COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
AGENDA
Wednesday, October 5, 2016
301 West Upton Ave., Reed City, Michigan
2nd Floor, Board of Commissioners Room, 9:30 a.m.

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

1. Meeting Called to Order by Chairperson.

2. Additions or Deletions to the Agenda – Approval of the Agenda.


4. Employee/Board Comments.

5. Consider Approval of the Minutes of September 20, 2016.

6. Consider Payment of Claims.

7. Old Business:
   A. Discuss C.O.A. Marion Bid Results – Landmark Design / Bob Van Putten.
   C. Update on 2017 County Budget – Sue Vander Pol:
      2. Set the Public Hearing Date.
   D. Consider Other Budget Amendments, Cash Transfers, and Journal Register Reports from Treasurer.

8. New Business:
   A. Consider Date for Employee Holiday Gathering – Sheri Dailey – D/C/Probation.
   C. Discuss C.O.A. Items – Scott Schryer:
      1. USDA Block Grant towards Construction of Marion Location.
      2. AAAWM Congregate Meals Contract.
   D. Consider Big Rapids Professional Office Cleaning Extension – Sue Vander Pol.
   E. Discuss Tentative October Joint Department Head/Board meeting – Sue Vander Pol.

9. Other Business:

10. Employee/Board Comments.

11. 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.
OSCEOLA COUNTY
COMMITTEE OF THE WHOLE
MINUTES
SEPTEMBER 20, 2016

The Committee meeting was called to order at 9:31 a.m. by Chairman Emig.

Present: Commissioners Nehmer, Halladay, Gregory, Emig, Wayne, Elkins and Tiedt.

Also present: Scott Schryer-C.O.A. Director, Justin Halladay-Undersheriff, Kaye Frederick-Probate & Family Court Administrator, Heather Streicher-Juvenile Probation Officer, Pete Carlson-Community Corrections Director, Jacob Stieg-MSU Extension 4-H Coordinator, Susan Vander Pol-County Coordinator, Karen Bluhm-County Clerk, and other members of the public.

Motion by Commissioner Nehmer, seconded by Commissioner Tiedt, to approve the agenda as presented. Motion carried.

Brief public comment: None.

Employee/Board comment: None.

Motion by Commissioner Nehmer, seconded by Commissioner Halladay, to approve the minutes from September 6, 2016. Motion carried.

Recommended by Commissioner Tiedt, seconded by Commissioner Gregory, to approve the current claims of the County in the amount of $35,209.53. Recommendation was unanimously supported.

Sheriff’s RAP & USDA Grants
Undersheriff Justin Halladay spoke to the Board members regarding the approved grants from MMRMA and USDA for the purchase of in-car cameras and body cameras. Undersheriff Halladay explained how much of the purchase would be covered by grant funding versus general fund funding. He advised that the USDA grant will require a public hearing, before the County can move forward. Discussion was held.

Recommended by Commissioner Gregory, seconded by Commissioner Nehmer, to accept the MMRMA RAP grants and USDA grants for the purchase of in-car and body cameras for the Sheriff’s Department and authorize the Chairman to sign. Recommendation was supported with Commissioner Wayne voting no.

Probate & Family Court Child Care Fund Budget
Kaye Frederick, Probate & Family Court Administrator, along with Heather Streicher, Juvenile Officer, presented the 2016-2017 Child Care budget for approval. Kaye spoke about some of the ever changing rules on reimbursements. Discussion was held.

Recommended by Commissioner Tiedt, seconded by Commissioner Nehmer, to approve the Probate & Family Court Child Care Fund Budget for the State and authorize the Chairman to sign. Recommendation was unanimously supported.
Community Corrections Purchase of Tethers
Pete Carlson, Community Corrections Director, requested the purchase of five (5) more SCRAM tethers along with two (2) GPS tethers. He updated the Board on how the program has worked up to date with revenue much higher than projected. Discussion was held.

Recommended by Commissioner Wayne, seconded by Commissioner Nehmer, to approve the purchase of 5 SCRAM tethers and two (2) additional GPS tethers for a total of $6,450 with payment from the 230 Fund. Recommendation was unanimously supported.

4-H Report
Jacob Stieg, MSU Extension 4-H Coordinator, updated Board members on the Marion and Osceola County fairs. He shared sale information for both fairs. Jacob also gave an overview of many of the summer programs offered, as well as the recent round-up and potential new members. Discussion was held.

Prosecutor Crime Victim Rights Grant
Dani Taylor, Crime Victims Rights Coordinator, reported the proposed Crime Victim Rights Grant has been approved and asked for the Board to approve.

Recommended by Commissioner Tiedt, seconded by Commissioner Elkins, to accept the Prosecutors' Crime Victim Rights Grant with the State and authorize the Chairman to sign. Recommendation was unanimously supported.

E.M.D. 2017 EMPG Work Agreement
Mark Watkins, E.M.D. Director, presented his annual 2017 EMPG Work Agreement for approval. A brief discussion was held.

Recommended by Commissioner Elkins, seconded by Commissioner Halladay, to approve the 2017 EMPG Work Agreement and authorize the Chairman to sign. Recommendation was unanimously supported.

Treasurer Microfilming Project
Lori Leudeman, County Treasurer, presented quotes microfilming ten (10) years of tax rolls. She explained the process to Board members, recommending they approve the quote with Graphic Sciences.

Recommended by Commissioner Nehmer, seconded by Commissioner Tiedt, to approve the contract with Graphic Sciences to do the microfilming in the County Treasurer's office in the amount of $13,719.94, with payment from the departments funds and authorize the Chairman to sign. Recommendation was unanimously supported.

Commission on Aging-Wednesday Meal Site Service Days
Scott Schryer, C.O.A. Director, explained to the Board that they want to increase their home delivered meal program to include Wednesday congregate sites and home deliveries. Discussion followed.
Recommended by Commissioner Wayne, seconded by Commissioner Gregory, to approve adding services on Wednesdays for the Commission on Aging Meals Program. Recommendation was unanimously supported.

**AAA WM 2017-2019 Older Americans Act Contract**
Scott Schryer, C.O.A. Director, presented the approved AAAWM Older Americans Act contract for 2017-2019 for Board approval. Scott highlighted some of the areas within the contract and discussion was held.

Recommended by Commissioner Halladay, seconded by Commissioner Nehmer, to approve the Area Agency on Aging of Western Michigan FY 2017-2019 Older Americans Act Contract for Commission on Aging services and authorize the Chairman to sign. Recommendation was unanimously supported.

**Elvis Tribute Artist Contract/Keeping the Memory Alive LLC**
Scott Schryer, C.O.A. Director, explained how their annual holiday luncheon for seniors works. He reported they are moving it this year to the Evart fairgrounds to accommodate a larger group. He then shared information about the proposed contract with Keeping the Memory Alive LLC for their entertainment this year and asked the Board to approve and sign the contract.

Recommended by Commissioner Nehmer, seconded by Commissioner Tiedt, to approve the Commission on Aging hosting an event with Keeping the Memory Alive LLC. Recommendation was unanimously supported.

**Veterans' Services Intern/Work Study Position**
Edward Maldonado, Veterans' Service Director, presented information to the Board about an intern/work study position at no cost to the County. Susan Vander Pol, County Coordinator, then explained that the Board would need to approve the job description, waive the 15 week policy for this position and approve participation in the program. Discussion followed, with Mr. Maldonado introducing Dan Parker, who currently volunteers at the office, for the position.

Recommended by Commissioner Tiedt, seconded by Commissioner Nehmer, to approve participation in the Department of Veterans Affairs Work Study program, waive the 15 week limitation in the Recruitment, Selection and Appointment of Interns and Student Service/Placement Workers policy and approve the Veterans' Services Intern/Work Study job description. Recommendation was unanimously supported.

**Anderson Tackman 2016 Audit Contract**
Susan Vander Pol, County Coordinator, informed Board members that Anderson Tackman was contacted about renewing their audit contract for the 2016 year. Anderson Tackman is willing to renew that contract for the same bid as the past year's audit contract. Discussion followed.

Recommended by Commissioner Tiedt, seconded by Commissioner Nehmer, to approve Anderson Tackman to do the 2016 Audit at the same contract amount as the 2015 audit and authorize the letter of engagement. Recommendation was unanimously supported.
Orient-Township Drain Funding
Susan Vander Pol, County Coordinator, presented information regarding the Orient-Fork Intercounty Drain project after conversation with the Drain Commissioner in Mecosta County as it is a joint drain. She explained $6,400 is currently owed by Osceola County on the project. She explained how funding for this project will be handled.

Recommended by Commissioner Wayne, seconded by Commissioner Nehmer, to approve a loan from the General Fund to the 802 Revolving Drain Fund for work on the Orient-Fork Drain in the amount of $6,400 with repayment to the General Funds as the revenue is received from the Orient Township and Special Assessment District.

