COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS'
COMMITTEE OF THE WHOLE
AGENDA
Wednesday, August 21, 2019
301 West Upton Ave., Reed City, Michigan
2nd Floor, Board of Commissioners' Room, to follow Hearing

NOTE: Claims will be available for review from 9:00 – 9:30 a.m.

1. Public Hearing on E.M.S. USDA Ambulance Remount Grant – 9:15 a.m.

2. Meeting Called to Order by Chairperson.
3. Additions or Deletions to the Agenda – Approval of the Agenda.
4. Brief Public Comments (Three Minute Limit).
5. Employee/Board Comments.

6. Consider Approval of the Minutes of August 6, 2019.
7. Consider Payment of Claims.
8. Consider Other Budget Amendments, Cash Transfers, and Journal Register Report from Treasurer.

9. Old Business – Discuss:
   b. Policies Discussion – Susan Vander Pol:
      1. Personal Appearance.
   c. County 2020 Budget – Susan Vander Pol.

10. New Business – Discuss:
    b. E.M.S. Items – Jeremy Beebe:
       1. Request for Bids for Ambulance Remount.
    c. Various Items – Susan Vander Pol:
       2. C.O.A. Tustin Rental Agreement.
       3. MAC Representative for their Web Page.
       4. Veterans’ Services Letter of Intent to Apply for MVAA 2020 Grant.

11. Other Business:
12. Employee/Board Comments.
13. Extended Public Comments (Six Minute Limit).

Note: A quorum of the Board of Commissioners may be present at the Committee meetings.

PUBLIC COMMENT: The Committee welcomes public comment. We appreciate your attendance and look forward to hearing any concerns you may have. We request that the following rules of procedure be followed: At the beginning and at the end of each Committee meeting, there is time to receive public comment from the audience. If you wish to address the Committee, we ask that you stand, give your name and present your concern.

If you wish to speak while the Committee is addressing a specific issue, you are asked to make arrangements ahead of time with the Committee Chairperson. No comments or questions will be taken at any other time.

If you should require special assistance in order to attend the meeting, please notify the County Coordinator at (231) 832-6196, twenty-four (24) hours before the posted meeting time, for arrangements to be made.
The Committee meeting was called to order at 9:32 a.m. by Chairman Nehmer.

Present: Commissioners Larry Emig, Jill Halladay, Mark Gregory, Tim Michell, James Custer, and Jack Nehmer. Commissioner Elkins absent.

Also present: Sheriff Justin Halladay, Undersheriff John Keathley, E.M.S. Director Jeremy Beebe, Prosecutor Tony Badovinac, Register of Deeds Heather Gray, Probate/Family Court Administrator Kaye Frederick, County Coordinator Susan Vander Pol, County Clerk Karen Bluhm and members of the public.

Motion by Commissioner Gregory, seconded by Commissioner Emig, to approve the agenda as amended. Motion carried.

Brief Public Comment: Michele Hoitenga, 102nd State Representative, updated Board members on current happenings with the legislature.

Employee/Board Comments: Commissioner Michell updated Board members on the Mid Michigan Action grant application.

Karen Bluhm, County Clerk, introduced the newly appointed Register of Deeds Heather Gray to Board members. She also expressed her concerns regarding the recent deviations being made from the County’s pay scale and job classification study.

Moved by Commissioner Emig, seconded by Commissioner Custer, to approve the minutes of August 6, 2019 as presented. Motion carried with unanimous voice vote.

Recommended by Commissioner Halladay, seconded by Commissioner Gregory, to approve the claims of the County in the amount of $62,569.89. Recommendation was unanimously supported.

**Budget Amendments, Cash Transfer & Journal Register Report**

Commissioner Halladay reviewed the budget amendments and cash transfer presented for approval.

Recommended by Commissioner Halladay, seconded by Commissioner Elkins, to approve the budget amendments and cash transfer as presented. Recommendation was unanimously supported.

**E.M.S. Public Hearing Date for USDA Ambulance Remount Grant**

Jeremy Beebe, E.M.S. Director, spoke to Board members about setting a public hearing for the USDA Ambulance Remount Grant and asked for approval.

Recommended by Commissioner Michell, seconded by Commissioner Gregory, to set the public hearing for the USDA Ambulance Remount Grant for August 21, 2019 at 9:15 a.m. Recommendation was unanimously supported.

**Veterans’ Services Vehicle Purchase**

Susan Vander Pol, County Coordinator, shared the bid information received on a vehicle purchase for Veterans’ Services. She provided information on the MIDeal noting Babb Ford will match the price to keep the purchase local. Discussion was held.

Recommended by Commissioner Custer, seconded by Commissioner Elkins, to approve the purchase of a Ford Escape SE 4 WD from Babb Ford Sales Inc. for the Veterans’ Services Department as presented with payment from the veterans’ state grant. Recommendation was unanimously supported.
Committee Minutes
August 6, 2019

County 2020 Budget
Susan Vander Pol, County Coordinator, updated Board members on the upcoming 2020 budget status, noting the packets should be going out to departments by the end of the week.

Marihuana Grant Report for 2019
Cathleen Graham, Cannabis Nurse, was present to give an updated report and results from Osceola County’s program. She shared statistical information from participants. She also shared a handout with Board members. She reported eight (8) different presentations were held with about 1600 participants within the County. Discussion was held.

Prosecutor Copier Purchase
Tony Badovinac, County Prosecutor, shared information regarding the purchase of a new copier for his office. He advised Board members that his budget could afford $1,530.00 of the $4,500.00 of the total cost. He also reported the Co-op Reimbursement program would refund the balance of the purchase, but in an effort to expedite the purchase, he asked the Board to “up front” the expense until the grant money of approximately $2,970.00 is received. Discussion was held.

Recommended by Commissioner Michell, seconded by Commissioner Custer, to authorize the purchase of a copy machine for the County Prosecutor’s office from Brady’s for $4,500 utilizing department funds and $2,970 that will be reimbursed from the state grant. Recommendation was unanimously supported.

Wage Level Consideration
Tony Badovinac, County Prosecutor, explained his request for an increase to the newly appointed Assistant Prosecutor. Discussion was held.

Probate/Family Court State Child Care Fund Budget 2019-2020
Kaye Frederick, Probate/Family Court Administrator, spoke briefly about the 2019-2020 Probate/Family Court State Child Care Fund budget she is presenting for Board approval. Discussion was held.

Recommended by Commissioner Gregory, seconded by Commissioner Emig, to approve the Child Care Fund budget and authorize the Chairman to sign. Recommendation was unanimously supported.

Register of Deeds US Imaging Scanning Proposal
Heather Gray, Register of Deeds, explained the proposed US Imaging Scanning proposal for the tract index books. She explained the last updated imaging was in 2002. A brief discussion was held.

Recommended by Commissioner Emig, seconded by Commissioner Elkins, to approve the microfilming project for the Register of Deeds with US Imaging as presented. Recommendation was unanimously supported.

Sheriff Secondary Road Patrol Grant
Sheriff Justin Halladay and Undersheriff John Keathley spoke to the Board about renewing the Secondary Road Patrol Grant and explained the grant partially covers the cost of one deputy. Discussion was held.

Recommended by Commissioner Michell, seconded by Commissioner Custer, to approve the Secondary Road Patrol Grant and authorize the Chairman to sign. Recommendation was unanimously supported.

Community Mental Health Central MI Board Appointee
Commissioner Elkins advised Board members that the County’s at-large appointee has resigned and the Board will need to soon choose a replacement. A brief discussion was held.
Committee Minutes
August 6, 2019

**MERS Annual Conference**
Karen Bluhm, County Clerk, asked direction for the upcoming MERS Conference and whether the County would authorize the participation by two (2) employees. Discussion was held.

Recommended by Commissioner Emig, seconded by Commissioner Michell, to approve an employer and employee delegate to the MERS Conference and cover the expenses. Recommendation was unanimously supported.

**C.O.A. Senior Companion Program**
Lori Johnson, with Eight CAP, spoke about a new program they would like to partner with the County’s Commission on Aging for seniors. She explained how the program would work and some of the services they could provide for seniors in our County. She explained the Memorandum of Understanding provided and discussion was held.

Recommended by Commissioner Michell, seconded by Commissioner Elkins, to approve the Senior Companion Program Memorandum of Understanding as presented and authorize the Chairman to sign. Recommendation was unanimously supported.

**C.O.A. Director Candidate**
Susan Vander Pol, County Coordinator, spoke to the Board about the interview process for selecting a new C.O.A. Director. She advised those involved in the process have selected Justin Halladay to fill the position explaining his start date will be September 9, 2019. Discussion was held.

Recommended by Commissioner Gregory, seconded by Commissioner Elkins, to set the anniversary date for vacation and step increases benefits for Justin Halladay at November 25, his original hire date. Recommendation was unanimously supported.

Sheriff Justin Halladay thanked Board members for the opportunity to become the new C.O.A. Director and looks forward to a new chapter in his life outside law enforcement.

**MGT of America Consulting Services Agreement Renewal**
Susan Vander Pol, County Coordinator, explained the cost allocation plan document required by the State of Michigan. MGT of America Consulting Services has provided this service for the County for several years and has agreed to a two-year extension. Discussion was held.

Recommended by Commissioner Elkins, seconded by Commissioner Custer, to approve the agreement with MGT of America Consulting, LLC and authorize the Chairman to sign. Recommendation was unanimously supported.

**Personal Appearance and Personal Conduct & Code of Ethics-Policies**
Susan Vander Pol, County Coordinator, spoke about the two previously provided policy revisions. Discussion was held.

Other Business: Karen Bluhm, County Clerk, provided scheduling information for our MERS representative to provide an informational session to Board members. Commissioners decided to meet with MERS on September 17, 2019 at 1:00 p.m.

