For the City Council:**

\_\_\_\_\_

**Approved as to Form:**

\_\_\_\_\_  
**JoAnne Gurley, City Attorney**

**Approved as to Finance:**

Phillip Moore  
Phillip Moore (Jun 17, 2025 16:14 EDT)

**Phillip Moore, Chief Finance Officer**



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**TODAY'S DATE:** 6/16/2025

**BID/PROPOSAL#** N/A

**AGENDA ITEM TITLE:** RESOLUTION AUTHORIZING ACCEPTANCE OF \$2,000,000 C. S. MOTT FOUNDATION GRANT ATHERTON EAST APARTMENTS DEMOLITION -CHOICE NEIGHBORHOOD PROJECT

**PREPARED BY:** Ashly Harris, Deputy Director of Business and Community Services

**VENDOR NAME:** FLINT HOUSING COMMISSION

#### **Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

***Vendor Compliance (This vendor has been properly vetted and the responses are below):***

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

In July 2018, the City received \$30,000,000.00 of grant funding from the U.S. Department of Housing and Urban Development (HUD) to implement the Transformation Plan created through the South Flint Choice Neighborhoods Initiative. The program is being led by the Department of Business and Community Services with the Flint Housing Commission (FHC), Mott Community College (Mott), and RCS Development to allow the City to move forward with the relocation of Atherton East Townhomes and implement the projects outlined in the vision of the South Flint Community Plan.

Previous FHC Change Orders:

**Change Order #1:** Added relocation services to FHC contract, an activity originally in the grant but declined by the housing developer Norstar /property manager

**Change Order #2:** Covered security costs at Atherton East for management improvements after resident issues were discovered

**Change Order #3:** Provided additional relocation services funding to cover costs of moving residents from Atherton East to new homes, including Clark Commons (funds transferred from the people budget)

**Change Order #4:** Added funds to complete abatement to demolish the entire Atherton East apartments (36 dwelling structures containing 188 dwelling units and 4 non-dwelling units), increasing contract 19-035D by \$2,012,100 for a revised contract amount of \$2,568,091.03.



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

#### **PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

☒ Sole Source (Please attach sole source statement to requisition)

☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)

☐ Cooperative Contract (MIDeal, Sourcewell, GSA, or other municipality)

\*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

☐ (3) Quotes (please attach all quotes to your requisition)

**This is a federal grant. Funds were allocated based on community input project evaluation risk assessments, and HUD**

#### **Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution
	296-691.401-801.000/ 296-691.405-502.000	\$192,280.03	\$192,280.03	\$147,038.81	180622
	296-691.405-801.000/ / 296-691.405-502.000	\$222,310.00 Relocation	\$414,590.03	\$222,286.86	190429
	296-691.405-801.000/ 296-691.405-502.000	\$41,580.00 Management Improvements	\$456,170.03	\$0	200514
FY 21/22	296-691.401.502.000/ 296-691.401-963.100	\$99,821.00 Relocation	\$555,991.03		220035





## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

FY 25	296-704.801-529.000	\$2,012,100 Abatement	\$2,568,091	\$0.00	250052-T
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The Flint Housing Commission serves as co-grantee for the 2018 Choice Neighborhood Grant. All previous change orders fall within the original budget framework and have received HUD approval. As anticipated with long-term projects, adjustments have been necessary to accommodate rising construction costs since the grant's inception. The initial 2018 budget allocated \$2,012,100 for abatement and demolition work. Following the competitive bidding process, actual project costs have increased to \$5 million, as reflected in the current change order.

#### **Section III.**

#### **POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

Atherton East Apartments is a severely blighted property that has become an eyesore, attracting squatters and creating safety concerns. Demolishing this building will help eliminate illegal dumping, enhance safety and security in the neighborhood, boost property values nearby, and improve local amenities.

**Section IV: FINANCIAL IMPLICATIONS:** Funds are available in expense account 296-704.801-963.00 FHUD18CHOICE and will be moved to 296-704.805-801.000 FHUD18CHOICE upon adoption" is what we need for the expense accounts.