Resolution for NHF Sub Central Project Conventional Refinancing
Commissioner Elkins explained that due to budget issues within the Central Michigan Health District, they are asking the County allow them to spread out the payments on their facility over a longer period of time. This would mean the County would not take ownership of that building as soon as anticipated. Susan Vander Pol, County Coordinator, shared information from County Counsel regarding their request. Discussion followed.

Recommended by Commissioner Elkins, seconded by Commissioner Nehmer, to approve the Resolution for NHF Sub Central Project Conventional Refinancing and authorize the Chairman to sign the appropriate documents and deed. Recommendation was unanimously supported.

Budget Amendments, Cash Transfers and Journal Register Report
Commissioner Tiedt reviewed the budget amendments presented as well as the cash transfers and the Treasurer’s Journal Register for August.

Recommended by Commissioner Tiedt, seconded by Commissioner Nehmer, to approve the budget amendments, cash transfers and the August Journal Register from the County Treasurer as submitted. Recommendation was unanimously supported.

Employee/Board Comment: None.

Extended Public Comment: None.

Moved by Commissioner Nehmer, seconded by Commissioner Gregory, to adjourn at 11:00 a.m. Motion carried.

Karen J. Bluhm, County Clerk
Larry Emig, Chairman
<table>
<thead>
<tr>
<th>GENERAL CONTRACTOR</th>
<th>BASE BID (Stipulated Sum)</th>
<th>Alternate No. 1 Roof</th>
<th>Alternate No. 2 Operable Partition</th>
<th>Contract Time</th>
<th>% Changes</th>
<th>ADDENDUM 1 and 2</th>
<th>Bid Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Jones Construction, Inc. 1215 Maple St. Big Rapids, MI 49307</td>
<td>$286,386.00</td>
<td>$17,130.00</td>
<td>$7,200.00</td>
<td>120</td>
<td>15</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Wakefield Construction 3225 W. Houghton Lake Rd. Houghton Lake, MI 48629</td>
<td>$302,000.00</td>
<td>$16,850.00</td>
<td>$10,326.00</td>
<td>90</td>
<td>N.A.</td>
<td>YES</td>
<td>YES</td>
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<tr>
<td>Beckering Construction 650 44th Street, SE Grand Rapids, MI 49548</td>
<td>$309,000.00</td>
<td>$17,000.00</td>
<td>$7,500.00</td>
<td>120</td>
<td>10</td>
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<td>YES</td>
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<tr>
<td>Griffith Builders 9651 N. Greenville Rd. Lakeview, MI 48850</td>
<td>$309,850.00</td>
<td>$18,500.00</td>
<td>$6,575.00</td>
<td>160</td>
<td>10</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>
DOCUMENT 00300
BID FORM – GENERAL CONTRACTOR

To: Osceola County
301 W. Upton Ave
Reed City, MI 49677

Project: Osceola County, Commission on Aging, Marion Facility Renovation, Marion, MI

Date: September 29, 2016

Submitted by: Steve Jones Construction, Inc.
1215 Maple Street
Big Rapids, MI 49307
231-796-5980 jbentley@stevejonesconstructioninc.com

1. OFFER

Having examined the place of the Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Landmark Design Group, P.C., Architect/Engineer for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Stipulated Sum of:

Two Hundred Eighty-Six Thousand Three Hundred Eighty-Six and 00/100's dollars
($ 286,386.00 )

We have included herewith, the required bid security deposit and agreement to provide construction performance and payment bond as required by the Instruction to Bidders. All applicable federal, state, and local taxes are included in this Bid Sum.

2. ALTERNATES

Alternate No. One – Remove and replace roof

ADD/DEDUCT ___________________________ dollars ($ 17,130.00 )

Alternate No. Two – Operable Partition

ADD/DEDUCT ___________________________ dollars ($ 7,200.00 )
3. **CONTRACT TIME**

If this Bid is accepted, we will:

Complete the Work within 120 calendar days of notice to proceed.

4. **CHANGES IN THE WORK**

The percent of 15 for overhead and fee combined will be added to material and labor cost for changes in the work by change orders.

5. **ADDENDA**

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Bid Sum.

   Addendum # One  Dated 9/22/16
   Addendum # Two  Dated 9/27/16
   Addendum #      Dated

6. **ACCEPTANCE**

This offer shall be open to acceptance and is irrevocable for the period stated in the advertisement for bid from the bid closing date.

By submitting a bid, the bidder is acknowledging that there will be no contractual relationship between the Owner and bidder until both parties have formally approved and signed the AIA Document A101, AIA Document A201, and Document 00800 Supplementary Conditions.

If the Owner accepts this Bid within the time period stated above, we will:

1. Execute the Agreement within ten days of receipt of Notice of Award.
2. Furnish the required bonds within ten days of receipt of Notice of Award in the form described in the Instructions to Bidders.
3. Commence work within ten calendar days after written Notice to Proceed.

If this Bid is accepted within the time stated, and we fail to execute the agreement or we fail to provide the required Bonds, the security deposit shall be forfeited as damages to the Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this Bid and the Bid upon which the Contract is signed.

In the event our Bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period.
7. **APPENDICES**

To be submitted upon request.

8. **BID FORM SIGNATURE(S)**

Steve Jones Construction, Inc.

| (Bidder - please enter full name of your Proprietorship, Partnership, or Corporation) |
| (Authorized signing officer) |
| Vice-President |
| Title |

| (Authorized signing officer) |
| Title |

| (Witness) |

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF DOCUMENT
Bid Bond

KNOW ALL MEN BY THESE PRESENTS: That we, the undersigned, ________________________

Steve Jones Construction, Inc.; Big Rapids, MI

as Principal, and ________________________, a corporation of the State of NJ

as Surety, are hereby held and firmly bound unto

Osceola County: 301 W. Upton; Reed City, MI 49677

In the penal sum of Five Percent of Amount Bid ________________________ ($ 5% )

for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

Signed, this 29th day of September, 2016

The condition of the above obligation is such that whereas the Principal has submitted a certain bid, to enter into a contract in writing for
Commission an Aging; Marion Facility Renovation

NOW, THEREFORE,
(a) If said bid shall be rejected, or in the alternate
(b) If said bid shall be accepted and the Principal shall execute and deliver an acceptable form of contract, and shall furnish a bond for the faithful performance of said Contract, and for the payment of the persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said bid;

THEN, THIS OBLIGATION SHALL BE VOID, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

IN WITNESS WHEREOF, the Principal and the Surety have hereto set their hands and seals, and such of them as are corporations have caused their corporate seals, to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Signed, sealed and delivered in the presence of:

ATTEST: ________________________

Valerie Giuliano

Bid Bond Date September 29, 2016

ATTEST: ________________________

By: ________________________

Principal

By: ________________________

James Hayward

Attorney
POWER OF ATTORNEY
INTERNATIONAL FIDELITY INSURANCE COMPANY
HOME OFFICE: ONE NEWARK CENTER, 20TH FLOOR
NEWARK, NEW JERSEY 07102-5207

KNOW ALL MEN BY THESE PRESENTS: That INTERNATIONAL FIDELITY INSURANCE COMPANY, a corporation organized and existing under the laws of the State of New Jersey, and having its principal office in the City of Newark, New Jersey, does hereby constitute and appoint

James Hayward as attorney-in-fact to execute the following Surety bond:
Surety Bond Number: Bid Bond
Principal: Steve Jones Construction, Inc.; Big Rapids, MI
Obligee: Osceola County; 301 W. Upton; Reed City, MI 49677

and the execution of such instrument in pursuance of these presents, shall be as binding upon the said INTERNATIONAL FIDELITY INSURANCE COMPANY, as fully and effectually, to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at its principal office.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of Article 3-Section 3, of the By-Laws adopted by the Board of Directors of INTERNATIONAL FIDELITY INSURANCE COMPANY at a meeting called and held on the 7th day of February, 1974.

The President or any Vice President, Executive Vice President, Secretary or Assistant Secretary, shall have power and authority

(1) To appoint Attorneys-in-fact, and to authorize them to execute on behalf of the Company, and attach the Seal of the Company thereto, bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and,
(2) To remove, at any time, any such attorney-in-fact and revoke the authority given.

Further, this Power of Attorney is signed and sealed by facsimile pursuant to resolution of the Board of Directors of said Company adopted at a meeting duly called and held on the 29th day of April, 1982 of which the following is a true excerpt:

IN TESTIMONY WHEREOF, INTERNATIONAL FIDELITY INSURANCE COMPANY has caused this instrument to be signed and its corporate seal to be affixed by its authorized officer, this 30th day of October, 2015.

STATE OF NEW JERSEY
County of Essex

INTERNATIONAL FIDELITY INSURANCE COMPANY

Robert W. Minster, Chief Executive Officer

On this 30th day of October, 2015, before me came the individual who executed the preceding Instrument, to me personally known, and, being by me duly sworn, said the he is the therein described and authorized officer of the INTERNATIONAL FIDELITY INSURANCE COMPANY; that the seal affixed to said instrument is the Corporate Seal of said Company; that the said Corporate Seal and his signature were duly affixed by order of the Board of Directors of said Company.

IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.

CERTIFICATION

I, the undersigned officer of INTERNATIONAL FIDELITY INSURANCE COMPANY do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the By-Laws of said Company as set forth in said Power of Attorney, with the ORIGINALS ON IN THE HOME OFFICE OF SAID COMPANY, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand this 29th day of September, 2016.

Assistant Secretary
DOCUMENT 00300
BID FORM – GENERAL CONTRACTOR

To: Osceola County
301 W. Upton Ave
Reed City, MI 49677

Project: Osceola County, Commission on Aging, Marion Facility Renovation, Marion, MI

Date: 9/1/2016

Submitted by: David L. Wakefield Construction Co., Inc.
3025 W. Houghton Lake Dr., Ste. 4
Houghton Lake, MI 48629
(989) 432-6018 - dlwakefieldconstruction@gmail.com

1. OFFER

Having examined the place of the Work and all matters referred to in the Instructions to Bidders and
the Contract Documents prepared by Landmark Design Group, P.C., Architect/Engineer for the
above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the
Work for the Stipulated Sum of:

Three Hundred, Two Thousand dollars
($ 362,000.00 )

We have included herewith, the required bid security deposit and agreement to provide construction
performance and payment bond as required by the Instruction to Bidders. All applicable federal,
state, and local taxes are included in this Bid Sum.

2. ALTERNATES

Alternate No. One – Remove and replace roof

ADD/DEDUCT
Sixteen thousand, eight hundred-fifty dollars ($16,850.00)

Alternate No. Two – Operable Partition

ADD/DEDUCT
Ten Thousand, three hundred, twenty-six dollars ($10,326.00)
3. **CONTRACT TIME**

If this Bid is accepted, we will:

Complete the Work within ____90____ calendar days of notice to proceed.

4. **CHANGES IN THE WORK**

The percent of _____for overhead and fee combined will be added to material and labor cost for changes in the work by change orders.

5. **ADDENDA**

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Bid Sum.

- Addendum # 1 Dated 9/22/2016
- Addendum # 2 Dated 9/27/2016
- Addendum # Dated ______________

6. **ACCEPTANCE**

This offer shall be open to acceptance and is irrevocable for the period stated in the advertisement for bid from the bid closing date.

By submitting a bid, the bidder is acknowledging that there will be no contractual relationship between the Owner and bidder until both parties have formally approved and signed the AIA Document A101, AIA Document A201, and Document 00800 Supplementary Conditions.

If the Owner accepts this Bid within the time period stated above, we will:

1. Execute the Agreement within ten days of receipt of Notice of Award.
2. Furnish the required bonds within ten days of receipt of Notice of Award in the form described in the Instructions to Bidders.
3. Commence work within ten calendar days after written Notice to Proceed.

If this Bid is accepted within the time stated, and we fail to execute the agreement or we fail to provide the required Bonds, the security deposit shall be forfeited as damages to the Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this Bid and the Bid upon which the Contract is signed.

In the event our Bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period.
7. APPENDICES

To be submitted upon request.

8. BID FORM SIGNATURE(S)

David L. Wakefield Construction Co., Inc.

(Bidder - please print the full name of your Proprietorship, Partnership, or Corporation)

Authorized signing officer

President

Title

Authorized signing officer

Title

Kylia A. Smith

(Witness)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF DOCUMENT
SUPPLEMENTS TO BID FORM

To: Osceola County
301 W. Upton Ave
Reed City, MI 49677

Project: Osceola County, Commission on Aging, Marion Facility Renovation, Marion, MI

Date: 9/29/2016

Submitted by: David L. Wakefield Construction Co., Inc.
3225 W. Houghton Lake DR., Ste. 4
Houghton Lake, MI. 48639

In accordance with Instructions to Bidders and Bid Form, we include the Supplements to Bid Form Appendices listed below. The information provided shall be considered an integral part of the Bid Form.

These Appendices are as follows:

Appendix A – Bid Breakdown: Include separate amounts for the work as indicated that are included in the Base Bid.

Appendix B - Qualification Statement: Include the names, description and contract amounts for similar projects.

Appendix C – Subcontractors: Include the names of all Subcontractors and the portions of the Work they will perform.

SUPPLEMENTS TO BID FORM SIGNATURE(S)

David L. Wakefield Construction Co., Inc.
(Bidder - please print the full name of your Proprietorship, Partnership, or Corporation)

(Authorized signing officer Title)

(Authorized signing officer Title)

(Hylda A. Smith (Witness)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF DOCUMENT
(also, see attached referenced above)

September 1, 2016
15-006
00400 Div. 0 - 16
Osceola County
Commission on Aging Renovation
APPENDIX A – BID BREAKDOWN

(For Information Only)

The following Bid Breakdown referenced in the Bid submitted by:

David L. Wakefield Construction Co., Inc.

(Bidder - please print the full name of your Proprietorship, Partnership, or Corporation)

Authorized signing officer

Dated: 9/29/2016 and which is an integral part of the Bid Form.

The following amounts are included in the above base bid price.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior Work including ramp and canopy</td>
<td>$90,500.00</td>
</tr>
<tr>
<td>General Trades and Interior Finishes</td>
<td>$143,998.50</td>
</tr>
<tr>
<td>Mechanical/HVAC/Plumbing</td>
<td>$44,814.00</td>
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<tr>
<td>Electrical</td>
<td>$22,487.50</td>
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</table>

Total Bid Amount: $302,000.00
APPENDIX B – QUALIFICATION STATEMENT

The following Qualification Statement submitted by:

David L. Wakefield Construction Co., Inc.

(Bidder - please print the full name of your Proprietorship, Partnership, or Corporation)

Authorized signing officer

Dated: 9/29/2016 and which is an integral part of the Bid Form.

Attach evidence of qualification to this sheet and list below those items you have included with Appendix B.

The Contractor may submit prepared AIA Document A305 - Contractor's Qualification Statement as a supplement to Appendix B.

The Contractor is urged to submit letters of recommendation with Appendix B.

Information shall be given in a listing of past construction projects your firm has undertaken, arranged in an orderly, easily read and consistent manner. Provide the following:

Project Name/Description: include name of project, year of completion, brief description.
Project Owner: include name, address, and telephone number of owner contact.
Project Architect: include name, address, and telephone number of contact.
Contract: approximate dollar amount for entire project.

The following is a list of items included with Appendix B listed in the order in which they are attached.

1. Houghton Lake Senior Citizens Center - Roscommon County
   Commission on Aging - 2635 S. Townline Rd.
   Houghton Lake, MI. 48629
   Contract Amount = $811,111.00 - Completed 5/2015
   Architect = Intelligent Design LLC, -(989) 422-4900
   Tom Pettit - (989) 203-5281

2. Reed City Library - Christine Cox -231-349-9086
   Architect - DK Design - (231) 779-4002
   Contract Amount = $500,000.00 - Completed 5/2016
APPENDIX C – SUBCONTRACTORS

Hereewith is the list of Subcontractors referenced in the Bid submitted by:

David L. Wakefield Construction Co., Inc.

(Bidder - please print the full name of your Proprietorship, Partnership, or Corporation)

(Authorized signing officer)

dated: 9/29/2014 and which is an integral part of the Bid Form.

The following work will be performed (or provided) by Subcontractors and coordinated by us:

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<thead>
<tr>
<th>SECTION OF WORK</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC</td>
<td>Maveric</td>
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<tr>
<td>Plumbing</td>
<td>Maveric</td>
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<tr>
<td>Electrical</td>
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<td>Interiors</td>
<td>Great Lakes Drywall</td>
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<tr>
<td>Lead Abatement</td>
<td>HBC</td>
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<tr>
<td>Flooring</td>
<td>Nixon Carpet &amp; Tile</td>
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<tr>
<td>Arch. Woodworking</td>
<td>Britten Woodworks</td>
</tr>
</tbody>
</table>

September 1, 2016 00400 Div. 0 - 19 Osceola County
15-006 Commission on Aging Renovation
1. AGREEMENT

American Institute of Architects (AIA) Document A101, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum (2007 Edition), forms the basis of Contract between the Owner and Contractor. All provisions, which are not so amended or supplemented, remain in full force and effect.

2. SUPPLEMENTARY CONDITIONS

Refer to Document 00800 for amendments to this portion of the Agreement.

The Owner reserves the right to make changes to these documents up until the time they are presented for execution by the parties.