Employee/Board comments: Commissioner Custer spoke about constituent requests to have the Board of Commissioners appoint Road Commissioners instead of the voters deciding. He asked for this to be a topic on the next agenda. Discussion was held.
Extended Public Comment: Alan Gingrich, Road Commissioner, spoke about reasons he thinks might be behind some of the road complaints Commissioner Custer is receiving. He asked for a list of all the roads Commissioner Custer has received complaints on.

Sandra Keller, Hersey Township, expressed her concerns regarding road complaints she hears at various Township meetings and possible lack of communication.

Moved by Commissioner Gregory, seconded by Commissioner Emig, to adjourn at 11:39 a.m. Motion carried unanimously.

Karen J. Bluhm, County Clerk

Jack Nehmer, Chairman
COUNTY OF OSCEOLA

BUDGET AMENDMENT

TO: COUNTY TREASURER AND COUNTY CLERK

AS PROVIDED IN THE UNIFORM BUDGETING AND ACCOUNTING ACT OF 1978, AS AMENDED, AND AS APPROVED BY THE DIRECTION OF THE BOARD OF COMMISSIONERS OR AS ESTABLISHED BY POLICY, IT IS HEREBY AUTHORIZED TO RECORD THE FOLLOWING ADJUSTMENTS TO THE BUDGET:

FUND: GENERAL ( )  245 CAPITAL ( ) SPECIAL REVENUE ( )
DEBT SERVICE ( ) OTHER ( )

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**Sherriff's Dept.**

BOARD OF COMMISSIONERS/REPRESENTATIVE

DEPARTMENT HEAD SIGNATURE DATE 8/5/19

**EXPLANATION:**

**NOT ENOUGH FUNDS IN DEV/MARINE USE ROAD PATROL**
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OSCEOLA COUNTY
PERSONNEL AND OPERATIONS POLICY MANUAL

POLICY NUMBER: 1024

POLICY TITLE: Personal Appearance

Authorized by: Board of Commissioners

Date Implemented: 09/01/1997       Date Amended:

POLICY:

Osceola County strives to maintain a workplace environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, the County requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, Osceola County department heads and elected officials may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting, annoying or a health risk to others.

Procedures

All Osceola County staff members are expected to present a professional, businesslike image to clients, visitors, customers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Osceola County.

Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department’s guidelines for attire should be discussed with the immediate supervisor.

Any staff member who does not meet the attire or grooming standards set by his or her department will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

All staff members must carry or wear the Osceola County identification badge at all times while at work as applicable per County policy.

Specific requirements

Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms
and protective clothing may be required for certain positions and will be provided to employees by Osceola County per policy or collective bargaining agreement.

At the discretion of the department head, in special circumstances, such as during unusually hot or cold weather or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

**Reasonable accommodation of religious beliefs**

Osceola County recognizes the importance of individually held religious beliefs to persons within its workforce. Osceola County will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the human resource staff in the County Clerk's office.

**Casual or dress-down days**

Departments that adopt casual or dress-down days must use the following guidelines to define appropriate casual attire.

<table>
<thead>
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<th>Appropriate</th>
<th>Inappropriate</th>
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<tr>
<td><strong>Slacks</strong></td>
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<tr>
<td>• Khakis or corduroys</td>
<td>• Sweatpants, and exercise wear</td>
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<tr>
<td>• Jeans (must be clean and free of rips, tears and fraying; may not be excessively tight or revealing)</td>
<td>• Shorts</td>
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<tr>
<td>• Skorts, capris</td>
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</table>

**Shirts**
OSCEOLA COUNTY
PERSONNEL AND OPERATIONS POLICY MANUAL

- Polo collar knit or golf shirts
- Oxford shirts
- Company logo wear
- Short-sleeve blouses or shirts
- Turtlenecks
- Blazers or sport coats
- Jackets or sweaters

- T-shirts or sweatshirts
- Beachwear
- Exercise wear
- Crop tops, clothing showing midriffs

Shoes

- Boating or deck shoes, moccasins
- Casual, low-heel, open-back or open toe shoes (e.g., mules, sling backs)
- Sandals
- Athletic shoes

- thongs, flip flops

Addressing workplace attire and hygiene problems

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in inappropriate dress, the staff member will be required to go home, change into conforming attire or properly groom, and return to work.

If a staff member's poor hygiene or use of too much perfume/cologne is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, supervisors should follow the normal corrective action process.
POLICY NUMBER: 1025

POLICY TITLE: Personal Conduct & Code of Ethics Policy

Authorized by: Board of Commissioners

Date Implemented: Date Amended:

POLICY:
Purpose: To remain in compliance with all federal, state, and local rules, laws, and ordinances that relate to the provision of county services, with clearly stated examples of conduct that is unacceptable for our various professions and departmental operations.

I. Personal Conduct.

a. All personnel shall conduct themselves professionally at all times, with respect for fellow personnel and the public. Employees are expected to be courteous and polite to each other and to those with whom they deal. Employees shall, during working hours refrain from conduct of any kind of offensive personality that will adversely reflect upon their reputations and/or the reputation of Osceola County.

1. Inappropriate conduct, including intimate, sexual, or other behavior between individual members, employees, or outside persons (as defined in the “Sexual and other Harassment” Policy) while on Osceola County premises or while engaged in Osceola County activities is prohibited.

2. Such inappropriate conduct seriously undermines our ability to function and to maintain a cordial and professional atmosphere.

3. If the personal conduct or relationships between personnel causes others to feel uncomfortable or make it difficult for them to function, then the conduct creates a particularly difficult situation for morale, discipline, and the ability to work together as a team. This type of behavior cannot be tolerated.

b. All policies that relate to personnel conduct shall be followed, including standards contained within this Policy.

c. The following unprofessional conduct shall not be tolerated. This list is not all inclusive and simply provides examples of prohibited conduct, each of which may be grounds for discipline:

1. Calling someone a derogatory name.
2. Use of profanity.
3. Display of sexually explicit literature, photographs, movies, videotapes or computer images.
4. Use of pornographic material (such as magazines) or use of pornographic devices or paraphernalia on Osceola County premises or on/in its vehicles.
5. Internet access and viewing of sexually explicit web sites.
6. Sending sexually explicit or offensive e-mail messages, notes or letters.
7. Watching sexually explicit or offensive television programs or videotapes while on Osceola County premises.
8. Unwelcome physical contact with another person, or purposely detaining or restricting another person's movement.
9. Exhibiting inappropriate outward personal affection of a sexual nature toward another employee, volunteer, member or outside person.
10. Telling jokes or stories that are based on race, color, national origin, ancestry, religion, sex, age, disability, political belief, military service, or any other protected class.
11. Posting sexually explicit or otherwise offensive material on bulletin boards or walls.
12. Violation of the non-discrimination commitment and the "Sexual and Other Harassment" Policy.
13. Wearing inappropriate clothing that is sexually provocative or distracting to others so as to interfere with their ability to function.
14. Tampering with another person's time record, work papers, or personal belongings and/or in any way falsifying personnel records (including time cards, job application or other work records).
15. Falsifying official records.
16. Removing or discarding records, material, or other property from the premises without permission.
17. Theft of private or County-property, including property of the public or employees or inappropriate removal or possession of property.
18. Having intimate personal relations with other employees, members, volunteers or any outside person while on Osceola County premises, in its vehicles, or while engaged in its activities.
19. Fighting with or threatening others.
20. Defacing another person's personal affects.
21. Gambling on Osceola County property, in its vehicles or at its functions.
22. Possession of weapons on Osceola County property or in its vehicles (except for approved or other exception as outlined in Osceola County policies.)
23. Abuse, unprofessional behavior, insubordination, or disrespect to clients, family members, or other employees, supervisors, officers, volunteers, or members.
24. Accepting tips or gratuities (gifts or money) outside the scope of adopted Osceola County policies.
25. Solicitation or distribution in violation of the no solicitation and distribution rules.
26. Unauthorized or careless use or, malicious destruction or damage of property, tools or vehicles.
27. Unlawful or unauthorized release of confidential or proprietary information.
28. Unlawful or unauthorized manufacture, distribution, dispensation, possession, sale, transfer or use, of any controlled substance or alcohol on Osceola County property or while performing Osceola County duties.
29. Reporting to work or working under the influence of alcohol, illegal drugs or a legal drug that adversely affects safety or job performance.
30. Poor or unsatisfactory work performance or conduct.
31. Disorderly conduct or boisterous or disruptive activity such as but not limited to horseplay in the workplace.
OSCEOLA COUNTY
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32. Violation of established safety rules (including smoking & tobacco use rules).
33. Unreported or excessive absenteeism or tardiness.
34. Gossip about fellow employees or management.
35. Failure to report a workplace accident or damage to Osceola County property.
36. Refusal to accept a job assignment or reasonable work order, insubordinate conduct and behavior.
37. Creating unsafe or unsanitary conditions.
38. Use of computer equipment for personal use without permission.
39. Any other unauthorized use of telephones, faxes, computers, mail system, electronic mail, or other Osceola County owned equipment.
40. Failure to maintain a current and valid driver’s license (if required)
41. Failure to maintain a current and professional license (if required)
42. Failure to maintain current and valid required professional certifications (if required)
43. Felony Conviction
44. Misdemeanor Conviction (disclosed or undisclosed) including but not limited to; violent or assaultive offense, driving offense, controlled substance conviction.
45. Assisting or advising another Employee in the violation of any provision of Policy or Procedure.
46. Being incompetent or inefficient in the performance of duty.
47. Failure to immediately make written notification to management when you have knowledge that you are under investigation by any law enforcement agency.
48. Failure to report promptly any anticipated absence from work. Being absent from work without proper authorization.
49. Leaving work assignment without being properly relieved or without proper authorization.
50. Conducting private personal business to the extent that it interferes with the performance of official duties.
51. Gambling during work hours.
52. Falsification of or supplying false information in records or reports, including employment applications, absence and sickness records.
53. Deliberate destruction or abuse of employee, public, or County owned property.
54. Immoral or unethical conduct or indecency.
55. Unauthorized use of County facilities or operation of County equipment.
56. Violation of the smoking, tobacco use or drug free work place policy.
57. Violation of any safety rule or practice or conduct which tends to create a safety hazard, including failure to use or wear required safety equipment.
58. Failure to report injuries, accidents, or abuse of safety equipment.
59. Recommending any agency, vendor, or service for profit or gain.
60. Violation of personnel policies.

