

STANDARD PURCHASING RESOLUTION 1 – Award To Low Bidder – Appraisal Services for City Owned Remnant Parcels

RESOLVED, That Troy City Council hereby **AWARDS** a contract for Appraisal Services to the low bidder; Norman Thomas of R.S. Thomas & Associates, Inc. of Livonia, MI; for an estimated total cost of \$15,175.00 for the appraisal(s) of City owned remnant properties at the unit prices contained in the bid tabulation opened July 31, 2014, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

BE IT FURTHER RESOLVED, That the award is contingent upon the contractor's submission of properly executed bid and proposal documents, including insurance certificates and all other specified requirements.

BLANKET ORDER

No. 2015-00000159

DATE: 08/18/2014

PAGE: 1 of 1

FOB DESTINATION

Ship To

CITY OF TROY
Engineering
500 W BIG BEAVER RD
TROY, MI 48084

Bill To

CITY OF TROY
Engineering
500 W BIG BEAVER RD
TROY, MI 48084

COUNCIL RESOLUTION
2014-08-106-J-4c

VENDOR NO. 137138

CONFIRMING ONLY

Vendor

R S THOMAS ASSOCIATES INC
23366 FARMINGTON RD STE 100
FARMINGTON, MI 48336

QUANTITIES ARE ESTIMATED AND WILL BE ORDERED AS NEEDED

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	Lump Sum	Appraisal Services Remnant Parcels Shall provide APPRAISAL SERVICES for the City of Troy owned remnant properties in accordance with all bid specifications for approximately eleven (11) parcels of varied shapes, sizes, zoning classifications and locations as per the direction and supervision of Larysa Figol, Senior Right of Way Representative. Contact number is 248 524 3380.	15,175.0000	\$15,175.00

Entered By: MaryBeth Murz

\$15,175.00

Special Instructions:

CITY COUNCIL APPROVAL DATE: 8/11/2014.

TERMS & CONDITIONS

1. Purchases of Municipalities are exempt from State Sales and Federal Excise Taxes.
2. Prior to acceptance, vendor agrees to provide City with information under the Right-to-Know Law, P.A. 1986, No. 80, and fully comply with all terms and conditions of the Michigan Occupational Safety and Health Act, MCL 408.1001, et seq. including vendor shall provide City with an "MSDS". Vendor also agrees to be responsible for all required labeling.
3. In cases of emergency/disaster, the City can purchase up to six(6) times the order amount for a period of six(6) months at the price contained in the contract.
4. Purchase Orders are signed electronically based upon computer generated "on-line" authorized approvals. Authentic signatures are on file in the City of Troy Purchasing Department.

NOTICE: The City could put the vendor on notice that vendors will be held financially responsible for any claims or awards made against the City as a result of the vendor's action. If the City has to defend the initial lawsuit, the City will bring in the vendor as a co-defendant or sue the vendor, either as the result of settling a claim or the conclusion of the lawsuit.

I HEREBY CERTIFY THAT THIS ORDER IS PROPERLY AUTHORIZED AND APPROVED.


MaryBeth Murz

CITY OF TROY
 BID TABULATION
 APPRAISAL SERVICES

R.S. Thomas & Associates, Inc.	R.S. Thomas & Associates, Inc.	Terzo & Bologna
Andrew Boeltcher	Norman Thomas	
Livonia, MI 48154	Livonia, MI 48154	Livonia, MI 48152

PROPOSAL: To provide Appraisal Services for the City of Troy owned remnant properties in accordance with all bid specificaltcns. Approximately eleven (11) parcels of varied shapes, sizes, zoning classifications and locations.

ESTIMATED FEE PER PARCEL:	\$15,175.00	\$15,175.00	\$27,500.00
SITE REVIEW:			
Company reviewed the sites	X	X	
Company did not review the sites			X
INSURANCE: Can Meet	X	X	X
Cannot Meet			
EXCEPTIONS:	None	None	None
ACKNOWLEDGEMENT SIGNED: Y OR N	YES	YES	YES
REFERENCES: Y OR N	YES	YES	NO
FORMS COMPLETED:			
Legal Status of Bidder: Y or N	YES	YES	YES
Non-Collusion Affidavit: Y or N	YES	YES	YES
Certification regarding Debarment: Y or N	YES	YES	YES
"Iran- Linked" Business Y or N	YES	YES	YES

BOLD FACETYPE INDICATES LOW BIDDER.