**IF ARPA related Expenditure: No**

**Has this request been reviewed by E&Y Firm:** YES ☐ NO ☐ **IF NO, PLEASE EXPLAIN:**

N/A

**BUDGETED EXPENDITURE?** YES ☐ NO ☐ **IF NO, PLEASE EXPLAIN:**

Dept.	Name of Account	Account Number	Grant Code	Amount
B&CS	TBD	TBD	CSMOTT	\$2,000,000.00
<b>FY25 GRAND TOTAL</b>				<b>\$2,000,000.00</b>



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: *(This will depend on the term of the bid proposal)*

BUDGET YEAR 1 \_\_\_\_\_

BUDGET YEAR 2 \_\_\_\_\_

BUDGET YEAR 3 \_\_\_\_\_

OTHER IMPLICATIONS *(i.e., collective bargaining)*:

PRE-ENCUMBERED? YES ☐ NO ☐ REQUISITION NO: n/a reso to accept

ACCOUNTING APPROVAL: Carissa Dotson Date: \_\_\_\_\_

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☐

#### **Section V: RESOLUTION DEFENSE TEAM:**

*(Place the names of those who can defend this resolution at City Council)*

	<u>NAME</u>	<u>PHONE NUMBER</u>
1	Ashly Harris	(810)766-7426 ext 3002
2	Seamus Bannon	(810)237-2014
3		

STAFF RECOMMENDATION:



APPROVED



NOT APPROVED

*(PLEASE SELECT):*

DEPARTMENT HEAD SIGNATURE: 

Seamus Bannon (Jun 17, 2025 15:19 EDT)

*(Name, Title)*

ADMINISTRATION APPROVAL: 

Clyde D. Edwards (Jun 17, 2025 16:04 EDT)

*(for \$20,000 or above spending authorizations)*



250209-T

RESOLUTION NO.: \_\_\_\_\_

PRESENTED: 6-18-2025

ADOPTED: \_\_\_\_\_

**RESOLUTION AUTHORIZING FUNDING FOR DEMOLITION AND RESIDENT RELOCATION SERVICES FOR THE ATHERTON EAST CHOICE NEIGHBORHOOD PROJECT**

**BY CITY ADMINISTRATOR:**

**WHEREAS**, the City of Flint accepted a \$30,000,000 Choice Implementation grant for specific community revitalization activities; and

**WHEREAS**, City Council has previously authorized multiple contract amendments with Flint Housing Commission (Contract 19-035) totaling \$2,568,091.03 for Choice Neighborhoods oversight, relocation services, security, and abatement at Atherton East; and

**WHEREAS**, Council authorized acceptance of \$2,000,000 from C.S. Mott Foundation for partial Atherton East demolition; and

**WHEREAS**, an additional \$425,305 is required to complete demolition and resident relocation, including \$114,405 for remaining demolition costs and \$310,899.08 for FHC relocation services and administration.

Account Number	Account Name / Grant Code	Amount
296-704.801-529.000	FHUD18CHOICE	\$2,568,091.03
TBD	C.S. Mott Grant	\$2,000,000.00
296-704.801-529.000	FHUD18CHOICE	\$425,305.00
	<b>Total</b>	<b>\$2,401,378.23</b>

**IT IS RESOLVED** that appropriate City Officials are hereby authorized to do all things necessary including budget amendments to process a change order to increase contract 19-035D with Flint Housing Commission by \$425,305 for a revised total contract amount not to exceed \$4,993,396.00

**For the City:**

Clyde D. Edwards / A0491  
Clyde D. Edwards / A0491 (Jun 17, 2025 17:24 EDT)

**Clyde D. Edwards, City Administrator**

**For the City Council:**

\_\_\_\_\_

**Approved as to Form:**

\_\_\_\_\_  
**JoAnne Gurley, City Attorney**

**Approved as to Finance:**

Phillip Moore  
Phillip Moore (Jun 17, 2025 16:15 EDT)