II General Standards of Care

a. Conduct that is dangerous to others, dishonest, immoral, illegal or abusive will not be tolerated. Violation of these standards of conduct will be grounds for disciplinary action, up to and including termination.

b. Notwithstanding any "Progressive Discipline" Policy, Osceola County reserves the right to dismiss any non union employee without warning, progressive discipline, or notice, if
OSCEOLA COUNTY
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we determine that continued employment is not in the best interests of Osceola County, other employees, or the people we serve. In other words, at all times, employment is "at will."

c. Osceola County reserves the right to suspend a non union employee (with or without pay) as it deems appropriate, as part of its investigation of a staff member’s conduct. Osceola County reserves the right to take any action, which differs from the progressive disciplinary steps, including suspension and termination from employment as a first step.
Osceola County is actively accepting sealed bids on a new 2019 ambulance chassis with remounting of a current Osceola County ambulance module to the new ambulance chassis.

**Sealed Proposals:** Perspective bidders will deliver two copies (2), the original and one (1) copy, to the following address:

Osceola County Coordinators Office  
301 West Upton Ave  
Reed City, Michigan 49677

**Due Date:** DRAFT.

Proposals received after the above cited time will be considered a late proposal and are not acceptable unless waived by the County Coordinator.

- Please use an envelope clearly marked "RFB for 2019 Ambulance Chassis Purchase with remount"
- Please direct procedural questions regarding this RFB to Susan Vander Pol, County Coordinator at (231) 832-6196 or svanderpol@osceola-county.org
- Please direct technical questions regarding this RFB to Jeremy Beebe, EMS Director at (231) 832-6152 or jbeebe@oc-ems.com

**Project Schedule:**

- Issuance of RFB- DRAFT
- RFB Due to County- DRAFT
- Selection of Winning Bidder- DRAFT
- Expected Delivery of Completed Vehicle- DRAFT

Thank you for your interest.
Osceola County Remount Specifications
August 1, 2019

Current Chassis/Module

Road Rescue Model Ultramedic Unit #6412
Module currently on 2013 Chevrolet G4500 Chassis VIN #1GB6G5CG8D1116434
Vehicle Approximate Mileage 330,000 Approximate Hours 10,800
Vehicle runs and is in drivable condition

Information

The following specification describes a new ambulance chassis to be mounted with a reconditioned mounted ambulance module already owned by Osceola County EMS. The specification details the needs of this department relevant to the chassis requirements and the modular body design. This department requires a state of the art vehicle with sophisticated electronics and a mechanical and structural design that eliminates the use of wood or other absorbent, degradable materials. Manufacturers, who utilize prototype equipment or manufacturing process that do not meet manufacturing criteria will not be considered.

The standard for the configuration and design of this ambulance shall meet the current KKK Federal Specification due to the requirements of this department. Manufacturers who are unwilling or unable to meet the requirements herein, will not be considered.

The purpose of these specifications is to provide a set of minimum general requirements and test parameters for the manufacture of an emergency medical care ambulance that meets the needs and desires of this agency. The bidder is responsible for understanding that this specification establishes the essential criteria for design, performance, equipment and appearance of the ambulance. While it is not the intent of this specification to preclude any qualified bidder, it must be clear that any bidder deviating in any substantial manner from these specifications will be rejected as non-compliant.

Does bid comply with specification as written? □ Yes □ No

This specification requires the manufacturer to provide a new, commercially produced, medical care vehicle chassis, and remount existing module with listed upgrades. This vehicle shall be manufactured in accordance with the ambulance design criteria of the National Highway Traffic Administration, U.S. Department of Transportation in Washington D.C and the GSA – Federal Ambulance Specification KKK-A-1822E. Documentation shall be submitted with the bid that validates the manufacturer’s current and full compliance with KKK-A-1822E.

Does bid comply with specification as written? □ Yes □ No

The ambulance described herein shall be type and model tested to and in compliance with the National Truck Equipment Association’s Ambulance Manufacturing Division, Standards 001 - 015. Certifications must be current to manufacturer’s most recent manufacturing/engineering design criteria.

Does bid comply with specification as written? □ Yes □ No
It is the intent of these specifications that the manufacturer of this vehicle has the ability to manufacture a completed ambulance with the exception of the chassis, within their own manufacturing facility. The basic modular body must be removed and reconditioned and remounted in the manufacturer's facility and shall not be the product of a subcontractor or any company other than the manufacturer. Accessories such as light bars, sirens and other add on components are not considered as basic components of the modular body. The ambulance manufacturer must have significant experience in the construction of remounting modular ambulance bodies.

Does bid comply with specification as written?  
☐ Yes  ☐ No

This department requires that the manufacturer of the ambulance be a 100% American owned company. American owned defines the manufacturer as well as the majority equity owners of the manufacturer as US companies, individuals and/or stockholders.

Does bid comply with specification as written?  
☐ Yes  ☐ No

The ambulance and the allied equipment required by this specification shall be the manufacturer's current commercial ambulance model of the type and class specified. The ambulance shall be complete with the required options and accessories as specified herein. Items will be furnished with such modifications as may be necessary and specified to enable the ambulance to function reliably and efficiently in a strenuous, sustained operation. The design of the vehicle and the specified options shall permit accessibility for servicing, replacement and adjustment of components and accessories with minimum disturbance to other components and systems. The term "heavy-duty" as used, shall describe equipment or items that are in excess of the usual quality or capacity that is normally supplied with standard production vehicles or components.

Due to its inherent propensity to absorb and retain fluids that create unacceptably hazardous environmental conditions in the patient compartment there shall be no wood or wood byproducts used as fabrication materials in any component of this vehicle. There shall be no plastics or PVC type materials used in any structural fabrication process including cabinet, compartment or wall construction. The entire modular structure and all integral body parts and pieces shall be manufactured from aluminum.

Does bid comply with specification as written?  
☐ Yes  ☐ No

The bidder shall be obligated to provide an estimated delivery time from award of bid and a selection of flooring, upholstery and Scotchlite colors for the customer to make the appropriate selections. These color selections shall become a part of the customer's order and the bidders manufacturing document.

Does bid comply with specification as written?  
☐ Yes  ☐ No

This is an engineer, design, construct and delivery type specification and it is not the intention of this agency to write out vendors or manufacturers of similar or equal equipment of the types specified. It should be noted, however, that this specification is written around specific needs of this agency. With the intent to standardize certain components, therefore, in numerous places we have named specific brands of components. This has been done to establish a certain standard of quality. Other brands will be accepted providing the vendor provides documentation in the bid that the particular brand offered meets or exceeds the quality of the actual brand called for in the specification.

Does bid comply with specification as written?  
☐ Yes  ☐ No

Bidder must furnish all information as requested. Additionally, the bidder shall supply at least one (1) complete set of drawings, descriptive literature and complete specifications covering the products offered. Bids not meeting this requirement will be rejected.

Does bid comply with specification as written?  
☐ Yes  ☐ No
All bid prices shall be complete and include warranty and delivery of the completed vehicle to the purchaser. Payment shall be made in accordance with the terms, and conditions of these specifications. Payment will be made upon delivery and acceptance of the vehicle(s) and equipment specified herein.

By submission of this signed bid response, the bidder certifies under penalty of perjury, that to the best of his/her knowledge that the pricing in this bid response has been prepared independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such pricing with any other bidder or competitor. The bidder also acknowledges that the pricing quoted has not been discussed with or disclosed by the bidder prior to the opening of the bid, either directly or indirectly.

Does bid comply with specification as written? ☐ Yes ☐ No

The bidder's proposal packet shall include a copy of the ambulance manufacturer's current insurance certificate. The manufacturer shall provide proof of at least 5 Million dollars of product liability insurance coverage.

Does bid comply with specification as written? ☐ Yes ☐ No

The bidder's proposal packet shall include copies of all warranties listed in these following detailed specifications. The minimum acceptable required warranties are: Conversion Warranty, Electrical Warranty, Modular Structural Warranty and Paint Warranty. The bidder shall include a copy of these warranties within the proposal package.

Does bid comply with specification as written? ☐ Yes ☐ No

Warranty

One Year / 12,000 Mile Remount Warranty Applies only to chassis conversion components and components replaced in module.

Three year electrical warranted added to cover the following:

Main Wire Harness
Switches
Electro-luminescent backlighting
Circuit Breakers
Relays
Volt/Ammeter
Solenoids

Does bid comply with specification as written? ☐ Yes ☐ No

Two Year/50,000 mile paint warranty applies to the module and chassis covering loss of adhesion of the paint system on exterior painted surfaces of the module and chassis resulting from corrosion or any other paint process flaw.

Does bid comply with specification as written? ☐ Yes ☐ No

Chassis

This remount will be from a 2013 Chevrolet G4500 to a 2019 Ford E450 V-10 gasoline chassis. Spare tire of new ambulance chassis to be shipped loose.

Does bid comply with specification as written? ☐ Yes ☐ No
Remount

Dismount/Inspection

Disconnect all mechanical, electrical, and medical systems between chassis and module. Lift module from chassis and position so as to allow full inspection of under structure.

Inspect all exposed structural framing, welds, tie down braces and gussets for cracks, warping, excessive wear and corrosion.

Minor damage shall be repaired under the original bid. Excessive undisclosed damage unknown by the successful bidder will be brought to the Customer’s attention. The Customer will determine action to be taken.

Does bid comply with specification as written? ☐ Yes ☐ No

Mounting

Install ambulance body to the new chassis with manufacturer’s recommended separator cushions and mounting bolts. When completed the ambulance body shall be in square with frame and cab. Tie down brackets shall be secured and torqued per the manufacturer’s specifications. New mounting system will be 1/2” x 6” solid aluminum plank installed parallel to the chassis frame and welded to the underside of the body. The front panel will be professionally modified to fit the new Ford E450 chassis.