END OF AGREEMENT
AMCO Insurance Company

BID BOND

KNOW BY ALL MEN THAT THESE PRESENTS: That we DAVID WAKEFIELD CONSTRUCTION of 7190 W. Houghton Lake Drive Suite 107, Houghton Lake, MI 48629, hereinafter referred to as Principal, and AMCO Insurance Company as Surety, are held and firmly bound unto Osceola County of 301 W. Upton Ave, Reed City, MI 49677, hereinafter referred to as Obligee, in the sum of FIVE AND 00/100 PERCENT Dollars (5.00%) for the payment of which we bind ourselves, our legal representatives, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has submitted or is about to submit a proposal to Obligee on a contract for

Osceola County Commission on Aging, Marion Facility Renovation
101 E. Main St., Marion, Michigan 49665

NOW, THEREFORE, if the said contract be awarded to Principal and Principal shall, within such time as may be specified, enter into the contract in writing and give such bond or bonds as may be specified in the bidding or contract documents with surety acceptable to Obligee; or if Principal shall fail to do so, pay to Obligee the damages which Obligee may suffer by reason of such failure not exceeding the penalty of this bond, then this obligation shall be void; otherwise to remain in full force and effect.

Signed and sealed this September 29, 2016.

DAVID WAKEFIELD CONSTRUCTION
(Principal)

by_______________________________ (Seal)

AMCO Insurance Company
(Surety)

by_______________________________ (Seal)
Gus E. Zervos, ATTORNEY-IN-FACT
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation
Farmland Mutual Insurance Company, an Iowa corporation
Nationwide Agribusiness Insurance Company, an Iowa corporation

hereinafter referred to severally as the "Company" and collectively as the "Companies," each does hereby make, constitute and appoint:

GUS E. ZERVOS
ANGELO G. ZERVOS
STEPHEN M. ZERVOS

SOUTHFIELD MI

each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of

TWO MILLION AND NO/100 DOLLARS

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereunto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company.

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board, the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 13th day of February, 2014.

Terrance Williams, President and Chief Operating Officer of Nationwide Agribusiness Insurance Company and Farmland Mutual Insurance Company; and Vice President of Nationwide Mutual Insurance Company, AMCO Insurance Company, Allied Property and Casualty Insurance Company, and Depositors Insurance Company

ACKNOWLEDGMENT

STATE OF IOWA, COUNTY OF POLK:

On this 13th day of February, 2014, before me came the above-named officer for the Companies aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Companies aforesaid, that the seals affixed hereto are the corporate seals of said Companies, and that the corporate seals and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Companies.

Sandy Alitz
Notarial Seal – Iowa
Commission Number 152785
My Commission Expires March 3, 2017

CERTIFICATE

I, Robert W. Horner, Secretary of the Companies, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company; that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Terrance Williams was on the date of the execution of the foregoing power of attorney the duly elected officer of the Companies, and the corporate seals and his signature as officer were duly affixed and subscribed to the said instrument by the authority of the board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Secretary, and affixed the corporate seals of said Companies this 29th day of September, 2016.

Secretary

This Power of Attorney Expires 11/03/17

BDJ 1(03-14) 00

24589
1. OFFER

Having examined the place of the Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Landmark Design Group, P.C., Architect/Engineer for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Stipulated Sum of:

Three Hundred Nine Thousand __________ dollars ($ 309,000)

We have included herewith, the required bid security deposit and agreement to provide construction performance and payment bond as required by the Instruction to Bidders. All applicable federal, state, and local taxes are included in this Bid Sum.

2. ALTERNATES

Alternate No. One – Remove and replace roof

ADD/DEDUCT Seventeen Thousand __________ dollars ($ 17,000)

Alternate No. Two – Operable Partition

ADD/DEDUCT Seven Thousand Five Hundred __________ dollars ($ 7,500)
3. **CONTRACT TIME**

If this Bid is accepted, we will:

Complete the Work within ___120____ calendar days of notice to proceed.

4. **CHANGES IN THE WORK**

The percent of ___10%___ for overhead and fee combined will be added to material and labor cost for changes in the work by change orders.

5. **ADDENDA**

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Bid Sum.

- Addendum # 1 Dated 9/22/16
- Addendum # 2 Dated 9/27/16
- Addendum # _____ Dated ________________

6. **ACCEPTANCE**

This offer shall be open to acceptance and is irrevocable for the period stated in the advertisement for bid from the bid closing date.

By submitting a bid, the bidder is acknowledging that there will be no contractual relationship between the Owner and bidder until both parties have formally approved and signed the AIA Document A101, AIA Document A201, and Document 00800 Supplementary Conditions.

If the Owner accepts this Bid within the time period stated above, we will:

1. Execute the Agreement within ten days of receipt of Notice of Award.

2. Furnish the required bonds within ten days of receipt of Notice of Award in the form described in the Instructions to Bidders.

3. Commence work within ten calendar days after written Notice to Proceed.

If this Bid is accepted within the time stated, and we fail to execute the agreement or we fail to provide the required Bonds, the security deposit shall be forfeited as damages to the Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this Bid and the Bid upon which the Contract is signed.

In the event our Bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period.
7. APPENDICES

To be submitted upon request.

8. BID FORM SIGNATURE(S)

Beckering Construction Inc.

(Bidder - please print the full name of your Proprietorship, Partnership, or Corporation)

David Beckering, President

(Authorized signing officer)

Katherine Selby, Secretary

(Authorized signing officer)

(Witness)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF DOCUMENT
Bid Bond

CONTRACTOR:
(Name, legal status and address)
Beckering Construction
650 - 44th Street SE
Grand Rapids, MI 49548

OWNER:
(Name, legal status and address)
Osceola County
301 W. Upton Ave.
Reed City, MI 49677

SURETY: Western Surety Company
(Name, legal status and principal place of business)
333 S. Wabash Avenue
41st Floor
Chicago, IL 60604

BOND AMOUNT: 5% of amount bid

PROJECT:
(Name, location or address, and Project number, if any)
Osceola County Commission on Aging, Marion Facility Renovation, 101 E Main Street, Marion, MI 49665

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

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

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

Signed and sealed this 20th day of September, 2016

(Katherine Selby) (Principal)
(Witness)

(Deanna Johnson) (Title)
(Witness)

(Sandra Richmond) (Title)
(Surety)

(Seal)

(Sandra Richmond, Attorney-in-fact)

Printed in cooperation with the American Institute of Architects (AIA).
The language in this document conforms to the language used in AIA Document A310 - Bid Bond - 2010 Edition.
Bid Bond

GENERAL INFORMATION

Purpose. AIA Document A310—2010 establishes the maximum penal amount that may be due the Owner if the Bidder fails to execute the contract and to provide the required performance and payment bonds, if any. It provides assurance that, if a bidder is offered a contract based on its tendered proposal but fails to enter into the contract, the Owner will be paid the difference in cost to award the contract to the next qualified bidder, so long as the difference does not exceed the maximum penal amount of the bond.

Related Documents. A310 is not incorporated by reference into other AIA documents. For further reference on bonding procedures, see AIA Document A701™—1997, Instructions to Bidders; and AIA Document G612™—2001, Owner’s Instructions to Architect.

Use of Non-AIA Forms. AIA Document A310 may be used with any appropriate AIA or non-AIA document. CAUTION SHOULD BE EXERCISED BEFORE ITS USE TO VERIFY ITS COMPLIANCE WITH CURRENT LAWS AND REGULATIONS BY CONSULTING WITH AN ATTORNEY OR A BOND SPECIALIST.

USING A310—2010

Modifications. Particularly with respect to professional or contractor licensing laws, building codes, taxes, monetary and interest charges, arbitration, indemnification, format and font size, AIA Contract Documents may require modification to comply with state or local laws. Users are encouraged to consult an attorney before completing or modifying a document.

In a purchased paper AIA Contract Document, necessary modifications may be accomplished by writing or typing the appropriate terms in the blank spaces provided on the document, or by attaching Supplementary Conditions, special conditions or referenced amendments.

Modifications directly to purchased paper AIA Contract Documents may also be achieved by striking out language. However, care must be taken in making these kinds of deletions. Under NO circumstances should standard language be struck out to render it illegible. For example, users should not apply blocking tape, correction fluid or Xs that would completely obscure text. Such practices may raise suspicion of fraudulent concealment, or suggest that the completed and signed document has been tampered with. Both parties should initial handwritten changes. Using AIA software, modifications to insert information and revise the standard AIA text may be made as the software permits.

By reviewing properly made modifications to a standard AIA Contract Document, parties familiar with that document can quickly understand the essence of the proposed relationship. Commercial exchanges are greatly simplified and expedited; good faith dealing is encouraged, and otherwise latent clauses are exposed for scrutiny.

AIA Contract Documents may not be retyped or electronically scanned. Retyping can introduce typographic errors and cloud legal interpretation given to a standard clause. Furthermore, retyping and electronic scanning are not permitted under the user’s limited license for use of the document, constitute the creation of a derivative work and violate the AIA’s copyright.

Identification of the Parties. The Contractor, the Surety, and the Owner should be identified using their respective full names and addresses or legal titles under which the bond is to be executed. The state in which the Surety is incorporated also should be identified in the space provided.