ATTEST:
Enna Bachelor
Brenda Carter
Larysa Figol

MaryBeth Murz
 MaryBeth Murz,
 Purchasing Manager

R.S. Thomas & Associates, Inc. / Harold Blake Co.

ESTABLISHED 1980

ESTABLISHED 1915

REAL ESTATE APPRAISERS AND VALUATION CONSULTANTS

33620 FIVE MILE ROAD

LIVONIA, MICHIGAN 48154

TEL. 734-422-5353 / FAX 734-422-5354

RAYMOND S. THOMAS, ASA, SR/WA
1927-1990

HAROLD F. BLAKE 1892-1942
JOHN J. MELCHER, SR. 1895-1978

NORMAN G. THOMAS, ASA, SR/WA
CERTIFIED GENERAL REAL ESTATE APPRAISER
ANDREW BOETTCHER
CERTIFIED GENERAL REAL ESTATE APPRAISER
MELISSA FREED
LICENSED REAL ESTATE APPRAISER

JOHN J. MELCHER, JR.
BROKER/CONSULTANT

July 28, 2014

Larysa Figol
Senior Right of Way Representative
City of Troy
500 West Big Beaver
Troy, MI 48084

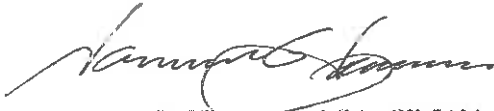
RE: RFP-COT 14-24
City of Troy Surplus Property Sale

Dear Ms. Figol,

We have reviewed the information pertaining to the eleven parcels in need of current valuations for the City of Troy remnant properties. Attached is a spreadsheet identifying these properties and the appropriate fees. However, due to like properties, a discount is available for nine of the eleven properties. A fifteen percent discount is attributed to nine properties with a fee of \$1,500, reduced to \$1,275. This results in a total fee of \$15,175 including all remnant properties.

Also included is a list of references, if so desired, and my Curriculum Vitae, identifying my past appraisal experience and appraisal involvement within various organizations, including Chair of the State of Michigan Licensing Board of Real Estate Appraisers.

Respectfully,



Norman G. Thomas, ASA, SR/WA
President
R.S. Thomas & Associates/Harold Blake Co.

R.S. Thomas & Associates, Inc. / Harold Blake Co

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LICENSED REAL ESTATE APPRAISER

HAROLD R. BLAKE 1892 - 1942
JOHN J. MELCHER, SR. 1885 - 1976


JOHN J. MELCHER, JR.
BROKER CONSULTANT

REFERENCES

Patricia Petitto, SR/WA, R/W-RAC
GREENSTAR & ASSOCIATES, LLC
4840 N. Adams Rd., Ste 183
Rochester, MI 48306
248-342-6640
E-Mail: petittopa@aol.com

Glenn Shaw, Right of Way Agent
MACOMB COUNTY DEPT. of ROADS
117 S. Groesbeck Hwy
Mount Clemens, MI 48043
586-463-8671
E-mail: gshaw@rcmcweb.org

Jeffrey L. Jones SR/WA, R/W-NAC, R/W-RAC, R/W-URAC
HUBBELL, ROTH & CLARK, INC
555 Hulet Dr.,
Bloomfield Hills, MI 48302
248-227-0730
E-mail: jljones.srwa@gmail.com


7/28/14

R.S. Thomas & Associates, Inc. / Harold Blake Co

ESTABLISHED 1980

ESTABLISHED 1915

REAL ESTATE APPRAISERS AND VALUATION CONSULTANTS

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BROKER, CONSULTANT

QUALIFICATIONS

OF

NORMAN G. THOMAS, ASA, SR/WA

GENERAL INFORMATION

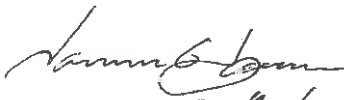
Mr. Thomas is a native and lifelong resident of Metropolitan Detroit, Michigan having graduated from Detroit (Redford) Catholic Central High School in 1980. He graduated in 1983 from Albion College with a Bachelor of Arts. He has been employed as a full time real estate appraiser with R. S. Thomas & Associates, Inc. of Livonia, Michigan since August 1986.