Does bid comply with specification as written? ☐ Yes ☐ No

Rear Bumper

Install new rear step bumper.

Does bid comply with specification as written? ☐ Yes ☐ No

Diamond Plate

Install all new stone guards, kick plate, and any exterior diamond plate.

Does bid comply with specification as written? ☐ Yes ☐ No

Exterior Doors

Replace all exterior door handles, striker bolts, weather stripping, and rotary latches in all doors, using new paddle handles. Door hardware to be Eberhard brand or approved brand by EMS Director.

Does bid comply with specification as written? ☐ Yes ☐ No

Replace drawer slides for battery drawer with new heavy duty slides.

Does bid comply with specification as written? ☐ Yes ☐ No

Install new black matting on bottom of exterior compartments and shelves.

Does bid comply with specification as written? ☐ Yes ☐ No
Electrical System

Cables

Install new cables as needed for all primary load carrying circuits. The cables shall be "0" gauge or larger and rated as welding cable. Copper lugs will be machine crimped. Weatherproof heat shrink material will be added to all cable ends. There will be a 200 amp fuse located next to the batteries and a 275 amp automatic battery switch located behind the driver’s seat.

Zipper loom heat resistant harness material will cover all cables.

Components:
- 200 amp fuse
- 275 amp battery switch
- Replace solenoid
- Replace hall-effect cables
- Install new 20 amp Kussmaul Auto-Eject Shoreline

Does bid comply with specification as written? ☐ Yes  ☐ No

Wiring

The chassis will be rewired and upgraded to comply with current Federal specifications and chassis manufacturer’s recommended guidelines as needed. All wires will be rated for 125% of the expected load and have heat resistant GXL rated or better insulation. This insulation will be color coded as to function. All wires will have circuit names stamped every 4" along the wire.

All ends will have insulated crimp on connectors. Splice connectors (barrel type) will only be used to connect a hardwired component to its circuit wire. Any wire connection exposed to weather will be weatherproof heat shrink insulation.

All wires will be run in zipper loom. This loom shall be heat resistant. All harnesses will be secured with metal straps and wire ties. Harnesses passing through metal barriers or over edges will have grommets or edge protection added.

All engine looms will be rerouted inside the cab to protect the loom and prevent heat damage from the chassis. “Scotch-lok” or non-crimping devices will not be used. A junction box will be added behind the driver’s seat.

Connect automatic throttle under hood with 3 amp fuse.
Re-wire engine block heater into shoreline system if equipped.

Does bid comply with specification as written?  ☐ Yes  ☐ No

Reinstallation

All remaining electrical components not scheduled for replacement shall be cleaned and tested prior to reinstallation. Any component showing excessive wear or damage shall be brought to the Customer’s attention. Customer will determine action to be taken.

Does bid comply with specification as written?  ☐ Yes  ☐ No
Warning Lights/Module Lights

Replace front grill lights, Tecniq K70 series LED, red with clear lens (K70-RC00-1)
Replace intersection lights on front fenders, Tecniq K70 series LED, red with clear lens (K70-RC00-1)
Replace seven front warning lights, Tecniq K90 series LED, all red with a center white, clear lenses (K90-RC00-1, K90-WCO0-1)
Replace front turn signals, Tecniq K60 series LED, amber turn with arrow mask (K60-AS30-1)
Replace four side warning lights, Tecniq K90 series LED, red with clear lens (K9C-RC00-1)
Replace four side scene lights, Tecniq K90 series LED scene (K90-SW00-1)
Replace two upper warning lights on the rear, Tecniq K90 series LED, red with clear lens (K90-RC00-1)
Replace two rear load lights, Tecniq K70 series LED scene (K70-SW00-1)
Replace upper center amber, Tecniq K70 series LED, amber with clear lens (K70-AC00-1)
Replace two window warning/brake lights, Red Tecniq K90 series LED, red lens (K90-STRO-1)
Replace rear turn signals, Tecniq K60 series LED, amber turn with arrow mask (K60-AS30-1)
Replace rear back-up lights, Tecniq K60 series LED (K60-WBU0-1)
Replace rear brake lights, Tecniq K60 series LED, red lens (K60-STR0-1)
Return all replaced lighting to Osceola County EMS

Does bid comply with specification as written? ☐ Yes ☐ No

Install Road Safety system using existing buttons and wiring, located in approved locations. Contractor to purchase any necessary equipment not present in module.

Does bid comply with specification as written? ☐ Yes ☐ No

Chassis and Cab

Console

Install a new console between the front seats against the engine cover. Siren head and meters will all be new. Remove and reinstall existing two-way radios in new console. Two drink cup holders will be installed.

Does bid comply with specification as written? ☐ Yes ☐ No

Exhaust

Exhaust tail pipe will be extended, if needed, to prevent fumes from entering the patient compartment.

Does bid comply with specification as written? ☐ Yes ☐ No

Fuel tank

Modify fuel tank filler neck to fit module as needed. Install a new filler hose(s) and OEM plumbing. Install new fuel fill Cast opening.

Does bid comply with specification as written? ☐ Yes ☐ No
Reinstallation

All remaining components not scheduled for replacement on cab will be cleaned and inspected prior to reinstallation. All metal finish parts will be polished and buffed to a bright shine. All components will be installed/reinstalled with non-electrolytic gaskets or barriers and fastened with marine grade stainless steel screws or rivets.

Does bid comply with specification as written?  □ Yes  □ No

Cab Running Boards

Install new running boards w/ 7” grip strut inserts

Does bid comply with specification as written?  □ Yes  □ No

Siren

Install new siren, Whelen 295HFSC9 Dual tone. Return existing siren drivers to Osceola County EMS.

Does bid comply with specification as written?  □ Yes  □ No

Siren Speakers

Install new Whelen composite speakers, two (2) 100 watt speakers are to be installed.

Does bid comply with specification as written?  □ Yes  □ No

Mirrors

Install Velvac 2020 Deluxe mirrors, heated/remote with turn signal light

Does bid comply with specification as written?  □ Yes  □ No

Suspension

Install front Timbren upgrade bump stops
Install Bilstein front shocks

Does bid comply with specification as written?  □ Yes  □ No

Front Bumper


Does bid comply with specification as written?  □ Yes  □ No

Stainless Steel Simulators

Install new Phoenix stainless steel simulators

Does bid comply with specification as written?  □ Yes  □ No

Alternator

Confirm installation of minimum 220 amp alternator with ambulance prep package.

Does bid comply with specification as written?  □ Yes  □ No
Paint and Body

An Axalta polyurethane high solids catalyzed urethane with base coat/clear coat application standard will be used to paint the body and matching stripes on the cab (color and factory paint on chassis will determine single stage or base coat/clear coat application). DOT lettering on hood: one 4” mirror image of letter (AMBULANCE or EMERGENCY) and two 4” star of life decals. Existing fuel filler guard will be new. Perform necessary body panel alterations when switching from diesel to gas. Install new fuel fill as necessary.

Does bid comply with specification as written?  ☐ Yes  ☐ No

Rub Rails

Replace rub rails with new style Road Rescue rub rail, rear fender rings, as well as Cast aluminum connectors and end caps. Reflective stripe to be blue reflective to match Road Rescue Unit #6412.

Does bid comply with specification as written?  ☐ Yes  ☐ No

Stripes and Graphics

Paint stripes and graphics to match Osceola EMS Road Rescue unit #6412, including Chevrons on the rear to match.

Does bid comply with specification as written?  ☐ Yes  ☐ No

Module Interior

Heater-Air Conditioning Module

Inspect rear HVAC system. A diagnosis and evaluation will be completed before the remount project is initiated while system is still operative on old chassis. If system is inoperative, a course of action will be decided on by the customer and this agency. A 50% solution of antifreeze will be installed in the cooling system. 134A refrigerant will be added to the a/c system. Fluid pressure, electronic leak detection and temperature gauge testing will all be performed in accordance with Federal guidelines. Replace thermostat in action area. Replace thermal expansion block valve.

Does bid comply with specification as written?  ☐ Yes  ☐ No

Replace condenser and fans to existing Road Rescue Cool Bar. Install 650 CFM ProAir long life brushless blower for patient compartment climate control.

Does bid comply with specification as written?  ☐ Yes  ☐ No

Interior Flooring, Cot Holder and Cot

Install new Lonseal Lonplate flooring. Fill all holes in floor where necessary. Re-install existing Stryker Power Load System.

Does bid comply with specification as written?  ☐ Yes  ☐ No
Rear Attendant Seat and Seat Belts

New rear attendant seat w/child safety seat and three point harness.
Four (4) seats of three point safety harnesses, three sets to be installed on bench seat, one set to be installed on CPR seat.

Does bid comply with specification as written?  ☐ Yes  ☐ No

Vinyl Replacement

Replace all vinyl on trim, head pads, seat cushions, anything vinyl covered. Color to be blue to match Osceola County Road Rescue Unit #6412.

Does bid comply with specification as written?  ☐ Yes  ☐ No

Oxygen System

Inspect oxygen system for proper operations, pressure test. Notify Customer if any problems are found.

Does bid comply with specification as written?  ☐ Yes  ☐ No

ALS Cabinet

Replace plexiglass doors on bottom half of ALS Cabinet. Replace top doors of ALS cabinet with material and color to match existing.

Does bid comply with specification as written?  ☐ Yes  ☐ No

Restocking Cabinets

Replace all gas piston hold opens on restocking cabinet faces. Replace all plexi-glass cabinet faces.

Does bid comply with specification as written?  ☐ Yes  ☐ No

Squad Bench/CPR Seat

Install new gas shocks on squad bench and CPR seat lids. Replace damaged trim panel behind squad bench seat with material and color to match existing.