**Phillip Moore, Chief Finance Officer**



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**TODAY'S DATE:** 6/16/2025

**BID/PROPOSAL#** N/A

**AGENDA ITEM TITLE:** RESOLUTION AUTHORIZING FUNDING FOR DEMOLITION AND RESIDENT RELOCATION SERVICES FOR THE ATHERTON EAST CHOICE NEIGHBORHOOD PROJECT

**PREPARED BY:** Ashly Harris, Deputy Director of Business and Community Services

**VENDOR NAME:** FLINT HOUSING COMMISSION

#### **Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:**

***Vendor Compliance (This vendor has been properly vetted and the responses are below):***

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

In July 2018, the City received \$30,000,000.00 of grant funding from the U.S. Department of Housing and Urban Development (HUD) to implement the Transformation Plan created through the South Flint Choice Neighborhoods Initiative. The program is being led by the Department of Business and Community Services with the Flint Housing Commission (FHC), Mott Community College (Mott), and RCS Development to allow the City to move forward with the relocation of Atherton East Townhomes and implement the projects outlined in the vision of the South Flint Community Plan.

Previous FHC Change Orders:

**Change Order #1:** Added relocation services to FHC contract, an activity originally in the grant but declined by the housing developer Norstar /property manager

**Change Order #2:** Covered security costs at Atherton East for management improvements after resident issues were discovered

**Change Order #3:** Provided additional relocation services funding to cover costs of moving residents from Atherton East to new homes, including Clark Commons (funds transferred from the people budget)

**Change Order #4:** Added funds to complete abatement to demolish the entire Atherton East apartments (36 dwelling structures containing 188 dwelling units and 4 non-dwelling units), increasing contract 19-035D by \$2,012,100 for a revised contract amount of \$2,568,091.03.



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

**Current Change Order #5:**

Will include the previous resolution authorizing acceptance of \$2M from C.S. Mott Foundation to fund partial demolition of Atherton East in the amount of \$2,000,000. This resolution will add \$425,305 which includes \$114,405 for remaining demolition cost, \$265,529.40 for cost incurred by FHC to relocate former Atherton East residents and \$43,786.98 for FHC administration.

**PROCUREMENT (MUST BE SPECIFIED)**

**Please specify how this vendor was identified: (Check one)**

☒ Sole Source (Please attach sole source statement to requisition)

☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)

☐ Cooperative Contract (MIDeal, Sourcewell, GSA, or other municipality)

\*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

☐ (3) Quotes (please attach all quotes to your requisition)

**This is a federal grant. Funds were allocated based on community input project evaluation risk assessments, and HUD approval.**

**Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES**

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution
	296-691.401-801.000/ 296-691.405-502.000	\$192,280.03	\$192,280.03	\$147,038.81	180622
	296-691.405-801.000/ / 296-691.405-502.000	\$222,310.00 Relocation	\$414,590.03	\$222,286.86	190429
	296-691.405-801.000/ 296-691.405-502.000	\$41,580.00 Management Improvements	\$456,170.03	\$0	200514
FY 21/22	296-691.401.502.000/ 296-691.401-963.100	\$99,821.00 Relocation	\$555,991.03		220035



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

*Effective: March 5, 2025*

FY 25	296-704.801-529.000	\$2,012,100 Abatement	\$2,568,091	\$0.00	250052-T
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The Flint Housing Commission serves as co-grantee for the 2018 Choice Neighborhood Grant. All previous change orders fall within the original budget framework and have received HUD approval. As anticipated with long-term projects, adjustments have been necessary to accommodate rising construction costs since the grant's inception. The initial 2018 budget allocated \$2,012,100 for abatement and demolition work. Following the competitive bidding process, actual project costs have increased to \$5 million, as reflected in the current change order.

#### **Section III.**

#### **POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:**

Atherton East Apartments is a severely blighted property that has become an eyesore, attracting squatters and creating safety concerns. Demolishing this building will help eliminate illegal dumping, enhance safety and security in the neighborhood, boost property values nearby, and improve local amenities.