Mr. Thomas is President and chief appraiser of R. S. Thomas & Associates, Inc., and chief appraiser and owner of Harold Blake Co. He holds an Associate Real Estate Broker License in Michigan and is a Certified General Real Estate Appraiser as required by the Department of Licensing and Regulatory Affairs (LARA), Lansing, Michigan, for appraising non-residential properties. He holds the Accredited Senior Appraiser (ASA) designation for Real Property with the **American Society of Appraisers** and has successfully completed the mandatory education requirements for the five-year recertification program. He has also been awarded the **SR/WA** Designation with the **International Right of Way Association**. Mr. Thomas is included in the Michigan Department of Transportation (MDOT) approved fee appraiser register and the Housing and Urban Development (HUD) approved appraiser list for completing FHA appraisals.

Mr. Thomas is past president (2001-2002) of the Detroit Chapter of the American Society of Appraisers (ASA) and is past president (2009-10) of the Michigan Chapter of the International Right of Way Association (IRWA). He currently represents the seven states of Region 5 as Valuation Chair. He has been elected (2009) for a three year term Board Member of **MiCREA**, the Michigan Council of Real Estate Appraisers, representing more than 2800 members. July, 2009, Mr. Thomas was appointed by the Governor of the State of Michigan to serve a four year term on the **Board of Real Estate Appraisers** under the Department of Licensing and Regulatory Affairs (LARA) and has recently been reappointed for a term ending 2017.

FORMAL EDUCATION

- ◆ Detroit (Redford) Catholic Central High School, Redford Township, Michigan
- ◆ Albion College, Albion, Michigan
Bachelor of Arts Degree - Biology Major with course work in accounting, economics, and statistics.
- ◆ Mercy College, Detroit, Michigan
- ◆ Schoolcraft College, Livonia, Michigan


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LICENSES AND PROFESSIONAL AFFILIATIONS

- ◆ Michigan Certified General Real Estate Appraiser - Permanent I.D. #1201001223
- ◆ Michigan Real Estate Associate Broker License - Permanent I.D. #6502134603
- ◆ American Society of Appraisers - Designated (ASA) - Accredited Senior Appraiser
 - ◆2001-2002 President / Detroit Chapter #13
 - ◆2000-2001 1st Vice-President / Detroit Chapter #13
 - ◆1999-2000 2nd Vice-President & Treasurer / Detroit Chapter #13
 - ◆1998-1999 Secretary / Detroit Chapter #13
 - ◆1997-1998 Membership Chairman / Detroit Chapter #13

- ◆ International Right of Way Association Chapter #7 - Designated SR/WA
 - ◆2004 Assistant Secretary / Treasurer
 - ◆2005 Treasurer
 - ◆2006 Treasurer
 - ◆2007 Vice President
 - ◆2008 President Elect
 - ◆2009-10 President

REAL ESTATE EDUCATION

Appraisal Institute:

- | | |
|-----------------|--|
| ✓ Course 1A-1 | Principles of Real Estate Appraisal |
| ✓ Course 1A-2 | Basic Valuation Procedures |
| ✓ Course 1B-A | Capitalization Theory and Techniques Part One |
| ✓ Course 1B-B | Capitalization Theory and Techniques Part Two |
| ✓ Course SPP | Standards of Professional Practice |
| ✓ Course 2-1 | Case Studies in Real Estate Valuation |
| ✓ Course 264 | Eminent Domain & Condemnation Appraising |
| ✓ Course REA507 | Perspectives of Problems in Michigan Appraisal Law |
| ✓ | FHA and New Residential Appraisal Forms |
| ✓ | Quality Assurance in Residential Appraisals |


International Right of Way Association:

- | | |
|--------------------|---|
| ✓ Course 403 | Easement Valuation |
| ✓ Course 101 | Negotiations/Engineering
Appraisal/Law |
| ✓✓ Course 901 | Engineering Plan Development & Application |
| ✓ Course 902 | Property Descriptions |
| ✓ Course 202 | Interpersonal Relations in Real Estate |
| ✓ Course 205 | Bargaining Negotiations |
| ✓ Course 402 | Intro to the Income Capitalization Approach |
| ✓ Course 803 | Eminent Domain Law |
| ✓ Course 407 | Valuation of Contaminated Properties |
| ✓ Course 103 | Ethics and the Right of Way Profession |
| ✓✓ Course 505 | Advanced Residential Relocation |
| ✓ Course #L0170900 | Michigan Law Update |

Oakland County Association of Assessing Officers

- Appraising for Lending Institutions
- Foreclosures, Short Sales, Concessions and the
HVC: What Every Assessor Needs to Know

Educational Seminars of Various Professional Organizations


2/28/4

APPRAISAL EXPERIENCE:

Mr. Thomas' appraisals and consultations have addressed valuation questions regarding total and partial condemnations initiated by numerous government authorities possessing the power of eminent domain including the Michigan Department of Transportation, various Road Commissions and municipalities and utilities.