Does bid comply with specification as written?  ☐ Yes  ☐ No

Suction Pump

Install new suction pump for vacuum system.

Does bid comply with specification as written?  ☐ Yes  ☐ No

Inverter

Install new Vanner 1050 CUL inverter, same as is in the ambulance currently, returning old inverter to Osceola County EMS.

Does bid comply with specification as written?  ☐ Yes  ☐ No
Quality Assurance

All systems and functions will be inspected for quality and performance. The ambulance will be test driven for street and highway operation. Test fuel filler with a minimum of 25 gallons of fuel to assure unrestricted flow.

Does bid comply with specification as written?  □ Yes  □ No

Vehicle Cleaning

The module interior will be cleaned using appropriate cleaning agents. The exterior of the vehicle will be cleaned and prepped prior to delivery.

Does bid comply with specification as written?  □ Yes  □ No

Documentation

Touch-up paint and paint color codes shall be provided. Owner's manual with instruction for all needed equipment and warranty policies will be provided.

Does bid comply with specification as written?  □ Yes  □ No

Pickup and Delivery

Winning bidder will pick up ambulance to be remounted. Winning bidder will deliver completed unit within 100 days of bid award. Failure to meet this deadline will result in a penalty of $100 per day for non-performance, which shall be deducted from the final price of the vehicle.

Does bid comply with specification as written?  □ Yes  □ No

Trade in Price Consideration

Provide for consideration a dollar value for the trade in of the 2013 Chevrolet G4500 chassis that the ambulance module is currently mounted in. This trade in value will be deducted from the total bid price.

Does bid comply with specification as written?  □ Yes  □ No
The following bid is submitted to Osceola County for the remounting of a 2013 Chevrolet G4500 chassis to a 2019 Ford E450 V-10 Gasoline chassis. The vendor has reviewed the specification sheets and submits the following bid:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chassis Cost</td>
<td></td>
</tr>
<tr>
<td>Preparation Cost</td>
<td></td>
</tr>
<tr>
<td>Remounting Cost</td>
<td></td>
</tr>
<tr>
<td>Trade In Allowance (deduct)</td>
<td></td>
</tr>
<tr>
<td><strong>Bid Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

No vendor may withdraw a bid within 60 days of the bid due date.

Osceola County reserves the right to accept or reject any or all bids, in whole or in part, and to waive irregularities in any bid in the interest of the County.

Winning bidder will deliver completed unit within 100 days of bid award. Failure to meet this deadline will result in a penalty of $100 per day for non-performance, which shall be deducted from the final price of the vehicle.

Company Name: ____________________________

Contact Person: __________________________

Address: __________________________________

Telephone: ________________________________

Email Address: ____________________________

Date: _________________________________

Authorized Signature: ___________________
August 13, 2019

Osceola County EMS

The attached report includes outstanding accounts for May through July 2019. We have exhausted all effort to collect on these accounts. These accounts have been written off as bad debt and have been turned over to our collections company.

Thank you,

Jamie Cornelius
Billing Specialist

Jeremy Beebe
EMS Director
<table>
<thead>
<tr>
<th>MONTH</th>
<th>W/O AMT</th>
<th># OF ACCTS</th>
<th>RECEIVED FROM COLLECTION AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>0</td>
<td>0</td>
<td>$1454.92</td>
</tr>
<tr>
<td>June</td>
<td>$19,169.65</td>
<td>72</td>
<td>$596.90</td>
</tr>
<tr>
<td>July</td>
<td>0</td>
<td>0</td>
<td>$1883.79</td>
</tr>
</tbody>
</table>

$19,169.65 72  $3935.61
BSE proposes to install or cause to be installed the equipment and furnish the service indicated herein:

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<td>INCL</td>
<td>INSTALLATION AND CONNECTION</td>
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<tr>
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<td>HONEYWELL MEDIUM RANGE RECEIVER</td>
<td>INCL</td>
<td>INSTALLATION AND CONNECTION</td>
</tr>
<tr>
<td>1</td>
<td>WIRELESS SIGNAL REPEATER</td>
<td>INCL</td>
<td>FEE: $50.00</td>
</tr>
<tr>
<td>2</td>
<td>COMMERCIAL WIRELESS HOLD UP BUTTON</td>
<td>INCL</td>
<td>TAX: $0.00</td>
</tr>
<tr>
<td>1</td>
<td>BATTERY BACK UP 7 AMP HOUR</td>
<td>INCL</td>
<td>TOTAL: $50.00</td>
</tr>
<tr>
<td>1</td>
<td>ACTIVATION FEE</td>
<td>INCL</td>
<td>DEPOSIT: $50.00</td>
</tr>
<tr>
<td>1</td>
<td>FIRST MONTH MONITORING</td>
<td>INCL</td>
<td>BALANCE:</td>
</tr>
</tbody>
</table>

PAID CHECK #163797
5/20/19

MONTHLY FEES:
- MONITORING: $29.50
- TRANSMISSION: $10.00

TOTAL MONTHLY FEE: $39.50

*1 YEAR WARRANTY ON ALL EQUIPMENT AS WELL AS LABOR

Customer acknowledges that (a) BSE has explained the full range of protection, equipment and services available to the customer; (b) additional production over and above that provided herein is available and may be obtained from BSE at an additional cost to the Customer; and (c) Customer desires and has contracted for only the equipment and services itemized on this Agreement.
MONITORING AGREEMENT

This agreement for security monitoring services is entered into between BROOKS SECURITY & ELECTRONICS of BALDWIN MI ("BSE") and OSCEOLA COUNTY ANIMAL CONTROL of REED CITY MI ("Customer") for the services and costs outlined above. All charges are payable in advance.

TERM/RENEWAL

The initial term of this Agreement shall be for the term of THREE (3) years commencing on MAY 1, 2019 and terminating on MAY 1, 2022 (the "Initial Term"). At the expiration of the Initial Term, this Agreement will automatically renew for successive one (1) year periods (each a "Renewal Term" and collectively with the initial Term the "Term") unless the Customer provides BSE with written notice of its intent not to renew at least ninety (90) days prior to the expiration of the then current term. Except where noted otherwise, services commence when the necessary connection is effected.

FEES

The Customer agrees to pay, in addition to the service charge, any false alarm assessments, taxes, fees or other charges that are imposed by any governmental body, relating to the installation or services provided under this agreement. In the event any of BSE’s representatives are sent to the Customer’s premises in response to a service call or alarm signal caused by the Customer improperly following operating instruction or failing to close or properly secure a window, door or other protected point, or monitors or accessory components, there shall be a service charge to the Customer.

THERE WILL BE A $25.00 FEE FOR ALL RETURNED CHECKS.
A LATE FEE OF $10 PER MONTH WILL BE ASSESSED FOR ANY PAYMENTS NOT RECEIVED BY THE INVOICE DUE DATE.

_________________________  __________________________
CUSTOMER ACKNOWLEDGEMENT OF FEES  DATE

NONPAYMENT

Any failure to pay when due the payments or other charges provided by this Agreement shall give BSE the right, in addition to and without waiving any other remedies, to avail itself of any legal remedy. In the event of nonpayment, BSE shall have the right to treat such non-payment as a cancellation of this contract and shall no longer have duty to monitor said equipment.

It is expressly understood that this Agreement is for the installation and monitoring of equipment for the detection of certain hazards to property as described above. Protection services if contracted for shall consist only of notification to the proper authorities, i.e., the Police in case of burglary, the Fire Department in case of fire.

ASSIGNMENT This agreement is not assignable by the Customer except upon written consent of BSE first being obtained.

TITLE TO THE EQUIPMENT SHALL REMAIN IN BSE NAME UNLESS THE EQUIPMENT IS PURCHASED.

CANCELLATION

Customer may terminate this Agreement at any time after the expiration of the initial term upon thirty days prior written notice to BSE at PO BOX 901, Baldwin, MI 49304.

ENTIRE AGREEMENT

Customer acknowledges that he/she is aware that no alarm system can guarantee prevention of loss; that human error on the part of BSE or the Municipal Authorities is always possible, and that signals my not be received if the transmission mode is cut, interfered with, or otherwise damaged. This Agreement constitutes the entire Agreement between the Customer and BSE. In executing this Agreement, the Customer is not relying on any advice or advertisement of BSE. Customer agrees that any representation, promise, condition, inducement or warranty, express or implied, not included in writing in the Agreement shall not be binding upon any party, and that the Terms and Conditions hereof apply as printed without alteration or qualification, except as specifically modified in writing. The Terms and Conditions of this Agreement shall govern notwithstanding any inconsistent or additional Terms and Conditions or any Purchase Order or other document submitted by the Customer.

LIMIT OF LIABILITY

It is understood that BSE is not an insurer, that insurance, if any, shall be obtained by the Customer, and that the amounts payable to BSE hereunder are based upon the value of the services and the scope of liability as herein set forth and are unrelated to the value of the Customer’s property or property of others located in Customer’s premises. BSE makes no guaranty or warranty, including any implied warranty of merchantability or fitness that the system or services supplied, will avert or prevent occurrences or the consequences therefrom, which the system or services is designed to detect. It is impractical and extremely difficult to fix the
actual damages, if any, which may proximately result from failure on the part of BSE to perform any of its obligations hereunder. The Customer does not desire this contract to provide for full liability of BSE and agrees that BSE shall be exempt from liability for loss, damage or injury due to a failure of services or service or equipment in any respect, its liability shall be limited to a sum equal to 10% (ten percent) of the annual service charge or $250.00, whichever is greater, as the agreed upon damages and not as a penalty, the exclusive remedy, and that the provisions of this paragraph shall apply if loss, damage or injury irrespective of cause or origin, results directly or indirectly to person or property from performance or nonperformance of obligations imposed by this contract or from negligence, active or otherwise, of BSE, its agents or employees, no suit or actions shall be brought against BSE more than one (1) year after the accrual of the cause of action therefore. It is further agreed that the limitations on liability, expressed herein, shall insure to the benefit of and apply to all parent, subsidiary and affiliated BSE companies. If the Customer desires BSE to assume a greater liability, BSE shall amend this Agreement by attaching a rider setting forth the amount of additional liability and the additional amount payable by the Customer for the assumption by BSE of such greater liability provided, however, that such rider and additional obligation shall in no way be interpreted to hold BSE as an insurer.