Bond Amount. The dollar amount of the bond should be provided in both written and numerical form.

Project Description. The proposed project should be described in sufficient detail to identify (1) the official name or title of the facility; (2) the location of the site; (3) the proposed building type, size, scope or usage; and (4) the project number required by the owner, if any. A project number may be required by certain public owners to adequately identify the project to which the bond pertains.

Execution of the Bond. The bond must be signed by both the Contractor and the Surety. The parties executing (signing) the bond should print their title and impress their corporate seal, if any. Where appropriate, attach a copy of the resolution or bylaw authorizing the individual to act on behalf of the firm or entity. As to the Surety, this usually takes the form of a power of attorney issued by the Surety company to the bond producer (agent) who signs on its behalf.

*\*Tud in coor*\*ration with the American Institute of Architects (AIA).

The language in this document conforms to the language used in AIA Document A310 - Bid Bond - 2010 Edition.
POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Lawrence E Kirk, Nancy J Besscher, Molly Matusak, Star Smeenk, Jill Van Drunen, Jim Kerrip, Lisa Stevenson, Deanna Johnson, Sandra Richmond, Individually

of Grand Rapids, MI, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 9th day of June, 2016.

WESTERN SURETY COMPANY

Paul T. Bruflat, Vice President

State of South Dakota  
County of Minnehaha  

On this 9th day of June, 2016, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation, that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

June 23, 2021

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 20th day of September, 2016.

WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary
Authorizing By-Law

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.
DOCUMENT 00300
BID FORM – GENERAL CONTRACTOR

To:
Osceola County
301 W. Upton Ave
Reed City, MI. 49677

Project:
Osceola County, Commission on Aging, Marion Facility Renovation, Marion, MI

Date:
9/29/16

Submitted by:
Griffith Builders, Inc.

PO Box 260
Lakeview, MI 48850
989-352-7965 scott@griffithbuilders.com

(full name)
(full address)
(phone and email)

1. OFFER

Having examined the place of the Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Landmark Design Group, P.C., Architect/Engineer for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Stipulated Sum of:

Three Hundred Nine Thousand Eight Hundred Fifty-

($ 309,850.00)

We have included herewith, the required bid security deposit and agreement to provide construction performance and payment bond as required by the Instruction to Bidders. All applicable federal, state, and local taxes are included in this Bid Sum.

2. ALTERNATES

Alternate No. One – Remove and replace roof

ADD/DEDUCT
Eighteen Thousand Five Hundred dollars ($ 18,500)

Alternate No. Two – Operable Partition

ADD/DEDUCT
Six Thousand Five Hundred Seventy-

($6,575.00)

September 1, 2016
00300 Div. 0 - 13
15-006
Osceola County
Commission on Aging Renovation
3. CONTRACT TIME

If this Bid is accepted, we will:

Complete the Work within **160** calendar days of notice to proceed.

4. CHANGES IN THE WORK

The percent of **10** for overhead and fee combined will be added to material and labor cost for changes in the work by change orders.

5. ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Bid Sum.

- Addendum # 1 Dated 9/22/16
- Addendum # 2 Dated 9/27/16
- Addendum # __________ Dated ________________

6. ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for the period stated in the advertisement for bid from the bid closing date.

By submitting a bid, the bidder is acknowledging that there will be no contractual relationship between the Owner and bidder until both parties have formally approved and signed the AIA Document A101, AIA Document A201, and Document 00800 Supplementary Conditions.

If the Owner accepts this Bid within the time period stated above, we will:

1. Execute the Agreement within ten days of receipt of Notice of Award.

2. Furnish the required bonds within ten days of receipt of Notice of Award in the form described in the Instructions to Bidders.

3. Commence work within ten calendar days after written Notice to Proceed.

If this Bid is accepted within the time stated, and we fail to execute the agreement or we fail to provide the required Bonds, the security deposit shall be forfeited as damages to the Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this Bid and the Bid upon which the Contract is signed.

In the event our Bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period.
7. **APPENDICES**

To be submitted upon request.

8. **BID FORM SIGNATURE(S)**

Griffith Builders, Inc.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scott Stephens</td>
<td>Vice President</td>
</tr>
<tr>
<td>Gretchen Cole</td>
<td>Treasurer</td>
</tr>
</tbody>
</table>

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

**END OF DOCUMENT**
THE CINCINNATI INSURANCE COMPANY

Bid Bond

CONTRACTOR (Name, legal status and address):

GRIFFITH BUILDERS INC.
P.O. Box 260
Lakeview, Michigan 48850

SURETY (Name, legal status and principal place of business):

THE CINCINNATI INSURANCE COMPANY
6200 S. GILMORE ROAD
FAIRFIELD, OHIO 45014-5141

OWNER (Name, legal status and address):

OSCEOLA COUNTY
301 W. Upton Avenue
Reed City, Michigan 49677

BOND AMOUNT:
Five percent (5%) of the amount of the accompanying bid

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

Osceola County Commission on Aging
Marion Facility Renovation

Project Number, if any:

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

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

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

Signed and sealed this 29th day of September 2016

GRIFFITH BUILDERS INC.
(Principal)
(Seal)

VICE PRESIDENT
(Title)

THE CINCINNATI INSURANCE COMPANY
(Surety)
(Seal)

Janet K. Hughes, Attorney-in-fact
(Title)

THE CINCINNATI INSURANCE COMPANY
Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, and having its principal office in the City of Fairfield, Ohio, does hereby constitute and appoint

Charles G. Richmond, Sr.; Michael S. Richmond; Loretta J. Ravert and/or Janet K. Hughes

of Jackson, Michigan its true and lawful Attorney(s)-in-Fact to sign, execute, seal and deliver on its behalf as Surety, and as its act and deed, any and all bonds, policies, undertakings, or other like instruments, as follows:

Any such obligations in the United States, up to Twenty Million and No/100 Dollars ($20,000,000.00).

This appointment is made under and by authority of the following resolution passed by the Board of Directors of said Company at a meeting held in the principal office of the Company, a quorum being present and voting, on the 6th day of December, 1958, which resolution is still in effect:

"RESOLVED, that the President or any Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company."

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 7th day of December, 1973.

"RESOLVED, that the signature of the President or a Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Secretary and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company."

IN WITNESS WHEREOF, THE CINCINNATI INSURANCE COMPANY has caused these presents to be sealed with its corporate seal, duly attested by its Vice President this 10th day of May, 2012.

THE CINCINNATI INSURANCE COMPANY

Vice President

STATE OF OHIO ) ss:
COUNTY OF BUTLER )

On this 10th day of May, 2012, before me came the above-named Vice President of THE CINCINNATI INSURANCE COMPANY, to me personally known to be the officer described herein, and acknowledged that the seal affixed to the preceding instrument is the corporate seal of said Company and the corporate seal and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporation.

MARK J. HULLER, Attorney at Law
NOTARY PUBLIC - STATE OF OHIO
My commission has no expiration date. Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Secretary of THE CINCINNATI INSURANCE COMPANY, hereby certify that the above is a true and correct copy of the Original Power of Attorney issued by said Company, and do hereby further certify that the said Power of Attorney is still in full force and effect.

GIVEN under my hand and seal of said Company at Fairfield, Ohio.

this 29th day of September 2016

Assistant Secretary

BN-1005 (5/12)
GRIFTH BUILDERS, INC.

WRITTEN CONSENT OF SHAREHOLDERS AND DIRECTOR
TO CORPORATE ACTION

WHEREAS, it is provided in Section 407 of the Michigan Business Corporation Act that any action required or permitted to be taken at a meeting of Shareholders may be consented to in writing; and

WHEREAS, it is provided in Section 525 of the Michigan Business Corporation Act that any action required or permitted to be taken at a meeting of the Board of Director may be consented to in writing; and

NOW, THEREFORE, the undersigned declare that the actions expressed in the following paragraphs shall be and are taken by said Shareholders and Director as of the date of this Written Consent.

DIRECTOR:

RESOLVED, that Kevin D. Griffith shall continue as the sole member of the Board of Director of the Corporation.

OFFICERS:

RESOLVED, that Kevin D. Griffith shall continue as the President and Secretary of the Corporation, Gretchen M. Cole shall continue as the Treasurer of the Corporation and Scott T. Stephens shall continue as the Vice President of the Corporation.

SIGNING AUTHORIZATION:

RESOLVED, that Kevin D. Griffith, Scott T. Stephens and Gretchen M. Cole are authorized to sign any and all documents on behalf of the Corporation which shall be binding on the Corporation.

ANNUAL MEETING:

RESOLVED, that this Written Consent shall serve in place of the annual meeting of the Shareholder and Director which is to be held on January 31, 2006.

RATIFICATION OF ACTS:

RESOLVED, that all past actions of the Officers on behalf of the Corporation are ratified, adopted and approved.
We have set our hands effective January 31, 2006.