Mr. Thomas has appraised residential, commercial, industrial, and vacant property in various parts of the State of Michigan and predominantly in the seven county metropolitan Detroit area.

He has appraised and consulted for mortgage, estate, insurance, consulting, sale, and litigation purposes. Litigation appraisals include, but are not limited to tax appeals, partnership disputes, divorce, estates, adverse effects, and eminent domain.


REPRESENTATIVE LIST OF CLIENTS

PUBLIC ACQUISITION:

- City of Ann Arbor - Washtenaw County, Michigan
- City of Farmington Hills - Oakland County, Michigan
- City of Garden City - Wayne County, Michigan
- City of Inkster - Wayne County, Michigan
- City of Livonia - Wayne County, Michigan
- City of Madison Heights - Oakland County, Michigan
- City of Novi - Oakland County, Michigan
- City of Rochester Hills - Oakland County, Michigan
- City of Taylor - Wayne County, Michigan
- City of Troy - Oakland County
- City of Walled Lake - Maple Road Extension Project, Oakland County, Michigan
- City of Wixom - Wixom Road Relocation Project
- Detroit Water and Sewer Department
- Michigan Department of Transportation (MDOT)
- Plymouth Township - Mettetal Airport Expansion Project
- Washtenaw County Road Commission
- Wayne County Public Services - Wayne County, Michigan
- Western Townships Utilities Authority - Plymouth, Michigan

FINANCIAL INSTITUTIONS

- Chase Manhattan Mortgage Corporation
- Colonial Mortgage Corporation
- Commercial Alliance
- Community Choice Credit Union
- Community Financial Members Credit Union
- Flagstar
- Homestead Mortgage
- Member First Mortgage
- Metropolitan Mortgage & Securities Company, Inc.
- Michigan Columbus Federal Credit Union
- Michigan First Credit Union
- Michigan Catholic Credit Union
- PAC Credit Union
- Service Corp Mortgage
- Telecom Credit Union



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OTHER CORPORATIONS, CLIENTS, AND BUSINESSES

- GMAC Relocation Services
- Arrow Trucks & Parts Company
- Commonwealth Associates, Inc.
- Corporate Transfer Services, Inc.
- Detroit Catholic Pastoral Alliance
- DTE
- Executive Relocation Corporation
- Internal Revenue Service
- ITCTransmission
- JCK & Associates, Inc.
- JR Group
- M & B Development
- Mead & Hunt
- Southgate Community Schools
- Southwest Brake
- Ziebart International Corporation

LEGAL FIRMS

- Ackerman , Ackerman & Dynkowski, P.C.
- Andrew L. Bemish
- Berry, Reynolds & Rogowski, P.C.
- Butzel Long
- Carter & Gebauer
- Couzens, Lansky, Fealk, Ellis, Roeder & Lazar
- Cummings, McClorcy, Davis & Acho
- Hickey, Cianciolo, Fishman & Finn, P.C.
- Garratt & Bachand, P.C.
- Holzman & Corkery PLLC
- Howard & Howard
- Kenneth M. Davies
- Levasseur, Dyer and Associates, P.C.
- Lowe & Lewandowski, P.C.
- Meyer, Kirk, Snyder & Lynch, PLLC
- Paul J. Schwab
- Secrest, Wardle, Lynch, Hampton, Truex & Morley
- Susan E. Cohen
- UAW-Chrysler Legal Services Plan