If this Agreement provides for direct connections to a municipal Police or Fire Department or other organization, that the Department, or other organization, may invoke the provisions hereof against any claim by the Customer due to any failure of such Departments or organizations.

BSE assumes no liability for delays installation of the equipment, however causes, or for interruptions of service due to strikes, riots, floods, fires, act of God, or any causes beyond the control of BSE and will not be required to supply service to the Customer while interruption of service due to any such cause shall continue.

THE CUSTOMER STATES THAT, BEFORE SIGNING THIS AGREEMENT, HE/SHE HAS READ THE AGREEMENT IN ITS ENTIRETY AND UNDERSTANDS ALL TERMS AND CONDITIONS OF SAID AGREEMENT.

THIS CONTRACT WILL AUTOMATICALLY RENEW, UNLESS CUSTOMER GIVES WRITTEN NOTICE 90 DAYS PRIOR TO END OF TERM.

[Signature]
Kim Gunneman 7/3/19
Authorized Representative of BSE

[Signature]
Customer Approval

Page 3 of 3
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(Please to remain the property of BSE unless purchased)

INSTALLATION AND CONNECTION FEE: $0.00
TAX: $0.00
TOTAL: $0.00
DEPOSIT: $0.00
BALANCE: DUE UPON COMPLETION
PAYMENT BY: [ ] Check [ ] Credit Card

AGREEMENT FOR MONITORING SERVICE
ANNUAL CHARGE: $474.00
EQUAL TO $39.50/ MONTH

Central Station Signal receiving and notification service for burglar manual, fire manual, police emergency alarms using:
[] DIGITAL COMMUNICATOR
[] OTHER: $<amount> (for)

(Telephone charges not included on billing)

MONTHLY FEES:
MONITORING: $29.50
TRANSMISSION: $10.00

TOTAL MONTHLY FEE: $39.50

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Date

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CUSTOMER ACKNOWLEDGEMENT OF FEES

DATE

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MONITORING Agreement (continued)

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THIS CONTRACT WILL AUTOMATICALLY RENEW, UNLESS CUSTOMER GIVES WRITTEN NOTICE 90 DAYS PRIOR TO END OF TERM.

<table>
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<tr>
<th>x</th>
<th>Kim Gunnamore</th>
<th>7/3/19</th>
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<tbody>
<tr>
<td></td>
<td>Authorized Representative of BSE</td>
<td>Date</td>
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CUSTOMER COPY ___ OFFICE COPY ___
BSE proposes to install or cause to be installed the equipment and furnish the service indicated herein:

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<td>1</td>
<td>WIRELESS SIGNAL REPEATER</td>
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</tbody>
</table>

(Equipment to remain the property of BSE unless purchased)

INSTALLATION AND CONNECTION
INSTALLATION AND CONNECTION FEE: $0.00
(Tax: $0.00)
(Total: $0.00)
(Deposit: $0.00)
(Balance:
DUE UPON COMPLETION
PAYMENT BY:
[ ] Check [ ] Credit Card

AGREEMENT FOR
MONITORING SERVICE
ANNUAL CHARGE: $474.00
EQUAL TO $39.50/MO
(Notice of this service is included in the notification for burglary, manual, fire manual, police emergency alarms using:
[ ] DIGITAL COMMUNICATOR
[ ] OTHER: $<amount>

MONTHLY FEES:
MONITORING $29.50
TRANSMISSION $10.00

TOTAL MONTHLY FEE $39.50

PAID CHECK #163797
5/20/19

*1 YEAR WARRANTY ON ALL EQUIPMENT AS WELL AS LABOR

Customer acknowledges that (a) BSE has explained the full range of protection, equipment and services available to the customer; (b) additional production over and above that provided herein is available and may be obtained from BSE at an additional cost to the Customer; and (c) Customer desires and has contracted for only the equipment and services itemized on this Agreement.

x Kim Gunneman 7/3/19
Authorized Representative of BSE

x
Customer Approval

Page 1 of 3
MONITORING AGREEMENT
This agreement for security monitoring services is entered into between BROOKS SECURITY & ELECTRONICS of BALDWIN MI ("BSE") and OSCEOLA COUNTY COURT HOUSE of REED CITY MI ("Customer") for the services and costs outlined above. All charges are payable in advance.

TERM/RENEWAL
The initial term of this Agreement shall be for the term of THREE (3) years commencing on MAY 1, 2019 and terminating on MAY 1, 2022 (the "Initial Term"). At the expiration of the Initial Term, this Agreement will automatically renew for successive one (1) year periods (each a “Renewal Term” and collectively with the Initial Term the “Term”) unless the Customer provides BSE with written notice of its intent not to renew at least ninety (90) days prior to the expiration of the then current term. Except where noted otherwise, services commence when the necessary connection is effected.

FEES
The Customer agrees to pay, in addition to the service charge, any false alarm assessments, taxes, fees or other charges that are imposed by any governmental body, relating to the installation or services provided under this agreement. In the event any of BSE’s representatives are sent to the Customer’s premises in response to a service call or alarm signal caused by the Customer improperly following operating instruction or failing to close or properly secure a window, door or other protected point, or monitors or accessory components, there shall be a service charge to the Customer.

THERE WILL BE A $25.00 FEE FOR ALL RETURNED CHECKS.
A LATE FEE OF $10 PER MONTH WILL BE ASSESSED FOR ANY PAYMENTS NOT RECEIVED BY THE INVOICE DUE DATE.

CUSTOMER ACKNOWLEDGEMENT OF FEES

DATE

NONPAYMENT
Any failure to pay when due the payments or other charges provided by this Agreement shall give BSE the right, in addition to and without waiving any other remedies, to avail itself of any legal remedy. In the event of nonpayment, BSE shall have the right to treat such non-payment as a cancellation of this contract and shall no longer have duty to monitor said equipment.

It is expressly understood that this Agreement is for the installation and monitoring of equipment for the detection of certain hazards to property as described above. Protection services if contracted for shall consist only of notification to the proper authorities, i.e., the Police in case of burglary, the Fire Department in case of fire.

ASSIGNMENT This agreement is not assignable by the Customer except upon written consent of BSE first being obtained.

TITLE TO THE EQUIPMENT SHALL REMAIN IN BSE NAME UNLESS THE EQUIPMENT IS PURCHASED.

CANCELLATION
Customer may terminate this Agreement at any time after the expiration of the initial term upon thirty days prior written notice to BSE at PO BOX 901, Baldwin, MI 49304.

ENTIRE AGREEMENT
Customer acknowledges that he/she is aware that no alarm system can guarantee prevention of loss; that human error on the part of BSE or the Municipal Authorities is always possible, and that signals my not be received if the transmission mode is cut, interfered with, or otherwise damaged. This Agreement constitutes the entire Agreement between the Customer and BSE. In executing this Agreement, the Customer is not relying on any advice or advertisement of BSE. Customer agrees that any representation, promise, condition, inducement or warranty, express or implied, not included in writing in the Agreement shall not be binding upon any party, and that the Terms and Conditions hereof apply as printed without alteration or qualification, except as specifically modified in writing. The Terms and Conditions of this Agreement shall govern notwithstanding any inconsistent or additional Terms and Conditions or any Purchase Order or other document submitted by the Customer.

LIMIT OF LIABILITY
It is understood that BSE is not an insurer, that insurance, if any, shall be obtained by the Customer, and that the amounts payable to BSE hereunder are based upon the value of the services and the scope of liability as herein set forth and are unrelated to the value of the Customer’s property or property of others located in Customer’s premises. BSE makes no guaranty or warranty, including any implied warranty of merchantability or fitness that the system or services supplied, will avert or prevent occurrences or the consequences there from, which the system or services is designed to detect. It is impractical and extremely difficult to fix the
MONITORING Agreement (continued)

actual damages, if any, which may proximately result from failure on the part of BSE to perform any of its obligations hereunder. The Customer does not desire this contract to provide for full liability of BSE and agrees that BSE shall be exempt from liability for loss, damage or injury due to a failure of services or service or equipment in any respect, its liability shall be limited to a sum equal to 10% (ten percent) of the annual service charge or $250.00, whichever is greater, as the agreed upon damages and not as a penalty, the exclusive remedy, and that the provisions of this paragraph shall apply if loss, damage or injury irrespective of cause or origin, results directly or indirectly to person or property from performance or nonperformance or obligations imposed by this contract or from negligence, active or otherwise, of BSE, its agents or employees, no suit or actions shall be brought against BSE more than one (1) year after the accrual of the cause of action therefore. It is further agreed that the limitations on liability, expressed herein, shall insure to the benefit of and apply to all parent, subsidiary and affiliated BSE companies. If the Customer desires BSE to assume a greater liability, BSE shall amend this Agreement by attaching a rider setting forth the amount of additional liability and the additional amount payable by the Customer for the assumption by BSE of such greater liability provided, however, that such rider and additional obligation shall in no way be interpreted to hold BSE as an insurer.

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THE CUSTOMER STATES THAT, BEFORE SIGNING THIS AGREEMENT, HE/SHE HAS READ THE AGREEMENT IN ITS ENTIRETY AND UNDERSTANDS ALL TERMS AND CONDITIONS OF SAID AGREEMENT.

THIS CONTRACT WILL AUTOMATICALLY RENEW, UNLESS CUSTOMER GIVES WRITTEN NOTICE 90 DAYS PRIOR TO END OF TERM.