Kevin D. Griffith, Director

Kevin D. Griffith, Trustee of the Kevin D. Griffith Trust dated September 21, 1993, as amended, Shareholder

Gretchen M. Cole


Scott T. Stephens, Shareholder
Keeping The Memory Alive LLC. Show Contract

This is a statement of agreement between Keeping The Memory Alive LLC, and Larry Emig representing Osceola Co. Through It’s Commission on Aging, Evart, MI

Elvis Tribute Artist Jake Slater in cooperation with Keeping The Memory Alive LLC will perform on December 14th, 2016. Showtime for this event will be 1-2 PM.

ETA Jake Slater will perform a one set, 1 hour tracking backed show of Elvis’ 50’s & 60’s era music.

Performance Location: Evart Fairgrounds Hall, Evart, MI

A dressing area will need to be provided.

Keeping The Memory Alive will have Jake Slater merchandise on hand for interested parties.

This event will be listed at: www.etajakeslater.com as a “Public Event.”

This performance will take place rain or shine. A rain location may be needed if event is outdoors. Please make us aware of a rain location if needed:

The breakdown/fee for this event goes as follows:

- Elvis Tribute Performance: $425.00
- Mileage Fee:
- Hotel: N/A
- Total Event Fee: $425.00

Payment for this event will be paid in full on the day of this performance.

Keeping The Memory Alive LLC is an independent contractor and assumes all responsibility for any required tax withholdings. Tax ID# 26-4661151

Signed: ____________________________  Signed: ____________________________
Keeping The Memory Alive LLC.  Osceola Co. Board Chair Larry Emig
Manager: Sherri L. Slater

Signed: ____________________________  Date: ____________________________
Elvis Tribute Artist Jake Slater

*This contact should be signed and returned to: Keeping The Memory Alive LLC.
10781 Finch Creek Rd.
Bellaire, MI. 49615
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 ________ ( )

**REVENUE:**

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<thead>
<tr>
<th>ACCT. NAME</th>
<th>ACCOUNT NUMBER</th>
<th>DECREASE</th>
<th>INCREASE</th>
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</thead>
<tbody>
<tr>
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**EXPENSES:**

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Probate Family Ct Department

Kaye Frederick
Department Head Signature

Board of Commissioners/Representative

Recorded ( ) Motion/Resolution No. __________
Budget Amendment No. __________

9/19/16 Date
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 (X) Debt Service ( ) Other _______ ( )

REVENUE:

<table>
<thead>
<tr>
<th>ACCT. NAME</th>
<th>ACCOUNT NUMBER</th>
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<th>INCREASE</th>
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EXPENSES:

<table>
<thead>
<tr>
<th>ACCT. NAME</th>
<th>ACCOUNT NUMBER</th>
<th>INCREASE</th>
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<tbody>
<tr>
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<tr>
<td>TOTAL</td>
<td></td>
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</table>

Community Corrections Department

Board of Commissioners/Representative

Recorded ( ) Motion/Resolution No. __
Budget Amendment No. _____________

RE: Purchase of CAM + GPS Bracelets.
August 15, 2016

To: Osceola County Board of Commissioners

RE: 2017 EMS Operational Plan

This document will provide the ambulance coverage plan for 2017 based on the Board approved operational guidelines of operating the EMS Department with three 24 hour ambulances and one 12 hour ambulance daily. The location of the ambulances will be determined using call volume data from the previous 3 years. If the annual call volume of the two lowest quadrants is within 15%, both quadrants will receive 24 hour ambulance coverage on an equal basis.

Using data from 2013-2015, the two southern quadrants will receive 24 hour ambulance coverage for all of 2017. The call volume in the Northwest quadrant from 2013-2015 was higher than in the Northeast quadrant. The difference in call volume between the two northern quadrants was 12%. Based on the approved operational plan, both Northern quadrants will receive 24 hour ambulance coverage on an equal basis in 2017.

After comparing the call volume between the two northern quadrants it was noted that the call volume of the Northwest quadrant is almost equal to the Northeast quadrant for the first and second quarter of the year. The call volume of the Northwest quadrant is significantly higher than the Northeast quadrant for the third and fourth quarter of the year.

Based on the approved operational plan and call volume I have determined that in the 1st and 2nd quarter of 2017 the 24 hour ambulances will be placed in Reed City, Evart, and Marion. The 12 hour ambulance will be placed in Tustin.

Based on the approved operational plan and call volume I have determined that in the 3rd and 4th quarter of 2017 the 24 hour ambulances will be placed in Reed City, Evart, and Tustin. The 12 hour ambulance will be placed in Marion.

Respectfully Submitted,

Jeremy Beebe
EMS Director
Community Facilities Direct Loan & Grant Program
Program 101

Abbreviated Fact Sheet

Program Status: Open

What does this program do?
This program provides affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial or business undertakings.

Who may apply for this program?
Eligible borrowers include:

- Public bodies
- Community-based non-profit corporations
- Federally-recognized Tribes

What is an eligible area?
Rural areas including cities, villages, townships and towns including Federally Recognized Tribal Lands with no more than 20,000 residents according to the latest U.S. Census Data are eligible for this program.

How may funds be used?
Funds can be used to purchase, construct, and / or improve essential community facilities, purchase equipment and pay related project expenses.

Examples of essential community facilities include:

- Health care facilities such as hospitals, medical clinics, dental clinics, nursing homes or assisted living facilities
- Public facilities such as town halls, courthouses, airport hangars or street improvements
- Community support services such as child care centers, community centers, fairgrounds or transitional housing
- Public safety services such as fire departments, police stations, prisons, police vehicles, fire trucks, public works vehicles or equipment
- Educational services such as museums, libraries or private schools
- Utility services such as telemedicine or distance learning equipment
- Local food systems such as community gardens, food pantries, community kitchens, food banks, food hubs or greenhouses

For a complete list see Code of Federal Regulations 7 CFR, Part 1942.17(d) for loans; 7 CFR, Part 3570.62 for grants.

What kinds of funding are available?

http://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program
Low interest direct loans
Grants
A combination of the two above, as well as our loan guarantee program. These may be combined with commercial financing to finance one project if all eligibility and feasibility requirements are met.

What are the funding priorities?

- Priority point system based on population, median household income
  - Small communities with a population of 5,500 or less
  - Low-income communities having a median household income below 80% of the state nonmetropolitan median household income.

What are the terms?

Funding is provided through a competitive process.

Direct Loan:

- Loan repayment terms may not be longer than the useful life of the facility, state statutes, the applicant's authority, or a maximum of 40 years, whichever is less
- Interest rates are set by Rural Development, contact us for details and current rates
- Once the loan is approved, the interest rate is fixed for the entire term of the loan, and is determined by the median household income of the service area and population of the community
- There are no pre-payment penalties
- Contact us for details and current interest rates applicable for your project

Grant Approval:

1. Applicant must be eligible for grant assistance, which is provided on a graduated scale with smaller communities with the lowest median household income being eligible for projects with a higher proportion of grant funds. Grant assistance is limited to the following percentages of eligible project costs: Maximum of 75 percent when the proposed project is:
   - Located in a rural community having a population of 5,000 or fewer; and
   - The median household income of the proposed service area is below the higher of the poverty line or 60 percent of the State nonmetropolitan median household income.

2. Maximum of 55 percent when the proposed project is:
   - Located in a rural community having a population of 12,000 or fewer; and
   - The median household income of the proposed service area is below the higher of the poverty line or 70 percent of the State nonmetropolitan median household income.

3. Maximum of 35 percent when the proposed project is:
   - Located in a rural community having a population of 20,000 or fewer; and
   - The median household income of the proposed service area is below the higher of the poverty line or 80 percent of the State nonmetropolitan median household income.

4. Maximum of 15 percent when the proposed project is:
   - Located in a rural community having a population of 20,000 or fewer; and

The median household income of the proposed service area is below the higher of the poverty line or 90 percent of the State nonmetropolitan median household income. The proposed project must meet both percentage criteria. Grants are further limited.

Are there additional requirements?

- Applicants must have legal authority to borrow money, obtain security, repay loans, construct, operate, and maintain the proposed facilities.
- Applicants must be unable to finance the project from their own resources and/or through commercial credit at reasonable rates and terms.
- Facilities must serve rural area where they are/will be located.
- Project must demonstrate substantial community support.
- Environmental review must be completed/acceptable.

How do we get started?

- Contact your local office to discuss your specific project.
- Applications for this program are accepted year round.
- Program resources are available online (includes forms needed, guidance, certifications).
- Request a Data Universal Number System (DUNS) number if your organization doesn’t already have one. It should not take more than a few business days to get your number.
- Register your organization with the System for Award Management (SAM) if you aren’t already registered. The registration is free, but you need to complete several steps.

Who can answer questions?

Contact your local RD office.

What governs this program?

- Direct Loans: 7 CFR Part 1942, Subpart A
- Grants: 7 CFR Part 3570, Subpart A

NOTE: Because citations and other information may be subject to change please always consult the program instructions listed in the section above titled “What Law Governs this Program?” You may also contact your local office for assistance.