7/28/14

RFP-COT 14-24
 City of Troy Surplus Property Sale

	Property ID	Address/Location	Acres	Structure	Fee	Discount	Final Fee
1	88-20-03-126-006	6972 Donaldson	0.95		\$1,500.00	Less 15%	\$1,275.00
2	88-20-10-101-018	Old Fire Station 2	0.34		\$1,500.00		\$1,500.00
3	88-20-20-226-038	3645 Crooks-Eng. Field Office	0.56	3501 sf Blt in 1901	\$2,200.00		\$2,000.00
4	88-20-16-476-027	Livernois & Paragon	0.42		\$1,500.00	Less 15%	\$1,275.00
5	88-20-16-476-028	Livernois & Paragon	0.42		\$1,500.00	Less 15%	\$1,275.00
6	88-20-28-227-006	2995 Livernois	0.18		\$1,500.00	Less 15%	\$1,275.00
7	88-20-22-358-028	Big Beaver & Frankton	0.21		\$1,500.00	Less 15%	\$1,275.00
8	88-20-27-155-013	Hickory & Plum	0.17		\$1,500.00	Less 15%	\$1,275.00
9	88-20-34-201-003	598 E. Maple	0.14		\$1,500.00	Less 15%	\$1,275.00
10	88-20-26-483-053	John R. & Maple	0.39		\$1,500.00	Less 15%	\$1,275.00
11	88-20-24-451-029	Big Beaver, W of Waterfall	0.31		\$1,500.00	Less 15%	\$1,275.00
Total							\$15,175.00

Ann Marie [Signature]
 7/29/14



**CITY OF TROY
BID PROPOSAL**

RFP-COT 14-24
Page 1 of 6

The undersigned proposes to provide APPRAISAL SERVICES in accordance with the attached bid specifications that are to be considered an integral part of this proposal, at the following rates:

COMPANY NAME: R.S. Thomas + Assoc./Harold Blake Co.

The bid document contains the following sections:

Instructions to Bidders (3 pages)	List of Remnant Properties (1 page)
Bid Proposal (6 pages)	Sample Insurance Certificate (1 page)
Forms (4 forms)	Statement of No Bid (1 page)

PROPOSALS: The undersigned as bidder declares that he/she having examined the specifications and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including availability of materials and labor, hereby proposes to furnish all labor, equipment materials, and supplies, to complete the program in accordance with the bid specifications, within the time set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the contract documents, of which this Proposal is part.

**APPRAISAL ASSIGNMENT PROPOSAL AND FEE ESTIMATE
PROPOSALS DUE - THURSDAY, JULY 31, 2014**

Each page must be completed in ink (or typed) and dated and signed by the appraiser.

UPDATE () Yes () No	CONTRACT NO.	DATED CITY OF TROY SURPLUS PROPERTY SALE	
OWNER OF RECORD CITY OF TROY	OCCUPANT		
ADDRESS 500 WEST BIG BEAVER	PHONE 248-524-3380	ADDRESS	PHONE
TYPE OF PROPERTY SEE ATTACHED	LOCATION Within the City of Troy		
TYPE OF APPRAISAL Market Value in	IMPROVEMENT IN AREA TO BE ACQUIRED () Yes () No	PREPARED BY Larysa Figol	DATE 7/11/2014

**Summary Appraisal
Report Form**

APPRAISAL PROBLEM - State any special studies to be furnished by the City of Troy, cost fixtures, etc.

7/28/14
[Signature]

SEE ATTACHED CHART To establish a MARKET VALUE for surplus property owned by the City of Troy. Approximately eleven (11) parcels of varied shapes, sizes, zoning classifications & locations. APPRAISALS WILL BE COMPLETED IN SUMMARY APPRAISAL REPORT FORM.

The Appraiser submitting this estimate has reviewed the Appraisal Problem and agrees to sign a City of Troy Appraisal Contract for the estimated fee of \$ see attached per parcel in Summary Appraisal Report Form.
ALL APPRAISALS TO BE DELIVERED IN 30 DAYS FROM DATE OF AUTHORIZATION – ALL APPRAISALS TO BE PREPARED TO STATE LAWS.

The above is not to be construed as a competitive bid. Its purpose is to support and document the fees paid for personal services by the City of Troy Right of Way Department. The information contained herein is confidential between the appraiser and the City of Troy and will not be disclosed to other fee appraisers by either party for competitive purposes.

If more than one appraisal is included in this proposal, the acceptance of an estimate for any one appraisal is contingent upon approval of the total estimate. The appraiser agrees to negotiate a revised fee if parcel(s) are deleted.

The undersigned deposes and says that as the responsible appraiser submitting this proposal he has not directly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of submitting an independent estimate of fees for this assignment.