[Signature]
Authorized Representative of BSE

[Signature]
Customer Approval

7/3/19
Date

Page 3 of 3
RESIDENTIAL /COMMERCIAL SYSTEMS  
CUSTOMER'S ORDER  

<table>
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BSE proposes to install or cause to be installed the equipment and furnish the service indicated herein:

- [Equipment to remain the property of BSE unless purchased]
- **INSTALLATION AND CONNECTION**
  - INSTALLATION AND CONNECTION FEE: $474.00
  - TAX: $0.00
  - TOTAL: $474.00
  - DEPOSIT: $0.00
  - BALANCE: DUE UPON COMPLETION

- **PAYMENT BY:**
  - [ ] Check
  - [ ] Credit Card
  - AGREEMENT FOR MONITORING SERVICE
  - ANNUAL CHARGE: $474.00
  - EQUAL TO $39.50/MONTH

- **OPTIONAL SERVICES**:
  - DIGITAL COMMUNICATOR
  - [ ] FIRE DETECTION SERVICES
  - [ ] POLICE EMERGENCY DEVICES
  - [ ] DURESS
  - [ ] OTHER: $0.00

- **TOTAL MONTHLY FEE**: $39.50

- **1 YEAR WARRANTY ON ALL EQUIPMENT AS WELL AS LABOR**

**PAID CHECK #163797**
5/20/19

Customer acknowledges that (a) BSE has explained the full range of protection, equipment and services available to the customer; (b) additional production over and above that provided herein is available and may be obtained from BSE at an additional cost to the Customer; and (c) Customer desires and has contracted for only the equipment and services itemized on this Agreement.

---

Authorized Representative of BSE: Kym Gunneman  
Date: 7/3/19

Customer Approval:  
Date:  

[Signature]  
Page 1 of 3
MONITORING AGREEMENT

This agreement for security monitoring services is entered into between BROOKS SECURITY & ELECTRONICS of BALDWIN MI ("BSE") and OSCEOLA COUNTY HEALTH & HUMAN SERVICES of REED CITY MI ("Customer") for the services and costs outlined above. All charges are payable in advance.

TERM/RENEWAL

The initial term of this Agreement shall be for the term of THREE (3) years commencing on MAY 1, 2019 and terminating on MAY 1, 2022 (the "Initial Term"). At the expiration of the Initial Term, this Agreement will automatically renew for successive one (1) year periods (each a "Renewal Term" and collectively with the Initial Term the "Term") unless the Customer provides BSE with written notice of its intent not to renew at least ninety (90) days prior to the expiration of the then current term. Except where noted otherwise, services commence when the necessary connection is effected.

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The Customer agrees to pay, in addition to the service charge, any false alarm assessments, taxes, fees or other charges that are imposed by any governmental body, relating to the installation or services provided under this agreement. In the event any of BSE’s representatives are sent to the Customer’s premises in response to a service call or alarm signal caused by the Customer improperly following operating instruction or failing to close or properly secure a window, door or other protected point, or monitors or accessory components, there shall be a service charge to the Customer.

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CUSTOMER ACKNOWLEDGEMENT OF FEES

DATE

NONPAYMENT

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MONITORING Agreement (continued)

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Authorized Representative of BSE  
Date

Customer Approval  
Date

CUSTOMER COPY ___  OFFICE COPY ___
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**PAID CHECK #163797**

5/20/19

**MONTHLY FEES:**
- MONITORING: $29.50
- TRANSMISSION: $10.00

**TOTAL MONTHLY FEE: $39.50**

*1 YEAR WARRANTY ON ALL EQUIPMENT AS WELL AS LABOR*

Customer acknowledges that (a) BSE has explained the full range of protection, equipment and services available to the customer; (b) additional production over and above that provided herein is available and may be obtained from BSE at an additional cost to the Customer; and (c) Customer desires and has contracted for only the equipment and services itemized on this Agreement.

x Kim Gunneman 7/3/19

Authorized Representative of BSE

Customer Approval Date
MONITORING AGREEMENT

This agreement for security monitoring services is entered into between BROOKS SECURITY & ELECTRONICS of BALDWIN MI ("BSE") and OSCEOLA COUNTY COMMISSION ON AGING of EVART MI ("Customer") for the services and costs outlined above. All charges are payable in advance.

TERM/RENEWAL

The initial term of this Agreement shall be for the term of THREE (3) years commencing on MAY 1, 2019 and terminating on MAY 1, 2022 (the "Initial Term"). At the expiration of the Initial Term, this Agreement will automatically renew for successive one (1) year periods (each a "Renewal Term" and collectively with the Initial Term the "Term") unless the Customer provides BSE with written notice of its intent not to renew at least ninety (90) days prior to the expiration of the then current term. Except where noted otherwise, services commence when the necessary connection is effected.

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CUSTOMER ACKNOWLEDGEMENT OF FEES

DATE

NONPAYMENT

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| TOTAL | $2539.50 |
| PAID CHECK #163797 | 5/20/19 $2,539.50 |

MONTHLY FEES:
- MONITORING: $29.50
- TRANSMISSION: $10.00
- CELL FEE: $10.00

TOTAL MONTHLY FEE: $49.50

*1 YEAR WARRANTY ON ALL EQUIPMENT AS WELL AS LABOR

Customer acknowledges that (a) BSE has explained the full range of protection, equipment and services available to the customer; (b) additional production over and above that provided herein is available and may be obtained from BSE at an additional cost to the Customer; and (c) Customer desires and has contracted for only the equipment and services itemized on this Agreement.

[Signature] 7/3/19
Authorized Representative of BSE  Date

[Signature]
Customer Approval  Date
MONITORING AGREEMENT

This agreement for security monitoring services is entered into between BROOKS SECURITY & ELECTRONICS of BALDWIN MI ("BSE") and OSCEOLA COUNTY COMMISSION ON AGING of MARION MI ("Customer") for the services and costs outlined above. All charges are payable in advance.

TERM/RENEWAL

The initial term of this Agreement shall be for the term of THREE (3) years commencing on MAY 1, 2019 and terminating on MAY 1, 2022 (the "Initial Term"). At the expiration of the Initial Term, this Agreement will automatically renew for successive one (1) year periods (each a "Renewal Term" and collectively with the Initial Term the "Term") unless the Customer provides BSE with written notice of its intent not to renew at least ninety (90) days prior to the expiration of the then current term. Except where noted otherwise, services commence when the necessary connection is effected.

FEES

The Customer agrees to pay, in addition to the service charge, any false alarm assessments, taxes, fees or other charges that are imposed by any governmental body, relating to the installation or services provided under this agreement. In the event any of BSE's representatives are sent to the Customer's premises in response to a service call or alarm signal caused by the Customer improperly following operating instruction or failing to close or properly secure a window, door or other protected point, or monitors or accessory components, there shall be a service charge to the Customer.

THERE WILL BE A $25.00 FEE FOR ALL RETURNED CHECKS.
A LATE FEE OF $10 PER MONTH WILL BE ASSESSED FOR ANY PAYMENTS NOT RECEIVED BY THE INVOICE DUE DATE.

CUSTOMER ACKNOWLEDGEMENT OF FEES

DATE

NONPAYMENT

Any failure to pay when due the payments or other charges provided by this Agreement shall give BSE the right, in addition to and without waiving any other remedies, to avail itself of any legal remedy. In the event of nonpayment, BSE shall have the right to treat such non-payment as a cancellation of this contract and shall no longer have duty to monitor said equipment.

It is expressly understood that this Agreement is for the installation and monitoring of equipment for the detection of certain hazards to property as described above. Protection services if contracted for shall consist only of notification to the proper authorities, i.e., the Police in case of burglary, the Fire Department in case of fire.

ASSIGNMENT This agreement is not assignable by the Customer except upon written consent of BSE first being obtained.

TITLE TO THE EQUIPMENT SHALL REMAIN IN BSE NAME UNLESS THE EQUIPMENT IS PURCHASED.

CANCELLATION

Customer may terminate this Agreement at any time after the expiration of the initial term upon thirty days prior written notice to BSE at PO BOX 901, Baldwin, MI 49304.

ENTIRE AGREEMENT

Customer acknowledges that he/she is aware that no alarm system can guarantee prevention of loss; that human error on the part of BSE or the Municipal Authorities is always possible, and that signals may not be received if the transmission mode is cut, interfered with, or otherwise damaged. This Agreement constitutes the entire Agreement between the Customer and BSE. In executing this Agreement, the Customer is not relying on any advice or advertisement of BSE. Customer agrees that any representation, promise, condition, inducement or warranty, express or implied, not included in writing in the Agreement shall not be binding upon any party, and that the Terms and Conditions hereof apply as printed without alteration or qualification, except as specifically modified in writing. The Terms and Conditions of this Agreement shall govern notwithstanding any inconsistent or additional Terms and Conditions or any Purchase Order or other document submitted by the Customer.

LIMIT OF LIABILITY

It is understood that BSE is not an insurer, that insurance, if any, shall be obtained by the Customer, and that the amounts payable to BSE hereunder are based upon the value of the services and the scope of liability as herein set forth and are unrelated to the value of the Customer's property or property of others located in Customer's premises. BSE makes no guaranty or warranty, including any implied warranty of merchantability or fitness that the system or services supplied, will avert or prevent occurrences or the consequences there from, which the system or services is designed to detect. It is impractical and extremely difficult to fix the
actual damages, if any, which may proximately result from failure on the part of BSE to perform any of its obligations hereunder. The
Customer does not desire this contract to provide for full liability of BSE and agrees that BSE shall be exempt from liability for loss,
damage or injury due to a failure of services or service or equipment in any respect, its liability shall be limited to a sum equal to
10% (ten percent) of the annual service charge or $250.00, whichever is greater, as the agreed upon damages and not as a penalty,
the exclusive remedy, and that the provisions of this paragraph shall apply if loss, damage or injury irrespective of cause or origin,
results directly or indirectly to person or property from performance or nonperformance of obligations imposed by this contract or
from negligence, active or otherwise, of BSE, its agents or employees, no suit or actions shall be brought against BSE more than one
(1) year after the accrual of the cause of action therefore. It is further agreed that the limitations on liability, expressed herein, shall
insure to the benefit of and apply to all parent, subsidiary and affiliated BSE companies. If the Customer desires BSE to assume a
greater liability, BSE shall amend this Agreement by attaching a rider setting forth the amount of additional liability and the
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and additional obligation shall in no way be interpreted to hold BSE as an insurer.
If this Agreement provides for direct connections to a municipal Police or Fire Department or other organization, that the
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Departments or organizations.
BSE assumes no liability for delays installation of the equipment, however causes, or for interruptions of service due to strikes, riots,
floods, fires, act of God, or any causes beyond the control of BSE and will not be required to supply service to the Customer while
interruption of service due to any such cause shall continue.