**Section IV: FINANCIAL IMPLICATIONS:** Funds are available in expense account 296-704.801-963.00 FHUD18CHOICE and will be moved to 296-704.805-801.000 FHUD18CHOICE upon adoption" is what we need for the expense accounts.

IF ARPA related Expenditure: No ☐

Has this request been reviewed by E&Y Firm: YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:

N/A

BUDGETED EXPENDITURE? YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
B&CS	FHUD18CHOICE	296-704.801-529.000	FHUD18CHOICE	\$425,305
B&CS	TBD	TBD	CSMOTT	\$2,000,000.00
FY25 GRAND TOTAL				\$2,425,305



## CITY OF FLINT

### **\*\* STAFF REVIEW FORM \*\***

Effective: March 5, 2025

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: *(This will depend on the term of the bid proposal)*

BUDGET YEAR 1 \_\_\_\_\_

BUDGET YEAR 2 \_\_\_\_\_

BUDGET YEAR 3 \_\_\_\_\_

OTHER IMPLICATIONS *(i.e., collective bargaining)*:

PRE-ENCUMBERED? YES ☐ NO ☐ REQUISITION NO: subject to PO liquidations

ACCOUNTING APPROVAL: Carissa Dotson Date: \_\_\_\_\_

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☐

#### Section V: RESOLUTION DEFENSE TEAM:

(Place the names of those who can defend this resolution at City Council)

	NAME	PHONE NUMBER
1	Ashly Harris	(810)766-7426 ext 3002
2	Seamus Bannon	(810)237-2014
3		

STAFF RECOMMENDATION: (PLEASE SELECT): ☒ **APPROVED** ☐ **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE: ~~Seamus Bannon~~ (Jun 17, 2025 15:19 EDT)  
(Name, Title)

**ADMINISTRATION APPROVAL:** Clyde D. Edwards (Jun 17, 2025 16:03 EDT)  
(for \$20,000 or above spending authorizations)



250210-T

RESOLUTION NO.: \_\_\_\_\_

PRESENTED: 6-18-2025

ADOPTED: \_\_\_\_\_

**RESOLUTION APPROVING SETTLEMENT OF MICHAEL COCHRAN v. CITY OF  
FLINT ET AL**

**BY THE CITY ADMINISTRATOR:**

An Executive Session was held in this matter on Wednesday, June 18, 2025; and

Plaintiff Michael Cochran has accepted the City of Flint's settlement offer; and

Although the City of Flint admits no liability in the claim filed by Michael Cochran, the Department of Law recommends settling all claims in this suit for Plaintiff to receive an enhanced retirement pension contribution and attorney fees.

**IT IS RESOLVED** that the Flint City Council approves the settlement in the matter of *Michael Cochran v. City of Flint et al*, Genesee County Circuit Court Case No. 24-120713-CZ, in the amount of \$43,437 in enhanced retirement contribution payable to the Michigan Employment Retirement System ("MERS") and \$32,500.00 in attorney fees and costs, for the complete satisfaction of all claims arising from said matter. Payment shall be drawn from appropriated funds in Account 677-266.200- 956.300.

**For the City:**

**For City Council:**

\_\_\_\_\_  
**Clyde Edwards, City Administrator**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**JoAnne Gurley, City Attorney**



RESOLUTION: 250211-T

PRESENTED: 6-18-2025

ADOPTED: \_\_\_\_\_

**RESOLUTION APPROVING A CORRECTION TO RESOLUTION NO. 240415-T, A RESOLUTION  
AUTHORIZING THE CITY OF FLINT TO ENTER INTO AN AGREEMENT FOR AUDITING SERVICES WITH  
REHMANN ROBSON, LLC FOR THE FY2024 AUDIT**

**BY THE FLINT CITY COUNCIL:**

On September 9, 2024, the Flint City Council adopted Resolution No. 240415-T entering into an agreement with Rehmann Robson, LLC for Auditing Services for the City of Flint's FY2023/2024 Audit, for a total contract amount of \$259,000.00, plus out-of-pocket expenses not-to-exceed \$10,000.00; and