I agree to properly appraise the parcel(s) in this proposal in accordance with plans and title furnished by the City of Troy and furnish reports that comply with appraisal requirements and to deliver said appraisals by **30 DAYS FROM AUTHORIZATION.**

Date 7/28/14
APPRaiser's SIGNATURE [Signature] WITNESS [Signature] DATE 7/28/14

RFP-COT 14-24

CONTROL SECTION SEE ATTACHED PARCEL _____ JOB NO. _____

FEDERAL ITEM NO. _____ FEDERAL PROJECT NO. _____ PAGE 1 of 2

SEE ATTACHED CHART WHICH IS A LIST OF PARCELS, WITH MINIMAL INFORMATION.

REAL ESTATE SERVICES ASSIGNMENT & SCOPE OF WORK

It is the intent of the City of Troy to select and contract with a qualified real estate appraiser; licensed and in good standing in the State of Michigan, and be on the Michigan Department of Transportation (MDOT) list of approved appraisers.

Each appraisal will establish FAIR MARKET VALUE for surplus property owned by the City of Troy. The properties will be offered for sale to the public by sealed bid or as determined by City Council to adjacent property owners. Approximately eleven (11) parcels of varied shapes, sizes, zoning classifications and locations are included in the assignment. Please refer to the attached parcel chart – information is minimal. Summary Appraisals are acceptable.

The appraisals shall follow accepted principles and techniques in evaluation of real property in accordance with State laws. The appraisals shall be sufficiently documented in accordance with the Uniform Standards of Professional Appraisal Practices (USPAP) as formulated by the Appraisal Standards Board of the Appraisal Foundation and the Michigan Department of Transportation.
Request for Proposals

7/28/14
[Signature]


The appraisals will show the basis for value of land and/or value of land and improvements used, and a brief analysis indicating how it supports the value estimate.

Upon award, the Appraiser will be provided with:

1. A sketch and legal description of each property
2. Zoning maps
3. Zoning ordinance as needed
4. Most recent information on file in City records.

The City of Troy will share our most recent information regarding other property sales in the City that may be of assistance to the appraiser in completing this assignment.

2/28/14



TERMS AND CONDITIONS

AWARD:

The evaluation and award of this proposal shall be based on a combination of factors including but not limited to: the best all around proposal submitted meeting City of Troy specifications, professional competence, MDOT selection as an approved appraiser, references, Vendor Questionnaire, price, and the correlation of the proposal submitted to the needs of the City of Troy.

The City of Troy reserves the right to award this proposal to the bidder with the best all around proposal which may include the rejection of a low priced proposal which has major deviations from specifications and the acceptance of a higher priced proposal which has only minor deviations, whatever is determined to be in the City's best interest.

CONTRACT FORMS:

Bidders should complete the Legal Status of Bidder, Non-Collusion Affidavit, Certification regarding Debarment and the Certification regarding Iran linked Business forms and return with your bid proposal.

INTERVIEWS:

The City of Troy reserves the right to conduct interviews of those appraisers meeting the minimum qualifications. Interview may be conducted as part of the selection process to determine the most qualified vendor meeting City of Troy specifications.

SITE REVIEW:

It shall be the responsibility of each bidder to review the locations that are to be appraised. Failure to review the site will not be cause for modification of the proposal or claim for compensation or reimbursement for work specified.

Our company reviewed the sites as outlined in the parcel chart provided.

Our company **did not** review the sites


PAYMENT SCHEDULE:

The selected appraiser will be paid after acceptance of all appraisals in accordance with the specifications and a detailed invoice for services provided. If court testimony is required, the appraiser will be paid upon completion of each court case.

DOWNPAYMENTS OR PREPAYMENTS:

Any proposal received which requires a down payment or prepayment for services to be performed prior to work completion, as being in conformance with specifications will not be considered for award.

COMPANY NAME: R.S. Thomas & Associates/Harold Blake Co.


7/28/14

INSURANCE:

Insurance requirements shall be in accordance with the attached **SAMPLE INSURANCE CERTIFICATE**. The required Insurance Certificate must be submitted to the Purchasing Manager, within 5 days of the verbal/ electronic request after the bid award. The Insurance Certificate may be faxed to the City Offices [phone (248) 619-7608, and is the only bid document accepted in this format.

- (x) We can meet the specified insurance requirements.
- () We cannot meet the specified insurance requirements.
- () We do not carry the specified limits but can obtain the additional insurance coverage of \$ _____ at the cost of \$ _____. NOTE: Please note the amendments on a sample insurance certificate and attach it to your proposal.
- () Our proposal is reduced by \$ _____ if we lower the requirement to \$ _____. NOTE: Please note the amendments on a sample insurance certificate and attach it to your proposal.