THE CUSTOMER STATES THAT, BEFORE SIGNING THIS AGREEMENT, HE/SHE HAS READ THE AGREEMENT IN ITS ENTIRETY AND
UNDERSTANDS ALL TERMS AND CONDITIONS OF SAID AGREEMENT.

THIS CONTRACT WILL AUTOMATICALLY RENEW, UNLESS CUSTOMER GIVES WRITTEN NOTICE 90 DAYS PRIOR TO END OF TERM.

<table>
<thead>
<tr>
<th>X King Gunneman 7/3/19</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Representative of BSE</td>
<td>Date</td>
</tr>
<tr>
<td>Customer Approval</td>
<td>Date</td>
</tr>
</tbody>
</table>

CUSTOMER COPY ____ OFFICE COPY ____
## Residential/Commercial Systems
### Customer's Order

<table>
<thead>
<tr>
<th>QTY</th>
<th>Device Description</th>
<th>Model</th>
<th>Inst. Price</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Honeywell IP Solution W/ LCD Keypad &amp; Power Supply</td>
<td>INCL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Honeywell Medium Range Receiver</td>
<td>INCL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Wireless Signal Repeater</td>
<td>INCL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Commercial Wireless Hold Up Button</td>
<td>INCL</td>
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<td></td>
</tr>
<tr>
<td>1</td>
<td>Battery Back Up 7 Amp Hour</td>
<td>INCL</td>
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<td></td>
</tr>
<tr>
<td>1</td>
<td>Activation Fee</td>
<td>INCL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>First Month Monitoring</td>
<td>INCL</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>$2279.50</td>
<td>$2279.50</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL MONTHLY FEE:** $39.50

Customer acknowledges that (a) BSE has explained the full range of protection, equipment and services available to the customer; (b) additional production over and above that provided herein is available and may be obtained from BSE at an additional cost to the Customer; and (c) Customer desires and has contracted for only the equipment and services itemized on this Agreement.

---

x Kari Gunneman 7/3/19  
Authorized Representative of BSE  

x  
Customer Approval  

---
MONITORING AGREEMENT
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SIGNATURE
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[Signature] 7/3/19
Authorized Representative of BSE

[Signature]
Customer Approval
Release of Liability Waiver
And
Hold Harmless Agreement

This document witnesses an agreement entered into this ______ day of ________, 20__, by and between:

Osceola County
301 West Upton, Reed City, MI 49677
thru
Osceola Commission on Aging
732 West 7th Street, Evart Mi 49631
For space rental of
Boomer’s Rendezvous
213 S. Neilson Street, Tustin, MI 49688

Hereinafter referred to as “Lessor”
And

Of ________________________________________________________________

Herein after referred to as “Lessee”

As follows:

1. **Hall Rental:** Lessor, in consideration of the rents to be paid and the covenants and agreements to be performed by lessee, does hereby lease unto lessee the Osceola Commission on Aging Hall

2. **(Known as Boomer’s Rendezvous) premises,** situated at the above address. Keys will not be given out. Doors will be unlocked and locked by lessor. A security deposit and cleaning expense will be charged (see section 5) Lessee must get appropriate liability insurance prior to rental. See section 6.

3. **Rental space:** Hall rental will consist of main hall, woman’s restroom, men’s restroom, and handicap restroom. Large stage area with lights. Table and chairs, and Parking lot. The kitchen, pans, utensils, kitchen equipment and supplies is **NOT** included and will be off limits during any rental without prior approval by the COA Director.

4. **Term:** The term of this lease shall be as listed:

   **Community functions:** The term of this event will be considered open to the community, no invitations needed, no age, sex, race or religion restrictions. Term will be considered by the Osceola County Board of Commissioners. Weddings, receptions, graduation parties, shower are not considered a community event.

5. **Rent:** The rental dollar amount for the term of the lease shall be:

   **Community Functions:** Community Function Rental Donation to the Commission on Aging — Minimum of One Hundred dollars ($100.00). The Board of Commissioners reserves the right to refuse leasing to a community function. Total amount shall be paid not less than ten (10) days prior to rental, and no sooner than thirty (30) days prior to rental. Failure to pay by deadline may forfeit rental. No cash. Payment shall be in a form of a cashier’s check or money order, payable to Osceola County Commission on Aging P.O. Box 594 Evart, Mi. 49631
6. **Liability Insurance:** Lessee is required to provide a copy of Personal Liability insurance coverage (Homeowners) 30 days prior to the scheduled rental in order to prove adequate coverage. Liability insurance limit must be $1,000,000 (One Million Dollars). If no homeowner’s coverage is available you must show a Special Event policy. The policy declaration must name Osceola County, 301 W. Upton, Reed City, MI 49677 as “Additional Insured.” All functions except meeting/trainings that are held at Boomer’s must show proof of liability coverage.

7. **Cleaning:** Lessee shall be responsible for restoring the premises to the condition preceding the event; this is including sweeping, mopping, cleaning and removal of garbage and debris from the rental area the same day of the event. Area will include hall, bathrooms, parking lot, (kitchen upon prior approval) and outside area.

8. **Return of Deposit:** Lessee must cancel rental no later than thirty (30) days prior to the scheduled rental term in order to be refunded the $200.00 deposit. If event occurs, the $200.00 deposit will be refunded to Lessee if the premises are cleaned to the approval of Lessor and no default has occurred in the provisions of this lease.

9. **Parking Prohibition:** Lessee, as well as their invitees and guests, agree not to park any vehicles or other personal property in such a manner as to prevent access in and out of the fire hall located adjacent to the leased premises. No parking on grassy area in order to avoid damaging septic and well.

10. **Not Responsible:** Lessor is not responsible for any items lost or stolen from the parking lot, vehicles and the premises, including, but not limited to, personal property of Lessee, their invitees and guests.

11. **No Alcoholic Beverages:** Lessee covenants and agrees that no alcoholic beverages will be consumed by the lessee or any guests, including minors, in, on or about the leasehold premises. Any violation of this will result in forfeiture of security/cleaning deposit.

12. **No Smoking:** Lessee covenants and agrees that there will be no smoking in the leaseholder’s building. Smoking is not permitted within 20 feet of the building per Osceola County policy. Any violation of this will result in forfeiture of security/cleaning deposit.

13. **Equipment:** Lessee agrees all equipment such as tables and chairs will remain inside the premises. All functions held at Boomer’s must remain inside.

14. **Hold Harmless:** Lessee covenants and agrees that they will protect, defend, indemnify and save Lessor harmless from any and all liability or damage of any kind to person or property during the term of this lease in which injury or damage occurs as a conduct of lessee or lessee’s invitees and guests, including but not limited to, any award or verdict or any costs or any actual attorney fee’s incurred in defending any claim made against lessor.”

15. **Condition of Premises:** Lessee acknowledges that the premises will be examined and the condition of the premises known to the Lessee and/or their representative at the opening of the door. A checklist will be provided for the Lessee and/or their representative to verify they have examined the premises and accept the premises in the examined prior to rental.

16. **Caretaker:** Lessee acknowledges that a caretaker will be on the premises during event.

17. **Entire Agreement:** This lease agreement contains the entire agreement of the parties with respect to the transactions in the agreement, and this agreement may not be amended, modified, released or discharged, in whole or in part, except by an instrument in writing signed by both of the parties hereto.
In witness whereof, the parties hereto have executed this instrument the day and year first above written at Tustin, Michigan.

Osceola County/Commission on Aging
(Boomer’s Rendezvous)

By signing on this date of _______________ 20___,

I/We________________________

_________________________ attest that I/we have read and do agree to the terms written.

Signed in the presence of:

_________________________

_________________________

On this date of: _______________ 20___.
Good Morning,

Attached you will find the Letter of Intent to apply for the FY20 County Veteran Service Fund grant. Submitting this letter is mandatory to secure your space for funding. This Letter does not bind you into applying, but we do ask that if you choose not to apply after submitting a Letter of Intent that you let us know as soon as possible.

At this time we do not know what the total grant funding or any changes that may be made to the law. Once we know the amount and changes (if any), we will issue the Grant Application with detailed instructions.

The deadline to submit the Letter of Intent is August 30, 2019 at 12:00pm. Letters received after that date will not be honored. We only need one letter from each county.

Thanks, and please feel free to reach out with any questions,

MVAA Grants Management Team
Michigan Veterans Affairs Agency  
Phoenix Building, 5th Floor  
222 N Washington Square  
Lansing, MI 48933

DATE: ___ / ___ / _____

RE: LETTER OF INTENT TO APPLY FOR THE COUNTY VETERAN SERVICE FUND GRANT

Attention Grant Manager:

I am submitting a letter of intent on behalf of _____________ County to apply for the County Veteran Service Fund Grant.

I understand that the Fund amount has not yet been determined and that this is a placeholder for funds. I agree to inform MVAA if the County chooses not to apply for the Grant after submission of the Letter of Intent.

I acknowledge that the Grant Application has not yet been released and more information will be forthcoming.

***Submission deadline for the Letter of Intent is August 30, 2019 at 12:00 pm.***

Sincerely,

Applicant Signature: ________________________________

Title: ________________________________

Phone: __________________

Email: ________________________________

***Please return the signed copy to MVAAGrants@michigan.gov***