Forms & Resources

NOTE: If state specific forms are not shown above, please refer to the application materials listed below to start the process of applying. Please ensure that your state is selected in the dropdown menu above to find the State Office contact information for this program and speak to a Community Programs Specialist before attempting to fill out any forms or applications. This will save you valuable time in the process.

Application Checklist for use with this program:

RD Form 1942-40. Checklist - Public Body (pdf) or

RD Form 1942-39. Checklist - Other Than Public Bodies (pdf)

Engineering

http://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program

9/29/2016
Individual states may have particular requirements based on state and local regulations. Please select your state in the dropdown menu above to find your local contact for this program.

**Environmental**

Individual states may have particular requirements based on state and local regulations. Please select your state in the dropdown menu above to find your local contact for this program.

**Architect**

Rural Development (RD) Programs, such as Community Facilities (CF) and Multi-Family Housing (MFH), involve the construction of new buildings or renovation of existing facilities. The development of these facilities involves the need for architectural services for the preparation of plans, specifications, public bidding, contracting, construction, and construction monitoring.

Applicants, at the earliest possible time, should provide a Preliminary Architectural Feasibility Report, including the Cost Estimate, for the review by the RD Area Loan Specialist and RD State Architect. These two documents are needed to determine the project's feasibility. RD's State Architect will evaluate and provide architectural/construction guidance to the Applicants and their Architects, for RD financed architectural projects, in the following areas:

- Initial site visit & evaluation of the proposed project
- Preliminary Architectural Feasibility Report
- Agency concurrence of Owner/Architect Agreements
- Agency acceptance of Plans & Specifications
- Agency concurrence of Construction Contract documents
- Construction & construction monitoring

**Interest Rates**

Current interest rates for 4th Quarter 2016, effective July 1 - September 30, 2016

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<th>Type</th>
<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>Poverty</td>
<td>4.500%</td>
</tr>
<tr>
<td>Intermediate</td>
<td>3.625%</td>
</tr>
<tr>
<td>Market</td>
<td>2.75%</td>
</tr>
</tbody>
</table>

For this quarter, all loans will be given at the lower market rate.

Rural Community Development Initiative Grants
Program 101

Program Status: CLOSED
Notice of Funding Availability: PDF

What does this program do?
This program provides funding to help non-profit housing and community development organizations support housing, community facilities, and community and economic development projects in rural areas.

Announcement of recent RCDI Grant Awards and the list of recipients.

Who may apply for this program?
- Public bodies
- Non-profit organizations
- Federally Recognized Tribes

What is an eligible area?
Rural and rural area—Any area other than (i) a city or town that has a population of greater than 50,000 inhabitants; and (ii) the urbanized area contiguous and adjacent to such city or town.

How may funds be used?
To improve housing, community facilities, and community and economic development projects in rural areas.
Rural Community Development Initiative grants may be used for, but are not limited to:
- Training sub-grantees to conduct:
  1. Home-ownership education
  2. Minority business entrepreneur education
- Providing technical assistance to sub-grantees on
  1. Strategic plan development
  2. Accessing alternative funding sources
  3. Board training
  4. Developing successful child care facilities
  5. Creating training tools, such as videos, workbooks, and reference guides
  6. Effective fundraising techniques

What kind of funding is available?
- Minimum grant award is $50,000; maximum grant award is $250,000
- Grant funds are limited and are awarded through a competitive process

Are matching funds required?

- Matching fund requirement equal to amount of grant
- In-kind contributions cannot be used as matching funds
- Partnerships with other federal, state, local, private and nonprofit entities are encouraged

How do we get started?

- Applications are accepted on an annual basis through a Notice of Funding Availability (NOFA) in the Federal Register
- Program Resources are available online (includes forms needed, guidance, certifications etc.)

Who can answer questions?
Contact your local RD office.

What governs this program?

NOTE: Because citations and other information may be subject to change please always consult the program Instructions listed in the section above titled “What Law Governs this Program?” You may also contact your State Office RCDI Contact for assistance.

Forms & Resources

NOTE: If state specific forms are not shown above, please refer to the application materials listed below to start the process of applying. Please ensure that your state is selected in the dropdown menu above to find the State Office contact information for this program and speak to a Community Programs Specialist before attempting to fill out any forms or applications. This will save you valuable time in the process.

Application Information:

An application package can be downloaded from Grants.gov  CFDA 10.446

Checklist of Forms included in Grants.gov application package (pdf | doc)

For more information about this program, or to file an application, contact the Rural Development State Office RCDI Contact.
September 27, 2016

Mr. Scott Schryer
Director
Osceola Commission on Aging
732 West US 10
P.O. Box 594
Evart, MI 49631

Dear Scott,

On September 26, 2016, the AAAWM Board of Directors met and approved increases in nutrition funding for Osceola Commission on Aging for Fiscal Year 2016. The funding increases are detailed below. The Nutrition Services Incentive Program (NSIP) figures are the funding amounts finalized by the State for FY 2016.

- Congregate Meals $2,000
- Congregate NSIP $50
- HDM NSIP $159

Enclosed please find two copies of your FY 2016 OAA contract amendment. Both copies must be signed and dated by the Chairperson of your Policy Board or a duly authorized person. If the chairperson is unable to sign the contract, attach a Policy Board Resolution or a copy of your organizational by-laws, which authorizes elected officers to sign or countersign official documents.

Please return one signed original contract to your Contract Administrator, Staci Gerken, as soon as possible, and retain the other copy for your files. Funds cannot be released until a signed contract is received back in our office.

Congratulations on your award. We look forward to continuing to work with your organization in providing services for older adults in your area.

Sincerely,

Jackie O'Connor
Executive Director

Enclosures

Mission: Provide older persons and persons with a disability an array of services designed to promote independence and dignity in their homes and their communities.
CONTRACT AMENDMENT

STATEMENT OF PURPOSE

The Area Agency on Aging of Western Michigan, Inc. (AAAWM), a Michigan non-profit Corporation, and Osceola County Board of Commissioners (Service Provider), a public agency, entered into Contract numbered 61.82 in which the Service Provider undertook to provide certain services with state and federal funding for the three year period ending September 30, 2016. The parties now agree to amend the provisions of that contract.

AGREEMENT OF PARTIES

As of September 26, 2016, AAAWM and the Service Provider agree:

1. That the amount of funds the AAAWM agrees to pay, for the budget period October 1, 2015 through September 30, 2016 as provided in the Contract of October 1, 2013, shall not exceed $242,981.00 (Two hundred forty-two thousand nine hundred eighty-one and 00/100 dollars).

2. Service Provider is to provide services funded through this contract during each of the twelve (12) months of the fiscal year unless a waiver has been granted.

3. That the amount the Service Provider agrees to provide as Local Match, for the budget period October 1, 2015 through September 30, 2016, as specified in the Contract of October 1, 2013, shall be not less than $26,998.00 (Twenty-six thousand nine hundred ninety-eight and 00/100 dollars).

4. That the amount of NSIP funds AAAWM agrees to pay, for the budget October 1, 2015 through September 30, 2016 shall not exceed $23,665.00 (Twenty-three thousand six hundred sixty-five and 00/100 dollars). NSIP funds shall only be used for raw food expenditures.

5. That Service Budgets (Attachment I-A and I-B) are deleted and Service Budgets (Attachment I-A and I-B) dated September 26, 2016 are added.

6. That Older Americans Act Funding Distribution (Attachment II) is deleted and Older Americans Act Funding Distribution (Attachment II) dated September 26, 2016 is added.

7. Federal Regulations. Service Provider will comply with federal regulation 2 CFR Part 180 and certifies to the best of its knowledge and belief that its employees:
   (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
   (b) Have not within a 3-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
(c) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in Paragraph 13(b); and

(d) Have not within a 3-year period preceding this agreement had one or more public transaction (federal, state or local) terminated for cause or default.