IMPORTANT: A Certificate of Insurance on an ACORD Form showing present coverages SHOULD be attached to the proposal document at the time of submission of the proposal to the Office of the City Clerk.

NOTE: Failure on the part of any bidder to contact his/her insurance carrier to verify that the insurance carried by the bidder meets City of Troy specifications may result in this proposal being completed incorrectly.

OTHER: Sole proprietors must execute a certificate of exemption from Worker's Compensation requirements or provide proof of Worker's Compensation Insurance. All coverages shall be with insurance carriers licensed and admitted to do business in Michigan and acceptable to the City of Troy.

INSURANCE VERIFICATION:

A bidder shall complete the above portion that details additional costs that may be incurred for specified coverages without purchasing the additional coverage prior to proposal submission.

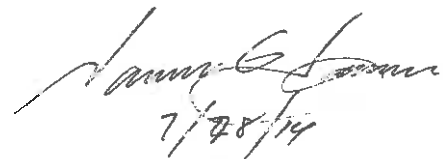
Letter Verification:

All bidders are to submit a letter from the insurance agent or carrier that the insurance to be supplied will meet specifications. As an alternative, the successful bidder may submit the certificate of insurance meeting specifications at this time at his/ her option. The City MUST receive this letter or certificate at the time of bid submission.

Final Insurance Certificate Submission:

After approval by Troy City Council, the City of Troy will provide verbal / electronic notification to submit within 5 days an insurance certificate in accordance with specifications if not already submitted. The City of Troy reserves the right to debar a firm if an acceptable insurance certificate is not received in this time frame. The company will be considered in default of contract and will be debarred from doing business with the City of Troy for a minimum of three (3) years.

COMPANY NAME: R.S. Thomas & Associates/Harold Blake Co.



7/28/14

SIGNATURE PAGE

PRICES:

Prices quoted shall remain firm for 60 days or bid award, whichever comes first, except the successful bidder(s) whose prices shall remain firm through project completion.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:



NOTE:

The undersigned has checked carefully the bid figures and understands that he shall be responsible for any error or omission in this proposal offer and is in receipt of all addendum as issued.

COMPANY R.S. Thomas & Assoc/Harold Blake Co.

ADDRESS 33620 Five Mile Rd CITY Livonia STATE MI ZIP 48154

TELEPHONE NUMBER (734) 422-5353 FAX NUMBER (734) 422-5354

REPRESENTATIVE'S NAME Norman G. Thomas, ASA, SR/WA (Print)

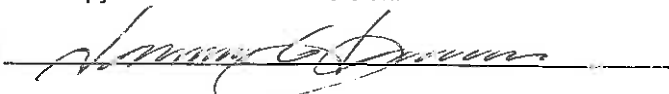
SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE 

TERMS _____ EMAIL nthomas@rsthbc-appraisers.com

EXCEPTIONS: Any exceptions, substitutions, deviations, etc. from the City specifications and this proposal must be stated below. The reason(s) for the exception, substitution, and/or deviation are an integral part of this proposal offer.

ACKNOWLEDGEMENT: I, Norman G. Thomas, ASA, SR/WA, certify that I have read the *Instructions to Bidders* (3 Pages) and that the proposal documents contained herein were obtained directly from the City's Purchasing Department and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:



IMPORTANT: All City of Troy purchases require a MATERIAL SAFETY DATA SHEET, where applicable, in compliance with the MIOSHA "Right to Know" Law. Please include a copy of any relevant MSDS at the time of proposal submission.

NOTE: The City of Troy, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

U.S. CURRENCY: All figures quoted are to be in U.S. Funds.



7/28/14



Legal Status of Bidder:

The Bidder shall fill out the appropriate form and strike out the other two:

A **corporation** duly organized and doing business under the laws of the State of Michigan for whom Norman G. Thomas, bearing the office title of President, whose signature is affixed to this proposal, is duly authorized to execute contracts.

A **partnership**, all members of which, with addresses, is:

N/A

AN INDIVIDUAL, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:

N/A

Norman G. Thomas
7/24/14



CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

Norman G. Thomas, ASA, SR/WA _____, being duly sworn deposed, says that he/she
(Print Full Name)

is the President of R.S. Thomas & Assoc. _____. The party making the foregoing proposal or bid,
(State Official Capacity in Firm)

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

Norman G. Thomas
SIGNATURE OF PERSON SUBMITTING BID

Cindy A. Thomas
NOTARY'S SIGNATURE

Subscribed and sworn to before me this 28th day of July, 2014 in and for _____
Wayne County.