On August 6, 2024, Rehmann Robson, LLC forwarded an Engagement Letter to the City of Flint for Auditing Services for the fiscal year ended June 30, 2024, that included Rehmann's responsibilities for a financial statement audit. This Engagement Letter estimated that fees for professional services rendered for the City's FY2024 Audit were not expected to exceed \$274,000.00, plus out-of-pocket expenses not expected to exceed \$15,000.00; and

The Engagement Letter's fee included a single audit with up to three major programs and stated that any additional major programs required to be tested would increase Rehmann's fee by \$9,500.00 for each major program in excess of the original three. Rehmann also detailed an additional fee of \$43,500.00, separate from any necessary change orders, that would be charged to the City of Flint in the event that the City does not have the necessary staff to prepare for the audit to allow for an efficient audit process; and

This August 6, 2024 Engagement Letter was Acknowledged and Accepted by the City of Flint on September 18, 2024, necessitating a correction to Resolution No. 240415-T for the Rehmann Robson, LLC Agreement for Auditing Services for the City of Flint's FY2024 Audit.

**IT IS RESOLVED**, that the appropriate City Officials are authorized to do all things necessary to make corrections as needed to any revenue and expenditure accounts in order to make payments as submitted to Rehmann Robson, LLC for charges related to auditing services for the City of Flint's FY2023-2024 Audit, in an amount not-to-exceed \$274,000.00 for professional services rendered, plus out-of-pocket expenses not expected to exceed \$15,000.00. Per the signed Engagement Letter, Rehmann Robson LLC will also notify the City Council in writing as soon as practical after identification of the need for testing any additional major programs, as well as to explain any additional fees after the identification of any problems incurred when preparing for the audit.

**APPROVED AS TO FORM:**

**APPROVED AS TO FINANCE:**

\_\_\_\_\_  
JoAnne Gurley, City Attorney

\_\_\_\_\_  
Phillip Moore, Chief Financial Officer

**FOR THE CITY:**

**APPROVED BY CITY COUNCIL:**

\_\_\_\_\_  
Clyde Edwards, City Administrator

RESOLUTION: 250212-T

PRESENTED: 6-18-2025

ADOPTED: \_\_\_\_\_

**RESOLUTION AUTHORIZING THE CITY OF FLINT TO ENTER INTO AN AGREEMENT FOR  
AUDITING SERVICES WITH REHMANN ROBSON LLC FOR THE FY2025 AUDIT**

**BY THE CITY COUNCIL:**

On March 28, 2025, Rehmann Robson LLC forwarded an Engagement Letter to the City of Flint for Auditing Services for the fiscal year ended June 30, 2025, that included information regarding Rehmann Robson's responsibilities in a financial statement audit, such as testing and reporting on compliance with laws and regulations; and

Rehmann Robson LLC has estimated a professional services fee for the audit of the City's financial statements in an amount not expected to exceed \$291,000.00, plus out of pocket costs in an amount not expected to exceed \$15,000.00; and

The estimated fee includes a single audit with up to three major programs, with any additional programs required to be tested increasing the fee by \$9,500.00 for each major program in excess of three. If any additional procedures are required, a change order will be issued and billed upon the completion of the procedures. If the City of Flint does not have the necessary staff to appropriately prepare for the audit, there will be an additional fee of \$50,000.00, separate from any change orders, with Rehmann notifying the City Council in writing explaining those additional fees as soon as practical after the identification of the problem, and in advance of incurring said fees.

**IT IS RESOLVED**, that the appropriate City Officials are authorized to do all things necessary to engage the services of Rehmann Robson LLC for the City of Flint's FY2025 auditing services, in an amount not expected to exceed \$291,000.00, plus out of pocket expenses not expected to exceed \$15,000.00. Per the Engagement Letter, Rehmann Robson LLC will also notify the City Council in writing as soon as practical after identification of the need for testing any additional major programs, as well as to explain any additional fees after the identification of any problems incurred when preparing for the audit.