AREA AGENCY ON AGING OF WESTERN MICHIGAN, INC.
A MICHIGAN NONPROFIT CORPORATION

By: [Signature]
Jackie O’Connor, Executive Director
Area Agency on Aging of Western Michigan

By: [Signature]
Person Authorized to Sign for Service Provider

Name: ____________________________

Title: ____________________________

Date: ____________________________
## Area Agency on Aging Of Western Michigan
### Nutrition Service Budget

**Contractor Name:** Osceola County Commission on Aging  
**Access/Community Service:** Congregate Meals  
**Geographic Area to Serve:** Osceola County

---

### I. Funding Summary:

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Federal Funds Awarded (III C1)</td>
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<td>State Funds Awarded (State Cong)</td>
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<tr>
<td>Total AAAWM Funds Awarded</td>
<td>$39,298</td>
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<td>10% Cash/in-Kind Match (Required)</td>
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### II. Unit Cost (Per Meal):

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<tr>
<td>Delivery Cost (salaries, vehicles, gas etc.)</td>
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<tr>
<td>Other Direct Service Costs</td>
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<td>Administration and Fundraising</td>
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<td>Other Overhead</td>
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<td>Total Cost Per Unit</td>
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<td>Less NSIP, Match, Program Income, Other Resources</td>
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<td>AAAWM Unit Rate</td>
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### IV. Contracted Units

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<tr>
<td>2. NSIP Only Projected Units**</td>
<td>725</td>
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<td>3. TOTAL</td>
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### V. One-Time Budget

**AAAWM Award (Reimbursement Due)**

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<td>2</td>
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<td>3</td>
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<td>4</td>
<td></td>
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<tr>
<td>Total</td>
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### II. Service Activity: Targeting Planned Clients To Be Served

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<td>75 and over</td>
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<tr>
<td>Total Eligible Minority</td>
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</tr>
<tr>
<td>Total Eligible at/below 100% of Poverty</td>
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</tr>
<tr>
<td>Total Minority at/below 100% of Poverty</td>
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</tr>
<tr>
<td>Total Frail/Disabled</td>
<td>10</td>
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</tbody>
</table>

---

*Equals AAAWM Funds / Unit Rate  
**NSIP Only units are units that will be served with other resources that meet OAA requirements*
## Area Agency on Aging Of Western Michigan
### Nutrition Service Budget

**Contractor Name:** Osceola County Commission on Aging  
**Access/Community Service:** Home Delivered Meals  
**Geographic Area to Serve:** Osceola County  
**Budget Period:** FY 2016  
**Contract #:** 61.82 - FY 16.4  
**Date:** 09/26/2016  
**Prepared By:** Staci Gerken  

### I. Funding Summary:

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<tr>
<th>Source of Cash Match</th>
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<td>State Funds Awarded (State Cong)</td>
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<td>Total AAAWM Funds Awarded</td>
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</tr>
<tr>
<td>10% Cash/In-Kind Match (Required)</td>
<td>$11,247</td>
<td></td>
</tr>
<tr>
<td>Total Local Cash Match</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Source of In-Kind Match</td>
<td>Amount</td>
<td>HDM</td>
</tr>
<tr>
<td>Building space (Tustin)</td>
<td>$11,247</td>
<td></td>
</tr>
<tr>
<td>Total Local In-Kind Match</td>
<td>$11,247</td>
<td></td>
</tr>
<tr>
<td>Other Resources (Describe)</td>
<td>Amount</td>
<td>HDM</td>
</tr>
<tr>
<td>United Way</td>
<td>$20,250</td>
<td></td>
</tr>
<tr>
<td>Millage</td>
<td>$43,740</td>
<td></td>
</tr>
<tr>
<td>Total of Program Resources</td>
<td>$204,443</td>
<td></td>
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</table>

### III. Unit Cost (Per Meal):

<table>
<thead>
<tr>
<th>Description (Itemize)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raw Food Cost</td>
<td>$3.35</td>
</tr>
<tr>
<td>Delivery Cost (salaries, vehicles, gas etc.)</td>
<td>$3.10</td>
</tr>
<tr>
<td>Other Direct Service Costs</td>
<td>$1.10</td>
</tr>
<tr>
<td>Administration and Fundraising</td>
<td>$1.18</td>
</tr>
<tr>
<td>Other Overhead</td>
<td>$0.37</td>
</tr>
<tr>
<td>Total Cost Per Unit</td>
<td>$9.10</td>
</tr>
<tr>
<td>Less NSIP, Match, Program Income, Other Resources</td>
<td>$4.54</td>
</tr>
<tr>
<td>AAAWM Unit Rate</td>
<td>$4.56</td>
</tr>
</tbody>
</table>

### IV. Contracted Units

<table>
<thead>
<tr>
<th>TP2A</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. AAAWM Funds*</td>
<td>22,199</td>
</tr>
<tr>
<td>2. NSIP Only Projected Units**</td>
<td>3,402</td>
</tr>
<tr>
<td>3. TOTAL</td>
<td>25,601</td>
</tr>
</tbody>
</table>

### V. One-Time Budget

**AAAWM Award (Reimbursement Due)**

<table>
<thead>
<tr>
<th>Description (Itemize)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$0</td>
</tr>
<tr>
<td>2</td>
<td>$0</td>
</tr>
<tr>
<td>3</td>
<td>$0</td>
</tr>
<tr>
<td>4</td>
<td>$0</td>
</tr>
<tr>
<td>Total</td>
<td>$0</td>
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</table>

**10% Match Required**

<table>
<thead>
<tr>
<th>Description (Itemize)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cash</td>
<td>$0</td>
</tr>
<tr>
<td>2. In-Kind</td>
<td>$0</td>
</tr>
<tr>
<td>3. Other</td>
<td>$0</td>
</tr>
<tr>
<td>Total</td>
<td>$0</td>
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</tbody>
</table>

*Equivalent to AAAWM Funds / Unit Rate  
**NSIP Only units are units that will be served with other resources that meet OAA requirements
Attachment II

Area Agency on Aging of Western Michigan
Older Americans Act Funding Distribution
October 1, 2015 – September 30, 2016

Funding as of: September 26, 2016

Osceola Commission on Aging

<table>
<thead>
<tr>
<th>Service</th>
<th>Source</th>
<th>CFDA</th>
<th>Award as of 6/27/16</th>
<th>Change in Funding</th>
<th>Adjusted Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homemaker</td>
<td>IIIB</td>
<td>93.044</td>
<td>$7,700</td>
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<td>$7,700</td>
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<tr>
<td></td>
<td>SAC</td>
<td></td>
<td>$14,950</td>
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<td>$14,950</td>
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<tr>
<td></td>
<td>SIH</td>
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<td>$7,800</td>
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<td>$7,800</td>
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<tr>
<td>Respite</td>
<td>IIIE</td>
<td>93.052</td>
<td>$33,000</td>
<td></td>
<td>$33,000</td>
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<tr>
<td></td>
<td>Tobacco</td>
<td></td>
<td>$12,000</td>
<td></td>
<td>$12,000</td>
</tr>
<tr>
<td></td>
<td>SIH</td>
<td></td>
<td>$4,549</td>
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<td>$4,549</td>
</tr>
<tr>
<td>Assisted Transportation</td>
<td>IIIB</td>
<td>93.044</td>
<td>$19,458</td>
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<td>$19,458</td>
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<tr>
<td>DP/HP - Matter of Balance</td>
<td>IIID</td>
<td>93.043</td>
<td>$3,000</td>
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<td>$3,000</td>
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<tr>
<td>Congregate Meals</td>
<td>IIIC-1</td>
<td>93.045</td>
<td>$37,298</td>
<td>$2,000</td>
<td>$39,298</td>
</tr>
<tr>
<td></td>
<td>NSIP</td>
<td>93.053</td>
<td>$5,635</td>
<td>$50</td>
<td>$5,685</td>
</tr>
<tr>
<td>Home Delivered Meals</td>
<td>IIIC-2</td>
<td>93.045</td>
<td>$50,226</td>
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<td>$50,226</td>
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<tr>
<td></td>
<td>SHDM</td>
<td></td>
<td>$51,000</td>
<td></td>
<td>$51,000</td>
</tr>
<tr>
<td></td>
<td>NSIP</td>
<td>93.053</td>
<td>$17,821</td>
<td>$159</td>
<td>$17,980</td>
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<tr>
<td><strong>Total Funding</strong></td>
<td></td>
<td></td>
<td><strong>$264,437</strong></td>
<td><strong>$2,209</strong></td>
<td><strong>$266,646</strong></td>
</tr>
</tbody>
</table>
AGREEMENT

THIS AGREEMENT, made by and entered into between the Board of Commissioners of the County of Osceola, State of Michigan, a municipal corporation, herein-after called "Board", as party of the first part, and, Professional Office Cleaning of Big Rapids, Michigan, herein-after called the "Contractor", as party of the second part, both of whom understand as follows:

Both parties agree to the terms and conditions as stated in the General Conditions as provided herein concerning Janitorial Services at the Courthouse, Sheriff Department, Annex Building and County Health & Services Building. If additional rooms or buildings are added to the contract, the contract may be opened to negotiate additional compensation.

Both parties agree to abide by this agreement with an expiration date of December 31, 2017.

The Contract Representative and the Contractor agree to meet at least ninety (90) days before the expiration of this contract to allow the Board to consider the continuation of this agreement beyond its date of termination. The Contractor understands that continuation is not automatic.

The Board agrees to pay the Contractor the sum of $38,400.00 or $3,200.00 per month for services provided in compliance with this agreement.

This Agreement is effective on the 1st day of January in the year 2017.

For the County of Osceola

Witness

Date

Larry Emig, Chairperson
Board of Commissioners
County of Osceola
Reed City, Michigan

Witness

Date

9-28-2016

John Withrow
Professional Office Cleaning
Big Rapids, Michigan