My commission expires:
6-9-2019

Norman G. Thomas
7/28/14



**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2- Contracts.

I am able to certify to the above statements.

R.S. Thomas & Assoc/Harold Blake Co.

Name of Agency/Company/Firm (Please Print)

Norman G. Thomas, ASA, SR/WA, President

Name and title of authorized representative (Please Print)



Signature of authorized representative
Date

7/24/14

I am unable to certify to the above statements. Attached is my explanation.



**VENDOR CERTIFICATION
THAT IT IS NOT AN
"IRAN LINKED BUSINESS"**

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Vendor	
Legal Name	Norman G. Thomas, ASA, SR/WA
Street Address	33620 Five Mile Rd.
City	Livonia
State, Zip	MI, 48154
Corporate I.D. Number/State	38-2326817 MI Corp Tax ID
Taxpayer I.D. #	

The undersigned, with: 1.)full knowledge of all of Vendors business activities, 2.)full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

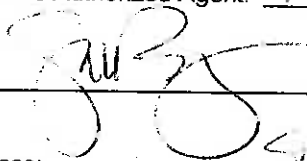
Signature of Vendor's Authorized Agent:



Printed Name of Vendor's Authorized Agent:

Norman G. Thomas

Witness Signature:



Printed Name of Witness:

Susan R. Murphy



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/24/2014

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

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

PRODUCER Donald K. Pierce & Company 18118 Mack Avenue Grosse Pointe MI 48230-6237		CONTACT NAME: PHONE (A/C, No, Ext): (313) 343-0000 FAX (A/C, No): (313) 343-9236 E-MAIL ADDRESS: PRODUCER CUSTOMER ID #:													
INSURED R.S. Thomas & Associates, Inc. DBA Harold Blake Co 26458 Pleasant Valley Rd Farmington Hills MI 48331		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <td>INSURER A: AUTO-OWNERS INSURANCE COMPANY</td> <td>NAIC # 18988</td> </tr> <tr> <td>INSURER B: AUTO-OWNERS INSURANCE COMPANY</td> <td>18988</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER A: AUTO-OWNERS INSURANCE COMPANY	NAIC # 18988	INSURER B: AUTO-OWNERS INSURANCE COMPANY	18988	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER: Cert ID 5352

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLIC <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		4141330401	4/5/2014	4/5/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Hired & Non Owned \$ 1,000,000								
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		4141330400	4/5/2014	4/5/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$								
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$								
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below		04690848	6/5/2014	6/5/2015	<table border="1"> <tr> <td>WC STATUTORY LIMITS</td> <td>OTHER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$ 1,000,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOY/EE</td> <td>\$ 1,000,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$ 1,000,000</td> </tr> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$ 1,000,000	E.L. DISEASE - EA EMPLOY/EE	\$ 1,000,000	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
WC STATUTORY LIMITS	OTHER													
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E.L. DISEASE - EA EMPLOY/EE	\$ 1,000,000													
E.L. DISEASE - POLICY LIMIT	\$ 1,000,000													

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Additional insured: City of Troy including Architects and Engineers, all elected and appointed officials, all employees and volunteers, boards, commissions and/or authorities and their board members, employees, and volunteers additional insured on ISO form B or broader

CERTIFICATE HOLDER

City of Troy
 500 W. Big Beaver Rd.
 Troy MI 48084

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Susan Murphy

Subject: FW: City of Troy certificate

From: Linda M Brincheck [<mailto:lbrincheck@pierce-company.com>]
Sent: Friday, July 25, 2014 10:46 AM
To: Susan Murphy
Subject: RE: City of Troy certificate

Hi Susan.

Unfortunately, we cannot alter or change any of the wording on the Acord certificate per our carrier's requirements. The example the City of Troy is using is from a previous version of the form, which is now outdated.

I would be happy to deal with your contact at the city and explain. I've dealt with this situation quite a few times since the Acord form was revised

Linda

Linda M. Brincheck, CISR

Donald K. Pierce & Company

18118 Mack Ave

Grosse Pointe, MI 48230

313-343-0000

313-343-9236 Fax

www.pierce-company.com