**APPROVED AS TO FORM:**

**APPROVED AS TO FINANCE:**

\_\_\_\_\_  
JoAnne Gurley, City Attorney

\_\_\_\_\_  
Phillip Moore, Chief Financial Officer

**FOR THE CITY:**

**APPROVED BY CITY COUNCIL:**

\_\_\_\_\_  
Clyde Edwards, City Administrator

RESOLUTION NO.:

250213-T

PRESENTED:

6-18-2025

ADOPTED:

**RESOLUTION TO REALLOCATE \$100,000.00 OF ARPA FUNDING TO FRANKLIN AVENUE MISSION, EASTSIDE COMPASSIONATE MISSION CENTER, ST MARK MISSIONARY BAPTIST CHURCH'S COMMUNITY OUTREACH, AND CHRISTIAN LOVE FAITH CENTER FOR FOOD ACCESS AND FOOD SYSTEM SUPPORT**

**BY THE CITY COUNCIL:**

**WHEREAS,** The City of Flint received funds pursuant to the American Rescue Plan Act of 2021 (ARPA), which could be utilized by the City for defined purposes. In 2023, the City of Flint obligated all of ARPA funding received, of which approximately \$40 million was obligated as "revenue replacement"; and

**WHEREAS,** City Council recommends reallocating \$100,000.00 in ARPA funding, previously obligated for revenue replacement, to provide funding to Franklin Avenue Mission, Eastside Compassionate Mission Center, St. Mark Missionary Baptist Church's Community Outreach, and Christian Love Faith Center, in the amount of \$25,000.00 to each organization; and

**WHEREAS,** The funding is to be utilized by Franklin Avenue Mission, Eastside Compassionate Mission Center, St. Mark Missionary Baptist Church's Community Outreach, and Christian Love Faith Center for Food Access and Food System Support for the residents of Flint.

**IT IS RESOLVED,** that the appropriate City Officials are hereby authorized to do all things necessary, including executing any necessary agreements, to appropriate \$25,000.00 in funding to each of the following organizations, Franklin Avenue Mission, Eastside Compassionate Mission Center, St. Mark Missionary Baptist Church's Community Outreach, and Christian Love Faith Center, for a total of \$100,000.00, for Food Access and Food System Support. Before the funds are spent, the City of Flint's ARPA administration, compliance, and implementation firm shall review and ensure compliance with the latest US Department of Treasury final rules.

**APPROVED AS TO FORM:**

**APPROVED BY CITY COUNCIL:**

\_\_\_\_\_  
JoAnne Gurley, Chief Legal Officer



250214-T

RESOLUTION NO.: \_\_\_\_\_  
PRESENTED: 6-18-2025  
ADOPTED: \_\_\_\_\_

**RESOLUTION TO ADOPT THE 2025 OPERATING MILLAGE RATE OF 1.8806 MILLS FOR  
THE CITY OF FLINT'S DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT TO BE  
LEVIED ON THE TAXABLE VALUATION FOR ALL REAL AND PERSONAL PROPERTY  
LOCATED IN THE CITY OF FLINT'S  
DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT**

**BY THE MAYOR AND CITY COUNCIL:**

The City of Flint under P.A. 206 of 1893, as amended (MCL 211.24e), provides that a public hearing be held by a local taxing unit that proposes to increase operating revenues over the maximum amount allowed to be levied without a hearing; and

The proposed millage rate must be established by a resolution adopted by the governing body of the taxing unit before it conducts the hearing; and

Based upon the decrease in the Taxable Valuation of all taxable real and personal property located in the Downtown Development Authority in the City of Flint, the levy of ad valorem taxes will not generate any increase in revenues which would exceed the maximum level allowed by MCL 211.24e(2), as amended.

**BE IT RESOLVED**, that the City Council of the City of Flint adopts the levy of 1.8806 mills for the ensuing (FY2025-2026) Downtown Development Authority operating budget.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Joanne Gurley, City Attorney**

**APPROVED AS TO FINANCE:**

\_\_\_\_\_  
**Phillip Moore, Chief Financial Officer**

\_\_\_\_\_  
**Sheldon A. Neeley, Mayor**

**CITY COUNCIL:**  
  
\_\_\_\_\_